



Parent/Student Handbook

Welcome to Legacy Peak Elementary. This document is meant to contain the things that will help you navigate your time at our school with success. This is in addition to Academy District 20's Parent Handbook and the policies that the school board has approved. Each school is site based and therefore has some unique variations. Please contact the principal if you have questions or comments on the content of this document.

This information is in addition to the [Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents](#) that applies to each school in Academy District 20.

1. Mission Statement/PBL: What is it?

Mission Statement: The mission of Legacy Peak Elementary School, a collaborative Project Based Learning community, is to develop and empower unique individuals to become reflective learners using authentic applications of academic and social-emotional learning in a safe environment that fosters risk taking and student agency.

PBL Introduction:

Project Based Learning (PBL), unearths and taps into a student's core interests and curiosities. Students face the questions, problems and challenges that matter most to them and then connect those questions, problems and challenges to a real life project.

Students engage and learn critical thinking and problem solving skills throughout each step of authentic and engaging projects throughout the year. We carefully design these projects and lessons to blend the content standards into relevant and timely projects that help our students learn more deeply and authentically.

Why Project Based Learning?

Until recently, the design of education was more than 100 years old and focused on the needs of the industrial revolution. All that was needed in that economy was factory workers that memorized and regurgitated what they were told. Today, we have completely different needs as a society and economy. Today's communities need schools that build the capacity of students to think outside the box, recognize the value they add in healthy collaboration, communicate, lead and engage – not just in the classroom but in real life situations.

*HABITS of Success

Habits of Success are the soft skills we want our students to develop during their time at Legacy Peak. These habits will lead to greater engagement, growth and development as learners.

Kindergarten

Academic- Independence & Focus; Social Emotional- Kindness & Communication

First Grade

Academic- Responsibility & Growth Mindset; Social Emotional- Empathy & Respect

Second Grade

Academic- Collaboration & Self-Direction; Social Emotional- Conflict Manage & Dependability

Third Grade

Academic- Inquiry/Curiosity & Resiliency; Social Emotional- Self Control & Discover Value

Fourth Grade

Academic- Risk-Taking & Creativity; Social Emotional- Trust & Positivity

Fifth Grade

Academic- Critical Thinking & Agency; Social Emotional- Confidence + Humility & Integrity

2. Schedules (Daily, 2 Hour Delay)

Supervision outside will be available at 7:55 while Kiss&Go begins (where parents wait for school staff to open car doors during drop off time) and students that are walking to school arrive. There will be staff on the playground in yellow safety vests so you'll know who is supervising. Please have your student arrive no earlier than 7:55 am unless they are supervised at a club/extracurricular activity or you are there with them. If earlier drop off time is needed please see Champions (our before and after school care providers) for details.

First Bell- 8:10 (2hr Delay=10:10)

Tardy Bell- 8:15 (2hr Delay=10:15)

Each classroom and grade level has a schedule that reflects PBL, the need for Elevations (you may remember them as Specials in previous schools), and a lunch time. Please see your teacher (and be present for our Back-To-School Night/Nuts&Bolts) for specific schedules.

ELEVATIONS

Elevations are the opportunities students have for physical education, art/science, music, and language. We are calling them Elevations due to the fact that we want these areas to elevate the projects. It also incorporates the idea of "Peak" in our name. We have four Elevation teachers. We have physical education, music, American Sign Language and STEAM (Science, Technology, Engineering, Art, Math). Our Elevations are Monday, Tuesday, Thursday, and Friday. (Wednesday is a unique day called *Hub Day, see below.)

Fifth Grade Elevations- 8:30-9:20 am

Fourth Grade Elevations- 9:25-10:15 am

Third Grade Elevations- 10:20-11:10 am

Recess/Lunch Times (which include recess for 20 minutes before or after their 20 minute lunch):

- Kindergarten-
 - Lunch 10:50-11:10 am
 - Recess 11:10-11:30 am

- **First Grade-**
 - Recess 10:50-11:10 am
 - Lunch 11:10-11:30 am
- **Second Grade-**
 - Lunch 11:30-11:50 am
 - Recess 11:50-12:10 pm
- **Third Grade-**
 - Recess 11:30-11:50 am
 - Lunch 11:50-12:10 pm
- **Fourth Grade-**
 - Lunch 12:10-12:30 pm
 - Recess 12:30-12:50 pm
- **Fifth Grade-**
 - Recess 12:10-12:30 pm
 - Lunch 12:30-12:50 pm

First Grade Elevations- 12:00-12:50 pm
 Kindergarten Elevations- 12:55-1:45 pm
 Second Grade Elevations- 1:50-2:40 pm

Dismissal Bell- 3:15

Supervision will be outside as students exit the building. There will be 4-5 staff opening doors for students to get into vehicles at Car Pick-Up. Students will sit in lines as they wait for your vehicle to pull up. If a later pick up time is needed please see Champions (our before and after school care providers) for details.

