

Attendance

Regular attendance at school is extremely important. When it is necessary for your child to miss school, **please call the school office by 9:00 a.m. on the day of the absence.** We will attempt to call if we have not been notified; consequently, it is important that we have current phone numbers for home and work. When parents know about an absence in advance, please let the office know. Parents should call the office early in the morning if they want to get a student's homework for the day. In this way, the homework assignments will be ready by 2:45. **Students who arrive at school after 8:05 a.m. are considered tardy and should report directly to the office. If you know your student will be late, please call.**

After school Activities

To be scheduled and announced.

Accountability Committees

Each school in the state of Colorado has a building accountability/advisory/accreditation committee (BAAAC). It is comprised of teachers, parents, and interested community members. The committee writes yearly goals for the school and develops a survey to distribute to the school community each spring. The committee meets monthly during the school year except in December. People interested in being on our committee should contact the school.

The Cheyenne Mountain School District also has a District Accountability/Advisory/Accreditation Committee. The principal and building chairperson from each school serve on District Committee.



Bicycles

1. WALK YOUR BIKE ONCE YOU GET ON THE SCHOOL GROUNDS. Always use the designated crossing areas and allow the crossing guard to cross you.
2. **Wear a helmet!**
3. Ride on the right side of the street close to the curb.
4. Keep both hands on the bars except when signaling to turn or stop.
5. Be especially alert when crossing intersections, entering a street, or leaving a driveway or parking space.
6. Start early enough to arrive on time without rushing.
7. Never carry another rider.
8. Observe and obey all traffic signs and lights.
9. Never hitch on a moving vehicle.
10. Lock your bike in the school bike rack.
11. Give pedestrians the right of way.
12. Never leave your bike overnight at school.
13. If your bike is missing, report it to the office.

Birthday Parties

Teachers will be glad to talk to you about how to celebrate your child's birthday in school. Some will have you bring snacks in the morning, others may want them in the afternoon. Some families have donated books to the library with an inscription in the front indicating the gift giver and the birthday child. Please feel free to discuss your ideas with your child's teacher.

Please do not distribute birthday invitations to private parties at school. It would be a good idea to hand them out in a private way. You could mail them or drop them off at your friend's house. This way, you wouldn't hurt the feelings of other students in your classroom who you couldn't include.

Clothing

School clothing (see District Student Dress Code Policy) should be functional and reflect the attitude of the children toward their role as students. We have confidence in the judgment of parents with regard to selecting clothes that are appropriate for school. Hats are not allowed in the building. Please keep in mind that children will spend a part of nearly every day outside playing.

Given Colorado Springs' changeable weather, it is important that the children be able to stay warm and dry during their time outdoors. Since it seems to be a natural thing for children to not want to wear coats, please help them with their decision-making in this regard. During P.E. classes tennis shoes are required, but the children will not be changing clothes for their P.E. classes. **Parents are urged to print names on items such as boots, coats, back packs, and lunch boxes.** Unclaimed items will periodically be donated to charity.

Communication

Parent/School Relationship

It is essential that parents and teachers work together. When a good, cooperating relationship is established between parents and school, the school experience of each child is enhanced.

Such a relationship implies that problems and concerns will be approached with openness and tact. The teacher, generally, is the first person to contact when a parent perceives a problem. The principal is also willing to discuss concerns and clarify issues.

It is most productive if you schedule your visit with the teacher ahead of time. Times to avoid are just before and just after the regular school day when teachers are devoting time to the classroom and students. Unannounced visits by parents, guests, friends, etc. , are not encouraged.

Counseling

Gold Camp has an on-site counselor available to its school population. School Counseling is an assistance program for the entire school to help strengthen relationships, understand behavior, create a positive learning environment, and enable students to get the most out of their education. Classroom lessons, small groups, and individual counseling are available. The Counselor is also available to consult with teachers, staff, and parents about meeting the developmental needs of all students.

Curriculum

Band: Band is offered as an elective for students in grades 4 through 6.

Media Center: The library and the computer lab comprise the Media Center. The library is

open at all times from 8 AM to 3:15 PM except for lunchtime. The catalog and circulation are automated and students and parents may check out books either during a scheduled library time or at any other time that the library is open. The computer lab has 29 computers, all with internet capability. Programs used by the students in conjunction with their teachers' educational goals include electronic references, AppleWorks, multimedia programs such as Kid Pix Studio and Hyperstudio, and many other various CDs which support the curriculum. Each day a televised news program, produced by the students, is broadcast to the entire school.

Doctors/Dental

Because interruptions during the day affect the instruction time of the teachers and student learning, we would prefer that you schedule appointments outside of school hours. If you must pick up your child during the day for an appointment, please send a note in the morning so we can notify the teacher and we will call him or her to the office when you arrive. Parents must report to the office to sign the child out.

