

**SANBORN ELEMENTARY SCHOOL**

**DRAGONS**

# **Sanborn Elementary School Student & Family Handbook**

**2023-2024**



## Sanborn Elementary School

2235 Vivian Street

Longmont, CO 80501

303-772-3838

Dear Sanborn Parent/Guardians,

Welcome to Sanborn Elementary School to the 2023-2024 school year. We are excited about another productive year for your child(ren). Our building houses a wonderful and talented student body that is recognized for its academic abilities, energy, kindness, and creativity. I am proud to be the principal.

We believe that our students receive an excellent education year after year. We are very proud of this tradition and will continue to work closely with you to develop the social, emotional, physical and academic skills your child will need to be successful in the future.

This handbook provides specific information regarding Sanborn Elementary School. After reading this handbook, families will have an understanding of the expectations and procedures here at our school.

The Sanborn Elementary School Handbook, along with the

SVVSD Board Policies: <https://www.svvsd.org/about/board-of-education/board-policies/>

& Code of Conduct: <https://www.svvsd.org/schools/student-conduct/>

govern and guide how our school functions. Please become familiar with the information contained in these documents.

Please feel free to contact me if you have any questions, or if you would like to discuss any of the policies or procedures contained in the handbook.

Sincerely,

Lori Peeples, Principal, Sanborn Elementary

# Sanborn Elementary School Dragons

**Address: 2235 Vivian Street, Longmont CO 80501**

**Main Office Number: 303-772-3838**

**Fax Number: 720-652-8128**

**Attendance Phone Number: 720-652-8122**

**School Administration:**

**Lori Peeples, Principal, [peeples\\_lori@svvvsd.org](mailto:peeples_lori@svvvsd.org)**

**Nancy Juth, Secretary**

**Sarah Adams, Attendance Clerk/Registrar**

**Office Hours: 7:30 AM – 3:30 PM**

**Teacher's Hours: 7:45 A.M.-3:15 P.M.**

**Dragon's Den: 7:00 A.M.-8:15 A.M.**

**3:00 P.M.-6:00 P.M.**

<b>PRESCHOOL</b>	<b>K-5TH</b>
	<b>Student Supervision begins @ 8:15AM</b>
<b>A.M. Preschool Hours 8:15-10:55 AM</b>	<b>Breakfast: 8:15 – 8:35 AM Breakfast Bell: 8:15 AM</b>
<b>P.M. Preschool Hours 12:10-2:50</b>	<b>First Bell: 8:25 AM</b>
	<b>School begins: 8:30AM</b>
	<b>Tardy Bell: 8:30AM</b>
	<b>Dismissal: 3:00 PM</b>

## **Sanborn Vision**

Sanborn Elementary School thrives on student success. The committed, dedicated staff specializes in individualized instruction—meeting students where they are and driving toward maximum growth. The school culture at Sanborn is one of care, concern, and optimistic energy. Students are held to high behavioral and academic expectations and are surrounded by a support system to rise to these high standards.

## **Sanborn Mission**

*It is our mission to give each student the opportunity to continually learn according to his or her ability and to create a safe and caring school that is attentive to the academic and emotional needs of the Sanborn community.*

## **Sanborn Commitments**

*We at Sanborn are committed to:*

- \*Teaching to the standards and proficiencies and providing evidence of student growth in a standards-based school*
- \*Using data to drive instruction and monitor progress*
- \*Collaborating to meet the individual needs of students*
- \*Communicating with and engaging parents in their child's education*
- \*Modeling and providing experiences for students to develop positive social skills*
- \*Continuing the professional growth of staff directed toward increased student achievement*
- \*Organizing the school in a way that maximizes efficiency and effectiveness in carrying out our vision*

