

## Galeton Elementary School Handbook

**The purpose of this handbook is to provide general information regarding GES policies, regulations and procedures. Complete policies are available on our [website](#).**

### Welcome

We would like to welcome you to Galeton Elementary School. Galeton has a history of fine academic and extracurricular accomplishments. We are looking forward to assisting you in fulfilling the educational goals for your child. Working cooperatively, we can meet and exceed these goals and make Galeton an even better place. You can benefit by being actively involved in your child's education through volunteering or simply by providing interest and encouragement at home. If your child encounters difficulties, seek out any of our trained professionals, and we will do our best to help you. We are here to make your child's years in school as successful, yet educationally challenging, as possible.

### Galeton Mission

Galeton Elementary School strives to instill a positive attitude, a respect for all people, integrity at all times, determination to give our best effort, and to have the mindset of excellence.

### Galeton Vision

Galeton Elementary School values the partnership with families so we can provide opportunities for all students to become successful leaders. We believe that teaching the whole child is essential to help all students understand what it takes to be successful as a citizen, a student, and a friend.

### Galeton Values

1. Galeton Elementary is a small, close knit K-5 school community that values a strong respectful relationship amongst staff, students, parents and the community.
2. Members of the Galeton Elementary school community value regular communication between staff and parents in which a team approach results in high academic performance and character growth for all students.
3. Galeton Elementary strives to provide a safe, proactive school environment that supports the instruction of life skills and values such as respect and responsibility, which are keys to becoming a productive member of society.
4. Galeton Elementary provides engaging, technology enhanced, individualized instruction in the core areas of reading, writing, math, science and social studies; as well as PE., music and art.
5. Galeton Elementary values the whole child by providing healthy food and plenty of time for fun, socializing and movement throughout the day.

### School Hours

The first bell rings at 7:50 so students can be in their seats ready to learn at 7:55 a.m. and ends at 3:00 p.m. Supervision is provided beginning at 7:30 a.m. and ending at 3:00 p.m. Students riding a bus will be picked up at 3:00.

### School Breakfast and Lunch Program--Prices below

Lunch will be served from 11:00 to preschool, 11:00--kindergarten, 1st grade, 2nd grade, 12:00--3rd grade, 4th, grade, 5th grade. Varying amounts of money can be placed on your lunch account through a check or cash sent to the office **or credit card on the website/app**. Remember the lunch accounts in Eaton School District are tied to the whole family so money that is paid or charged at any of the schools comes out of the same family account. Sack lunches can be brought to school, but we **ask that pop not be part of the school lunch**. Students can purchase milk or juice for \$0.35. Parents are encouraged to eat lunch with their child and tickets can be purchased through the office for \$4.35. Lunch menus are sent home in the monthly newsletter, but also are available on the school district website and app. Additionally, breakfast is available from 7:30-7:50- a.m. daily.

|           | Elementary Students                                 | Middle School Students | High School Students            | Adults |
|-----------|---|------------------------|---------------------------------|--------|
| Breakfast | Free 2025/2026                                      | Free                   | Free                            | \$2.25 |
| Lunch     | Free 2025/2026                                      | Free                   | Free                            | \$4.85 |
| Milk      | 1st milk comes with the meal<br>after that .40 each |                        | Ala Carte- Prices vary per item |        |

Just a reminder for those families needing it, breakfast and lunch are available free of charge. Applications are available at the GES office and **MUST** be completed **annually**.

**SPECIAL NOTE: FAMILY LUNCH ACCOUNTS WILL NOT BE ALLOWED TO BE OVERDRAWN MORE THAN \$10.00 AT WHICH POINT A LUNCH WILL NOT BE PROVIDED FOR YOUR CHILD. ACCOUNT BALANCES WILL BE SENT HOME WEEKLY ON FRIDAYS OR YOU CAN FIND OUT YOUR BALANCE BY CALLING Gracie Garcia AT 454-3421 OR BY CHECKING THE PARENT PORTAL ACCESSIBLE VIA THE DISTRICT/SCHOOL WEBSITE AT WWW.EATON.K12.CO.US.**

## **K-2 Milk/Juice Snack**

As an option for Kindergarten through second grade students, an additional milk or juice can be purchased as a snack for \$27.00 per trimester. This is **NOT** part of the free and reduced lunch program, but a service we provide our students; therefore, scholarships are not available. The time of this snack will be determined by the classroom teacher.

