

Metz Elementary Student Handbook



Dear Metz families,

Please take some time to read over the information in our Metz Student Handbook. Information in our handbook is intended to inform you of many of the Metz school policies, procedures and expectations. The Westminster Public Schools Rights and Responsibilities Handbook outlines Westminster Public School's policies and procedures. Please sign the last page and return it to school.

At Metz Elementary, we want every child to have a successful educational experience. We also want students to feel good about themselves as learners. Our beliefs about how children learn are based on current research and we have positive expectations for all students to succeed.

The staff at Metz engages in collaborative dialogue and teamwork. We use data to inform our instructional decisions and we individualize instruction to meet the varied needs of every child. Our reading, writing and math programs are exciting, challenging and build upon the strengths of our students. It is our goal to develop students to become self-directed workers, independent thinkers, and collaborative problem solvers.

We believe that the education of children is a partnership between home and school. The Metz staff has a strong commitment to excellence and we invite parents to work together with us to achieve excellence. We strongly encourage parents to regularly help their children with homework, talk with them about what they are learning, read books to them and listen to them read. We also ask parents to continuously emphasize to their children the importance of good work and study habits. At Metz, parents are encouraged to serve as classroom or school volunteers, attend evening school activities and be active in our Parent Leadership Team or monthly PTA meetings where parents and staff discuss school issues.

If you have any questions, please feel free to contact me during the school year. You can phone me through the school office phone number (303-428-1884) or stop in at the front office.

Sincerely,
Claudette Trujillo, Metz Principal

Regular School Hours

Office Hours 7:50-3:45

Monday - Friday

Breakfast is served in the classroom after the school bell rings.

Pre-Primary (Main door entrance and exit)

8:10 a.m.-3:00 p.m. (Parents must sign out their students at pick up)

Primary (West Door) and Intermediate Schedule (East Door)

8:15 a.m. – 3:10 p.m.

Please complete early pick up by 2:50 or you will need to wait until the bell rings.

The Tardy Bell rings at 8:15 a.m. Students arriving after 8:20 a.m. must check in at the front office **with their parents. Parents must sign in their tardy students.**

FREE Breakfast is served to ALL students in the classroom. (Please complete the School Lunch Form each fall so we can receive this service each year.)

OUR SHARED VISION:

Our vision is to create a learning environment that successfully prepares students for future opportunities.

OUR SHARED MISSION:

*At Metz, we are dedicated to learning and working together. Metz **ROARS!***

Respect

Ownership

Achievement

Responsibility

Safety

COMPETENCY-BASED SYSTEM (CBS) OF EDUCATION AT METZ/Westminster Public Schools

We are very excited about the upcoming school year. This year we are continuing with our implementation of our Competency-Based System in Westminster Public Schools and at Metz.

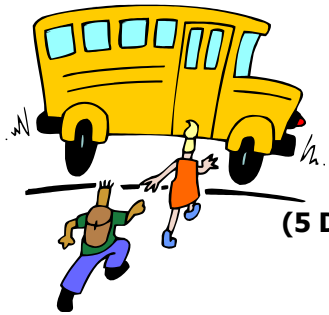
In our Competency-Based system, we have clearly defined what students should know and be able to do throughout their educational journey. Students will move from one level to the next in English language arts, math, science and social studies by demonstrating that they have mastered content knowledge at one level before moving to the next higher level. In the spring, we sent home to all parents the **Learning Progress Report** for your child. In this report, we communicated to you the progress your child made this past school year. We shared specific learning targets in reading, writing and math that your child mastered and the learning targets that he or she is still working to master this coming school year. This year your child will be in a performance level for **English language arts (reading/writing), math, science, social studies, art, music and physical education**. More information on the level of your child will be communicated to you throughout the year.

The Metz staff is really looking forward to building upon what your child learned last year and continuing to teach, support and work alongside your child to move him/her to the next level.

Most students at Metz will have one teacher for English language arts and one teacher for math and a Homeroom Core Teacher. We will have specialist teachers for art, music and physical education. Your child will receive instruction in the measurement topics of his/her assigned content level in math, language arts, science, social studies, music, art, and physical education. As your child understands and can demonstrate that they know everything in that performance level, they will move to the next level. Primary students (grades 1 & 2) are mixed. Intermediate students (grades 3, 4 & 5) are also mixed. Instruction for your child will be guided by our measurement topics by performance level.

Registration

Required:
State Certified Birth Certificate
(students must be 5 years old by October 1st to attend Kindergarten)



CURRENT IMMUNIZATIONS

(5 DTP, 4 Polio, 3 HEP, 1 HIB, 2 MMR, 2 Varicella for kindergarten and 1st grade (or history of chicken pox))

Proof of Residency
(Utility Bill, Lease or drivers license)

Optional:
Social Security Card

It is very important we have two emergency contact phone numbers and addresses, in the event the parents are unable to be reached.

