

MEAD ELEMENTARY SCHOOL

**Family Guidebook
2025-2026**



**520 Welker Avenue
Mead, Colorado 80542**

Phone: 970-535-4488

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<http://mes.svvsd.org>

**Betsy Ball, M.A.Ed., Principal
Kylea Winka, Ed.S., Assistant Principal
Jeff Bernstein, Assistant Principal**

Dear Mead Family,

Welcome to what is sure to be an exciting and rewarding school year at Mead Elementary!

I am truly honored to serve as your child's principal for the 2025–2026 school year. This marks my 35th year in education, my 14th as principal here, and I can confidently say there's no place I'd rather be.

Mead Elementary has a proud legacy of academic excellence and strong community ties. As we look to the future, we are committed to continuous growth, exploring new ways to enhance our programs, boost student achievement, and honor the unique strengths each child brings to our school.

Your partnership is essential to our success. We deeply value your involvement and support, and we look forward to working together to provide an enriching experience for every student. By fostering a love of learning and encouraging curiosity, we can help all of our students thrive—now and in the years to come.

Together, we will make a lasting difference in the lives of the children at Mead Elementary.

Respectfully,

Mrs. Betsy Ball, M.A.Ed
Principal
Mead Elementary

Important Dates-*Please keep in mind that these dates may change depending on extenuating circumstances.*

August

Aug 1 - Front Office Opens
Aug 12 & 13 - Kinder
Assessment/Transition Days
Aug 12 - Lemonade in the Shade (4-6)
Aug 13 - 1st Day Grades 1st-5th
Aug 15 - 1st Day Kindergarten
Aug 15 - Preschool Parent Orientation
Aug 18 - 1st Day Preschool
Aug 29 - All School Movement

September

Sep 1 - No School (Labor Day)
Sep 3 - Late Start
Sep 9 - PAC Meeting
Sep 17 - Lifetouch Fall Pictures
Sep 26 - All School Movement
Sep 28 - Hearing & Vision Screenings
Sep 29 - Hearing & Vision Screenings

October

Oct 6 - P/T Conferences
Oct 7 - P/T Conferences
Oct 8 - P/T Conferences
Oct 10 - Non-Student Contact Day
Oct 13 - Non-Student Contact Day
Oct 14 - PAC Meeting
Oct 18 - Fall Harvest Moon Festival (2-5)
Oct 31 - End of 1st Trimester
Oct 31 - All School Movement
Oct 31 - Halloween Parties

November

Nov 3 - Beginning of 2nd Trimester
Nov 5 - Late Start
Nov 5 - Elementary Choir Festival
Nov 6 - Lifetouch Fall Picture Retakes
Nov 6 - OE Open House (4:00-5:30)
Nov 11 - PAC Meeting
Nov 21 - All School Movement
Nov 24-28 - No School (Thanksgiving Break)

December

Dec 2 - Choir Concert (5:30)
Dec 3 - Late Start
Dec 8 - Vision & Hearing Rechecks
Dec 9 - PAC Meeting
Dec 12-13 - Robotics Tournament
Dec 19 - All School Movement

Dec 22-31 - No School (Winter Break)

January

Jan 1 - No School (Winter Break)
Jan 2 - Non-Student Contact Day
Jan 5 - Split Day - Non-Student Contact Day
Jan 13 - PAC Meeting
Jan 19 - No School (MLK Day)
Jan 30 - All School Movement

February

Feb 4 - Late Start
Feb 5 - P/T Conferences
Feb 9 - P/T Conferences
Feb 10 - PAC Meeting
Feb 11 - P/T Conferences
Feb 12 - End of 2nd Trimester
Feb 12 - Valentine's Day Parties
Feb 13 - No School
Feb 16 - No School
Feb 17 - Beginning of 3rd Trimester
Feb 19 - Lifetouch Spring Class Pictures
Feb 27 - All School Movement

March

Mar 4 - Late Start
Mar 10 - PAC Meeting
Mar 16-20 - No School (Spring Break)
Mar 27 - All School Movement
Mar 28 - Spring Fundraiser (tentative)

April

Apr 1 - Late Start
Apr 14 - PAC Meeting
Apr 21 - Musical Dress Rehearsal (MHS)
Apr 22 - Staff Meeting
Apr 24 - All School Movement
Apr 27 - No School
Apr 29 - Musical Dress Rehearsal (MHS)
Apr 30 - 5th Grade Field Day (Frederick HS)
Apr 30 - Musical Dress Rehearsal (MHS)

May

May 1-2 - Musical (tentative)
May 6 - Late Start
May 12 - PAC Meeting
May 21 - All School Movement
May 21 - Last Student Contact Day
May 22 - No School

ANIMALS

In order to maintain a healthy and safe environment for all, animals of any kind are not permitted on school property.

