



IVES Parent Handbook

Dear Parents and Guardians,

We are excited to welcome your children back to school! They are a wonderful, smart, and talented group of students and we are so excited to be working with them. The IVES staff is committed to providing an arts integrated education for your child. It is truly a privilege to serve our families in District 49!

This Family Handbook is an important resource for you. It contains valuable information about our school policies and District 49 policies. If you have any questions regarding information contained in the Handbook, please call the school office for assistance.

We greatly value the partnership between home and school and believe it is a very important part as we work together to ensure the success of every student. To support communication, our staff contact information is available on our school website.

We are anticipating a school year full of excitement and a great deal of learning for students and staff members alike. We are thrilled to have each and every one of you as a member of our IVES Family!

Sincerely,

Pam Holloman, Principal



Jessica Cole, Assistant Principal



IVES - Commitments of an IVES Flyer

I - Inspire

V - Value

E - Excellence

S - Safe

IVES' Flyers play an active role in their learning and inspire self and others to success, value self and others, pursue excellence both personally and academically, and contribute to a safe and secure school environment.

IVES Belief Statements

Our IVES Beliefs and Commitments to Action

1. We believe ALL students can and must learn at a high level and that they learn best in a safe, secure, positive and respectful environment.
2. We believe in targeted instruction and in assessing data regularly to adjust instruction towards improving student achievement.
3. We believe that each one of us has the ability and capacity to work well as a team and to be a valuable contributor to the team(team-efficacy).
4. We believe that community is built through authentic, respectful, collaborative, and meaningful relationships.
5. We believe in and give opportunities for students to identify and cultivate their individual passions and talents.

We develop students' passions and talents through partnering with our Studio Team and through providing our IVES Family Arts Night. In addition, we bring in artist organizations such as Missoula Children's Theater to offer opportunities for students in the area of theater performance. Drama Club is also a fun opportunity for students to be a part of at various times in the school year.

Inspiration View Elementary School

Our Mission:

Working together, we create a safe, collaborative and creative learning environment that:

- Builds positive relationships through a safe and welcoming environment
- Increases collaboration between all members of our school community
- Maintains a commitment to high academic growth and achievement
- Creates opportunities for students to identify their passions and talents

School Hours

Student Drop Off & Pick Up information

Pre-School A.M. 8:30am - 11:30am

Pre-School P.M. 12:30pm - 3:30pm

Kindergarten - 5th grade 8:30am - 3:40pm

Office Hours 8:00 a.m. – 4:00 p.m.

Breakfast 8:10 a.m.-8:25 a.m.

Soft start/doors open at 8:20 a.m.

Start at 8:30 a.m.

Doors close at 8:35am

IVES serves breakfast in the cafeteria starting at 8:10 a.m. for all students who wish to have breakfast at school. Students must be in the cafeteria by 8:10 a.m. in order to be served breakfast. Students that are not eating breakfast are welcome on school property beginning at 8:15 a.m. when we have staff outside to supervise. Doors open at 8:20 a.m for students to enter. The first bell will ring at 8:20 a.m. and students are given 10 minutes to travel to classrooms, the final bell rings at 8:30 a.m. *Students who arrive after 8:35 a.m. will be required to have a parent sign them in at the office and will receive a tardy pass.* Exceptions will be made on days where weather or other events will cause a delay during morning carpool. When the district has a 2-hour delay, breakfast will not be served.

- Early Dismissal: Due to the end of day routines and carpool traffic, there will be no early dismissals after 3:15pm. Whenever possible, please schedule appointments prior to the 3:15pm time.

Kiss N' Go Lane AM: If you drop your child off in the morning, please do not block the Kiss N' Go lane in front of the building or leave your vehicle unattended. *This is not a parking spot and is meant to be continuous.* The Kiss N' Go lane in front of the building is for dropping off or picking up students only. For safety reasons, please do not drop off or pick up your child in the outer lane. Please park in the parking lot or on the street if you wish to watch your child walk into the building or need to walk your student to the front doors for any reason. The parking lot is not a Kiss N' Go lane, nor a drop off area. If your student needs extra help or assistance getting in and/or out of the vehicle, please park in the parking lot and assist your student into the building.

Kiss N' Go Lane PM: In order to accommodate all of our families in a timely manner, please continue to pull forward. Please do not send siblings or family members out of your vehicle to retrieve students. We will call them on the walkie. Please follow all staff directions as we are out there to keep all families and students safe. *Please place your sign from IVES staff in your windshield to allow for a quick and smooth process.*

Parking lot: The parking lot is not a Kiss N' Go lane, nor a drop off area. This space is used to park your vehicle and walk your child to the crossing guard or to the building. Please follow all road signs when entering and exiting the parking lot (Right turn only to the main road). Please use the appropriate crossing guards to safely walk your student across the street. Please refrain from parking in the areas that have white striped lines as these are not parking spots. *Please observe all handicap spots. If using a spot, please display your documentation.* Thank you.