## **School Folders**

The School Folder is a way to safely get your child's weekly papers home to you. Students will bring home their School Folder the last school day of the week, every week. It will hold the accumulation of your child's weekly work, and notes/newsletters from school. This School Folder will then be returned on the first day of school the following week. A positive step for ensuring the sharing of the School Folder could be for you and your child to decide the best location in your home for this folder to be placed immediately upon its arrival home. Any school information that you need to see before School Folders go home will be sent home in a timely fashion via the student agendas (planners). This is just another excellent way to maintain direct and open communication among parents, children, and school personnel.

## **Messages**

**Please do not call the school during class time to speak to a teacher or student, unless it is an emergency.** Messages for teachers can be taken by the school secretary and calls can be returned at times the teacher is available. While we do not want teachers to leave their classrooms for calls or personal visits about a child, we will make every effort to respond promptly to a question or concern that you might have.

## **Newsletter/Communication**

Galeton weekly communication will come through ClassDoJo on Fridays from the Principal. Additionally, many individual classroom teachers send home newsletters or post them on ClassDoJo.

## **Parent Portal**

Our student management system, Infinite Campus, has a parent portal that is a wonderful resource for parents. This is where you log in to update your household information including those very important phone numbers. It is imperative that we have a way of contacting you in case of an emergency or even for Robo-calls to announce school closures or upcoming events. It also allows you to log on and see grades for students in 3rd through 12th grade. You can check the balance of your family lunch account (including an itemized listing of what has been purchased for lunch). You can even add money to your lunch account via this portal. If you do not already have a login please contact Gracie Garcia at the Galeton Office (970) 454-3421.

## **Valuables at School**

Items having a value for one individual usually have an attractive appeal for other persons. The school requests that students do not bring valuables to school unless they have made arrangements with school personnel to properly take care of them. Sports equipment or other outside toys, if brought to the school, will not be our responsibility and will be expected to be shared if taken onto the playground. We ask that personal toys (e.g. iPods, cell phones, hand-held games, toy weapons) be left at home, and that students only use school equipment. **Also, please mark all your child's belongings (clothing, backpack, lunch box, school box, etc.) with your child's name.**

## **Disallowed**

Tobacco, drugs, alcohol, and weapons of any kind are not allowed on school property. **Gum is also not allowed unless it is part of a learning or behavior plan.**

## **Homework**

Homework provides extra practice of skills and reinforcement of what has been taught at school. Parents are encouraged to provide a well equipped, quiet, well lit area for students to do their homework. Homework will be assigned as not to overload a student on any particular night, in general, 10 minutes per each grade of school (10 for K, 20 for 1<sup>st</sup>, etc.). Individual teachers will share their specific policies regarding absences and work not turned in on time.

## **Grades**

Reports of progress are sent home at the end of each trimester. Classroom and homework performance, as well as assessment data is used to arrive at a student's grade. The K-2 reports of progress are standards based and indicate how a child is progressing on each of the grade level standards. The 3-5 report cards are based on the following grading scale: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 0-59 F. Reports of progress are sent out every 12 weeks; however, you may monitor your child's performance using the parent portal at [www.eaton.k12.co.us](http://www.eaton.k12.co.us) or by contacting the classroom teacher. Galeton looks at each student individually and decisions regarding remediation, retention, or acceleration are decided by a team with the parent as an integral member, using multiple points of data.

## **Assessments**

Assessments that are given to all students at a grade level will be done without special notification to parents (e.g. iReady, DIBELS and CMAS); however assessments that are given to individuals or a small group of students (e.g. CogAT) will be communicated to parents who will be able to sign a non-permission/permission slip as applicable. Parents wishing for their child to be opted out of any assessments must be provided to the district in writing.

## **Books**

Textbooks, reading books and library books are provided to your child free of charge. It is very important that when these books go home with a child to use that they have a safe place to keep them so that younger siblings or pets can not cause damage or destroy them. It also helps the child know where to find them for return to school the next day. Even though it is our preference to get books back in similar condition as they were sent home, it will be the responsibility of the family to pay for any textbooks, reading books or library books that are not returned to the school in a timely manner or are returned damaged.

