

Lake County Intermediate School

Lake County School District R-1



Lake County School District
Learning Beyond Walls

STUDENT HANDBOOK

Lake County Intermediate School
1000 West 6th Street
Leadville, CO 80461
<http://www.lakecountyschools.net/lcis/>

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Lake County School District Goals

- Ensuring all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career (“Every day, we are college and career-ready”)
- Providing all students with engaging learning opportunities (“Rigor and engagement are everywhere”)
- Creating a space that is safe, inclusive, and welcoming for all (“Diversity and culture make us better”)
- Planning and executing the capital and human capital investments that will make our district better (“We plan for the future.”)

Lake County Intermediate School Habits of Work and Learning (HOWLs)

Collaboration, Compassion, Craftsmanship, Creativity, Compassion, Perseverance, Respect, and Responsibility

Expeditionary Learning

In 2014-2015, Lake County Intermediate School began a partnership with Expeditionary Learning, now known as EL Education. This eight year partnership provided extensive professional development to our teachers, and supported us to implement the EL Education model of curriculum, instruction and assessment. While our partnership is no longer active, our EL Education roots have been planted and we continue to model our school environments based on their Core Practices.

With EL Education as our anchor, we share in their mission as stated on their website, “Our mission is to create equitable classrooms where teachers can fulfill their highest aspirations, and students achieve more than they think possible, becoming active contributors to building a better world.”

GENERAL INFORMATION

ALLERGIES

We have a number of students in our school with food allergies. Reactions range from mild to life threatening. There are several practices that will be in place in our school to help prevent allergic reactions:

- There will be no classroom projects using food related to allergies in our school. Please do not send food-based projects into the classroom with your child.
- Parents who send a lunch from home for their child are free to pack the foods of their choice. Please discuss food allergies with your child and reinforce the importance of not sharing food with other students in the classroom or cafeteria.

We look forward to working together with you to have a wonderful school year. If you have any questions regarding our allergy aware school, please contact the LCIS office.

ARRIVAL AND DISMISSAL

SCHOOL HOURS Monday- Thursday 8:00 a.m. - 3:30 p.m.

Breakfast in classrooms 7:45 a.m. - 8:00 p.m.

Building Office Hours: 7:40 a.m. to 4:00 p.m.

There is no supervision provided before 7:30 a.m. nor after 3:45 p.m. Students may be dropped off at school at or after 7:30 a.m. on any regular school day. Please use the drop off lane, and your child may walk directly to the front doors to be let in. Supervision for these students will be provided in the library. If your child is being picked up at dismissal, please arrive between 3:30 p.m. and 3:45 p.m. All parents are required to use the pick up lanes to pick up their child.

If your child is riding the bus, they will be dropped off at LCIS between 7:30-7:55. Buses will dismiss LCIS between 3:30-3:45 every school day.

To enter the building during school hours, please use the doorbell/camera system on the wall to the right of the main door.

To request a change in student dismissal instructions, please call the office no later than 2:30 p.m. (719-486-6830).

We encourage students to safely walk, bike, or ride to school. Bicycles and skateboards must not be ridden on the sidewalks on school grounds. Bike racks are provided by the gym entrance so that students may lock up their bikes during school hours.

ATTENDANCE

Consistent school attendance is an integral part of the educational process and is directly aligned to successful school performance. When a student is absent, they miss the important interactions that occur in the classroom. It is the responsibility of the parents or guardians to ensure that their child attends school on a regular basis. Our school calendar includes 162 days of instructional time, as well as adequate vacation periods and teacher professional days. Therefore, families should schedule vacations when school is not in session, except in cases of emergencies.

When a student is absent, there must be written or verbal contact from a parent/guardian on the day of the absence. Absences without contact will be considered unexcused. After 7 absences, we may request a note from a professional (doctor, judge, etc...) in order for an absence to be excused. There will be an automated phone call to confirm a student's absence with the parent/guardian if we have not had previous contact. If there is no communication between the student's parent/guardian, the student will be marked unexcused per Lake County School District R-1 policy. Only the following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator and/or medical professional.
 - *Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. To excuse an extended*

absence of 3 or more consecutive days, the parent/guardian must complete and return the pre-arranged absence form 3 days before the start of the absences. The form can be obtained from our front office.

- A student who is absent for an extended period due to physical, mental or emotional disability with a note from a medical professional.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

If a student reaches 7 unexcused or ten (10) absences (excused or unexcused), it is likely that the student's family will receive a letter of attendance concern and LCIS will request a formal meeting to establish an attendance success plan. If a student is absent for more than 15 days, they are considered chronically absent and further action will be taken.

If a student misses ten (10) school days in a row, the student will be withdrawn from school and will have to re-enroll in school once the student returns to school.

All students who are leaving the building during the school day must be signed out in the office. When a student returns to school, they must check in at the office on the day of their return so that we can ensure accurate attendance records.