***Hub Day (Wednesday):** Hub Day is a vital time each week for teachers to collaborate and create authentic and engaging projects for students. Teachers meet with their grade level team, as well as Elevations and support teachers to plan the projects that students will complete in class. During this time, students are developing their Habits of Success as they collaborate, read/research, get out energy with a game in the Rec Center, work in the Garage or continue project work.

This is an extremely unique schedule that builds the culture we need with adults and students as we work towards the best parts of our mission.

EMERGENCY CLOSING PROCEDURES

SCHOOL CANCELLATION: If the decision is made to cancel school, local radio stations will be asked to announce that the District will be closed. Local radio stations will be informed of this decision by 5:30 a.m. A 20Alert Message will be delivered to all families through email, phone call, or text message.

TWO-HOUR DELAYED START: If adverse conditions appear to be developing during the 5:30 a.m. decision time frame, the Superintendent may delay the start of school for two hours. Local radio stations will be informed by 5:30 a.m. that the starting time for District 20 will be delayed by two hours. The decision relative to whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold school, the two-hour delayed start will be honored and no additional radio announcements will be made. If the decision is to cancel school, local radio stations will be informed by 7:30 a.m. Again, a 20Alert Message will be delivered to all families through email, phone call, or text message.

EARLY RELEASE: If school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows: On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but weather reports and other indications are that perhaps a storm may develop during the school hours, bus drivers will be notified that it is a “storm alert” day. Each driver will have this information by the time he/she completes the morning bus run. Between 10:00 and 10:30 a.m., if the decision is to release

early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the same sequence as usual.

Local radio stations will be asked to announce between 7:00 a.m. and 9:00 a.m. that “School District #20 is on storm alert. If there is an early release, local radio stations will be asked to announce the District #20 is releasing early. A 20Alert Message will be delivered to all families.

PARENTS SHOULD HAVE A PLAN IN PLACE SO THAT THEIR CHILDREN WILL HAVE A PLACE TO GO IF THERE IS NO ONE AT HOME ON EARLY RELEASE DAYS. PLEASE NOTIFY YOUR CHILD’S TEACHER OF YOUR PLAN.

3. Attendance

In a Project Based Learning school students carry a significant impact on the direction of content delivery and influence the information that is learned, shared, and manipulated. We need healthy, well rested students ready to take charge of their learning. All the information below is the logistics, but the heart of this is that we need your children present because of the important perspectives and ideas each one has inside. Thank you for valuing the work they will contribute to the success of themselves and the others they come into contact with throughout their day of learning, taking risks, growing, making mistakes, and accomplishing goals.

Attendance will be taken by classroom teachers at 8:15 am each morning. Students checked in after 8:15 are marked tardy. If a student is not in the building by 8:15, parents need to check the student in at the office. They may no longer be dropped off in the Kiss&Go line after 8:15 am. You must park in the staff/parent parking lot to walk students into the building and check them in at the front office. Please reference district policy JE,JH,JHB.

Please call our voice messaging absence line number, 234-5900 each day your child will not be attending school or will be arriving late. Leave your child’s name and their teacher’s name. You may use our voice messaging system 24 hours a day. It is our policy that we call the parents of students if we have not received notice of an absence. If an absence is not confirmed by 4:00 p.m. on the day of the absence, an automated message will be sent to parents regarding the absence.

Once children are in attendance for the day, they will be excused to leave only upon the request of a parent/guardian. They won’t be dismissed from the classroom until the parent/guardian is in the office. Students will only be released to people who are listed as an emergency contact or if we have a note signed by the parent giving permission for that person to take the student. The office will ask for identification. Students leaving school before dismissal time (3:15 p.m.) must be signed out in the office.

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Parents/guardians should limit appointments and other non-school related activities to outside school hours if at all possible. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify the school in writing or by telephone stating the reason for their child’s absence. When a parent/guardian fails to notify the school of their child’s absence, the absence shall be recorded as unexcused.

At Legacy Peak, if a student is missing an excessive amount of school (at least 10% per quarter according to school board policy), the parent will be contacted through letter by the principal or assistant principal. The reasons for absences will be determined through communication with building administration. If the absences continue, a formal letter will be sent from the school administration to the parent of the student in order to document the excessive absences and to explain next steps which may include creating an attendance plan.