Bus: The bus lane is reserved for buses only. Please do not park or drop off students in this lane. Students who ride the bus will need a bus pass. Should your child lose their bus pass, they will need to obtain another pass from transportation. Until they receive their new bus pass, the front office will provide up to *three* temporary passes per quarter. After three temporary passes, families will be required to pick up their student(s) from school until a permanent bus pass is obtained from transportation. Information for [transportation is available here](#).

Lunch Schedule & Meal Plans

Free & Reduced Meal Plans: Families who were approved for meal benefits in the 2024-2025 school year in District 49 have a 30 school day grace period to apply for the 2025-2026 school year. Every family must reapply annually. You can complete your meal application either online or on a paper form. You can locate the online form at:
<http://www.schoolnutritionandfitness.com/index.php?page=lunchapps&sid=2809100421322656>

If you use the online application you will be able to receive your results immediately and print your approval letter and bring it to the front office.

Paper applications will be available and can be turned in at all District locations when completed. You will be notified by mail of your child's status once the paper application has been received and processed at the Nutrition Department's central office. The Nutrition Department has 10 business days from the date of the application being received at the central office in order for them to process it. Until you have been notified, you must provide your child with a lunch or lunch money.

Only complete one application per family. The information you give will be used to determine or prove all eligible children in your family for free or reduced-priced meals. This information may also be used for other state or federally funded school benefits.

Lunch Schedule:

Kindergarten: 10:30-10:55 am

First Grade: 11:00-11:25 am

Second Grade: 11:30-11:55am

Third Grade: 12:00-12:20 pm

Fourth Grade: 12:30-12:50 pm

Fifth Grade: 1:00-1:20 pm

Lunch menus are available on website at this address:

www.schoolnutritionandfitness.com/index.php?page=menus&sid=2809100421322656

The cost of breakfast and lunch is currently free until at least December 31st. More information will come regarding the remainder of the school year.

Students are encouraged to bring water for lunch instead of soda or energy drinks. Per the Wellness Policy, students are not permitted to bring energy drinks to Ives for lunch.

Meal Payment System:

District 49's Nutrition Department uses an online payment system to help families manage their student's lunch accounts. The service allows families to check their student's balances, purchases and receive low balance reminders free of charge. If desired, the system can be set to automatically place money on a student's account when the balance reaches a level that is determined by the parent or guardian, or place funds on the account as desired. The system can be accessed at:

<http://www.schoolnutritionandfitness.com/index.php?page=prepaidacct&sid=2809100421322656>

Student Fees

Power Zone fees to pay in [Parent Portal](#):

- \$25.00 Student Fee. Utilized within the classroom to support student learning. ie. supplies for special projects to go with units of study.
- \$35.00 Personalized Learning Fee ie. Personalized learning instructional tools

and related training provide a manageable, high quality means to increase academic growth and achievement for our students such as Lexia.

- \$30.00 Technology Insurance Fee (Optional). This will cover device damage (Chromebook, iPad, Macbook, etc.) that may occur if your student damages or breaks a device - accidents happen! With the annual insurance fee, a one-time repair or replace is covered. *If you elect not to pay the fee, then the parent or guardian will be billed for the entire cost of the repair or replacement.*

Students who start at Inspiration View at any point in the school year are still required to pay all fees.

Lost & Found, Personal Items

Lost and Found:

Please clearly label all items of clothing, lunch boxes, backpacks, water bottles and school supplies. A lost and found cabinet is outside of the gym. Small items, such as: glasses, keys, jewelry, etc. are kept at the front office. If you cannot find an item, please check the lost and found area. Unclaimed items will be donated to a charitable organization at the end of each quarter.

Personal Items:

Students should not bring toys or other personal items to school. Items will be confiscated if they cause problems or distractions and disrupt the overall educational process. These items will be held by the teacher, or sent to the main office, until picked up by a parent. If it is necessary to bring a cell phone to school, the phone should be turned off while on school property. Any device that can make or receive a call or text must be placed in the student's backpack during the school hours. Students wearing smart watches with the ability to call or text must have that function turned off or placed in airplane mode while on school property. Ives will not be responsible for personal items that are lost, stolen, or broken.

Pets

Pets: For safety reasons, **animals are not permitted on school grounds (leashed, unleashed, or carried).** Animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Please follow **posted signs.**

Safety and Security

Address, Phone, & Other Emergency Information

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. Email the attendance secretary as soon as possible if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year.

Child Abuse or Neglect

Any school employee who has reasonable cause to suspect child abuse or neglect must report this immediately. The school administrators or counselors will support the report of the suspected abuse to the El Paso County Department of Human Services. The school is barred from contacting the parents before the authorities are called. If parents inquire, the only information the school can release is the name of the officer involved in the case.

Secure Entrance

Inspiration View has an extensive video security system for the safety and security of our students, staff, and visitors. The building is locked 24 hours per day, 7 days per week. To gain entry into the building, press the wall button and when the door is unlocked, proceed through the main front doors to the front office to sign in. IVES does a 100% ID check on all visitors. We accept a physical or digital copy of your identification.