A student is considered tardy if they arrive at school after 8:05 a.m. A student who is tardy must check in at the office before reporting to class.

HOWL VALUES & POINTS

LCIS focuses on character development alongside academics. We encourage and teach our Habits Of Work and Learning (HOWL) Values every day. During crew and community meetings, we talk about what it sounds like and looks like to show Respect, Responsibility, Compassion, Perseverance, Creativity, Craftsmanship, Collaboration, and Curiosity. Students are also recognized regularly when they demonstrate these values at school. Students receive HOWL points which are documented in Powerschool. Students and parents can see when and why they are receiving these accolades in their Powerschool account. LCIS uses HOWL points to regularly reward individuals and groups for their consistent high level demonstration of our values.

BUS REGULATIONS

Lake County Intermediate School offers busing. The bus schedule and route are available in the LCIS office or at the district transportation department by calling 486-6802. When dismissed from class, students must walk directly to the bus loading area.

Students must wait quietly in line for the bus to arrive. Bus drivers will provide specific rules and regulations regarding bus transportation. Riding the school bus is a privilege not a right.

CAFETERIA

Lunch is available in the cafeteria for all students. Parents are welcome to come for lunch anytime; reservations are not required but much appreciated.

Student Breakfast	Free	Served in the classroom beginning at 7:45 a.m.
Regular Student Lunch	Free	

Free and Reduced eligibility forms will be mailed with the registration information and they may also be obtained from the office at any time during the school year. This information will remain confidential and eligibility notification will come from the district office. If you have any questions regarding these forms, please contact Leslee Torsell @ 719-486-6954.

USDA is an equal opportunity provider and employer.

Cafeteria Expectations:

- Leave no trace
- Maintain a voice level 2 or lower
- Stay calm
- Use walking feet
- Sit at assigned tables
- Raise hands to leave seat
- Follow LCIS Staff members' directions at all times
- Be kind and inclusive to all
- Say please and thank you

Consequences may include the following:

- Student may be asked to eat at a different location.
- Student may lose the privilege of some recess time.
- Parents may be contacted.
- Student may be referred to administration.

CELL PHONES, SMARTWATCHES, & AIRPODS

Student cell phones and airpods must be turned off while at school. Students may not use cell phones or airpods from 7:30-3:30, nor should they wear a Smartwatch. A student found with a cellphone in their hands, a Smartwatch on their wrist, or airpods in their ears during school hours will turn in their device to the office staff. Students may retrieve their phone, Smartwatch, or airpods at the end of the day. If a student has been found using their device a second time during school hours, a parent/guardian will be asked to pick up the device from the main office. If a student has been found using their cell phone, Smartwatch, or airpods a third time during school hours the student will have a cell phone, Smartwatch, or airpod contract that includes the student turning in the device at the beginning of each school day and picking it up at the end of the day.

ELECTRONIC DEVICES

All students will be assigned a Chromebook upon registration and will maintain ownership over that Chromebook while attending Lake County Schools. We expect that our students will be gentle with their Chromebooks and respect the privilege that it represents. Students will be responsible for the device that is assigned to them. All electronic devices fall under Lake County School District's Acceptable Use

Policy which was electronically signed as part of the online enrollment process.

EMERGENCY PROCEDURES

Any emergency alarm that sounds must be taken seriously. All staff members and students will leave the building in a calm and orderly fashion according to a previously determined and posted evacuation plan. All students should be aware that the emergency exit may change depending on the location of the classroom. Students will form a line when they reach the designated evacuation area and remain in that area until given approval to re-enter the building. In cases of an extreme emergency that is expected to last for a long period of time, students and staff members will be housed at the Lutheran Church at 8th and James St. Parents will be contacted if an evacuation occurs **ALL students are required to have emergency contact information on file with the office.**

To secure the building from an exterior threat, the building may be put on **“Secure”** status. All students will remain in the building (no outside recess or activities) but classes and passing periods will continue as usual. All outside doors will remain locked, including the front entrance to the building.

In the event a **“Lock Down”** of the school is necessary, an announcement will be made over the intercom informing students and staff of the lock down. Students will be taught to listen for “Locks, Lights, Out of Sight” when a lockdown situation occurs. Students will be required to remain in the classroom until the all clear signal is given.

Another emergency directive that students may hear over the public intercom system is **“Hold in Place”**. This announcement will be made if there is unusual activity in the hallway or common areas of the school that does not affect the safety of the student body as a whole. Teachers will close and lock the classroom door, take attendance, and run their classroom as usual. Students will remain in the classroom until the all clear is announced.