ABSENCES: DESCRIPTIONS AND PROCEDURES

Daily attendance for each student shall be kept in accordance with instructions and procedures meeting the requirements of policy JHB, state law, and the Colorado Department of Education (CDE).

Each year the board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year.

The following shall be considered excused absences:

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences.

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 parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

Make-up work

If you are requesting make up work, please call ahead of time or email the teacher. The classroom teacher will discuss his/her make up work policy at our Parent Information Night. Classroom learning experiences are irreplaceable. If a student misses class time, content can be delivered to students in various ways. They will miss collaboration and classroom experiences. Please contact your classroom teacher for more information.

It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

Parents/guardians shall be notified of all penalties regarding tardiness.

4. Traffic Flow (Kiss & Go, Park & Walk, Bus, Cross-Walkers, Bikers/Skateboarders/Scooters/etc., Before/After School Care)

Getting our students safely to and from school is a top priority. The following describes the systems/procedures for getting kids to school through Kiss&Go (dropping your child off at school while driving a vehicle), Park & Walk, Cross-Walkers, Bikers/Skateboarders/Scooters/etc., and Before/After School Care.

Kiss & Go: As you enter the parking lot, follow the outside line of vehicles with caution and patience. Only school staff are allowed to help your child from the vehicle. Please pull up to a staff member (with safety vest) at the entrance of the school. Do not go past the front crosswalk area. Once you come to a complete stop, staff will open the door for your child to exit the vehicle. When your child is safely on the sidewalk away from the vehicle, staff will close the vehicle door. At the end of the day, follow the same procedure listed above while the teacher opens the door to allow your child(ren) to enter the vehicle. Please wait until the staff member closes the door before you proceed cautiously from the Kiss&Go loop. Wait patiently for the vehicles and cross walkers in front of you as you exit the drop off area. Children will follow the sidewalk to the playground and be ready to line up when the 8:10 bell rings.

Park & Walk: If you are needing to bring your child into the school, please park your vehicle within the parking spaces provided at the front of the school. Walk with caution at the cross walk area at the entrance to the school. *This applies to all PreK families since students need to be brought to the classroom. PreK families please use check-in and pick-up your child at the PreK Playground area. Staff will be there to check them in/out.

Bus: If your student rides a bus, they will be dropped off and picked up at the bus parking lot. A staff member (with safety vest) will be there to direct students. On good weather days children will head to the playground and line up when the 8:10 bell rings. When weather requires students to line up inside school, students will be directed into the building and line up outside their classroom doors.

Cross-Walkers: Students must stay on sidewalks and follow all crosswalk rules. Always listen and follow the instructions of the crosswalk staff members.

Bikers/Skateboarders/Scooters/etc.: Once you are on school grounds you need to walk your bike/skateboard/scooter to the bike rack area. You also need to walk your bike when using any crosswalk marked areas.

Before/After School Care: Parents/guardians bringing their child to Champions or picking them up from Champions will be using the bus parking lot loop to park and sign in/out the child.

5. Fees

These fees can be paid through a PayForIt.net online system. Every year we reflect and evaluate the items in the supply and consumable fee list to determine the need.

Student Supply Fees:

The school supply fee (\$35) covers typical day-to-day supplies such as pencils, paper, crayons, , markers, scissors, rulers, etc. These are the items you normally purchase after you receive a list from the school and went out to stores to purchase. This solves the frustrations many parents had in hunting down all the items and the variations that came into the school.

Student Consumable Fees:

The consumables fee (\$35) covers the cost of additional products and activities such as class t-shirts, tech subscriptions, and curricular purchases. There are overlaps at times with supplies and consumables. Hopefully the examples of consumables helps you differentiate some of the needs. For example, many of the subscriptions to online resources have a per-pupil amount. This fee allows us to cover all our kids and their access to those resources.

Lunch/ Breakfast

We offer breakfast each morning beginning at 7:45 am. Children may have a hot lunch (including drink) or bring a lunch. Students eat by grade level in the cafeteria. Deposits for lunch accounts can be sent in an envelope and given to the teacher in the morning. Please write your child's name and teacher's name on the envelope. If paying by check, make check payable to Academy School District 20. Lunches can also be paid for with the PayForIt on-line pay system. (<https://www.payforit.net/login.aspx>). Lunch/milk accounts do not have to be used on consecutive days. Lunch prices are posted on the district's website. When a child has one lunch left in his/her account, a note will be sent home. If the student does not have lunch money the following day, the student will go to the office to call the parent, receive a lunch, and will have a note to take home stating the amount that was charged. Parents will be called by our lunchroom clerk and/or principal if lunch accounts are delinquent. Please do your best to keep your account updated.