ATTENDANCE POLICIES

Attendance

Regular attendance is essential for success at school. Our goal is for every student to attend school a minimum of 96% of the time, which means missing no more than 10 days of school during the school year. Therefore, when students have excessive absences, a meeting with the principal may occur to discuss academic, social, and/or emotional progress. Content is taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to completely make up a day's learning even though the missed assignments have been completed. The discussion and activities that take place in the classroom are as important as the written material.

The Attendance Policy of the District states, as a guideline, that a student who has four unexcused absences any month, or ten in a school year, constitutes truancy and the school is required to report this information to the District Attendance Officer. Colorado State Law requires elementary school students to attend 968 hours of school per year.

Absences

Parents are requested to notify the school office (970-535-4488) as soon as possible each day their child will be absent. This notification prevents our having to contact you at work or home.

A sick child cannot learn well and may be contagious to others. Therefore, parents should carefully consider when to keep your child at home.

Excused Absences

The following may be considered excused absences at the discretion of the principal or designee (up to 10 days):

1. Serious illness or death in the family
2. Family emergencies or hardship
3. Family vacations. While highly discouraged, such excuses must be pre-arranged with the school administration. Contact the principal about the possibility of having up to 5 absences excused (as long as your child does not already have more than 10 absences)
4. Religious observances when requested by a parent or guardian
5. Absence required by a legal body or social agency (e.g., court, juvenile authorities, public health department or police)

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

Tardiness

Students are considered tardy if they arrive after 9:05 a.m.

Arriving on time is extremely important for students as teachers are often outlining the entire day of learning and instruction. A child can feel very uncomfortable when walking into their classroom and noticing all other peers are already engaged in group or instructional activities.

If students are tardy, they should stop at the office for a Tardy Pass. Parents must walk their child into the office and sign them in. Parents will be notified about students who are habitually late for school.

Behavior

All staff members encourage and expect responsible, cooperative and positive attitudes from students. Our school staff has been trained in Positive Behavior Intervention Support (PBIS) for all students and all environments of the building.

Each family receives a digital copy of the St. Vrain Valley School District Discipline Code at the beginning of each school year. Please read and review the information with your child(ren). For additional information or questions, please contact school administration or reference [Board Policy, Section J](#).

Bicycles, Scooters and Skateboards

Bicycles are to be parked and locked in the racks at school. The school is not responsible for damage to or loss of a student's bicycle, scooter or skateboard. Once students arrive on school grounds, they must dismount and walk.

The school recommends the following safety practices:

- General traffic safety rules should be followed
- All riders should wear helmets
- No more than one rider per bike, scooter or skateboard

Birthday Celebrations

Realizing that recognition of each child's birthday is important to him or her, and builds a good self-concept, we do allow 5-10 minutes of the school day, during a time that works for the teacher, to celebrate. If you chose, you may send in **non-edible** items such as pencils, stickers or erasers to be shared with the class. Please discuss plans in advance with the teacher. Invitations to birthday parties for children must be handled outside of the school day. We will not pass these out at school. For reasons of privacy phone numbers and addresses of children are not given out by teachers or staff. Due to many food allergies, please make sure you only send in non-food items. *****See Party's for Holiday Celebrations**

Building Rules

In order to maintain a safe and respectful environment for all students, we have Positive Behavior Intervention Support (PBIS). Our expectations are "MEAD". M-manners, E-effort, A-attitude and D-determination. As a rule, children should keep their hands and feet to themselves.

- All teachers, paras and other staff members are to be treated courteously and respectfully by students and parents.
- All books, materials and school property are to be maintained in good condition. Restitution will be required for deliberately damaging books, materials and school property.