**Mascot: Dragon (Scorch)**

**Colors: Blue & Gray**

## 23-24 STAFF LIST

OFFICE STAFF	SPECIALS
Lori Peebles, Principal	Shawn Gregg, P.E.
Nancy Juth, Secretary	Shane Johnson, Art
Sarah Adams, Attendance Clerk and Registrar	Maisie Phillips, Music
Heather Huizenga, Health Clerk	
	<b>STUDENT SERVICES</b>
<b>LIBRARY</b>	Kristin Del Cid, ELL Teacher
Barbara Garcia, Media Tech	Kathy Deputat, Psych/SSEF
	Teresa Frye, Resource Teacher
<b>CAMPUS SUPERVISION</b>	Laura Fitzgerald, Learning Coach
Loren Lew	Jenny Knight, Speech
	Sarah Knighten, Counselor
<b>PRESCHOOL</b>	Julie Larkin, O.T.
Polly Johnson	Stephanie Lyle-Maxwell, P.T.
	Tammy Malcolm-Real, Resource Teacher
<b>KINDERGARTEN</b>	Kristin Ransom, Interventionist
Jill Brown	Debi Wingfield, Literacy
Kristen Oliver	
	<b>COMMUNITY SCHOOL</b>
<b>1<sup>st</sup> GRADE</b>	Irena Dietz, Site Manager
Mica Calvo	Laverne Held
Tiffany Manzanares	Elicia Strazzeri
	Maggie Harrison
<b>2<sup>nd</sup> GRADE</b>	
Heidi Adams	<b>LUNCHROOM STAFF</b>
Mary Cousineau	Samantha Anderson, Kitchen Manager
	Delores Treat
	Aunna Opperman
<b>3<sup>rd</sup> GRADE</b>	
Annie Kern	<b>CUSTODIAL STAFF</b>
Austin Raby	Luis Lopez
	Tracy McHugh
<b>4<sup>th</sup> GRADE</b>	
Ashley Hefferon	<b>PARAPROFESSIONALS</b>
Amber Tank	Tina Garcia, Lunch/Recess
	Nick Hamby, Preschool
<b>5<sup>th</sup> GRADE</b>	Jada Gilson, Kindergarten
Samantha Benner	Zari Rezaei, Special Education
Julie Knutson	

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## Academic All Stars

Each trimester, Sanborn hosts a celebration for students (1<sup>st</sup>-5<sup>th</sup>) who meet rigorous standards of behavior and academic grades. Students must meet the following criteria to receive an invitation:

1. Demonstrated leadership in the classroom/school and no office referrals for behavior.
2. Straight A's (or the equivalent in primary grades) in the academic areas of reading, writing, and math.

We invite local dignitaries to speak at these events, and in the past, we've heard from the police chief, mayor, superintendent, and a state senator. This is a significant achievement at Sanborn!

## Attendance

**Please read this important information thoroughly.**

**Philosophy:** One important indicator of a student's success in school is regular and punctual attendance. Frequent absences and/or tardies may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement, particularly for closing the achievement gap. Research indicates that the learning process and social adaptation are seriously disrupted by excessive absences.

Each year, the Board of Education establishes the school attendance policy by adopting a school calendar.

**Students are expected to attend regularly and to arrive promptly at school.**

**Students may arrive at school at 8:15 AM for Breakfast in the Classroom for grades K-5. School starts at 8:30.**

**We do not have supervision prior to 8:15 A.M.**

**In addition, all students need to be picked up by 3:00 PM.**

**See page 2 for preschool hours.**



### **Reporting Absences:**

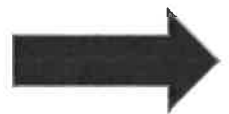
Please call the office (303-772-3838) or attendance line (720-652-8122) with absences due to illnesses, appointments, etc. as early as possible. This practice avoids us contacting you at work or interrupting your activities at home. If leaving a message (you may leave a message day or night), please state the reason for your child's absence. All absences must be communicated through the office. Absences reported through your student's teacher may not make it to the office in the event the teacher is out, so it is very important that the office staff is made aware of any absences.

If parents do not call in their child's absence and we cannot reach you by phone, per district policy, the absence must be recorded as **unexcused**. If your child is out sick for more than 3 days in a row or 10 days total per school year, a doctor's excuse will be required when they return to school to excuse the absence. If a parent fails to provide this information the absence or tardy will be recorded as "unexcused" or "vacation" at the principal's discretion based on the parent's request.

Three unexcused tardies equal 1/2 day absence.

**Excused Absences:** The building principal or their designee will grant **excused** absences with a substantiated reason. The following will be considered:

- A student who is temporarily ill or injured or whose absence is approved by the principal on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only when they cannot be taken care of outside of school hours. If your student is seeing a doctor or dentist you should bring an excuse from the doctor or dentist to the attendance clerk upon returning to school.
- A student who is absent for a prearranged extended period due to a professionally diagnosed physical, mental or emotional disability. This also will require appropriate proof from a health care provider.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.





The following may be considered excused absences at the discretion of the principal or designee:

- Serious illness or death in the family
- Family emergencies or hardship
- Religious observances when requested by a parent or guardian
- Absence required by a legal body or social agency (court, juvenile authorities, public health department or police)
- If a child is absent from school, they will not be able to participate in any after-school/evening events on that day.