Free or Reduced Lunch In the policy on Food Services – EF(4050) – the Academy District Twenty Board of Directors recognizes that students do best in school if they have eaten a nutritious and balanced meal. Academy District Twenty participates in the National School Lunch Program which provides free or reduced price lunches to eligible students. The Board of Education agrees to the federal eligibility regulations. In addition, the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation and safety. Applications for free or reduced lunches are available from the school office and are confidential.

6. Safety and Security

Safety Drills:

Drills are conducted throughout the year. Emergency procedures are in place, staff is trained, and all drills and procedures are taught to students. The school conducts a fire/evacuation drill once a month, a severe weather drill once a semester, a lockout drill (everyone returns inside, business as usual) and a lockdown drill (doors locked, lights out, all out of sight) once a semester. Our safety drills are modeled after the “I Love U Guys” standard protocol response for each of the above drills and are in compliance with state law.

Playground:

Staff supervising the playground can be identified by their yellow vests. All students will have outside recess every day either before or after lunch. Each classroom takes an additional recess in the morning or afternoon. Please know we will encourage many brain breaks throughout the learning day as children transition and adjust learning spaces.

We use the equipment appropriately. All play follows school expectations:

- **Swings:**
 - We only have one person on a swing at a time
 - We sit in the swings
 - We safely step out of swings when we are done
 - When someone is waiting for a swing, we count 20 swings. When we reach 20, time is up and it is the next person’s turn
- **Slides:**
 - We use the stairs to get to the slides
 - We slide down the slides one person at a time
 - We always slide down feet first on our bottom
- **Bars:**
 - We hang on bars by our hands only
 - We always hang below the bars
- **Adventure Raft:**
 - Two students in the boat at a time
 - Pushing boat from the outside only (no ropes)
- **Helicopter:**
 - Up to 6 students at a time can spin
 - We always hang below the bars
- **Synthetic Turf Field:**
 - We enter and exit the field only through the gates
 - We always let a playground monitor know if we need to retrieve a ball that goes outside the fence area
- **Gaga Pit:**
 - Follow rules posted outside the entrance of the Gaga Pit
- **Playground structure:**
 - We only climb on the parts of the equipment that were designed for that purpose.
 - We keep dirt, rocks, wood chips and snow on the ground

- We keep safe hands to self
- We use stairs safely
- We only use the big rocks for sitting
- We stay on the playground in sight of an adult

- The following items are the only things permitted on the playground:
 - Frisbees, jump ropes, sidewalk chalk, footballs, playground balls, soccer balls and basketballs can be brought from home and need to be labeled with the students name.
- The following items are NOT allowed on the playground:
 - Toys, electronics, collectibles, arts & crafts, playing/trading cards, baseball bats, etc.
- When the whistle blows we look to the adults on duty for direction and respond immediately
- We dress for the weather
- If we need to use the bathroom, we will ask the playground monitor during lunch recess or our teachers during class recess

Outdoor play during scheduled recesses is expected of all children unless weather conditions are severe. Students will not go outside if the temperature is below 20 degrees with or without wind chill.

7. Parent Communication

Please become familiar with the [Legacy Peak Elementary School's website](#) and check it often to become up-to-date with current information and resources. The website includes access to IC (Infinite Campus), school calendars, parent/student information, contact directory, school policies, the LPE PTO and also links to www.payforit.net and others. The school website is updated frequently and is full of information! You can check the school lunch menu and school calendar.

We have a fantastic [Facebook page](#). Please check it out weekly as we highlight some wonderful things happening around the school.

20Alert is a rapid email communication tool that is used by the school and District 20 to convey important information to our school community. Parents are automatically enrolled in this system through their Infinite Campus Parent Portal account in Infinite Campus (IC) and can elect to receive information through email, texting, and/or cell phone. **BE SURE TO TAKE ADVANTAGE OF THIS VALUABLE TOOL!** We will send out a 20Alert every Friday and when changes, cancellations, or updates are needed.

Tea and Talk with the Principal. We want parents to have many opportunities to communicate and ask questions. Along with an open door policy of welcoming parents to either make an appointment any time he's available, we want our parents to know that there will be specific times he will schedule to talk with anyone. Twice a month Mr. Johnson will meet with parents interested in talking. He will have topics ready to discuss or just listen and talk through any concerns or celebrations you may have. We will set up this Tea and Talk with the Principal calendar after the first few weeks of school. Bring your coffee or tea and let's talk!