- iPads are also considered school property and should be utilized for educational purposes and maintained in good condition. Lost or damaged iPads should be reported to the school immediately. Please refer to [Board Policy, Section JS](#).
- Students are expected to arrive on time and go directly to their classrooms.
- Students are expected to remain on the school premises after arriving at school and while school is in session.
- Students are encouraged to bring only those items directly related to class activities. We are not responsible for lost or damaged items.
- Students should walk at all times while in the building.
- Hats should not be worn inside the building.
- Students are expected to solve their disagreements in appropriate ways. Bullying behavior, such as teasing, harassing, physical contact or using profanity will not be tolerated.
- Students may stay after school hours only when involved in supervised activities.
- Chewing gum is not permitted.
- The following items are strictly prohibited on school property:
 - Guns, knives or other weapons
 - Alcohol, drugs and tobacco in any form
 - Motorized vehicles
 - All technology, unless school issued
 - Skateboards, scooters, roller blades, and heeies during school hours

Failure to comply with rules or engaging in inappropriate behavior will result in appropriate actions being taken. See the District Discipline Code.

Student Cell Phone/Smart Watch Use

We recognize that parents provide their children with cell phones and smart watches for safety reasons. Therefore, we understand that students will bring these items to school. However, students must follow the rules of cell phones and smart watches.

- Parents who need to reach their child (or vice versa) should communicate via the front office. **Please do not text or call your child.**
- If a student isn't feeling well, they should come to the office to see our health clerk.

EXPECTATIONS

- Phones must remain off or on silent mode during school hours unless specifically allowed by a teacher for instructional purposes.
- Phones must be kept out of sight during class time (e.g., in backpacks)
- Phones may only be used during:
 - Before and after school
 - Emergency situations, with staff approval.
- No photography, video, or audio recording is allowed during the school day without explicit permission from a teacher or administrator.
- Texting, calling, or using social media is not allowed during class time.
- Smartwatches and other wearable devices are subject to the same rules as phones. They may be worn as only a watch. Calling/messaging/other features may not be used during the

school day.

CONSEQUENCES

- **First offense:** Verbal reminder of the expectation and communication to a parent/guardian.
- **Second offense:** Phone or smartwatch is confiscated by the teacher, returned at the end of the day, and communication is made to a parent/guardian.
- **Third offense:** Phone is confiscated, taken to the office, and returned only to a parent/guardian at the end of the day.
- **Further offenses:** Additional disciplinary action, which may include loss of phone privileges at school for a set period of time or other consequences.

Thank you for reviewing these guidelines with your child and helping us create a successful learning environment for your child(ren)!

Classroom Expectations

Classroom expectations are determined by the individual teacher and will both be explained and posted in the classroom.

Communication Between School and Home

We believe that communication between school and home fosters the partnership vital to the success of our students. To support this belief, we use numerous methods to keep lines of communication open, including, but not limited to:

- Newsletters, both all-school and individual teacher
- E-mail updates sent from the school office or an individual teacher
- School's website (<http://mes.svvsd.org>)
- Weekly Take Home Thursday Folders
- Planners (Grade 4)
- Parent/Teacher Conferences (scheduled twice a year and more frequently, as needed)
- Teacher's voice mail, accessible by calling our main school phone (970-535-4488) and then we will connect you to the individual teacher's mailbox/voicemail.
- If you have an urgent message for the teacher or for your child, please contact the school office directly; do not rely on e-mail or voicemail to communicate urgent information.
- Parents may call the office to leave a message for their child **before 3:00 pm** only when unforeseen circumstances/emergencies arise. These messages will be delivered prior to the end of the school day.

Conferences

Time is set aside during the school year for the purpose of meeting with students, parents and teachers to discuss student progress. In addition, appointments may be requested at any time by parents or teachers. District dates for conferences are contained in the section, 'Important Dates.'

Dismissal Procedures

A student will be sent home only with his/her parent, or any person listed on the Emergency Contact Information sheet. If you find it necessary to pick up your child during the school day, please sign him/her out at the front office. The office staff will then call the student and dismiss him/her from their class. This is to help assure your child's safety.

Students leaving early may be recorded as 'tardy' or 'absent' for the time missed.