Grades 1-5 we will need the previous school name and address to request records.

Forms that must be completed to register your son/daughter at Metz

Student Verification Form **(Please verify info is correct and update as needed)**

Emergency Card

Free and Reduced lunch application – **a new form must be filled out to be eligible for this benefit for each school year – all parents will be asked to fill out this application at registration**

Student Health/Medicaid Form

Title 10 Questionnaire

Bus Behavior Rules and Permission **(all must complete as students will ride a bus on field trips)**

Media Release Form

Responsibilities and Rights Code of Conduct Handbook (Internet Agreement) – to be given and filled out at time of registration

Migrant Form

Field Trip Permission Form – required for your child to attend any field trip

GENERAL SCHOOL INFORMATION

OFFICE HOURS

The Metz office is open Monday through Friday from **7:45 a.m. to 3:45 p.m.** The main office phone number is 303-428-1884.

Please call this number to excuse your child from school as well.

Westminster Public Schools

RESPONSIBILITIES AND RIGHTS CODE OF CONDUCT HANDBOOK

Every parent of an Adams 50 school will have access to a copy of the Responsibilities Rights and Code of Conduct Handbook to read during registration; they can access it online or ask for a paper copy from the office. This handbook includes information regarding access to student records, discipline policies and procedures and information regarding discipline of students. Please take time to read the handbook. All parents will be asked to sign the last page of this handbook during school registration. By signing this form, you indicate that you have read and understood the rights and responsibilities of your child. If you do not have a copy of the Responsibilities and Rights Code of Conduct handbook and would like one, stop in the office to get your handbook. The handbook can also be accessed online at Adams50.org.

ATTENDANCE AND ABSENCE REPORTING POLICY

Students enrolled in Metz Elementary are required to attend classes, unless excused for good reason in accordance with the Colorado Compulsory Attendance Law and approved by the principal. Regular school attendance and being on time is essential for the student to attain the maximum benefit from school.

DEFINITIONS AND CONSEQUENCES FOR ABSENCES

ABSENCES: are defined as the non-attendance of the student for a period of time longer than one hour during the school day.

EXCUSED ABSENCES: The principal shall grant excused absences in compliance with the Compulsory Attendance Law for the following reasons:

- a. Absences caused by illness, injury, or physical, mental and/or emotional disability, or non-emergency medical/dental appointments.
- b. Religious appointments.

- c. Family emergencies or hardships.
- d. Absence required by a legal authority.
- e. Family vacations and educational experiences not sponsored by the district need to be pre-arranged with the office one week prior to absence.

Parents/guardian will receive a letter from the school after a student has accumulated 4-10 excused or unexcused absences. The school social worker may visit the home if necessary. A second letter will be sent after 10 absences.

UNEXCUSED ABSENCES: are absences for reasons other than those listed under Excused Absences.

CONSEQUENCES: The parents/guardian will receive a letter from the school after the student has 4 and 5 unexcused absences. The school social worker or District Attendance Manager may visit the home if necessary. A second letter will be sent after ten unexcused absences and an attendance meeting will follow after eleven unexcused absences.

“Colorado Law (CRS 22-33-104) requires every child who has attained the age of six years and is under the age of sixteen to attend public school for at least one thousand and fifty six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year.”

“ Colorado Law (CRS 22-33-104) requires that any child who has more than four unexcused absences in a month and/or ten unexcused absences in a school or calendar year be considered “habitually truant”. The law requires that a meeting be held to review and evaluate the reasons for the child being habitually truant. The student and the parents/guardians are invited to this meeting. A plan for improvement of the student’s attendance will be developed at this meeting”.

To help keep the school informed, it is the parent’s responsibility to notify the school office about the students’ absences by the start of the school day. The attendance phone line is available 24 hours a day.

The Tardy Bell rings at 8:15 a.m.
Students arriving after 8:20 a.m. must be checked in at the front office by a parent.

"TARDIES" ARE COSTLY

When students come to school late, they miss out on the essential information and directions the teacher gives to set the stage for the day of learning. When parents allow their child to be tardy frequently, it subtly gives the child the message that promptness is not important and responsibility to be on time is not valued. Students need the message that school is important and you must be to school on time.

If your child is late for school they will be marked unexcused unless we get a call, note from parent or parent comes in to office to excuse student. Continued tardies will be followed up by a call home and possibly other action if needed. We would like for each student to achieve his or her very best. To do this, every child needs to be at school on time. Please make sure that you and your children plan ahead to make it to school on time. It is very important. All tardies must be approved by the principal.