## Attendance

Galeton Elementary has an attendance verification program. The program ensures that children arrive safely at school. At the beginning of the school year, each parent is asked to provide an accurate home phone number, work number of parents, and numbers of relatives or friends to call in case of emergency. If your child is absent or late, you **must** contact the office (454-3421), by 8:30 a.m., otherwise the office will contact you about your student's absence. If there is no contact, your child's absence will be considered unexcused. Please see the [District Policy JH](#) for absence information. If a student arrives after 9:00 a.m. or leaves prior to 2:00 p.m. they are considered absent for ½ of a day. If you are taking your child out of school for any reason we ask that you give us **24 hour notice when possible**. We will bring your child to the front doors where you will then show id and sign them out. Because we care so much for your child's safety, we need to always be aware of who is in the building in case of an emergency.

## Excuses for Absences

Parents are **required** to send written excuses for absences when the child returns to school. Lawful excused absences are: illness of the child, death in the family, physical incapacity, quarantine, or religious holidays. **Parents are urged to make dental, medical, and other appointments for their children after school hours.** A child is considered habitually truant if they have more than **4 unexcused absences in a month or 10 unexcused absences in a school year; at this point truancy procedures will be started.**

## Special Permissions

A note from the child's parent is required for special permissions:

1. If the child is to be excused from school at any time other than the regular dismissal time, (parent must pick up child).
2. If a child is to leave school with another person.
3. If a child is to ride a different bus or get off at a different stop.
4. If a child is to be away on vacation.
5. If a child needs to be excused from particular school work due to a physical handicap, whether temporary or permanent.
6. If a walker is going home with a child who rides the bus.

## Tardy

Please keep in mind that 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 ([Policy JH](#)). Three (3) tardies will equal one absence. Students are considered tardy if they arrive after the second bell, 7:55, when school begins.

## After School Care

A Boys and Girls Club is located upstairs in the teacherage. The price of the club is \$10.00 per year and provides supervision of homework completion, as well as other fun and exciting programs and events. [Click Here For Registration](#) (<https://www.bgcweld.org/galeton>)

## Emergency Closure of School

The district now has a reliable, automated calling system. In the event of the necessity to close RE-2 schools the automated dialer will call the home phone number recorded in Infinite Campus, *it is imperative that you keep the phone numbers in Infinite Campus up-to-date*. Stakeholders may also access that information via:

- on the local radio stations, **KFKA-1310, TRI-102.5FM, or KUAD-99FM,**
- on television channels 2, 4, 7, or 9,
- on the school district website, [Eaton Schools](#)
- on the district app

In the event of an emergency school closure during the school day, parents will be notified as early as possible. If school is dismissed after children have arrived, students will remain in school until the regular buses arrive from Eaton to begin their trip home. Parents of walkers will be contacted by phone to determine whether they will be picked up by car or should be allowed to walk home.

## Health and Emergency Needs

First aid for minor injuries is administered in the nurse's room by the nurse, secretary, or designee. When a serious injury occurs, parents are notified immediately and, if appropriate, the rescue squad may be called.

**ALL STUDENTS MUST HAVE AN EMERGENCY NUMBER ON FILE IN CASE THEY NEED IMMEDIATE MEDICAL ATTENTION. THESE NUMBERS NEED TO BE UPDATED SO THAT THE SCHOOL WILL ALWAYS BE ABLE TO REACH YOU OR YOUR DESIGNEE IN THE EVENT OF AN EMERGENCY.**

When we have children in the nurse's room who complain of pain or upset stomachs, we routinely check their temperature. If they are running a fever or have any serious injuries, we contact the parents. If a child complains of being ill or has a headache and no fever, the rule of thumb is to allow the students to rest for 10-15 minutes and send them back to class with the understanding that if the pain or illness persists, they would come back to the nurse and the parents will be contacted. There are times when our nurse's room is full and we must send less serious cases back to class. The room is only a temporary holding place until the parent or designee arrives. The office **cannot** keep a sick child in school the rest of the day. **If your child is too ill to remain in class, you must come get them.**

## Peanut/Nut Friendly

Galeton is a **peanut/nut friendly** school in order to make it an inclusive, yet safe place for all of its students. That means that children can still bring peanuts/nuts in their lunches and personal snacks, **but should absolutely not share these items with others.** We also ask that if children do

consume peanuts/nuts at school that they get in the habit of washing their hands with soap and water when they are finished. We will not be serving any peanut/nut products through our cafeteria and ask that you provide peanut/nut free snacks and party treats. We will have a special location in our cafeteria for students with allergies to these items to sit, yet still be with their friends and we do ask, as usual, you speak with your child about treating these friends with respect and understanding.