We strongly encourage you to make all doctor, dental, music lesson appointments, etc. after 3:35 pm as it causes a disruption to the learning environment when your child has to leave school early.

Dress Code

Appropriate dress is a key component to student health, safety and learning. Therefore, we expect that students and parents will exercise good judgment in the choice of appropriate dress.

Students should come to school dressed for the weather and for school activities. Successful learning environments emphasize a more conservative style of dress. (Incidents of inappropriate dress will be handled on an individual basis)

The dress code has the potential to be a divisive issue between staff, parents, and students. Mead Elementary School employees are allowed discretion in determining if a student is dressed inappropriately. Our goal with this policy is to give students and parents a guide to what is acceptable at school without listing every possible offending item (changes in fashion would quickly render this attempt obsolete). We ask that students and parents respect our requests about appropriate dress and we will make every effort to approach the issue in a discreet manner.

Students dressed inappropriately can be sent to the office. They may return to class after changing clothing, removing paraphernalia, or modifying the appearance of the hair.

Shoes are to be worn at all times. The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Any clothing or accessory that presents an obvious threat to the safety of others in a school environment, e.g. sharp jewelry, some chains, sports cleats (shoes meant for sports specifically), Heely's with wheels, etc. when it presents a hazard.
2. Sunglasses over the eyes inside the building.
3. Clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back, and breasts.
4. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that
 - Refer to drugs, tobacco, alcohol or weapons
 - Are of sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs which advocate drug use, violence, illegal activity or disruptive behavior which is detrimental to the safety and welfare of other students
 - Are obscene, profane, vulgar, lewd or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

5. Pajamas are not appropriate dress for school. (Unless it is a scheduled Spirit Day)
6. Hats are not allowed to be worn in the building.

Field Trips

Teachers may schedule field trips that enhance and support instruction. The cost of these trips will mainly be supported by funds raised by the Parent Advisory Council (PAC), but there may be times when families will be asked to contribute to the cost of the field trip.

Parent volunteers are welcome to attend field trips based on availability and current health guidelines. However, due to safety concerns siblings will not be able to attend.

Grading and Expectations

Guidelines for grading and expectations of students will be distributed by teachers at the beginning of the school year.

Health Services

A full-time health clerk is in the building.

It is ESSENTIAL that we have the following information on file in case of illness or emergency:

- Home and work phone numbers where parents can be reached
- Names and telephone numbers of relatives or friends who should be contacted when parents are not available
- Name and telephone number of doctors
- Up-to-date Certificate of Immunization
- Current health conditions, including any food allergies

Homework

Homework can serve as an important role in the education process. It should be regarded as an opportunity to provide independent practice of skills learned during class time, enrichment activities, and application of specific skills, knowledge, and facts. It is also a means of the parent being able to reinforce the importance of learning. Homework assignments can serve as a way of providing a common effort between student, parent, and teacher.

Teachers will be assigning homework. Encourage your children to complete their work both at school and at home. Discussing homework with your child helps to develop a positive attitude about learning, especially when learning something new or difficult.

The general rule of thumb is 10 minutes per grade level (i.e. Kindergarten and 1st grade= 10 minutes, 2nd grade = 20 minutes, 3rd grade= 30 minutes, and so on) per night. This does not include the take home/at home reading program.

Illnesses

Any school day your child complains of not feeling well, it is probably advantageous to keep him/her at home. If the child begins feeling better during the day, bring him/her to school. A child may **NOT** return to school until they have been fever/vomit free for 24 hours.

If your child becomes ill while at school, we will contact you to come pick him/her up. Please come to pick up your sick child as soon as possible. It is expected that you will arrive within an hour of receiving the call.

Immunizations

Colorado law states that children entering a Colorado school for the first time must have certain immunizations.

Requirements: No application for admission shall be complete without a Certificate of Immunization or a Completed Exemption Form.

Immunizations may be obtained from your family doctor or the County Health Department.

Internet

Our school computers are connected to the Internet. The staff will take reasonable precautions and use reasonable procedures to assure that the information, communication, and materials a student is exposed to are appropriate.

If a student deliberately seeks exposure to inappropriate information or material, and uses any electronic technologies inappropriately or illegally, he or she will be subject to school and/or legal disciplinary actions.