SCHOOL SAFETY PLANS AND PRECAUTIONS

In order to be as vigilant as possible regarding safety of our students and staff, we have implemented and are enforcing a strict school security procedure. As part of our school security plan, we require all adults who enter the building to check in with the office, be approved for reason in the building and receive a visitor badge. To get a visitor badge, you may be asked to give us an identification card (driver's license or other picture identification). We will keep your identification card until you are ready to leave the school. When you are ready to leave the school, you will return the visitor badge to the front office and pick up your picture identification. Checking in also means you will need to sign our Visitor Log. If you are just coming into the office to ask a question or to meet your child go straight to the office. **All adults who want to go down to classrooms, go to the library, go to the gym/music room or anywhere else in the building will be required to sign the visitor's log, and receive a visitor badge after having the reason for the visit approved by the principal. Prior notice (24-48 hours) to visit these locations are required so teachers can be informed of parents coming to the classroom to assist. Parents that visit classrooms will be required to assist in the room and not just observe; we always need help in the classroom. All volunteers must be background checked and approved by our district office. This includes field trips and classroom parties.**

Thank you for helping us ensure the safety of students and staff at Metz Elementary.

WPS is pleased to provide an Alert-Now communication tool that allows us to contact you about important events or with emergency information through an automated phone call. Make sure that we have your current phone numbers (home, work and cell) and email address as we use the information in this database to contact you. Be sure we know which phone number you would like to receive the message on. Using the communication tool, we will be able to reach all our families in 20 minutes or less.

Safety and Security Policy:

Here are a few of the ways we are working to ensure that Metz continues to be a safe and secure place for your child:

- All school doors are to remain locked.

- Classroom doors will be locked when the teacher is not in the classroom. Students will not be allowed to return to classrooms for belongings without an adult.
- **All school visitors wishing to move beyond the front office will be required to sign in and have a school visitor's pass, with prior approval by the classroom teacher (even if they are regulars).**
- **We will be implementing a STOP, DROP and HUG location in the school near the three entrances, where all students will be dropped and others are not allowed to follow them down the hall. This is part of our new Safety Plan**
- Parents who arrive early to pick their children up must sign their children out. We ask that after 2:50 p.m., you wait for dismissal to get your students.
- Only people listed on the emergency contact sheet can sign out a child and they will need to show an ID if the office staff does not recognize them.
- Staff members will always have a walkie-talkie when students are outside and can be reached at any time.
- **Fire drills are practiced once per month.**
- **Tornado drills are practiced twice per year.**
- **Lock down and Lock out drills are practiced at least twice during the year.**
- Students are reminded frequently, throughout the year of school rules/safety.

We appreciate your help as we strive to provide a learning environment that is safe and secure for all students and staff.

SCHOOL VISITATION

Parents are encouraged and welcome to visit Metz Elementary. Please make an appointment with your child's teacher if you want to assist in the classroom (24-48 hours' notice preferred). Check in with the office staff when you arrive at school. There is a parent sign-in sheet for you to fill out and we have a visitor badge that we will give you to wear while you are at school. For the safety of all students and staff, we constantly are on the watch for strangers on our school property or in the school building. All volunteers or visitors who will interact with children must be approved through our district's background screening prior to starting.

STUDENT ILLNESS

We believe that students should be in school every day. However, we know that students do, from time to time, get sick. The following guidelines will help you to decide if you should send your child to school:

- **Rashes** – students should be kept at home unless a doctor's note is provided that states that the rash is not contagious
- **Vomiting and Diarrhea** - students should be kept home until symptom-free
- **Fever** – students with a high fever (over 100 degree) should be kept home
- **Common Cold** – students should be kept home if they have a fever, have lots of nasal discharge or a persistent cough
- **Pink Eye** – student should be kept at home and treated until your physician diagnosis the infection as not contagious

- **Persistent Cough** – students should remain at home if the cough is very persistent and painful to the student

HEALTH CLINIC

The office staff assists students in the School Health Clinic. In the clinic, minimal first aid is administered to students who become sick or injured at school, administer prescribed medications (with doctor written approval) and maintain health records. The office staff will determine if a student needs to go home due to sickness or injury. If your child needs to go home, you will be contacted as soon as possible. We do not have the facilities to keep sick or injured students at school for extended periods of time.

KEEP YOUR EMERGENCY INFORMATION CURRENT

The office must have accurate emergency information for your child on file. This is a primary means of communication between home and school should an illness, accident or emergency arise. If you need to change a work, home or contact phone number, call the office immediately.

EMERGENCY HEALTH SITUATIONS AT SCHOOL

If a student is seriously injured or becomes severely sick at school and requires care beyond the facilities of the school, an attempt will be made to contact you immediately. Depending on the situation, a phone call may be placed to emergency medical personnel (911) for emergency treatment and/or transportation to a medical facility.