The district may require suitable proof regarding the above exceptions, including written statements from a health care provider.

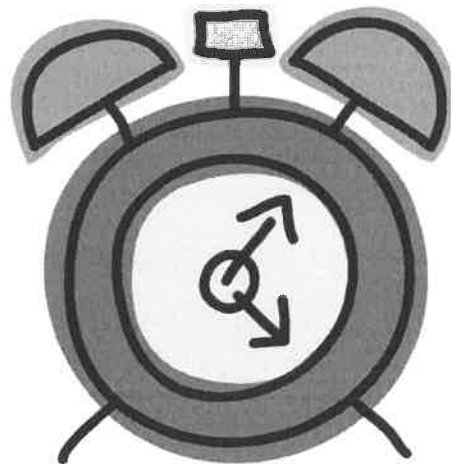
**Unexcused Absences:** An **unexcused** absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

The minimum number of *unexcused absences* a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year. After 10 days a doctor's note will be REQUIRED in order to excuse absences.

### **Tardy Procedures:**

The following may be considered **excused tardies** at the discretion of the principal or designee:

- Doctor, dentist or other appointments with a health care professional.
- In some cases, foul weather such as heavy snow or ice.
- Other instances may be deemed excused when appropriate. Please call the office and speak with the attendance clerk if you have questions.
- All other tardies will be considered **unexcused**.
- 



**IMPORTANT:** Oversleeping, "running late," and similar reasons will be considered unexcused tardies.



### **Attendance Letters:**

Regular attendance is essential to a student's success in school. Attendance letters will be generated once absences have hit parameters set by our district. Your family will receive a letter once your child's unexcused absences reach 3 days, 6 days and 10 days. Parents can view their child's attendance in Infinite Campus.

**Pre Arranged Absence Form:** Family vacation, while discouraged, should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes. All homework must be made up AFTER a vacation. A prearranged absence form can be obtained in the school office and should be filled out and signed by the principal prior to a vacation. The information needed to fill out the top portion of the form-- related to attendance-- is located in Infinite Campus.

**Make-up Work for Absences:** All students are expected to make up school work missed because of absenteeism. No make-up work will be given BEFORE OR DURING an unexcused absence. Students with excused absences will be granted full credit for make-up work provided the work is completed and turned in. Please allow 24 hours notification for this request. Generally, students will have two days for each day absent. We do not provide work in ADVANCE of an absence, only after an absence.

**Monthly Attendance Awards:** At Sanborn, we want to celebrate and encourage good attendance. As such, we give a monthly award to all students with perfect attendance. Students who have no absences or tardies for a given month will be given necklace charm and are recognized in an all-school assembly.

## **Before and After School Guidelines**

**Arrival:** Starting at 8:15 AM, students need to report to their designated area upon arrival to school each day.

**Dismissal:** Sanborn encourages students to take advantage of after school activities. However, due to supervision and safety concerns, students not involved in an approved activity must leave school property immediately after dismissal. Because of daycare licensing regulations those students or families who wish to use the playground after school may do so after 6:00 P.M.

Please see page 23 for our arrival, dismissal and early check out procedures.

## Behavior Expectations

**School Wide Behavior System:** We believe that children learn best in a safe and orderly environment. Our acronym is: SOAR

Student expectations are to be **S**afe, show **O**wnership, **A**chieve and show **R**espect. Please see the next page for the SOAR expectations.

While it is our goal to focus on student success and Sanborn guidelines, there are times when we need to help students solve problems, make better decisions, and improve academic excellence. Our first and foremost goal is to make sure that each child is safe and has access to a positive learning environment. Therefore, it is sometimes necessary to use the procedures to help redirect behavior to keep the student and our school safe. Please note that harassment, intimidation, and bullying is against the law and has more serious consequences.

### Offenses and Resolutions

Our staff will work with minor and major offenses when they occur. When dealing with these situations, staff members attempt to make it a teachable moment to help the student become more successful. A behavioral referral form may be initiated. When handing out resolutions to situations, we attempt to help the child or children problem solve and resolve conflicts.

The principal or designee deals with severe offenses as they occur. Habitual infractions lead to further interventions. Severe offenses affect the safety and welfare of students and staff and cause a disruption to the educational process. A behavioral referral form will be initiated for severe offenses.

## Bullying

Rule 1: We Will Not Bully Others.

Rule 2: We Will Try to Help Students Who Are Bullied.

Rule 3: We Will Try to Include Students Who Are Left Out.