Lost and Found

Please help us by clearly labeling all items of clothing with the student's name. Many articles of clothing are left during the year and go unclaimed. Please check the Lost and Found section, located near the west stairs. Unclaimed articles will be donated to a local charity monthly.

Lunchroom Policies and Procedures

Each student in grades K-5 will be assigned a six-digit account number that will stay with them throughout their school years. Typically, parents will make periodic payments to this account, including the account number, and preferably by check. Families may apply for free or reduced lunches at any time during the school year. Application materials are available in the school office.

For the 2025-2026 school year, lunches will be free of charge to all families. Any concerns should be directed to the kitchen staff by contacting the school's kitchen manager.

Make-up Work Due to Absenteeism

Please request teachers to prepare work for your child for the duration of any absence, remembering that for each day a student is absent, make-up work must be completed within two school days after returning. All students are expected to make up for missed school work.

Mead Preschool

The Mead Community Preschool is designed to provide a positive social experience and a creative environment to prepare preschool children for Kindergarten. The program hours are:

Monday-Thursday, 9:05 a.m. to 11:45 a.m.

Monday-Thursday, 12:55 p.m. to 3:35 p.m.

Registration requires your child's Birth Certificate and Immunization Record. Immunizations must be current before a child's first day of participation.

There is a Preschool Parent Handbook that will be given out during the PK Open House. Parents must read the handbook in its entirety, sign the agreement page and return it to your child's teacher or the office.

If you have any questions, please call Cara Shepard or Roxanne Gongea at Mead Elementary at 970-535-4488.

Mead Community School

Community education in the St. Vrain Valley School District is intended to involve all members of the community, from preschool to adult, in the continual process of learning. The Mead Community School implements this concept with many services to our school community. The Community School supplements the curricular classroom by offering students a variety of low-cost, after school classes that can be both interesting and fun. At the same time these classes can channel physical energy, develop talents, stimulate and encourage creativity and build friendships.

Most of the instructors in the Community School are members of the community who have special talents or expertise and who enjoy giving of their time to others. The Community School staff schedules the after-school use of the facilities, and often acts as a liaison between school staff and users of the building. If you have questions about the Mead Community School, please call Christy Scott at 970-535-4503.

Mead Mustang Corral

The Mead Mustang Corral is the child care program at Mead Elementary School. The goal of Mustang Corral is to provide a safe and structured environment in which children can feel accepted, comfortable and loved.

The Mustang Corral hours are 7:00 a.m. to 9:00 a.m. and 3:35 p.m. to 6:00 p.m., Monday through Friday. If you have questions about the Mead Mustang Corral, please call Christy Scott at 720-652-8046.

Medications and Prescriptions

District policy does not permit school district employees to dispense prescription or non-prescription medication without directions from a physician, consent from a parent and the signatures of both physician and parent. If medication must be given during school hours, a "Permission for Medication" form MUST be on file in the school health office. This form can be obtained from the school office and must be signed by the parent AND the physician.

Medications must be brought to school by the parent in the original prescription or non-prescription container, and NOT sent to the school with the student.

Office Hours

The office is open from 8:00 a.m. to 4:00 p.m.

The regular day for teaching staff is 8:25 a.m. to 3:55 p.m. If you need to communicate with a teacher, many times it is easiest to call in the morning before school begins.

The principal's door is almost always open; however, it may save time if you call for an appointment as she may have other appointments or commitments.

Parties

Halloween and Valentine's Day are the two parties that we celebrate in classrooms. Healthy snacks are highly encouraged and due to allergies, and they must be store bought.

Playground Rules

Students are free to engage in activities that are not dangerous to themselves or to others. Students are expected to be mindful of others' feelings, interests, abilities and limitations. It is the responsibility of each student to respect every other individual on the playground.