### **Emergency Procedures**

Galeton takes your child's safety seriously. We keep all doors locked and require entrance through the main door only, which requires an adult to buzz the visitor into the school. We will also use the Raptor System in which you will need to present legal identification each time you want to go beyond the office to other areas of the school. This system will print you a visitor name badge that must be worn. The principal trains all staff and students on Standard Response Protocol (SRP) at the beginning of the year and then drills are completed throughout the year. Parents are notified of SRP through a handout sent home at the beginning of school. We ask that all staff, students and parents report anything of concern to the office so it can be handled immediately; however, if you choose you may use the Safe 2 Tell website at <http://safe2tell.org/>.

### **Student Medication at School**

No medication, prescription or over-the-counter drug, will be administered by any school personnel, including the school nurse, except with **written orders** from a health care provider with prescriptive authority under Colorado law and signed by the parent. [Medication Form](#)

These orders must include:

- a. Student's name
- b. Name of medication
- c. Dosage
- d. Purpose of the medication
- e. Time of day medication is to be given
- f. Anticipated number of days it needs to be given at school
- g. Possible side effects

A district approved form is available from the school office or via the district website. All medications must be sent in their original container and be labeled with the following:

- a. Student's name
- b. Name of the drug
- c. Dosage of the drug
- d. Name of the physician
- e. Current date

### **Child Abuse Reporting**

Although one of the hardest decisions for school personnel to make, they are one of a variety of professionals that are required by law to report child abuse. Any time county agencies need to interview a child it is always preferable that these interviews be conducted at home under the supervision of the child's guardian; however, some circumstances require a neutral place for interviews. In cases such as this, a school employee will act in place of the parent sitting in on such interviews. Primarily this will be the Principal; however the School Counselor or Nurse may serve in that role.

### **Visitation to the Classrooms /Volunteers**

Parents are welcome to visit their child's classroom. Please let the teacher know 24 hours ahead of time when you plan to visit. It is recommended that younger siblings not accompany parents for a visit, we want to be respectful of the learning for all students. We like to know who is in the building at all times for your children's safety, so if you are visiting school, please stop at the office first to let us know you are here and receive a visitor's badge. **Children visiting from other schools are not allowed without pre-approval from the teacher and the principal and are not encouraged.** Those who are volunteering must fill out a volunteer form first, obtained at the front office.

### **School Parties**

The District Re-2 policy allows for three parties during the school year. They are held in October, December, and February. Room parents are selected at the beginning of the school year to assist with these parties and provide refreshments. We ask that you provide **peanut/nut free** snacks for parties.

The first Friday of every month we will have birthday cupcakes in the lunchroom. Students with summer birthdays will be celebrated on their half birthday. So, a student with a July birthday will celebrate in December. We will announce birthdays on the child's actual birthday over the intercom.

**Please keep in mind that birthday treats from home will not be allowed.**

### **Invitations**

Please do not send birthday party invitations to be distributed at school, as it is not fair for those who are not invited. It is school policy that students' addresses and phone numbers may not be obtained from the school office. Annually, the Booster Club requests contact information from families for the Galeton Elementary Directory. These directories are provided free of charge; however are only available to those who have an entry.

### **Visitors**

All visitors to the school **must** report to the office upon entering the building before going elsewhere in the building. An I.D. will be required.

### **Booster Club**

The Galeton Elementary Booster Club is a group of parents, teachers, students and other community partners working cooperatively to enhance the educational program for our students. This association is based on mutual trust, respect, and understanding. The Booster Club provides many activities and services to the educational program that could not be accomplished without community involvement.

The objective of the Booster Club at Galeton is to promote the welfare of our children at home, in school, and in the Galeton community. The Booster Club raises funds that are used, in part, to buy supplemental instructional materials and fund other school events.

### **Equal Opportunity**

It is the policy and practice of Eaton School District RE-2 and Galeton Elementary School to ensure equal opportunity for all people engaged in, or affected by any program sponsored by this organization. Eaton RE-2 does not discriminate on the basis of race, color, creed, sex, sexual orientation, religion, marital status, national origin, or handicap in any educational program or activity sponsored by this organization.