Friday Folders – Every student will receive a Friday Folder that is used to send school and classroom information home to parents, and from home to school.

Office Telephone – Students may use the office telephone only in cases of emergency. Arrangements for visits to a friend's home/activity after school are not considered emergencies.

Classroom Communication-

Teacher Website: Teachers will have a class website that will communicate events and information specific to their classroom. Visit the [Legacy Peak Elementary](#) site to locate the staff websites.



Seesaw: Parents are encouraged to download the Seesaw Family app on their personal device for free to see what their students are creating and learning at school. Seesaw is a digital portfolio that students will use to create, upload and share their learning to. Parents have the ability to receive notifications when their student posts something new.

Weekly Emails/Newsletters

Teachers will send home weekly emails informing parents of events and activities in the classroom. This is away to keep you, as a parent, updated on the learning occurring in the classroom and how you can support this learning at home.

8. Health (Allergies, Medications)

Allergies

A nut free table has been developed in the cafeteria in order to meet the needs of numerous children with life threatening nut allergies. Any student may use the table if their lunch does not contain nuts. Our staff has been trained in emergency response, prevention is the best possible solution for this situation. Please make sure that any snacks that you send to school **DO NOT** contain nuts. See policy- JLCDA

Medications

It is best if medication is administered at home. If a student must take medication at school, it may be done only with a specific written request from the student's parent or guardian (see policy JLCD). The parental request shall include a release of claims against the district arising out of the administration of the medication. Medication shall be provided in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. Medication of any kind may not be self administered by elementary students. If your child will be receiving medication at school, a district medication form needs to be filled out and signed by you as well as the medical provider with prescriptive authority for **BOTH** prescription and over-the-counter medications. Parents must transport all medication to and from school at the elementary grade level. No medication will be given to the child to take home. Disciplinary action may also occur if your child is found with medication in his/her backpack or is taking medication unsupervised. This includes prescription or non-prescription medication such as cough drops, Tylenol, throat lozenges, vitamins, etc. The exception to this is with asthma inhalers and Epi-pens. Asthma inhalers and Epi-pens can be carried by the student only if the parent has filled out an appropriate release form (contact school nurse or health room paraprofessional for forms). If the student mishandles the inhaler or Epi-pen and/or the safety of other students is at risk, the school nurse/administrator will call the parent. Prescription and non-prescription medication must be in the original container with correct dosage and directions on label and brought to the office by the parent.

9. Discipline Policies

At Legacy Peak students will be expected to follow the code of conduct adopted by the District Administration as well as the rules of behavior that are established by students and the classroom teacher. Each class will develop a class charter to determine how they want to be treated and how they want to feel in the classroom and will then design rules that will accomplish these goals.

Parents are partners in the education of their student and play a pivotal role in helping to support behavior expectations at home. Teachers and administrators will contact parents if students are struggling to follow the expectations of the classroom or school.

Bullying/Prevention

The district administration supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services. This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution.

Bullying can be direct or indirect, physical or verbal. Bullying does not necessarily include all conflicts between students. Bullying is typically characterized by one or all of the following three criteria: (a) it is aggressive behavior or intentional harm doing; (b) it is carried out repeatedly over time; and (c) it often occurs within an interpersonal relationship characterized by an imbalance of power.*

Please refer to district policy for more information on bullying.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. (See policy and procedure on Suspension and Expulsion, JKD/JKE, JKD-R/JKE-R.) The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related administrative policies and procedures.

The superintendent shall insure that the district implements a comprehensive program to address bullying at all school levels. The goals of the program shall be to:

1. Send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated;
2. Create a safe learning environment in which positive behaviors are recognized and supported;
3. Provide education to the community on what bullying is and how to report and respond to bullying;
4. Offer support to victims of bullying, such as counseling and peer mentoring;
5. Support interventions to modify bullying behavior and to develop peer support networks, social skills and confidence for all students; and to
6. Foster a partnership with parents and community members in order to help maintain a bully-free environment, which may include parent education.

10. Counseling Services

The elementary school counselors are trained in understanding child development and in offering comprehensive programs to enhance success at school. Guidance activities are conducted on a regular basis for all students throughout the year in classroom presentations. The curriculum includes study skills, bully prevention, social skills, conflict resolution, decision-making, personal responsibility, coping abilities and drug prevention education. The counselor also offers individual and small group counseling for those children needing additional assistance for specific concerns. Group sessions give students the opportunity to discuss problems, learn new skills, consider alternatives and consequences, and take responsibility for their choices. Parent permission is required for students to participate in group sessions. In some instances, children may meet with the counselor by referral or self-initiated contact. Parent permission is not required in these situations. Our elementary counseling program includes student observations, assessments, intervention plans, parenting education, teacher and parent consultations, and crisis management and follow-up. Counseling services are delivered through collaboration among students, parents, teachers and administrators. School counselors are

advocates for children. The goal is for every student to reach his or her educational, personal and social emotional potential.