MEDICATIONS

For all medications, please remember, it is our policy to have a permission slip filled out by the parent **and doctor** (include child's name, amount of dosage to be given, time medication is supposed to be given, and name of medication to be given) and the original container for any medication that is needed to be taken here at school. You may obtain permission slips for medication release from the office. Also, it is important to have the right medication for your child. We cannot give adult doses to your child. Please make sure any medication that is brought in is for the right age of your child. We are unable to dispense cough syrup or cough drops without a prescription. **Students are not allowed to keep medications with them at school.**

ALL PRESCRIPTION MEDICATIONS NEED TO HAVE THE PRESCRIPTION LABEL ON THE BOTTLE OR CONTAINER.

WITHDRAWING FROM SCHOOL

In the event you need to withdraw your student, please contact the office to fill out a withdrawal form. It is always helpful if the parent can include where the student will be attending school next. When the office receives a request of records from the new school, the office will forward all records over to them via mail.

PARKING LOT SAFETY

It is very important that you follow all posted traffic signs around Metz. There are signs posted regarding the speed limit and signs posted indicating no parking. Follow the one way signs in both parking lots and in the loop. The loop is reserved for the school bus. After the bus has picked up its children then parents may pull in there. Please pay careful attention to the driveways across the street and **do not block them.**

Always drive slowly, do not park or stop anywhere near the crosswalks, and stop for children who are crossing the street. Please avoid making **u-turns** in front of the school. Remember that when driving, it is very important to be watchful and aware of what is around you. Take special care to slow down when you see pedestrians.

Please remind your children to always walk on the sidewalks or the side of the road when sidewalks are not available. Students should be reminded frequently to always cross in crosswalks and to obey all traffic rules. It is also important to tell your children that they should walk straight home when school is dismissed.

Thank you for helping to ensure the safety of our students.

MORNING and AFTERNOON SCHOOL SUPERVISION

Adult supervision will begin at 8:00 a.m. on the school playground. A free breakfast will be available to all students every day. Breakfast will be served in the classroom after the bell rings. As students arrive to school, they need to go to the playground of our school where they can be supervised. Please ensure that students do not arrive at school before 8:00 a.m. Parents will be contacted if their child consistently arrives too early to school.

Supervision is also provided at dismissal time from 3:10 p.m. to 3:15 p.m. Students not picked up 5 minutes after the dismissal bell will be brought back into the school and parents will be contacted. A plan (and a backup plan) to pick up your child in a timely manner should always be in place. Pre-primary (kindergarten) students will be signed out at 3:05 by a parent outside our main front doors. Adults must be at least 18 years of age to sign out a pre-primary or preschool student. Preschool students will be signed in at 8:20 and signed out at 3:00.

Students are not allowed to wait on campus or the playground for adults or older siblings to pick them up at a later time.

AFTER SCHOOL PLANS

In order to ensure the safety of our children, it is important to remind our children of our expectations for what we want them to do after school. It is school policy that all students are to leave the school grounds at the end of the school day. It is also important that students know if they are supposed to walk home or wait for someone to pick them up from school. If you are picking your child up from school, please make sure that you are here at 3:05 p.m. If your child is in an after school activity, please be aware of the ending time of the activity. There may be times when we do not have supervision outside following an after school activity. Parents need to be waiting in

the parking lot at the end of an after school activity to take their child(ren) home. Students will not be allowed to participate in after school activities if they are not picked up on time.

Please talk to your child and make sure they know what you want them to do after school. Remind them that they should not bring a friend home after school if they have not been told by you that it is ok to have the friend come to your house. If your child does come home with a child from school, and you are not aware that this child has permission from his/her parent to be at your house, please call the school office immediately (303-428-1884). This will help us to quickly reunite a student who is possibly missing back to his/her family. The school will not allow children to make after school plans with other children; these must always be arranged by parents the day before.

PROHIBITED ITEMS

Students are not allowed to chew gum or chew on seeds during school hours. Portable radios, Ipods, CD Players, electronic games, toys, cameras, trading cards, etc. are not allowed at school.

NO TOYS AT SCHOOL

At Metz, students are **not** to bring play items to school because we cannot be responsible for lost or stolen personal belongings.

This includes: footballs, soccer balls, basketballs etc. / games / trading cards/ toy cell phones/beepers / make-up gum / electronic devices – i.e. - Game Boys/Nintendo, ipods

Students know that if they get caught with these items, the items will be confiscated and will not be retrievable until the end of the school year by the parent.

CELL PHONES AND PAGERS

Students are permitted to bring a cell phone to school but it must be shut off during the school day once they enter school grounds and stored in their backpack. Students may turn their phones on after the end of the school day as they leave school grounds. Phones that are turned on will be taken by staff and parents will have to come to the school office to retrieve the phone. A referral will also be written up on students turning on phones once on school property. Phones may not be shared with other students either.

TELEPHONE USE

Students may use a school phone with adult permission only. Students will not be allowed to call home asking to go to a friend's house. These types of arrangements will need to be made the night before. In an emergency, you may call the front office and your child will be pulled out of class to take a phone call.