Drugs and Substance Abuse

We prohibit the use of alcohol or other drugs on school property or at any function sponsored by the school on our school grounds. We shall take positive actions through education, counseling, parental involvement and medical and police referral in the handling of incidents in the school involving the use or possession of any narcotic, drug or behavior affecting substance. Students are asked not to wear clothes advertising tobacco, drugs or alcohol. Cigarette smoking is not allowed on any school property in Cheyenne Mountain School District.

Discipline

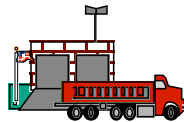
The Cheyenne Mountain School District Board of Education developed a discipline policy for all students in the District in accordance with Colorado state law. We expect students to treat everyone with dignity and respect and to accept responsibility for their own actions. The emphasis of our discipline plan is to assist students in becoming responsible for their own actions. Parents will be involved in the problem solving and disciplinary process. It is our goal to inform parents about their child's behavior at school so that home and school can work together.

Drop-off, Pick-up, and Parking

Drop-off and pick-up times are critical for the safety of elementary school students. Parents are urged to be cooperative and alert to the rules and procedures. It is important to watch for and obey the signals of the crosswalk guards. We want the children to use the marked crosswalks to cross the streets to our school. Please help us **model and encourage** this behavior when you drop your child off or when you walk your child to school. For the safety of our students, we recommend that all students walking home or to school do so with a friend. This helps with "Stranger Danger" types of situations. Please make sure that you have thoroughly discussed how to handle emergency situations with your child. **Note, the parking areas near the kindergarten play area are reserved for preschool and kindergarten parking only every school day from 7:50 a.m. until 8:10 a.m.**

Early Dismissals

See Doctor or Dental Appointments



Emergency /Fire Drills

Students are instructed about the quickest and safest way to evacuate the building in case of fire or other disaster through periodic drills. Classroom teachers will give specific instructions. Emergency lock down drills are practiced once each quarter as well as fire drills.

Field Trips

We make use of community and regional resources as part of the curriculum. Field trips are carefully planned and supervised by teachers and parents. We usually have to collect money for field trips to cover transportation and admission costs. A District activity bus will be used to transport students. Dates, times, and nature of field trips will be announced in the newsletter or by notes sent home by teachers.

Harassment

Cheyenne Mountain School District 12 has a policy dealing specifically with harassment. Harassment can occur in several forms. Inappropriate

language or inappropriate physical contact between students will not be tolerated.

Health and Safety

Emergency Contact Information: Please keep us informed of any contact information changes that occur which may include address, home phone number, work number, employment, cell phone number, etc. **Emergency contact information must be kept up to date. We must be able to contact you during the school day in the event of illness or injury. It is extremely important that the school be notified of any changes that occur during the year. In the event of serious injury, 911 will be called.**

Immunizations: Colorado State Law requires all students to have a current immunization certificate on file upon admission. Please bring written proof of any new immunizations to the school office so that your child's record can be updated. Immunization requirements change periodically and vary in different states. Information on current requirements is available at the school office.

Medications: In accordance with state law, no medication may be given at school without written parental permission. Written physician authorization is required as well for all prescription and over the counter medications with the exception of Advil and Tylenol. All medications must be provided by the parent in original pharmacy labeled containers indication child's name drug name, dosage and time to be given. Medication permit forms are available in the office for your convenience.

Note: Please complete the annual health information update sent home at the beginning of the school year. This communication will help us to keep your child safe and healthy at school.

Emergency Procedures: In the event your child becomes ill or injured, we will notify you as soon as that becomes necessary. A sick or injured child can not be released without parent permission. Please make certain a current emergency phone number is on file with us.

*****SPECIAL NOTE:** If you are leaving your child with other adults while you are out of town, please notify the school office.

Homework

Homework is a critical part of your child's education at Gold Camp. Teachers will discuss their policies on homework with your child. If you have any questions, please contact your child's teacher.

Lunch

Hot lunch is available for purchase. Applications for reduced cost are available in the school office. Drinks are available for purchase for those who bring lunch.

Messages

Please arrange rides, play dates, etc. before the school day begins. We are able to deliver messages to your child during the school day, but not without disrupting an entire class.

Newsletter

Gold Camp Elementary will send home a newsletter twice a month. The newsletter will include a calendar of important dates and information about different aspects of the overall program at our school. **The newsletter will be sent home on alternate Thursdays in your child's "Folder."** If there is more than one student in the family, the newsletter will be sent home with the youngest child. The newsletter will also be available online on the Gold Camp Elementary School web site.