Rule 4: If We Know That Somebody Is Being Bullied, We Will Tell an Adult at School and an Adult at Home.

### Definition of Bullying:

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.”



	S afe	O wnership	A chieve	R espect
<u>Classroom</u>  I WILL	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Walk</li> <li>Follow classroom volume level</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared and on time</li> <li>Keep my desk and area clean</li> <li>Complete tasks on time</li> <li>Participate in learning</li> <li>Try your best</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations</li> </ul>	<ul style="list-style-type: none"> <li>Respect self, others, and property</li> <li>Listen to the speaker</li> <li>Follow directions the first time</li> <li>Help others</li> <li>Use kind words</li> <li>Be patient</li> </ul>
<u>Hallways</u>  I WILL	<ul style="list-style-type: none"> <li>Walk single file, keep my hands by my side and eyes forward</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Have a hall pass</li> <li>Go directly to my destination</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands off the walls</li> <li>0 volume</li> <li>Throw trash in garbage</li> </ul>
<u>Bathroom</u>  I WILL	<ul style="list-style-type: none"> <li>Use the bathroom appropriately</li> <li>Keep water in the sink</li> <li>Put paper towels in the trash</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Wash hands with soap and water</li> <li>Return to room promptly</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Mind my own business</li> <li>0 volume</li> <li>Keep the area clean</li> <li>Be patient</li> <li>Give everyone their privacy</li> </ul>
<u>Cafeteria</u>  I WILL	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Stay seated</li> <li>Only eat my own food</li> </ul>	<ul style="list-style-type: none"> <li>Clean up my area including table and floor</li> <li>Raise my hand if I need something</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations</li> </ul>	<ul style="list-style-type: none"> <li>Say please and thank you</li> <li>Chew with your mouth closed</li> <li>Wait patiently in line</li> <li>Follow adult directions</li> <li>0-1 volume</li> <li>Use friendly words</li> </ul>
<u>Playground</u>  I WILL	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Use equipment correctly</li> <li>Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules of the game</li> <li>Take turns</li> <li>Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment</li> <li>Take turns</li> <li>Walk away if I get angry or find an adult</li> <li>Include everyone</li> <li>Use kind words and actions</li> </ul>
<u>Discovery Zone</u> I WILL	<ul style="list-style-type: none"> <li>Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Put materials back where they belong</li> <li>Use materials as intended</li> <li>Use materials with intent to learn</li> <li>Only use the area and materials when given permission</li> </ul>	<ul style="list-style-type: none"> <li>Follow all safety, ownership, and respectful expectations</li> </ul>	<ul style="list-style-type: none"> <li>Use 0-1 volume in the space</li> <li>Take turns and share space</li> <li>Leave the area/ materials clean and organized</li> </ul>

## Communication- Home/School

### **Communication**

Sanborn posts building communication on our website ( <http://sanbornes.svvsd.org/> ). In addition, we will email families the Sanborn Scoop every other Tuesday. If you are not receiving this, please contact our office. This weekly newsletter will go out bi-monthly and will detail school information, events, news, etc.

**Infinite Campus:** The I.C. website is where student information is housed for our school district. Parents and legal guardians can access their child's attendance, fees, immunization records, report cards, etc. If you have not created an account, please contact the office for your "Parent Portal Activation Code". For security reasons, this code will have to be picked up in person.

**Schoology/ SeeSaw:** Seesaw is a platform for learning engagement that allows students to create, reflect, share, and collaborate. In St. Vrain, Seesaw is the primary tool for sharing content with Pre-K through third grade, while Schoology is the learning management system for grades four and up.

**Tuesday Folders:** Each week your student will bring home a folder of their work, announcements about upcoming school activities, and communication from their teachers. Please review the contents, keep any stay-at-home papers, and return the folder to school the next day.

**Shoutpoint:** We utilize both of these phone and e-mail messaging systems to pass along important information and reminders about upcoming events. Be sure to keep your contact information up-to-date in Infinite Campus, including phone numbers and e-mail addresses.

**\*REMIND APP:** Many Sanborn teachers utilize a phone application called "Remind". Teachers will send home information about this in August and we highly recommend signing up.



**Communication with your student/teacher:** Communication between staff and parents is vital in the development of a partnership on behalf of our student.