BIKES/SCOOTERS/SKATEBOARDS/ROLLER SKATES/SHOES WITH WHEELS

Students are allowed to ride to school using a bike/scooter/skateboard/shoes with wheels or in-line skates. Students are not allowed to ride bikes/scooters/skateboards/in-line skates/shoes with wheels on school grounds. Bikes must be pushed and in-line skates/roller skates/shoes with wheels must be taken off when students arrive to school. We provide a bike rack and encourage all bikes to be securely locked. All skateboards/scooters need to also be securable at the bike racks; they may not be brought into school. The school or district cannot be responsible for lost or stolen personal belongings of students. We also encourage all students to wear helmets and other protective gear when riding bikes/scooters/skateboards or in-line skates to school.

SEARCHES OF DESKS AND STUDENT STORAGE AREAS

School desks and storage areas are school property, which the school has made available for student use for educational purposes. School officials have the right to inspect the desks and storage areas as deemed necessary. Student backpacks will be searched when there is reasonable suspicion that the search will result in the discovery of:

- substances prohibited by district/school policy and or prohibited by state law
- any material or item which presents a danger of physical harm to others
- materials not properly in the possession of the student (stolen items)

LOST AND FOUND

Items that are found should be turned into the office. Coats, backpacks, lunch boxes, and clothing will be kept in large baskets near the gym. Money, keys, glasses, wallets, purses, jewelry, and other valuable items will be kept in the front office. If you or your children lose something, check in the baskets or stop in the front office. We will only keep lost and found items in the Lost and Found for 2-3 weeks. Every month, items in the Lost and Found will be bagged and sent to the Have a Heart Foundation. Have a Heart operates a clothing bank for the WPS community. If you are missing any clothing from your son or daughter, please come to school and look through our Lost and Found. Check in at the office and they will send you to the Lost and Found that is located in the baskets by the gym at the back of the school.

DRESS CODE

Be sure your child is dressed comfortably, but appropriately for school (uniforms Monday-Thursday.) School policy states clothing **not** suitable includes:

- Short shorts or mini skirts (middle thigh length is appropriate length for shorts/skirts)
- Midriff shirts (belly must not be shown)
- Halter/tube tops or dresses/spaghetti straps

- See-through clothing
- Clothing with suggestive pictures or words
- Clothing with alcohol, drug, gang, weapon or other inappropriate messages
- Any other clothing and jewelry that distracts from our learning environment
- Hair styles and jewelry that disrupt the learning environment of the classroom will be brought to the attention of parents and case by case decisions will be made by the principal.

No sagging of pants will be allowed. Pants are to be worn appropriately, which means pants should be belted at the waist, buttoned, and not sagging off the hips. Underwear should not be visible. Students may be directed to call home to change or have a belt brought to school if pants cannot be kept on hips. Improvised belts may be assigned to students if needed. If dress is deemed inappropriate by school staff, parents will be contacted and students will be required to change clothes.

Our school uniform consists of khaki pants, skirts or shorts and a maroon or white polo shirt. It is expected that all students are in uniform Monday-Thursday unless permission is granted from the main office.

Other Prohibited Items:

- Hazardous apparel or jewelry or other items such as spiked belts, spiked wrist bands, spiked rings, spiked earrings, etc. which are likely to injure the wearer or someone else.
- Hats and can be worn outside but not inside the school in inclement weather. Caps should not be worn at school.
- Bandanas and do-rags are prohibited at all times
- Steel-toed footwear
- Any other clothing or items that are considered gang sensitive
- Items that cause disruption to the classroom or playground

Label all belongings for easy identification. If any of your child's belongings are misplaced, a lost and found basket is located in the back hallway by the gym.

The way a student dresses has an impact on his/her attitude and behavior at school. Clothing should be safe and not cause distractions to others. We suggest that students avoid wearing open-toed sandals/shoes to prevent toe injuries. All students are not to wear headgear on school grounds during the school day. The only exception to this rule would be on a school wide "Hat Day" or "Crazy Hair Day" or other Student Council sponsored events. The administration and staff maintain the authority to determine appropriate clothing for school. Students who fail to dress appropriately will be required to change or will be sent home for a change of clothing. **Repeat dress code violations will result in an office referral and possible school suspension.**

FAIR WEATHER AND APPROPRIATE DRESS FOR COLDER CONDITIONS

Dressing for the weather conditions is very important. We have outside recess scheduled during the school day. If the temperature drops **below 20 degrees** (wind chill factor included) or conditions are icy or too wet, recess will be held inside.

When the weather is cool, please remember to send with your child coats, hats, gloves and boots.