Weather, Early Dismissal, Delayed Start Information

Weather/Dismissal:

Parents may receive an email at home and work regarding school closures and delays. Log on to www.d49.org and click on the school closure button to register. ***Please ensure that the front office has all updated information.***

School Cancellation and Two-hour Delayed Start:

If the decision is made to cancel school or follow a 2-hour delay, parents are notified by:

- Using a computer or tablet to access the district's free "FlashAlert" Messenger app (see Subscribe to Flash Alert on District 49's website: <http://www.d49.org//site/Default.aspx?PageID=4550>)
- Text message if opted in
- Email
- District Facebook Page

When a two-hour delay happens, there will be no a.m. Preschool. Breakfast will not be served on 2-hour delays. The lunch schedule remains during regularly scheduled times.

Early Release Dismissal:

Students will be released at 12:40 on Early Release days. Lunch is still served on these days at school. Please follow normal pick up procedures on these days.

Severe Weather Dismissal:

Please ensure that all approved emergency pickup contacts are added in Power School

If school is in session and a storm develops during the day, a decision may be made to follow a severe weather dismissal procedure. Communication will be provided to families indicating that we are on a severe weather dismissal and will hold students in the classrooms until an approved contact picks them up from the classroom. We are unable to dismiss students to cars during this timeframe due to the severe weather in the area. Please come into the building. Should the storm pass, communication will be provided once again and we will move to a regular outdoor dismissal.

Food Allergy, Health & Medical

Food Allergies:

Severe Peanut/Tree Nut Allergies: Our population of students includes some with severe, life-threatening allergies to any product containing peanuts or tree nuts (i.e walnuts, pistachios, cashews, almonds, coconuts, etc.). In order to assure their safety, please be cautious when packing student snacks as our classrooms are nut free.

A comprehensive and regularly updated Guide of Snacks Free of Peanuts, Tree Nuts and Eggs can be accessed by clicking on <http://snacksafely.com/safe-snack-guide/>. (Please note: Although this guide also lists foods that are free of eggs, our environment only needs to be free of peanuts and tree nuts. Items containing eggs are safe). Any food items with obvious peanut/tree nut ingredients will be temporarily confiscated and then returned at the end of the programmed day. These items may be consumed in the cafeteria but not in the classroom.

Latex Allergies: Latex Balloons - please do not send your child to school with them or bring them yourself.

Health Assistant:

Each elementary school has a health assistant in the office during the school day. In addition to their secretarial duties, school secretaries provide first aid and care to sick and injured students when the health assistant is not in the building. Health assistants are not nurses. They have received training in basic first aid, CPR, and medication administration. At times, children may be sent home with borrowed clothes from the health assistant. Please wash and return these clothes to the school at your earliest convenience as we use these for many other students. Thank you.

How Sick is Too Sick?

District 49 is following the Illness Guidelines from the Colorado Department of Public Health & Children's Hospital Colorado.

Please refer to the guidelines posted on this site as well as you can access information under CDPHE at:

<https://drive.google.com/file/d/13Sd78kvEn3EKRO0qVE8WcVD-UZXW3SK9/view?usp=sharing>

If a student does not meet exclusion criteria we may allow them to rest or possibly call parents to make the decision on whether or not they should stay at school. If a student does not meet criteria for exclusion and parents want the student to stay at school, they will be sent back to class.

If your student meets exclusion criteria per CDPHE How sick is too sick Guidelines for Colorado Schools, the health room will call you to come pick up your student from school. We ask that you please make arrangements to promptly pick up your student, within the hour, as to not delay any care your student may need and also to help prevent the spread of illness at school.

Registered Nurse:

Nursing services are in building to provide health services mandated by the State of Colorado such as special education assessments and staffing, and will continue to oversee immunization records. They will coordinate the vision and hearing screenings and be available to teachers, parents, and students when there are specific health concerns that require assistance.

Injuries:

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as it occurs. All head injuries, of any consequence, will be reported to parents. If there is no response after the first attempt, the emergency number will be called, followed by the hospital if necessary. Please ensure expedient and proper care for your child by keeping your work and home telephone numbers current in the school office.

Medication

If your child must have medication of any type, including over the counter medicine, given during school hours, you have the following choices:

1. You may come to the school and give the medicine to your child at the appropriate time.
2. You may get a medicine form from the school and have your doctor indicate on the form the drug, dose, and time to be given. The doctor's signature is also required.

- a. The medicine must be in a pharmacy-labeled bottle containing the medication and instructions on how the medication should be given.
 - b. Parent permission is also required for ALL medications to be administered, including cough drops. A space is provided for your signature on the school medication form.
3. You may discuss with your doctor an alternative schedule for medication so that it may be given outside of school hours. Students are not allowed to carry any type of medication on their person or in their backpack at any time (i.e. cough drops, inhaler, etc.).