Parent/School Organizations

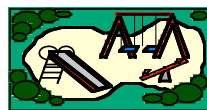
PTO: All parents of Gold Camp students are automatically members of PTO. We encourage active participation by our parents. This is an organization through which parents can make a positive difference in the school. Watch for PTO activities in the newsletter and get involved! We meet the third Wednesday of each month at 8:15 a.m. The newsletter will list meeting dates and times. Parents are asked to consider making a donation to the school in the fall of each year. This direct donation campaign is Gold Camp's only fundraiser.

Enrichment: Each school has a parent representative to the District Wide Enrichment Committee. This Committee plans activities and projects with teachers to supplement the educational program. These activities include

various field trips, plays, guest speakers, and assemblies in the areas of arts and sciences.

Art-in-a-Suitcase: This program involves parent volunteers who go into classrooms with pre-designed art lessons which supplement the curriculum. There is training available for those parents who have an interest in participating.

Volunteer Programs: If you have a little bit of free time or a lot of free time, we have the perfect job for you! You can work in the classroom with students, in the library with students or books, as a clerical person running off copies for teachers, as a newsletter assistant, as a room parent or an enrichment parent, as the secretary during the lunch hour, as a teacher of our Art in the Suitcase program, as a member of our BAAAC, as a member of PTO, and as just about anything YOU can think of to help our students at Gold Camp Elementary.



Playground Rules

Students are expected to play appropriately and with respect for others. There will always be an adult supervisor at recess time. Specific rules for using equipment and playing games will be discussed by teachers in the classroom. The following general rules apply to students whenever they are on the playground:

1. Students should obey any directions given by a supervisor.
2. Students breaking rules will be temporarily removed from the playground or placed in a time out area.
3. Repeat offenders will be sent to the office.
4. Playing is allowed only in supervised areas.
5. Interfering with the games of others is not allowed.
6. Students are never to throw rocks, sand, dirt, snow, ice or other objects.
7. Fighting is not allowed. Settle disagreements by talking through the problem. Ask the adult on duty for help when necessary.
8. When on climbing equipment, always have three (3) points touching at one time.
9. Everyone is allowed to play as long as they play by the rules.
10. No gum chewing is ever allowed. Food is not to leave the cafeteria.

Reporting System

In addition to our formal reporting of student progress, we encourage frequent informal communications between home and school.

Kindergarten through Third Grade:

Teachers in these grades schedule parent conferences in the fall and in the spring. Written progress reports are shared with parents at this time. **These conferences can be more frequent if either the teacher or the parents perceive a need.**

Fourth Grade through Sixth Grade:

Teachers in these grades will schedule fall and spring conferences to discuss progress with parents. In addition students are given report cards to carry home at the end of each quarter. **These conferences can be more frequent if either the teacher or the parents perceive a need.**

PLEASE FEEL FREE TO CALL AND SCHEDULE ANY ADDITIONAL CONFERENCES THAT YOU FEEL MIGHT BE IMPORTANT IN YOUR CHILD'S EDUCATION.

School Visitations

Parents are sincerely welcome to visit Gold Camp Elementary. When you wish to visit your child's classroom, **please arrange the time in advance through the teacher.** All visitors to our school are expected to check in at the office before going to individual classrooms. Children should, as a rule, not be brought on such visits as they are often distracting to regular classroom work. Classroom visitations can enhance cooperation between parents and the school. They usually help parents to understand behavioral expectations, academic expectations, and how their children are functioning in the classroom setting.

School Pictures

Individual portraits are taken in the fall, and class photos are taken in the spring. The exact dates and costs will be announced.

Severe Weather

If severe weather forces school to be closed or delayed, notice will be given on local radio

stations by 7:00 a.m. (probably much earlier, in reality.) In the event of a **late start**, school will start with a 2 hour delay. The radio stations will refer to our school under the banner of Cheyenne Mountain School District #12. When severe weather occurs after school has begun, school will remain open; however, **parents may pick up children at their own discretion.** Parents should simply call the school if they wish to have their children stay home in order to have such absences excused.

Student Records

Student records are considered confidential with limited access. Upon request, parents may review their child's records at any time. **In most cases**, when parents are divorced, both parents continue to have equal rights where their children are concerned. **If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office.** Unless we have your court order on file, we must provide equal rights to both parents. Please call and ask to speak with the Principal if you have special concerns in this regard.

Use of Telephone

School telephones are for business and emergency purposes only. Students must have teacher permission slips to use the phone. **Students will not be called out of class to the phone unless there is an emergency.**

Walking to School

1. Walk on the sidewalk. If there is not sidewalk, walk on the left side of the road facing oncoming traffic.
2. Use the crosswalks and obey the crosswalk guards.
3. Go directly to school and go home the same way.