The privacy rights of students must be respected. However, counselors shall inform parents of information that may jeopardize the health, safety, and welfare of the student or others. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact our counselor.

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they need to write a letter which indicates that preference.

11. Dress Code

District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The Board recognizes that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. For full information regarding dress code, please refer to district policy.

The following shall not be worn in school buildings, on school grounds or at school activities: (see Board Policy)

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the administrator, including but not limited to items that:

- refer to drugs, tobacco, or alcohol;
- are obscene, profane, vulgar or defamatory in design or message;
- advocate drug use, violence, or disruptive behavior;
- threaten the safety or welfare of another person;
- reveal all or part of the stomach, buttocks or chest;are backless;reveal underwear;
- are inappropriately sheer, short, tight or low-cut. All tops worn to school must have a shoulder strap at least 3 fingers wide and the armholes must be regular size. Shorts and skirts must be at least fingertip length.
- Be sure clothing is appropriate for the weather conditions.

12. Curriculum

At Legacy Peak Elementary our primary methodology is Project Based Learning (PBL). This means that any curriculum implemented will fit within the parameters of high quality and authentic projects. Each grade level has specific standards that need to be met. We have adopted amazing district approved curriculums as resources to support our PBL. Please see our website for links to these programs listed.

- 1) Math- Bridges in Mathematics
- 2) Reading-
 - a) Comprehension: Heinemann Comprehension Toolkit Series supported by a rich leveled library
 - b) Phonics: Open Court by McGraw Hill, Foundational Skills Kits (K-3rd Grade)
- 3) Writing- Write Now, Right Now
- 4) Project Based Learning- Buck Institute for Education

13. Field-Work Policies

Field-Work Trips (what you fondly remember as field trips but with a little more intention) are great opportunities to bring learning from the classroom into other settings. Various trips will be scheduled throughout the year by your child's teacher to enhance learning around our projects.

1. Background checks: All parents serving as chaperones on a field work trip are required to complete a background check. The Parent and Non-Parent Volunteer forms (Non-Parent Volunteers need to be

fingerprinted) are in the office. The classroom teacher will let you know if you need to complete a background check.

2. Chaperones: Being a chaperone on a field work trip is voluntary. Therefore, a parent will pay for admission to the venue and his/her share of the bus fee. In special circumstances a parent may be required to go because of health or behavior issues of an individual child. If this is the case, the parent's fees would be waived.

3. Parents riding the bus: It is our recommendation that parents ride the bus if they are chaperoning a field work trip. We understand that there are circumstances where parents need to drive their own vehicles due to lack of space on the buses or pre-field work training. However, it will be our practice that chaperones ride the bus.

4. Parents attending field work trips who aren't chaperones: Parents will not attend field work trips if they are not chaperones. Field work is an extension of the classroom. Therefore, just as we would not have a classroom full of parents during instructional time, we would not have extra parents with the class on a field work trip.

5. Younger siblings on field work trips: Additional children/family members (i.e. non-school age siblings) are not allowed on field work trips. Again, field work is an extension of the classroom so other children should not attend.

6. Parents driving their own child(ren) on field work trips: All students will ride the bus for a field work trip. However, there are special circumstances where a parent may ask for permission to be allowed to drive their own child for a field work trip. Field work trips provide the opportunity for students to build relationships with other students while riding the bus, so we strongly encourage this practice.

7. Fees and permission forms: Prior to the field work trip, the classroom teacher will send home a permission form for you to complete along with the cost of the trip. The teacher may also send an additional paper that gives more detailed information about the field work. The document is the district permission form for field work trips with the Legacy Peak Field Work Expectations on the opposite side. The form needs to be signed by a parent or guardian and returned by the due date with payment for the trip. We accept cash or checks made out to Legacy Peak Elementary School. We also are able to offer scholarships for field work trips if there is a financial need. Please inform the classroom teacher or an administrator if you are unable to cover the cost or part of the cost of a field work trip.

8. Bus Delay/Trip Cancellation: In the event a bus is delayed on return to the school or a trip is cancelled, families will be notified as soon as possible through 20Alert or directly from your student's teacher.