Classroom Parties

Parties:

Classroom parties are scheduled at various times during the year. Please contact your child's classroom teacher if you are able to help in any way. If you would like to celebrate your child's birthday, please contact your child's teacher to arrange a timeframe to send in a birthday celebration. **Classroom parties or treats need to be approved by the teacher. Please submit your request to the teacher at least 1 week in advance.** D-49 is currently observing the advanced guidelines of the Wellness Policy and we ask for your help in ensuring the following guidelines are followed:

- Snacks and birthday treats must be under 100 calories, less than 4 grams of fat, and less than 9 grams of sugar per serving.
- All treats shared with other students during birthday celebrations and class parties **MUST** be store bought, prepackaged and have nutritional value information on it.
- If you would like to hand out invitations at school, please either invite all students in your child's classroom or, if you are inviting certain select students, please give them to the teacher to insure a discrete passing out.
- There are 4 occasions during the year (one per quarter) that the calorie, fat and sugar content policy is waived for classroom parties. The 4 occasions are: Fall Party, Winter Party, Valentine's Party and End of School Party.
- *ALL party treats must be store bought, made in a peanut free facility, prepackaged and have nutritional value on them.*
- Great Non-Food Celebration Ideas: pencils, glow sticks, stickers, books, Post-Its in fun shapes, Playdough, stress balls, seeds for planting, lead a dance break.

District 49 Wellness Policy Guidelines during the School Day (Classroom Parties, Celebrations, Classroom Rewards)

All foods offered during the school day must be items of 100 calories or less, 0 grams of trans fat with recommendations of less than 4 grams fat and less than 9 grams sugar. No candy or sodas will be allowed. **Items are to be store bought** with Nutritional Information visible. Food prepared in a private home may not be served at school to students because knowledge of ingredients, sanitation, preparation, and

the temperature of food in storage or transit is not available. In addition, quality and sanitation standards cannot be controlled. Exceptions to store-bought items can be made by the principal for grade-level/school-wide curriculum related events.

- School-wide celebrations will be allowed once per quarter and are the only exempt days.
- Birthday celebrations with treats **MUST** follow Wellness Policy Guidelines
- Teachers can set their own guidelines for students' snacks in classrooms

Birthday Celebrations Suggestions:

The requirements for our district's Wellness Policy limit the items that can be provided to students during school hours. Below is a list of possible items that students can bring to celebrate their birthdays.

Fresh fruits	Animal crackers	Low fat pudding popcorn
Pretzels	Granola/nutritional bars	Non-food goody bags
Bagels graham crackers	Pencils	Cheese & crackers
Bookmarks		yogurt

Peanut & Latex Allergy Alert!

We have students with severe Peanut and /or Latex allergies at Inspiration View Elementary School. In order to help keep all of the students safe, please be aware of the following:

Nuts, peanuts and peanut products

These items may be consumed in the cafeteria but not in the classroom.

Chocolate

Many chocolate candies contain peanuts or are made in factories that use peanut products.

Latex Balloons

Please do not send your child to school with them or bring them yourself.

School Attire

School Attire:

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

If the student cannot promptly obtain appropriate clothing on the first offense, the administrator shall request the student change into loaned clothing, if available, and notify the student's parent/guardian. On the second offense a more serious consequence will be administered, and a conference with the parent/guardian will be held. On the third offense, parents will be contacted, and the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. Classes missed as a result of clothing related offenses are considered excused, however, the student may be required to make up any work missed.

Unacceptable items:

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other similar clothing should be no shorter than mid thigh length (extend your arm down and they should be no shorter than the end of your fingertips).
2. Sunglasses, hats, or scarves on the head worn inside the building. (Other than announced spirit days.)
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, chest, and breasts, or permits undergarments to be exposed.
4. Tank tops or other similar clothing with straps narrower than 2 inches in width.
5. "Sagging" pants and/or wallet chains.
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons.
 - Sexual inferences in words or symbols.
 - By virtue of color, arrangement, trademark, or other attribute, denote membership in gangs that advocate drug use, violence, or disruptive behavior.
 - 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.
 - Create a safety hazard for the student or others.
 - Otherwise disrupt the teaching-learning process.

Exceptions:

The district respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical grounds.

Visitor and Volunteer Guidelines

Visitor:

Parents are an important part of our school. We invite you to visit the school. **When visiting please check-in at the front office with a government issued ID, physical or digital copy is accepted.** Children not enrolled at IVES may not visit the school unless accompanied by an adult. Since small children, particularly infants, tend to distract students, we ask that parents/guardians not bring them while volunteering and visiting classrooms at IVES. If you would like to see a specific activity or discuss a specific aspect of the school program or your child's progress, it is best to make an appointment to honor instructional time.

Lunch Guidelines:

- If you would like to eat lunch with your child, please bring your government issued identification. For the safety of our students, you must be listed on the student's approved contact list. You are welcome to eat with *your student only at the tables above the gallery on the second floor.*
- Per the Wellness Policy, students are not permitted to bring energy drinks to IVES.
- To honor the work time of our staff and students, third party food deliveries are not permitted (i.e. Grub Hub, Door Dash, etc.), and please refrain from dropping off lunch throughout the school day.

Visitor Guidelines:

- When visiting, stay in the designated area that you came to enjoy. Once you have finished, please sign out at the front office. For the safety of all it is important that visitors stay in the area designated and not go throughout the building. Thank you for keeping our school safe!
- Should you want to check out your student(s) at the end of your visit, you must follow normal protocol and proceed to the main office to check them out. They will call your student(s) classroom down to meet you in the office.