### **Electronic Devices**

Due to the accessibility of land lines to the students at Galeton Elementary we do not find it necessary for students to carry electronic communication devices. However, if students carry these devices they should be turned off inside school buildings and stored in backpacks unless they are being used for instruction under the direction of the teacher. Electronic devices should be turned off on school buses en route to and from school or on field trips so students can hear directions given by the driver. For the protection of the student and their communication device we ask that the use of these devices be done under the supervision of a staff member. Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Students who violate this policy will have their electronic devices taken away and returned at the end of the school day. **The 1st offense will be a redirection, 2nd offense the device will be taken to the office for pick up from a parent, 3rd offense the device will not be allowed at school and community service in the building or on the grounds will be given and a meeting with the principal, 4th offense will earn a meeting with the superintendent.**

### **District Technology**

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have potential to support curriculum and student learning; however the school takes reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors. The school also teaches students to take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. There should be no expectation of privacy when using district technology and **any unauthorized or misuse of district technology will result in removal of technology privileges.** For more specific information please refer to board policy JS.

### **Dress Code**

It is our position that appropriate student dress should allow a student to be comfortable and safe in all of his/her school activities and should not disrupt the learning environment. Students are not permitted to wear clothing that bares or exposes traditionally private parts (e.g. short shorts, dresses or skirts (fingertips should fall at or above the hem of the shorts, dresses and skirts), low rise pants, halter tops, tank tops, and shirts that show the midriff). Students may not wear caps while in the building unless it is for a "Fun" day or school project. Also inappropriate, is clothing advertising alcohol, tobacco, drugs, weapons or items of a sexual nature, as well as profanity or threats against the welfare of any person or that which promotes any activity prohibited by the code of conduct. If a student wears inappropriate items, school personnel will immediately notify the child's parents or guardian and request a change of clothes or if unable to do so will provide appropriate clothing for them.

In the event of severe weather or when the temperature with wind chill drops below 15° F, we do keep students inside during recess time. However, on cold, but not severe weather days, children are sent outside for recess. In addition, the before school recess is 30 minutes long and is always much cooler than the afternoon forecast! Please make sure to send your child to school with warm coats, gloves, hats, and boots on winter days. Remember Colorado weather changes and students should come prepared.

### **Leadership Code**

Galeton Elementary has a Leadership Code that governs all areas of the school and is known to all as The Leader in Me. The Leader in Me has 8 habits of mind the students learn about and practice.

**Be proactive**

**Begin with the End in Mind**

**Put First Things First**

**Think Win-Win**

**Seek First to Understand then be Understood**

**Synergize**

**Sharpen the Saw**

**Voice**

In addition to the procedures of the classroom, there are many areas around the school that have a different set of procedures such as the playground, cafeteria, music room, art room, hall and gym; however, all of these procedures fall under this basic Leadership Code.

### **Discipline**

It is the responsibility of everyone involved with Galeton Elementary School, students, staff, and parents, to work together toward making the school the best place to learn and grow. School discipline is necessary to protect and develop the physical, social, mental, and emotional growth of the students whether it be on school grounds, in district vehicles or during school/district sponsored events. Rules are made to protect people and property as well as to protect the rights of students. Teachers will be spending a good deal of time the first weeks of school reviewing the leadership code and discussing what it looks like and sounds like. Additionally, our counseling program focuses on character education through counseling

classes and individual and small group counseling, as appropriate, and is an integral part of our discipline program. Video surveillance is located in hallways and on playgrounds and buses to aid in reviewing behavior incidents.

Behavior which is disruptive to the educational atmosphere and environment, or which is antagonistic to the welfare of other students and/or staff will not be tolerated. This includes but is not limited to: harassment, bullying, threats of violence and violence itself. For a complete list please see board policy JICDA. Each student has the opportunity to choose his/her own behavior and will be responsible for that behavior. Natural and logical consequences will be the result of the individual's choice. Consequences for behavior problems will be natural, logical and fit the offense. These consequences may include:

- Time out from the classroom/learning setting
- Loss of recess privileges IF recess is where the behavior is happening
- Community service project—including classroom community service and building or grounds community service.
- Loss of field trip or class party privileges
- After school detention
- In school suspension
- Out of school suspension
- Expulsion
- All classwork and homework must be up-to-date in order to participate in classroom parties. Teachers will keep parents informed weekly about assignments.

If it becomes necessary, staff members may use reasonable and appropriate physical intervention if a child poses a threat to themselves or others. We believe that helping students understand their actions and instruction on how to make changes benefits all. We use Reflective, Restorative, and Instructional practices as we help students learn to make wise choices along with Leader in Me Habits and lessons..

### **Student Records**

Cumulative records both paper and electronic regarding attendance, assessment, grades, behavior, learning plans and health are maintained by the school district. Copies of these can be obtained by the custodial guardian; however, requests for others will require signed permission by the custodial guardian.