14. Homework Policy/Guidelines

We believe that true learning, especially done in a PBL context, can come from anywhere, and stems from the excitement of the students. If they want to extend their learning at home, we can provide them with resources and support to continue their passions. However, homework just for the purpose of homework is not meaningful to the students, and will not be assigned as a nightly routine. That being said, we will encourage reflective dialogue with your child at home as a way to know more about your child's progress, challenges, and goals. Questions like: What was the main idea you learned today in math? What is something you are struggling with or have questions about? How could the ideas from today's lesson be used in life?

We also expect students to read nightly. Studies show that spending time in text nightly drastically improves reading.

Grade Level	Reading Expectation Minimum
K-1	10 min.
2	20 min.
3	30 min.
4-5	30-50 min.

15. Elevations (P.E., Music, American Sign Language, STEAM)

Elevations are what traditionally have been called “Specials”. At LPE, they will be integrated with classroom projects but still be in a rotation schedule.

Music will take place on the Stage. P.E. (Physical Education) will be in The Rec Center. ASL (American Sign Language) will be in the 2nd/3rd grade hallway. STEAM will take place in the MIX.

16. Library Check-Out/Policies

All Legacy Peak students visit the library on a regular basis. Students are encouraged to check out up to two or three books appropriate for their individual reading needs, along with books to enjoy with their families at home and resources for projects and/or research.

LOST BOOKS: If a book is lost, the student will be billed for the replacement cost of that book. If payment has been made for a lost book and the book is then found, the library will refund the amount paid.

17. Assessment/Testing

At Legacy Peak Elementary we will work to create a different paradigm of viewing testing and assessments. Typically there are beginning, middle, and end of year assessments that are given by the school for local use and feedback on growth. The beginning and end of the school year can feel a little tough and overwhelming when testing is happening. The culture we encourage around this is twofold. First, we want students to know the purpose behind testing/assessment while working through the emotion/expectation they place on themselves. Secondly, what we are most looking forward to is teaching our students to use feedback as a springboard to know themselves, make goals, and develop a growth mindset. The negative anticipation of testing loses its power when students have a balanced understanding of its purpose. We will be using formative and summative assessments at key moments throughout projects to allow the right kind of feedback and goal setting. Students will learn to own their understanding and seek to honor their progress while tackling areas for growth.

Because we are a public school we are also held accountable to the state in reaching the standards and benchmarks they have identified. Every spring we have testing that shows the state we are meeting and exceeding our charge of educating our children. The data from these assessments is used for Site Planning, large scale curricular feedback, and Unified Improvement Plans that the state requires yearly from schools. Participation in these assessments is very important. It shows your support of what we are doing as a school. We will also create a relaxed and intentional environment around this event. We want students to smile and do their best. Creating the right culture around this through other assessments we have throughout our learning experience will yield happy and engaged kids that know how to balance the feedback.

District assessments used for feedback in the beginning, middle, and end of the school year:

- 1) DIBELS (K-1) Follow the link for more information on DIBELS cut scores

<https://dibels.org/papers/DIBELSNextBenchmarkGoals.pdf>

- 2) STAR Reading and Math (Grades 2-5) Follow the link for more information on STAR cut scores

<https://resources.renlearnrp.com/us/starearlyliteracy/selrticutscores.pdf>

State Assessments

- 1) CMAS (State Testing 3-5) in Spring
- 2) CoGAT (3rd) in Fall
- 3) TS Gold (Pre-K)

18. Report Cards

Report cards are given out at the end of each nine weeks. The report cards will be viewed through the Infinite Campus Parent Portal. If you need a paper copy of your child’s report card, please request one from your child’s teacher or the front office. Students receive Elevations report cards (Physical Education, Music, ASL, STEAM) at the end of each semester (two times a year).

19. Conferences

Parent/teacher conferences are scheduled with all parents at the end of the first and third quarters (check school calendar for dates) and on a need and/or request basis throughout the remainder of the year. Conferences are scheduled in October and March. You will receive a Sign-Up Genius link from your child's teacher to sign up for these important conferences. These conference times are very important in helping you maintain a strong understanding of your child's progress and needs. Please make these conference times a priority. Spring Conferences will be student led in grades K-5.

20. Technology Use (BYOD, Electronic Agreements, Digital Citizenship)

Project Based Learning promotes a healthy view and use of technology. At Legacy Peak Elementary we want our students understanding the many uses and needs of technology while balancing human interaction. Technology is an amazing tool that allows access to incredible resources. The use of technology will be as natural and commonplace as paper and pencil was to previous generations. We will encourage our students to bring their own devices. With that comes great responsibilities and some restrictions.