ALL VISITORS IN THE SCHOOL ARE REQUIRED TO CHECK IN AT THE OFFICE WITH A GOVERNMENT ISSUED ID GOING TO THE CLASSROOM AREAS, and to wear their "visitor badge" visible to staff at all times. Thank you.

Volunteer:

To ensure a safe and strong instructional environment for our school, please follow the volunteer guidelines below.

- Per district policy, complete the [district requirements](#). The application needs to be completed annually.
- All volunteers in the school are required to check in at the front office. After you have already been approved, you will not need your government issued ID.
- When volunteering, stay in the designated area that you are supporting. Once you have completed assisting with the task, please check out at the front office. For the safety of all it is important that visitors stay in the area designated and not go throughout the building. Thank you for keeping our school safe!
- Should you want to check out your student(s) at the end of your visit, you must follow normal protocol and proceed to the main office to check them out. They will call your student(s) classroom down to meet you in the office.

Field Trips

Field trips are encouraged as a means of expanding the educational opportunities of our students. The administration approves field trips that supplement the curriculum. Students participating in a field trip shall be under the supervision of a teacher/chaperone. Acceptable classroom conduct shall be expected of the students at all times. All school regulations will be observed and enforced. Fees to cover actual costs will be charged for field trips. Fees must be paid and permission slips turned in on time in order to attend a trip. If needed due to behavioral or safety concerns, a parent may be asked to accompany their child on a field trip. Inspiration View administration maintains the authority to withhold a student from field trip attendance if his/her behavior could create an unsafe or disruptive environment.

Only a limited number of parent volunteers will be requested, per teacher discretion, and younger siblings may not be brought on field trips. Any parent who wishes to attend an IVES field trip will need to be approved through the District 49 background checking process in advance. Parents may not transport students to or from any field trips. All parents attending field trips must have a background check on file with the district in order to attend field trips. If you choose not to have your student participate in a field trip, you will have the choice to keep your student home or send them to school. If you choose to send them to school, the classroom teacher will have alternative coursework prepared. If parents choose to shadow the field trip by meeting at the destination without being considered a chaperone, they may not interact with the students attending the field trip.

Committee Opportunities

School Advisory Committee (SAC)

A SAC is a group of parents, staff members, and non-parents who share the perspectives and insights that represent the community's point of view at large. We look forward to

building a Strong SAC at Inspiration View Elementary School (IVES). The SAC concerns itself with the improvement of education in general, studies the educational needs of our school, monitors the implementation of our School Improvement Plan, and advises the principal. The SAC works with the principal and staff members to achieve excellence in education for all our children. Our IVES SAC meets monthly in combination with PTO. Your involvement is welcomed and encouraged.

Parent Teacher Organization (PTO) - At Inspiration View Elementary School we believe in establishing strong school to home relationships. Our goal is to partner with our families. Our PTO supports both teachers and students in various ways throughout the year. Examples include: Skate City, Dion's Pizza Night, Raffle Baskets, and other events.

Technology Information & Cell Phone Use

Technology:

Students have access to technology tools at all grade levels. Our 1st through 5th graders have access to Chromebooks in their classrooms and our Kindergarten has access to iPads.

Each time our students use their devices, they are prompted to log into Google with their student id and password. This allows our students to be protected under the D49 firewall. While under this firewall, students are kept safe by blocking inappropriate searches and keywords. If inappropriate searches or keywords are completed by a student, administration is notified. For the safety of the student, administration will contact the guardians of the student. Technology is a wonderful resource for our students to learn. We ask that you support us in teaching and helping our students understand the importance of using technology appropriately to ensure their safety and wellbeing.

\$30.00 Technology Insurance Fee (Optional). This will cover device damage (Chromebook, iPad, Macbook, etc.) that may occur if your student damages or breaks a device - accidents happen! With the annual insurance fee, a one-time repair or replace is covered. *If you elect not to pay the fee, then the parent or guardian will be billed for the entire cost of the repair or replacement.*

Issued Device Program Agreement:

Students may be subject to loss of privilege, disciplinary action and/or financially responsible for the full replacement cost of the device in the event of intentional damage

and or violation of policies and guidelines as outlined in this agreement as well as the District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R.

Personal Cell Phones:

STUDENT USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Office/ Custodian - Education/ Executive Director of Individualized Education

The Board of Education believes that personal electronic devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, possession and use of personal electronic devices in school settings must be regulated to ensure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare, and privacy of students and staff. Therefore, in order to create engaging spaces in the educational environment that foster sustained attention and maximize learning, students may only use personal electronic devices on District property, in a District vehicle, or at a District or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal electronic devices" include any privately-owned portable technology device including but not limited to cell phones, smart or electronic watches, tablets, laptops, Chromebooks, virtual reality devices, wireless earbuds/earphones, cameras, audio and/or video recorders and players, and any other hand-held electronic communication and data storage devices.