PARTIES & EVENTS

We have a monthly birthday bash where all students' birthdays are celebrated school-wide and in their individual classrooms. We ask that you honor these days to bring treats and arrange in advance with your child's teacher. Birthday treats outside of assigned days will not be permitted. All treats must be pre-packed store bought treats that are sealed. Please keep in mind we have students with food allergies and we need to keep them safe. This is another reason to arrange in advance with the teacher and supply food that has listed ingredients. Administration reserves the right to refuse food being brought to a classroom for any reason.

SCHOOL BREAKFAST and LUNCH PROGRAM

Metz provides a free breakfast to all students. Breakfast is offered free to our students in the classroom after the bell rings. We also provide a free lunch program for students. Please complete the Free and Reduced Lunch Application each year so we can receive these services. Students may not bring additional food items when accepting the free lunch program. We encourage families who pack their students lunch to provide nutritional food and only send single servings. No sharing of food is allowed. We also have an afternoon Fruit & Vegetable Snack for our students. If your child has any food allergies, be sure to report these to the office and plan appropriately for your child's meals while at school.

PHYSICAL EDUCATION

All students will participate in physical education classes. Exceptions to participating in the physical education class can be made in writing by a parent. A student with a temporary or chronic illness which would be adversely affected by exercise or climatic conditions can be excused from physical education classes. If your child has an illness, please provide written documentation to excuse your child from the physical education class.

COMMUNICATION WITH FAMILIES

NEWSLETTER

One of our main communication devices with families is our Newsletter and Calendar. Please take some time to read the Newsletter. Inside the newsletter, you will find updates and reminders of important school events and information about school activities and information. We will also communicate important district information through the Newsletter.

There will be times when it is necessary to send home additional school information. These school bulletins will contain important information that could not wait for the next Newsletter. The calendar will be sent home on a monthly basis notating events that are coming up that month.

SCHOOL WEBSITE

The school has a website, <http://adams50.org/Domain/127>. We try to keep this site up to date as much as possible. On the website, you will find information on upcoming events, special announcements, school and staff information. Check us out on the web.

We also have a facebook page that is routinely updated. Like our page on facebook: <https://www.facebook.com/Metz-Elementary-207081972757390/?fref=ts>

THURSDAY FOLDERS

Every Thursday, your child will bring home a pocket folder that includes your child's weekly schoolwork, communication from the teacher, and communication from the school. We hope that every Thursday, you will spend some time reviewing the information in this folder. It is also a great opportunity to sit down with your child and review their schoolwork from the week. After reviewing all the information in the Thursday Folder, please sign the Teacher-Parent Communication Log provided by the teacher. There is space in the log to write comments or questions you have to your child's teacher. Send the empty Thursday Folder back to school with your child on Friday. We hope that you will find the Thursday Folders helpful. We believe that the Thursday Folders will help ensure that important communication and student work get home consistently.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled several times throughout year. Our hope is to have at least 2 times during the year when parents and teachers can sit down to talk about the progress of their student/s and time to meet with other parents and learn skills to help at home with schoolwork. If a parent wishes a conference with a teacher at any time during the school year, the parents should not hesitate to call the teacher or email the teacher to arrange for an appointment. In many cases, students will be encouraged to attend the parent/teacher conferences and parent training events.

WE NEED YOU – OPPORTUNITIES TO BE INVOLVED

The following are opportunities our parents may choose to get involved in at Metz. These groups and committees will help you better understand our school and our school district.

PLT/PTA (Parent Leadership Team/Parent Teacher Association)

The purpose of the Parent Leadership Team at Metz is to promote the welfare of students by acting as advocates for them, by linking home and school by increasing skills parents need to nurture their children effectively, and by joining the teachers in a united effort to promote excellence in academics. The PLT also includes our PTA Team and our Building Advisory and Accountability Committee (BAAC). The PLT purchases materials, supplies and equipment that benefit children. This association is very active in the students' education and encourages all parents to participate in some manner. We meet once a month the last Thursday of the month at 9:00 after coffee with the Principal.

DAAC (District Accountability Advisory Committee)

The purpose of the District Accountability Advisory Committee is to monitor the District's accountability process and to review and certify each school's accountability plan. The DAAC also serves in an advisory capacity for the Board of Education. Members are appointed by the Board of Education each year and the committee meets monthly.

CAAT (Community Awareness Action Team)

The Westminster area has a Community Awareness Action Team. This is a community nonprofit drug prevention education group. Representatives of schools, law enforcement, churches and other agencies meet every month.

Westminster Education Foundation

The Westminster Education Foundation is a not-for-profit charitable organization established for the express purpose of providing support for the students, faculty and citizens of the District. It is a legally separate entity created to secure and distribute contributions from individuals and organizations to programs and activities of Westminster Public Schools. Persons interested in supporting the Foundation may call the Westminster Education Foundation office at (720) 542-4592.

BOARD OF EDUCATION

The Westminster Public School Board of Education meets twice a month at 6:30 p.m. in the lecture hall of Westminster High School.