- Know the rules – Refer to these rules.
- Follow the rules – Listen to the teacher on duty and stay within sight of the teacher.
- Keep food and drink in the cafeteria.
- Include everyone who wants to play in games-- Everyone will be included.
- Invite others to play – Include everyone who wants to play in a game, and ask other students to join in.
- Walk in and out of the building using voice level 0 when students are in line with an adult. Use voice level 1 when students are independently walking in and out of the building.
- Use good sportsmanship – Be positive in your comments, such as "Good game," or "Nice Try."
- Use problem-solving strategy cards – Use the problem-solving strategies when faced with a problem.
- When at recess and the bell rings, line up quickly. When the bell rings, walk on the blacktop using voice level 1. Hold the balls in line, keep hands and feet to oneself.
- Use all equipment properly—Go down the slide feet first, on your bottom and one person at a time. Swing back and forth. Stay out of the gravel if not on the swings. When on the monkey bars, go one direction, one person at a time. Follow the rules when playing Gaga Ball.
- Be responsible for all equipment—Bring in all the equipment that is taken outside. Check the equipment bag to see that all the equipment is there.

Recess

Recess is scheduled as part of the regular school day. Recess time serves as a break for students and provides a few moments to spend some energy, stretch and activate the body from morning and afternoon of classroom activities. Recess also provides a time for socialization with peers and for learning to get along with others. Recommended cold weather guidelines are followed in extreme weather with students going out to recess unless it's 15* or below.

All children will go out to play during morning, lunch and afternoon recess periods. If a child is too ill to participate in recess he or she should be kept at home. Only those children having a doctor's certificate will be permitted to stay in for any extended period of time. The doctor must specify the number of days. Children will not be permitted to stay in due to cold weather. The principal or her designee will determine when all children will stay in due to weather conditions.

All children should come to school properly clothed for outside conditions.

Reporting to Parents

Report cards will be available in Infinite Campus at the end of each twelve-week (trimester) grading period. Report cards will reflect the student's progress, according to District standards.

Safety Measures

School personnel want to ensure each child's safety. All outside doors will be locked at all times. Teachers will reinforce the student sign-in and sign-out procedures to promote safety and accountability for all students.

Additionally, monthly safety drills are completed to ensure student safety. We have two campus supervisors on site at all times for additional security.

School Closures

Please check the following sources of information for school closures:

DISTRICT WEB SITE-- <http://www.svvsd.org>

TELEVISION STATIONS--

Channel 2 KWGN

Channel 4 KCNC

Channel 7 KMGH

Channel 8 Longmont Cable Trust Channel

Channel 9 KUSA

Channel 16 Comcast Cable Education Channel

FM RADIO STATIONS--

91.5 KUNC

98.5 KYGO

101.1 KOSI

103.5 KBPI

105.1 KOOL

AM RADIO STATIONS--

630 KHOW

850 KOA

960 KYGO

1060 KLMO

School Hours

7:00 a.m. to 9:05 a.m.

8:55 a.m. to 3:35 p.m.

9:00 a.m. to 11:45 a.m.

12:55 p.m. to 3:35 p.m.

3:35 p.m. to 6:00 p.m.

Morning Mustang Corral

Kindergarten through 5th grades

Morning Preschool

Afternoon Preschool

Afternoon Mustang Corral

Students should not arrive at school before their scheduled start times. For students in grades K-5th, there is no supervision prior to 8:45am and 11:15am on Late Start days.

Sexual Harassment

In a safe, comfortable environment for students to learn and staff to work, sexual harassment is unacceptable. Sexual harassment includes name calling, sexual terms used as profanity, gestures, and inappropriate pictures or actions. Consequences will be appropriate to the offense and the age of the offender. Alleged offenders will be referred for investigation and education.

Snacks

Bringing healthy snacks to school plays a key role in supporting children's energy, focus, and overall well-being throughout the day. Since students spend a significant portion of their day at school, it's

important to provide nutritious snacks that fuel their bodies and minds. Healthy snacks help maintain steady energy levels, promote concentration, and support growth and development.

When choosing snacks, aim for options that are rich in nutrients and low in added sugars. Fresh fruits, vegetables, whole grains, and protein-rich foods are great choices. These snacks not only provide essential vitamins and minerals but also keep children satisfied until their next meal.

Encouraging healthy eating habits at school helps children make better food choices and establishes a foundation for lifelong well-being. So, when packing snacks, think of balance, variety, and wholesomeness!

Telephone Use

The school telephone is a business phone; therefore, student use is limited to business matters and **only** with teacher permission. We cannot accommodate large numbers of students calling home at any time for instructions or last-minute play dates, impromptu requests, to bring lunch or to call for homework. Please make prior arrangements with your children as to after school activities and how they will handle early dismissal on bad weather days.