For the purposes of this policy, "administration" refers to the District or zone superintendent, school principal, and the principal's administrative designees.

The following expectations are in place for the use of personal electronic devices:

Students in grades PreK – 8 are prohibited from using personal electronic devices on school premises during the designated school day. The school day includes but is not limited to instructional time, lunch periods, recesses, school-sponsored programs, events or activities, or any other time as determined by the administration. All personal electronic devices shall be kept in designated locations, as determined by administration, and turned off.

Students in grades 9 – 12 are prohibited from using personal electronic devices during instructional time. Instructional time includes the entire period of a scheduled class and other times when students are directed to report to and participate in any school-based activities. All personal electronic devices shall be kept in designated locations, as determined by administration, and turned off during instructional time. Personal electronic devices may be used during non-instructional time, e.g. lunch, as determined by administration.

It is each student's responsibility to ensure that personal electronic devices are turned off and placed in designated locations during times when use is not authorized. If a personal electronic

device (1) produces any audible sound, a ring tone, or vibrating alert, whether through a speaker, earbuds/earphones, buzzer, or other means, or (2) is displayed or in plain view at such times, the student in possession of that device shall be deemed to be in violation of this policy.

Regardless of the permitted uses or limitations placed on the use of personal electronic devices, the following conduct is prohibited:

To engage in, promote, or facilitate any conduct that otherwise violates the Code of Student Conduct or other Board policies or regulations, or state or federal law.

In any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events, or impairs or interferes with school or District operations;

To photograph or record, including audio, the activities of other students or school personnel on District property or at school or school-sponsored activities, or to disseminate to others such photographs or recordings, in a manner intended to cause or result in, or in a manner the student using the device should reasonably have foreseen would cause or result in, emotional distress, embarrassment or humiliation of a person, or an invasion or violation of any person's reasonable expectation of privacy.

Use of personal electronic devices in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of other persons, as determined by the administration.

When their use is otherwise prohibited by this policy or by school rules. The zone or school administrator may, at their discretion, establish and enforce additional rules for the use of personal electronic devices appropriate to individual campus needs. School officials are encouraged to set guidelines for the use of such devices during school trips and extracurricular activities.

Exceptions: Students may possess and use personal electronic devices during instructional time or when otherwise prohibited, under the following circumstances:

When specifically authorized under a current individual education program (IEP), a Section 504 Plan, or a health care plan in force and effect regarding the student.

The use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" shall mean an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or property damage.

On a limited basis, for instructional purposes in accordance with specific school procedures and under the explicit permission of the administration.

Violations

Students violating the policy shall be subject to disciplinary action up to and including suspension and expulsion. Personal electronic devices that are reasonably suspected of being used or possessed in violation of this policy shall be subject to temporary confiscation by school authorities. Students shall be required to turn personal electronic devices over to any teacher or other school official upon request. Students who refuse to surrender a personal electronic device upon request by a teacher or other school official shall be subject to disciplinary action.

Loss or Damage. The District shall not be responsible for the loss, theft, or destruction of personal electronic devices brought onto school or District property, or while the student is attending District or school-sponsored activities or events.

Legal C.R.S. 18-7-109 (posting, possession, or exchange of a private image by a juvenile)

Library

Our library is a special place for students to check out books for them to enjoy. At IVES, we strive to provide a variety of print, non-print, and electronic materials and information. Our collections are current, representative of all perspectives, dynamic, and data-driven. IVES materials are continually updated to meet the changing needs and interests of our community. The materials we offer respond to the unique interests and opportunities in our community while achieving a consistent standard of library offerings across the state. If a book becomes lost or damaged, fees will be collected to replace the book. The student may not be able to check out another book until this fee is paid.

Little Library:

Out front of our lovely building, you will notice our Little Library! If you peek inside our Little Library, you will notice that books are constantly added and rotated from families like you! Feel free to drop a book in the library and take another one home for you to enjoy.

Library Check Out

Students in Kindergarten and First Grade check out one book at a time.

Students in 2nd - 5th Grade check out two books at a time. These may be kept up to 3 weeks, and may be renewed. We teach our students to take good care of their library books. A replacement cost is charged for books that are lost or damaged. One good idea is to keep a large ziplock bag in the backpack for library books and to have a special place at home where library books are kept. This decreases the likelihood of lost books and helps to avoid water damage.

Communication

Between School & Parents:

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to contact administrators or teachers with concerns or questions so that a meeting can be arranged. Partnership with families is a priority at IVES. In order to successfully partner with families, we ask that all entities follow the [Power Zone Code of Conduct](#).

Newsletters:

Communication about important topics will be shared via our monthly [IVES Newsletter](#). This newsletter will be emailed at the beginning of each month. If you do not have computer access, you can request a paper copy from the school by calling 719-495-5300.

Parent/Teacher Conferences:

Two conferences will be held during the school year. The first set of conferences will be in October; and the second set of conferences will be in February. These conferences provide an opportunity to discuss your child's progress with the classroom teacher. All parents are requested to attend. Feel free to call the school and make an appointment with the teacher, dean, assistant principal, or the school principal anytime the need arises. When a child feels that there is understanding, appreciation, and active cooperation between home and school can each student do their best work.