- **Parent/Teacher Conferences**—You will have the opportunity to meet with your child’s teacher 2 times each school year (in October and February) to discuss your child’s progress. Each child will be scheduled one slot. You will contact the principal if there is a compelling reason to schedule more than one slot. Communication will come from the school on how and when to schedule your conferences.
- **Emails**—Email is a great way to communicate with your child’s teacher. District emails can be found on our website:  
[lastname\\_firstname@svvdsd.org](mailto:lastname_firstname@svvdsd.org)
- **Phone Messages:** To eliminate interruptions to the classroom, we will not patch calls to students or teachers during school hours. We will take a message for that student or teacher and deliver it during a break in their day. If you need to speak with your student’s teacher, we will take a message for them to return your call.
- **Change in after school arrangements**—It is always important to have a consistent after school plan for your child. In the event there is a change to that plan, please make sure that you notify your child’s teacher and the office in advance—either by phone or email.

### **Change of Address/Phone Numbers**

Please notify the office immediately if your address, home or work phone numbers have changed. It is vital that student information remain current.

## **Clubs - Before/After School**

**Clubs and organizations at Sanborn:** Sanborn has a variety of clubs and activities that our students can participate in. Please watch Tuesday folders for notification of these opportunities.

## Dress Code

### Dress Code:

***At Sanborn Elementary School, shoes must be worn at all times (appropriate shoes must be worn for P.E.). Bare midriffs (exposed skin between shirt and pants), tank tops, net shirts, cut shirts and clothing bearing inappropriate logos (relating to alcohol, drugs, tobacco, sexual activities, etc.) are not permitted. Sleeveless tops must be designed to fit closely under the arm. Thin-strapped tops, such as spaghetti straps, are not permitted (must be 2 adult fingers wide).***



***Hats and hoods are not to be worn in the school building. Bandannas that are worn as a hairpiece around a ponytail are permissible—if they are NOT covering the head. Head gear (tiaras, headbands with ears, etc.) of any type that is a distraction to the learning environment is not allowed. Sunglasses may not be worn inside the school.***

***Heelys (roller skate shoes) are not allowed due to safety reasons.***

***The principal maintains the right to determine the appropriateness of clothing and each incident will be handled on an individual basis.***

## Field Trips

Field trips are student excursions and/or experiences for the purpose of gaining firsthand knowledge away from the classroom. The teacher shall provide the parents with information concerning the purpose and destination of the trip, cost, transportation and eating arrangements, date and time of departure, and the estimated time of return. A parental permission slip shall be required for each student participating in the trip, including walking excursions.

On occasion, adults (school personnel and/or parents) may accompany the class on the field trip. Parents wishing to attend the field trip will be identified by a predetermined process, and teachers are responsible for informing accompanying adults of their duties and responsibilities. Parents may need to provide their own transportation and pay their own way. The teacher shall review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students.

## Health Services Information

**Health Services:** We have limited health services available at our school. In the event that your child complains of not feeling well, it is probably a good idea to keep him/her at home. Health office staff or other qualified school personnel will handle health office issues. It is ESSENTIAL that we have the following information on file in case of illness or emergency:

- ✓ CURRENT telephone numbers for parent(s) or guardian(s). Please update your contact information whenever there is a change.
- ✓ Names and telephone numbers of relatives or friends who should be contacted if a parent/guardian is not available
- ✓ Name and telephone number of family doctor

### **Illness/Injury, Emergency Information:**

- If a student becomes ill during the school day, the student should report to the Health Office after receiving permission from appropriate staff. The parent or guardian will be contacted when necessary. If the student is deemed too ill to remain at school, a parent will be contacted. If a child is vomiting, running a fever of 100 degrees or more, or continuous diarrhea; parents will be contacted and expected to pick up their child.
- Children need to be free of fever, excessive diarrhea and vomiting for 24 hours prior to returning to school.
- Accidents/Illness/Injury – Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parents/guardians will be contacted and in extreme cases, 911 may be called.
- Emergency information – PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF. We need to be able to contact you if your child is ill or injured.

### **Instructional Limitations**

If your student is required by a physician to abstain from instruction activities (i.e physical education, writing, etc.) a written notification from a doctor detailing the restrictions is required. A release to return to normal activities from the doctor will also be needed once the student is able to return to normal activities, if original restrictions did not denote a time frame.





**Medication:** St. Vrain Valley School District RE-1J employees are not allowed to dispense prescription or non-prescription medications without written consent/directions from a physician and parent (A “**PERMISSION FOR MEDICATION**” form is available in the school office).