Electronic Devices- BYOD w/ district restrictions:

The purpose of the Bring Your Own Device program is to better prepare our students for the demands of the future in a global society. We believe giving students better access to technology is just one of the many tools that will keep them engaged and allow them to create, problem solve, and collaborate. If you have a device that follows the district's minimum Spec device list, we encourage you consider allowing your student to use it in the school. Legacy Peak and ASD20 shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Technology Use (District Policy IJND)

District BYOD Policy

Student Data Privacy Policy <https://www.asd20.org/departments/it/dataprivacy/Pages/default.aspx>

Digital Citizenship-Legacy Peak staff will support safe and responsible technology use for students that will include lessons and activities to teach privacy and security, online communication, information literacy, cyberbullying, among others.

4th and 5th grade students and parents must fill out the Responsible User Agreement and students must complete the digital citizenship lessons in order to participate the the BYOD program.

21. Bikes, Scooters, Toys

Students may ride bicycles, skateboards, or scooters to school. We ask that students walk their bicycles, skateboards, or scooters on school property and when crossing crosswalks. Students must have a lock to secure their bicycle to our bicycle rack. Because we do not have proper storage for scooters or skateboards in classrooms, they must also be locked in the bicycle rack outside.

Skates or wheelie tennis shoes may not be worn on school property. If students wish to skate to school, they must stop before reaching school property and change to regular shoes. This includes tennis shoes with embedded wheels. They may not be worn on campus.

Parents need to train their young cyclists, skateboarders, and scooter riders in proper safety procedures.

Toys...no personal items should be brought to school, unless this privilege is earned by the student and/or class and is awarded by the teacher. This includes spinners/fidgets, electronics, cards, games, stuffed animals, etc. Students will be asked to keep personal items in their backpack or the item might be confiscated and kept until picked up by a parent/guardian. Exceptions will be made for items needed for class projects and after school enrichment activities. Items brought to school for these purposes are the responsibility of the student. Legacy

Peak is not responsible for the reimbursement or replacement of lost, stolen or damaged personal or electronic items.

22. Lost and Found

Please ensure that your student's name is on all articles of clothing such as boots, gloves, coats, and hats as well as lunch containers and water bottles. These are the items that are most likely to be lost or misplaced. The LOST AND FOUND box will be located on the clothing rack near the front entrance.

23. Volunteering, Visitation

We appreciate and recognize your time, talent, expertise, support and assistance you give! Volunteers may include parents (Parent Volunteers) and patrons (Non-Parents). In order to volunteer at any District 20 school parents must complete a Colorado Bureau of Investigation (CBI) background check. There is a \$6.85 fee payable to the school due at the time of application. Non-parents must complete a CBI and a Federal Bureau of Investigation (FBI) background check and fingerprinting process. There is a \$6.85 CBI fee, a \$39.50 FBI fee payable to the school due at the application time. The Colorado Springs Police Department (CSPD) will also have a \$15 fee for fingerprinting.

Prior to volunteering, you must attend a Volunteer Orientation training. These trainings will occur at the beginning of the school year and in January.

Applications for all volunteers are available in the front office or are available on our website under *School Documents*.

Some parameters we ask you to follow if you volunteer are:

1. Siblings of students may not be brought to school with a parent who is volunteering.
2. Please take your direction from the teacher/staff member and respect the parameters they set- there may be unknown factors.
3. Call teacher or front office if not able to make it to your volunteering time.
4. Demonstrate care for all students and fellow adults.
5. Set good examples of manners, dress, language.
6. Use adult bathrooms.
7. Put cell phones on silent.
8. Check-in and wear the volunteer/visitor sticker for safety.
9. Check out before leaving the building for safety.

24. Food/Snack Policy

We are a nut-free environment. Please do not send in any snacks or treats with your students that contain nut-products or oils. Please refer to the allergy and snack district policy for more information (JLCDA).

25. Parties

Four classroom parties – Fall (October), Winter (December), Valentine's Day (February), and End of Year (May) - are scheduled for the year. Refreshments (NUT FREE) and activities are planned in advance by the room volunteers and the teacher. Activities planned need to be appropriate for all children in the classroom. Exact dates will be posted on the website

Birthdays

Birthdays are special! If you want to recognize your student's birthday at school, please consider:

- **Donating a book to the classroom library**
- **Donating a book to the school library**
- **Pencils for the class**
- **Non-edible party favors (please, no balloons for a variety of safety reasons)**

Please contact Amber Izzo, Assistant Principal at amber.izzo@asd20.org if you have questions

- **Invitations to birthday parties outside of school may be distributed at school only if every student in the class is invited.**

District Policies [link](#)