Reaching Staff by Telephone & Email

Email and Phone calls:

Should you need to speak with a staff member at IVES during the school day, we ask that you call 719-495-5300, and, when prompted, enter the four digit extension of the person you are trying to reach. You may also contact staff members via email as this may lead to a faster response. All staff members regularly check their messages and return phone calls in a timely manner. We will return your phone call or email within 48 business hours.

Evening and Weekend Communication:

In order to ensure our teachers are at their best to serve your children, and to respect their need for self-care and family time, we are respectfully asking that you support the following guidelines. **Emails after school hours are at the discretion of individual teachers.** No emails will be read or returned after 4 p.m. Monday - Friday. To ensure that all members of our school community have uninterrupted family time, emails will not be

addressed over the weekend until 8 a.m. Monday mornings. However, we know that urgent emergencies happen. If it is an emergency, please email the Principal or Assistant Principal and they will let teachers know of the situation. Thank you so much for supporting our commitment to all our school community.

Behavioral Expectations

The staff of Inspiration View Elementary is dedicated to positive, restorative and consistent discipline. Behavior problems are handled with dignity and tact and in a manner which does not create problems for others in the school. Most behavioral problems which develop are minor in nature and can be dealt with best by the classroom teacher. Consequences are imposed in order to teach students self-discipline and problem-solving skills. There is a strong connection between appropriate school behavior and the quality of the partnership between staff members, students, and parents/guardians. Thus, staff members will involve parents/guardians immediately if a student's behavioral problems either in or out of the classroom begin escalating or are continuously troublesome. Students will be referred to the administrative team if a pattern of misbehavior or classroom disruption is demonstrated despite the best ongoing, cooperative efforts of the teacher and parents/guardians. Students will also be referred to the administrative team for further action should a sudden serious infraction occur. We ask that every parent/guardian review, in detail, the [D49 Student Conduct and Discipline Code](#) found on the D49 website.

Attendance, Enrolling, Moving

Attendance/Tardy:

Kindergarten - 5th grade 8:30am - 3:40pm

Office Hours 8:00 a.m. – 4:00 p.m.

Breakfast 8:10 a.m.-8:25 a.m.

Soft start/doors open at 8:20 a.m.

Start at 8:30 a.m.

Doors close at 8:35am

Communication about your student's attendance is key! Our priority is student success and good communication helps in keeping students successful. Please call the school (719-495-5302) or email our attendance secretary (emalee.thomison@d49.org) as soon as possible if your student will be absent. If your student will be absent for more than two days, we will be glad to gather work for them to complete while at home so that they do not fall too far behind during their absence.

The following information explains specific attendance requirements:

- **Tardy Students:** Students arriving after 8:35 a.m. must stop by the front office to receive a late pass and **MUST** be accompanied by an adult to sign them in. Tardies are documented and will be addressed if your student is continually late. We strongly encourage students to be on time every day. When students are late they can miss valuable classroom instruction and cause distractions to their peers' learning.
- **Early Dismissal:** Due to the end of day routines and carpool traffic, there will be no early dismissals after 3:15pm. Whenever possible, please schedule appointments prior to the 3:15pm time.
- **Student Wellness and Attendance:** If your student has a doctor's appointment, we always appreciate a doctor's note for our records. If your student has had a fever, vomiting, diarrhea, or undiagnosed rash in the last 24 hours they must stay home until they are symptom free without medication for 24 hours.

Student Attendance/Tardy Regulations—Board of Education Policy:

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Each year, the Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the district adopted calendar.

Excused absences are defined as:

1. Absences because of temporary illness or injury.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. Absences by those who are in the custody of court or law enforcement authorities.

6. Those determined by the school administration to be excusable, such as doctor's appointments or juvenile court appearances.

Extensive excused absences may require verification from the appropriate doctor/dentist/agency/etc. Students are expected to make up work and will be allowed 2 school days to make up work for each day of excused absence. (i.e. if a student is absent for 2 days, she/he will be allowed 4 days to make up work). Out-of-school suspensions will not count as absences. Family vacations during school time are discouraged, as they may result in the total student absences exceeding the specified limit.

Prearranged Absences:

Absences because of doctor's appointments or family trips scheduled during the year MUST be pre-arranged through the main office whenever possible. Parents should plan vacation dates around times when school is NOT in session. Family vacations are marked as unexcused absences. A request for a prearranged absence should be made for at least a period of time equal to the length of time the student will miss school (i.e. one day absent = one day notice). All assignments are due prior to the period of absence, unless otherwise specified by a teacher. Excused/prearranged absences in excess of the district-designated number of allowable absences may become unexcused.

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the above exceptions. Each unexcused absence shall be entered on the student's record as they may result in the total student absences exceeding the specified limit and result in truancy tracking.