If it is necessary for your child to take oral medication during school hours, the



“Permission for Medication” form **MUST** be on file in the school health office. Medicine bottles must have the dosage printed on the label and match the “Permission for Medication” form. The principal, health clerk, or office staff will be the only ones who will administer the medication. A parent or guardian may come to school to give their child medication, but must sign in at the front office first. Students may not bring medication to self-administer. This should be accomplished through the office.

**Immunizations:** All students new to Sanborn (except in-district transfers) will be required to present proof of immunizations upon entering school. Immunizations may be obtained from your family doctor or the Boulder County Health Department. Parents must show evidence of the first immunization prior to entering school.

Please refer to your family doctor or the school district web site for a complete list of required immunizations:

<https://www.colorado.gov/pacific/cdphe/schoolrequiredvaccines>

### **Screenings**

Hearing and vision screenings are conducted annually by health services staff including the district audiologist.

Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily at school.

Students who do not pass vision screening will receive a “referral” for follow-up care. Students who do not pass hearing screening will continue to be monitored by school audiologists.

### **Loaned Clothing**

The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes the following school day.

### **When to keep your child home / Exclusion from school for health reasons:**

Healthy Children Learn Better. The following Exclusion Guidelines will be utilized to determine if a student should be sent home because of illness. Staff will utilize these guidelines and may call for the student to be picked up from school. Please click on: <https://www.svvdsd.org/coronavirus-information/> and scroll down and click on “How Sick is Too Sick”.

## Homework Policy

**Homework:** Many teachers assign homework. Encourage your child to complete their work. Discussing their work helps them develop a positive attitude about learning, especially when learning something new or difficult.

### **HOMEWORK HAS MANY BENEFITS:**

1. To communicate with parents about the curriculum taught in the classroom.
2. To practice skills taught.
3. To teach students how to manage time in the classroom and at home.
4. To foster responsibility.
5. To build independent study skills.
6. To help students make the connection that learning takes place anywhere.

### **Parent Role**

It is very helpful to provide a consistent time and quiet place for your child to complete homework, making sure they have all of the supplies needed. Finally, please make sure your child has completed their homework correctly.

## Involvement- Family

**PASS:** PASS (Parent Association for Sanborn Students) is a parent organization that actively supports our school by sponsoring several fundraising activities and also promoting social events that unite the Sanborn community. This group supports our Sanborn students with materials and equipment and also sponsors various programs such as field trips and assemblies.

All parents are urged to join PASS as a way to connect the home, school and community on behalf of the children. The PASS group typically meets on the 1<sup>st</sup> Tuesday of each month at 6:30 PM in the Sanborn library. Watch the school calendar and the Sanborn Scoop for specific dates and times!!

**Volunteers:** Sanborn has a very active and supportive group of volunteers that help out in our classrooms, office and library. You can get an application for volunteering from the classroom teacher or the front office.



## Leaving School Grounds—arrivals, dismissals, check out

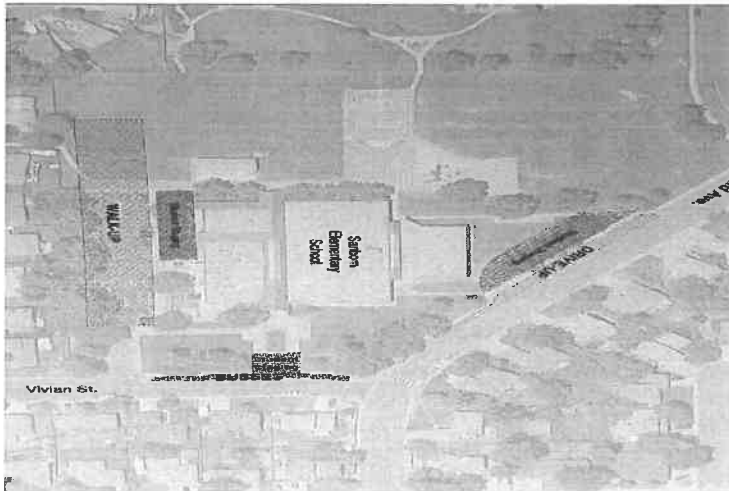
**Arrival:** Students (K-5) may arrive at school at 8:15 AM. The tardy bell rings at 8:30 AM. Students are assigned designated doors to enter the building. Kinder and 1<sup>st</sup>—front entrance, 2<sup>nd</sup> grade—northeast door, 3<sup>rd</sup> & 4<sup>th</sup> grade—northwest door, 5<sup>th</sup> grade—southwest door.

**Dismissal: (K-5)** Dismissal is at 3:00 PM. We have 3 dismissal areas at our school. Walk Up—please park in the school parking lot and walk to the south side cafeteria area to pick your child up.