MORE PARENT INVOLVEMENT OPPORTUNITIES

- Attend evening school activities
 - Parent/Teacher Conferences
 - Music Programs
 - Science Fair / Geography Bee / Spelling Bee
 - Back-to-School Night
 - Parent Math and Literacy Nights
 - Awards Presentations
 - Field Day
- Become a classroom or school volunteer
- Visit your child's classroom
- Home Reading Program
- English classes for parents

SCHOOL CLOSURES AND STORM DELAY SCHEDULES

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district web site and conveyed to a number of radio and TV stations for broadcasting.

Web Site. Any weather-related schedule changes will be posted to a link on the district's web site www.westminsterpublicschools.org by 5:00 a.m. You may want to bookmark this address for easy access.

Television and Radio Stations. Whenever normal schedules have to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement.

Auto-Call from School The school will also send out an automated call from the school to the primary number you have listed in your registration.

Television Channels:

2-WB2 4-KCNC 7-KMGH 9-KUSA Fox 31

FM Radio

KBCO-97.3 KBPI-106.7 KJMN- KKHK-99.5 KOSI 101.1

KXKL-105.1 KYGO-98.5

AM Radio

KDKO-1510 KHOW630 KOA-850 KTLK-760 KJME 1390 (Spanish)

School closure. When early morning weather and road conditions or other emergency situations are deemed hazardous, the district will announce closure of schools through the media previously listed.

- In the event of a closure, before and after school programs at the schools will be cancelled and closed for the day.
- All activities scheduled in district facilities will be cancelled.
- In-district sports events and team practices are postponed. If a league event is scheduled in another district, the host district determines whether it is postponed.

Delayed start. When early morning conditions are not deemed serious enough to close school, but are likely to cause delays, school bus stop pick-up times and school start times may be delayed. This information will be available on the district web site www.westminsterpublicschools.org and local TV and radio stations as soon as feasible. Delayed start schedules are as follows:

High Schools: Bus pick up and school starting time will be delayed 90 minutes

Middle Schools: Delayed 90 minutes

Elementary Schools: Delayed 90 minutes

Special programs: On delayed start days, to ensure the safety of our students, the following bus routes would be cancelled for the day:

- Special Education transportation (handicapped busses)
- All field trips for the day
- Afternoon dismissal times will be the same as usual for all schools unless otherwise announced

Late dismissal In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. This information will be posted on the district website www.westminsterpublicschools.org and sent to the radio and TV stations listed as soon as possible. An automated call from the school will also be sent to the primary number listed in your registration packet.

Important!! Parents are urged to formulate contingency plans for their children in the event of an emergency. Arrangements should be made for the child(ren) to go to a neighbor's house, or to have access to the home and directions for contacting the parent. In no case will an elementary school child be released to a person without proper identification and clearance from the school office.

METZ CODE OF CONDUCT
Responsibility
Ownership
Achievement
Respect
Safety

BE COURTEOUS AND KIND

Show respect for everyone's rights and treat others as you would like to be treated.

GIVE YOUR FULL ATTENTION DURING ALL ASSEMBLIES

During an assembly, you are expected to give your full attention to whatever program is being presented, to listen quietly and to show appreciation by hand clapping only (unless an adult leads a cheer). Dismissal directions will be given at the conclusion of the program. Remember to keep the fire aisles free at the center of the gym and on the sides.

LISTEN TO DIRECTIONS DURING A FIRE DRILL/BUILDING EVACUATION OR TORNADO DRILL

Fire drills are held every month. When you hear our fire alarm, you need to follow your teacher's directions to exit the building. You will be asked to leave all your personal belongings in the classroom and leave the building with your class. Your safety is our concern. Once outside or in designated safety area, you are to face the building, wait for roll call and listen to the teacher's directions. During the occasional tornado drills, listen to all instructions given by your teacher.

SCHOOL-WIDE VOICE LEVELS



IF YOU GET HURT OR INJURED AT SCHOOL

When you get hurt or injured on the playground, report immediately to the building aide or teacher on duty. If you can't, ask a friend to get help for you. The building aides and school secretary are trained in first aid and CPR. Parents may expect a call from the office if their student has a fever, is vomiting, has a head injury, or otherwise substantially injured.

KNOW AND FOLLOW ALL RECESS RULES

Recess is an important and pleasant privilege given to your student. Remember to stay on the blacktop/gravel area and only 6 feet out onto the grass area unless building aides allow you to play a sport in the open areas. When snow or ice is on the ground, do not throw it or slide on it. Also, stay away from water, ice and mud puddles. This can be very dangerous.