Absence Regulations: Further Updates will be added in September

Elementary students will be allowed 10 excused absences per semester. Absences will be documented in half or full day increments. Once students have exceeded the number of excused absences, a doctor's, dentist's, etc. excuse may be required for subsequent absences or the absence may be considered unexcused. After an accumulation of 7 days of absence for elementary students, parents will receive a letter notifying them of the district's attendance concerns, and an administrative review of the student's attendance record and IEP (if applicable) will occur. Students earning more than 4 unexcused absences per month, or 10 unexcused absences per any school year, may be referred for truancy and considered for retention.

	1st Letter of Concern	Attendance Contract	Notice of Noncompliance	Truancy Petition
Unexcused	3	7		

Excused/combination	7	14	15+	15+
Tardies	4			

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 on the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Elementary students with excessive tardies to class, or who habitually leave school early for reasons other than those listed under reasons for excused absence, may be placed on an attendance contract or referred for truancy proceedings.

See District website for more in-depth information about attendance.

Student Drop Off & Pick Up information

Pre-School A.M. 8:30am - 11:30am

Pre-School P.M. 12:30pm - 3:30pm

Kindergarten - 5th grade 8:30am - 3:40pm

Office Hours 8:00 a.m. – 4:00 p.m.

Breakfast 8:10 a.m.-8:25 a.m.

Soft start/doors open at 8:20 a.m.

Start at 8:30 a.m.

Doors close at 8:35am

Moving(Enrolling):

We welcome all new families and invite them to schedule an appointment to visit the school's main office. If you must withdraw your child from Inspiration View, please send an email to the attendance secretary (emalee.thomison@d49.org) or call (719-495-5302) as soon as you know you are leaving to obtain the necessary withdrawal paperwork. Records may be brought up-to-date and sent upon request from the new school.

Educational Supports

Multi-Tiered System of Supports (MTSS):

The Student Success Team is a team of educators and parents who develop strategies and interventions to meet the academic, behavioral, and/or emotional needs of every student in the regular education classroom. The framework of MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful.

Any staff member or parent who has concerns about a student's performance is encouraged to refer the student to MTSS. Ongoing meetings are held, at a minimum of once a month, where concerns are discussed, progress is monitored, and strategies and interventions are designed. The MTSS team may consist of the following: Regular Education Teacher, Special Education Teacher, Social Worker, School Psychologist, Speech Therapist, School Nurse, Counselor, Principal and/or Assistant Principal, Parent/Guardian, and Other grade level teachers.

Studios and Supplemental Academic Curriculum

Music, Movement, Art, and Library Education Programs supplement the academic curriculum. The Arts are integrated into our State Standards and are learned by planning with our teams to ensure that what they might be learning in math is integrated into studios or vice versa.

Those students who qualify will receive what they need to include: Special Education classes, Gifted and Talented Instructor/Consultant, and Culturally and Linguistically Diverse classes.

Homework Guidelines and Report Card Information

The purpose for assigning homework is to give students the opportunity to practice skills that they have already been instructed upon in their classroom. For example, Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Often, especially in the beginning of the year for young students, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

Your student's teacher will be in contact with you regarding homework for their specific classroom. Should you have questions regarding homework, reach out to your students' classroom teacher.

Report Cards:

Report cards are emailed to the email addresses of the student's parents/guardians in Powerschool at the end of each quarter. Standards Based Report Card: Falcon School District 49 utilizes a quarterly report card that is aligned with Colorado State Standards and Benchmarks. Any time you have questions about your child's progress, we will be happy to schedule a conference.

Learning Culture (Assessment & Curriculum)

Assessment:

A wide variety of assessment types are used throughout the year to form a "body of evidence" that indicates instructional growth and guides instructional practices within the classroom.

Assessment of student learning takes place for three reasons:

- Instruction:
 - Assessments are used in the classroom to show how well a child is understanding classroom lessons and tasks.
 - Both formal and informal assessments are used on a regular basis along with teacher observations.
- Monitoring Student Learning:
 - Some tests help teachers learn about specific student needs, so that appropriate instructional decisions can be made.
 - Screening instruments help teachers decide about a child's readiness for advanced learning tasks or about a child's need for academic interventions.
- Program Evaluation and Student Achievement:

- Standardized and curriculum-based tests are used to consider schoolwide and grade level strengths and areas of need in specific curricular areas.
- The results from norm-referenced tests are used to set school wide and grade level goals each year.

Types of Assessments:

- Colorado Assessment Program:
 - The Colorado Academic Standards are the foundation for state assessments in science, social studies, English language arts, and mathematics – which were developed jointly by CMAS (Colorado Measures of Academic Success) These standards are expectations that specify what students should know at particular points in their education. As a result, CMAS provides a series of snapshots of student achievement as students move through grades 3-10. For detailed information about CMAS, visit the CDE website at: www.cde.state.co.us and [click on assessment](#).
- Assessment of Students' Reading Ability:
 - The DIBELS 8 assessments are administered to all kindergarten through fifth grade students.

Core Instruction:

All students receive grade level Colorado Academic Standards based education using resources to support mastery. Core resources include but not limited: Core Knowledge Language Arts (CKLA), iReady.

Base 49

BASE49 (Before and After School care): See the website for more information www.d49.org/base49