Students will not be allowed to make phone calls during the school day, unless it is an emergency. All phones and smartwatches must be kept off and stored in backpacks during school hours.

Student/Visitor/Traffic Safety

BUILDING SECURITY AND SAFETY PROCEDURES

Visitors

For safety reasons we must know who is in the building at all times. We require all guests in our building to sign in at the office and wear a visitor badge (or district ID) during their visit. Parents and students are asked to **NOT** hold doors open for others and not seek access at any other door, and staff is asked to not allow anyone to enter the building through their classroom doors or through playground doors.

If someone is in our building and not wearing a visitor sticker or district ID, they will be directed to the office to obtain a visitor sticker.

Students are not permitted to bring other school-aged visitors to school without permission from the principal.

Traffic and Pedestrian Safety

If you are a car rider, this is a friendly reminder for both students and parents to **use the crosswalk when arriving and dismissing from the parking lot.**

The far-right lane is for student drop off ONLY! Please pull forward as far as you can before dropping off your student. If you need to help your child out of the vehicle please park in the designated spaces and use the crosswalk. Please do not stop, or cut in front of other vehicles in the **passing lane** to drop off students, this is very dangerous. Lately, students and parents have been walking between cars and we don't want to have any close calls. We love our students and want to keep them safe at all times.

In order to help ease congestion in the parking lot and on Welker Avenue, students in 4th and 5th grades (and their younger siblings) will be picked up in the Middle School parking lot. Students in grades Kindergarten through 3rd will be picked up in our school parking lot. For the safety of our students and staff, the bus loop may not be accessed/utilized by any vehicles other than district transportation/school buses.

Again, please use the crosswalk at all times. **PLEASE stay off your cell phones when driving through the parking lot. The safety of our staff, parents and students is very important to us.**

The following guidelines are designed to ensure traffic and pedestrian safety:

- Reduce speed in areas near the school
- Always use the crosswalks or sidewalks
- Park cars in designated areas only
- Follow the directions of the crossing guard when crossing through the parking lot
- Please respect the neighbors' yards and driveways when parking
- Do not drop off or pick up children in the crosswalks or continuous lanes of traffic. When safe to do so, pull to the curb of the sidewalk to drop off or pick up children

Bicycles

Students may ride bicycles to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride a bicycle to and from school. For safety reasons, bicycles **must not be ridden on school property**. Locking the bicycle in the school bike rack is required FOR ALL STUDENTS and is the responsibility of the student to secure their bike appropriately. Skateboards and Scooters should not be brought into the building.

Doors

All exterior doors will be locked during the school day. The front door has a buzz-in system that alerts the office staff that a guest is requesting entry into our school. Anyone that is not recognized will be asked to provide a photo ID prior to entry. All guests are required to sign in at the front office and get a visitor sticker.

If your child's classroom is in the Mustang Outpost (portable classrooms), you must come to the front office and sign your child out and the office will call for them to come to the office and meet you.

Weapons Policy

The St. Vrain Valley School District follows a strict weapons policy.

Definitions in the Weapons Policy: "The act of possessing, using, or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded). Also, any instrument used with the intent of inflicting or threatening bodily harm. Knives, or other items deemed inappropriate by school officials, may be declared contraband and confiscated." Threats of harm or use of weapons are also not tolerated.

Students in possession of guns or weapons at school or on any school district vehicle will receive the maximum suspension from school allowable and expulsion procedures will be initiated immediately.

Volunteers

Parent volunteers are always needed and welcomed at our school. A volunteer survey will be sent home at the beginning of the year by each classroom teacher. Some options may include working in the classroom with small groups of students, performing clerical tasks at school or at home, help in the media center or with special events such as field trips. All volunteers are required to complete volunteer paperwork as required by the school district and receive approval prior to beginning volunteering.

Due to liability and supervision issues, parent volunteers **cannot bring younger siblings** to school with them when volunteering. We **very much appreciate** the help from our parent volunteers, and hope this does not impact your ability to volunteer at school.

The Mead PAC will send home a separate volunteer survey to seek support for its committees and events.