Drive Up—please drive up on the northeast side of the building off of 23<sup>rd</sup> Ave. We will get your child to you.

Bus Pick Up—at the front of the building on Vivian St.

\*\*\*Please be sure that you let your child's teacher know how you will be picking up your child.



SANBORN TRAFFIC FLOW MAP

**Early Check Out:** Please let the office know when you will be picking your child up early.

## Lost and Found

Clearly label all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots and umbrellas with your student's name and phone number. Many mix-ups occur and an unbelievable amount of clothing is unlabeled and unclaimed by the end of each year. **The Lost and Found is located in the white cabinet in the cafeteria. You are free to check it anytime throughout the year.** Twice each year, Lost and Found items are put on display, and unclaimed items are donated to charity. Small items (cell phones, glasses, jewelry, etc.) are kept in the office.

## Nutrition/Lunchroom

**Breakfast/Lunch:** Breakfast in the Classroom and lunch is free for all students.

### **Lunchroom Policies and Procedures:**

- **Free and Reduced Meal Applications:** Although all breakfast and lunches will be provided free to students, we ask that families still fill out the Free and Reduced Meal application. This application can help provide the possibility of other fee waivers within the district. The federal guidelines require *a new application each year*. Here is a link to the application:
- <https://www.svvsd.org/departments/operations-maintenance/nutrition/free-reduced-meals/>
- For questions for this and other additional meal programs please contact Katie Cossette at Nutritional Services at 303-682-7255 or [cossette\\_katie@svvsd.org](mailto:cossette_katie@svvsd.org).
- Menus available at <https://www.svvsd.org/departments/operations-maintenance/nutrition/>
- For Special Dietary Needs contact Theresa Spires 303-702-7750 or [spires\\_theresa@svvsd.org](mailto:spires_theresa@svvsd.org)

### **Meals at School**

We have a “no share” policy in the Sanborn cafeteria. This means that to maintain health practices and avoid other issues, students are not to share any food with their friends. This includes hot lunch or lunch brought from home. It is fine that students bring food from a restaurant, but not to share. Soda is not allowed in the cafeteria as a beverage at lunch. We appreciate your help with this in explaining it to your children.

We can also provide a table in the cafeteria available for students with allergies. We will adjust seating to ensure safety for our students.



## **Lunch Procedure**

- Parents are always welcome to join their children for lunch.
- If you will be taking your child out to lunch, please let the office know. You will ring the bell, we will call your child to the office and bring them to you at the front door for you to sign out. You will repeat the same procedure upon return.

## **Lunchroom Expectations**

1. Walk and keep their hands, feet, and objects (including food) to themselves.
2. Use good manners.
3. Visit quietly using an appropriate indoor voice.
4. Put trash in the trash can when they are excused.
5. Raise their hands and get permission to be dismissed.
6. Keep coats with them and sit on them during lunch.

## **Patriotism**

Colorado Revised Statute requires that each classroom display the American flag. Sanborn's classes recognize their national pride by saying the Pledge of Allegiance. Should your religious convictions forbid your child's participation in these activities, they may recognize their privilege of not participating by remaining quietly seated during the reciting of the Pledge of Allegiance in the presence of the American flag.

## **Personal Property**

We ask that students DO NOT BRING PERSONAL ITEMS, such as, toys, video games, sporting equipment, (also, please review the bicycle section under Transportation) or any valuable items to school. This will ensure that these items will not become "lost" at school. Cell phones are to be turned off and safely put away in the child's backpack during school hours. Please write your child's name on all jackets, boots, gloves, etc.

**Theft or Loss of Personal Property:** Sanborn is not responsible for the loss or theft of personal items from students at school. Students are not to bring personal items, including music players, electronic games, trading cards or toys to school. However, it is important to report any loss or damage to the teacher immediately.

## Playground

Students will be outside for recess any time the wind chill is above 20 degrees. Please make sure your child is dressed in warm clothing during cold weather. Snow boots or appropriate footwear (gloves, hats and coats) should be worn. All students are expected to participate in recess unless restricted due to health restrictions. A written request from your family's doctor is required if a student is to stay in for recess. Snow boots and snow pants are required in order to allow students to play in the snow. On our playground each person will follow our SOAR expectations. Please refer to page 11.

### General Rules

Students are to play within the playground boundaries.