Balls and other equipment will be provided for you for recess time. Please take care of this equipment and return it to the aide or teacher who gave it to you. Students aren't allowed to bring toys or equipment from home. At no time can you climb onto the school roof or leave school grounds to retrieve any playground equipment or for any other reason. **Student safety is very important to us!**

PLAYGROUND RULES

Playground equipment and balls are provided for student enjoyment at recess. Safety rules and procedures for proper care of equipment will be enforced.

The following activities are prohibited:

- Throwing rocks, gravel, snowballs, etc. at any time
- Sitting on fences and climbing fences
- Sliding on ice or snow
- Pulling on other people's clothes
- Running on the blacktop
- Playing "Red Rover" and "Crack the Whip" , and tag type games
- Wrestling
- Giving piggyback rides or lifting other children
- Swinging other students around
- Kicking, hitting, tripping or karate kicking

SWINGS

- No pushing or jumping from swings. Wait in line on the sides of swings for your turn by counting out loud to 60. Do not run in and out of swings. Do not lean back, sit double or swing sideways or twist the swings.

Students must stop playing immediately when the whistle blows and line up to go inside.

Equipment

- No climbing on top of the equipment

- No chasing

ALL EQUIPMENT WILL BE BROUGHT OUTSIDE BY THE AIDES. All equipment should be returned to the Aides or carrier provided. Students should report any missing balls.

- Any toys or playground equipment brought from home for Show and Tell must be left in the classroom during recess.
- Shoes must be left on at all times.
- No food, candy or gum is allowed on recess.

ANY STUDENT ENTERING THE BUILDING MUST HAVE A PASS!

LUNCHROOM RULES

- Listen to adult directions
- Inside voices – Level 1
- Stay seated at all times with feet on the floor
- No sharing food from school or home lunch
- Only send individual servings of food to school (not entire chip bags)
- No bringing in any extra food if eating a school lunch
- Raise hand and ask permission to leave the table
- Line up quietly in gym when ready to go outside

POSITIVE BEHAVIOR SUPPORTS (PBS)

Metz is participating in the Positive Behavior Support Program (PBS). The rationale for PBS is to directly teach the positive behaviors that we expect from our students. As part of our school-wide Positive Behavioral Support work, we have established a common vision/approach to discipline that includes the creation of:

- A clear set of positive behavioral expectations
- Clear procedures for teaching expected behaviors
- Specific procedures for encouraging expected behaviors
- Strategies for discouraging problem behaviors
- A system for on-going monitoring and evaluation of our discipline data.

We have established a systematic reward system (ROAR PAWS) to recognize students that demonstrate the "**ROARS**". These expectations align with our school-wide behavior.

Please help us by talking with your child about the Metz behavior expectations and encourage them to display these positive behaviors at home and at school.

ENRICHMENT ACTIVITIES FOR STUDENTS

The following activities are set up for Metz Elementary students to develop other interests and to assist with individual academic needs. Participation in all enrichment activities is based on the ROARS Behavior expectations and school attendance.

STUDENT COUNCIL

Student Council is available to intermediate students. Student Council is composed of representatives chosen from each intermediate class. The Student Council meets regularly with the staff sponsors to discuss school-related activities and projects. Participation in Student Council is based on the ROARS Behavior expectations and school attendance. If a student receives a referral or suspension, it is at the discretion of the Principal if they are removed from student council.

ORCHESTRA for GRADES 4TH & 5TH

Orchestra is offered to any 4th or 5th grade student interested in joining. Students rehearse two or three times a week. Information on registration and instrument rental is sent home the first few weeks of school.

BAND for GRADE 5

Band is another musical group that any 5th grade student may join. Students rehearse two or three times a week. Information on registration and instrument rental is sent home the first few weeks of school.

VARIETY OF AFTER-SCHOOL ACTIVITIES - In past years, Metz sponsored the following after-school activities: Science Fair, Geo Bee, and Spelling Bee. Look for more information on activities that may be offered. We also have a morning running club where students and their parents are encouraged to walk or run together. We also have cocoa Fridays by invitation.

TIPS FOR BEING SUCCESSFUL AT METZ

- 1. Attend every day and arrive on time!**
- 2. Be prepared! Not only with the materials you need, but be prepared to learn.**
- 3. Pay attention to your teachers. They are here to help you learn.**
- 4. Understand and follow all classroom and school rules.**
- 5. SMILE! We want you to learn and have fun.**

THANKS FOR BEING A PART OF THE METZ COMMUNITY AND WORKING WITH US TO CREATE A QUALITY LEARNING ENVIRONMENT FOR OUR STUDENTS.



METZ ELEMENTARY

Rights and Responsibility Family Handbook

I, _____

Print name of Student

have read, understand and will abide by the rules and expectations/policies and procedures as explained in the Metz Family Handbook.

Signature (Student)

Date

I, _____

Print name of Parent/Guardian

have read and understand and will abide by the rules and expectations/policies and procedures as explained in the Metz Family Handbook.

Signature (Parent)

Date