- Keep ice, snow, gravel, sand or rocks on the ground. **We do not allow snow to be thrown or kicked.**
- Wear weather appropriate attire.
- Wear appropriate footwear—shoes with treads or snow boots.
- Refrain from sliding on ice, stay out of water puddles and downspouts.
- Do not run on concrete walkways.
- Food, drinks or gum will not be allowed on the playground.
- No personal toys or sports equipment are allowed on the playground.
- Return all school equipment after every recess.
- Shoes will be worn outdoors at all times.
- Keep hands and feet to yourself, kick boxing or play fighting are not appropriate playground activities.
- Students are not allowed to leave the playground area or the building without permission.

### Slide Rules

- Sitting position only
- One person at a time
- Do not walk up the slides
- Keep scarves and necklaces tied up and tucked in while using the slides

### Swing Rules

- Sit on swing seat and hold both chains
- No standing on swings
- No jumping off swings
- No twisting
- Front to back swinging only
- No playing between swing

- ❖ Toys and other electronic music or game equipment (including cell phones) are not permitted.

## Report Cards and Grading

**Report Cards and Grading:** The district utilizes a standards-based report card. Report cards will be sent home with students on November 14th, March 5th and May 23th. Teachers and parents will communicate more often if there are special concerns about student progress.

## Safety and Security

**Physical safety:** Physical safety measures will be implemented, such as visitor check-in and identification stickers, preparedness planning, and regular practice drills for a variety of potential incidents. Sanborn has created safety plans in connection with the district.

**Psychological safety:** Psychological safety provides for the social and emotional well-being of students. We work to maintain a positive school climate through bullying prevention, asset development, a school-wide behavior program, restorative justice, and early identification and intervention for at-risk students.

**Crisis management :** SVVSD has a crisis management plan that is reviewed on an annual basis. This comprehensive document provides a resource to school administrators in the event of a variety of crisis situations.

**School Security:** For the protection of students, staff, and parents the school **DOORS WILL BE LOCKED DURING THE SCHOOL DAY.** Students, parents and other visitors must enter through the main entrance (east) of the school and sign in at the office. Please utilize the doorbell/camera system for entry into the building. Also, remind your children that they may ring the doorbell at the front door if they need to enter the school before, during or after school.

### **Emergency Response Drills:**

Each school in SVVSD has several drills that they practice each year. These drills are frequently held to train staff and students in preparation for a potential actual emergency. These include: Hold, Secure, Lockdown, Evacuate and Shelter. Copies of the Standard Response Protocol were sent home in August and are available in our office.

### **Weapons:**

Students should not bring guns, knives, slingshots, bow and arrows, bullets, or any REAL OR TOY weapon to school.



**Let's Keep our Kids SAFE:** Parents, for the safety of our children, please observe the following rules while on campus:

Safely cross ONLY at crosswalks

Avoid red zones and double parking

Follow your after school plan

Encourage parents to report unsafe situations

Please discuss with your children the most desirable routes to and from school, safety factors while walking to and from school, and safety while waiting for or riding busses. Remember, children cannot see oncoming traffic when cars are parked along the street. Teach them to follow the safety rules every time. Parents, please be a kind, courteous, and aware driver.

**THANK YOU** for your cooperation to ensure our children's safety.

## School Campus

**Campus Pride:** Staff and students will take pride in our campus and school property.

### **Dogs and Other Animals in the Building and on the Playground:**

Due to health and safety concerns, we are asking that **no** animals be brought into the building or on school grounds at any time during the school day. This includes before and after-school pick up. The exception would be service animals such as a seeing-eye dog or a police dog.

## Student Success

### **Academic and Behavioral Assistance:**

Teachers may refer students who are struggling academically, socially, or behaviorally through our Multi Tiers Support System (MTSS) process. The MTSS team will meet with parents/guardians and school personnel to design interventions to assist students with their learning. Interventions from the buildings Pyramid of Interventions will be utilized when appropriate.



## Transportation

**Bicycles, Scooters, Rollerblades, Heelys, Etc:** Bicycles and scooters should be parked and locked in the racks located on the southeast and northwest corners of the school. Scooters cannot be stored in the classroom coat closets because of limited space. Bicycles, scooters, skateboards, rollerblades, and “heelys” are not to be ridden on school grounds. Traffic safety rules should be followed by bicycle/scooter riders leaving school grounds, including no more than one rider. We strongly encourage the use of helmets for all riders.

## Withdrawal

**Withdraw and Transfer of Students:** If your child must be withdrawn or transferred from school, please notify the office to fill out a withdrawal form a week prior to the withdrawal to provide an opportunity for completing of school records and a check of proper accountability.