Fire evacuation drills will be performed on a monthly basis.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities including athletic teams and after school enrichment programs offered through the 21st Century Grant Program – Project Dream. Football, volleyball, cross country running, basketball, wrestling, cross country skiing, and downhill skiing are available to students in the sixth grade if coaching is available. In order to participate in any sports activity students must meet the following requirements:

- have a current physical, signed by a physician, on file with Lake County School District (Physicals may be obtained at the School Based Health Center by calling 719-486-6981 for an appointment.)
- be covered under an insurance plan (there is a link to Markel Student Insurance on the Lake County Schools website.)
- pay an athletic fee
- have a completed athletic packet on file

All participants must follow the Lake County Athletic Code as well as individual coaches' rules and regulations. Extracurricular activities are a wonderful way to exercise our minds and bodies. Students should be aware that they are a positive representative of Lake County Intermediate School at other schools throughout the region.

FIELD WORK & FIELD TRIPS

Field work and field trips are a part of the planned curriculum. Basic field work and field trips are now covered by a waiver that all parents signed as part of registration. These field trips will NOT require a separate permission slip. Parents can opt their kids out of a field trip. Notice will be given before any trip.

FINES

Instructional materials will be issued to each student by their teachers. Each student should carefully examine all materials that he/she is assigned for damage and report all problems to the teacher immediately. Any book or materials that are returned at the end of the school year with previously undisclosed damage that is beyond normal use will be assessed a fine. Students will be expected to return the book that was issued to them at the end of the school year. If the student is unable to locate any book, a fine will be assessed.

HEALTHY CELEBRATIONS

Everyone looks forward to school celebrations and the activities and social interactions they bring. At LCIS, we are committed to making classroom celebrations fun and healthy by celebrating each other through activities rather than food. LCIS requests that parents do not bring food to school to celebrate birthdays or holidays. Student birthdays will be announced each morning over the announcements. If you do not celebrate birthdays, please inform our office staff.

Healthy kids learn better! Research demonstrates that good nutrition is linked to better behavior and better academic performance. Healthy celebrations promote positive lifestyle choices to reduce student health risks and improve learning. Holiday treats and traditional birthday parties with cake can still happen at home with friends and family. Many gatherings can feel like a party! All it takes is making sure that everyone feels important and welcome and that you share your time and attention in a fun friendly way.

HOMEWORK

School homework is provided as an opportunity for parents and students to share and talk about academic skills learned at school and celebrate curiosity together. Homework is completed on IXL. Throughout the week, students should complete a minimum of 120 minutes of IXL skills. They will log into their IXL account and complete a total of 60 minutes of skills work in ELA and 60 minutes in math. Students will take the IXL diagnostic test at school which will then provide targeted skill work for both ELA and Math.

Homework is supplemental to the instruction delivered each day in the classroom. Homework can be completed independently, and conversations with a family member add to the richness of the homework experience.

Homework is not graded at LCIS, as it is supplemental to learning. At the youngest grades, children are often at the whim of their family schedule, and do not have total agency over their own schedule. As such, they cannot control if they have time for homework or not. We believe that time spent with family enriches our students' success in school.

IMMUNIZATIONS

All students are required to have a current immunization record on file with Lake County Intermediate School in order to attend school. Exemptions are allowed, but families must register with the state of Colorado. In order to attend school during the school year, students who are in sixth grade must receive a Tdap (Tetanus / Diphtheria / Pertussis) booster shot. Our district nurse will review the immunization records of our students and notify parents of any immunizations that may be required.

LIBRARY / MEDIA CENTER

The library / media center is available to students for research, exploration, and to check out materials for a two week period. There are no late charges assessed, but the student is financially responsible for books that are not returned and for those that are returned in poor condition.

LOST AND FOUND

Each student must assume the responsibility for taking care of his/her personal possessions. A box for lost and found items is located in the foyer on the main floor. The items in this box will be discarded in October and February following parent / teacher conferences and again at the end of the school year. Small items that have been found will be kept in the office. Please remember to label all student clothing, winter gear, and accessories. LCIS is not responsible for any lost, damaged, or stolen items.

MEDICATION AT SCHOOL

Any over-the-counter medicine, including Tylenol, and any prescription medication will **NOT** be given to students at school without the written permission of a physician and the parent/guardian. The written authorization from the physician must contain the name of the medication, the dosage of the medication, the time the medication is to be administered, and the duration for which it is to be taken. Prescription medication must be in the original pharmacy container and have the student's name, the name of the medication, the dosage of the medication, and the date of expiration. There are forms available in the LCIS office for this purpose and parents and students are welcome to pick one up at any time. Students are not allowed to bring medication to school. Staff members will confiscate any medication and it will be kept in the office until a parent can pick it up.

MESSAGES

Parents may call the LCIS office at any time during the school day before 2:30 p.m. to leave messages for their child. Notes will be delivered to the classrooms at 3:10 p.m. daily. **Students will only be called out of class to speak on the telephone on an emergency basis.**

PARENT / TEACHER CONFERENCES

We encourage all parents/guardians and their children to attend Parent / Teacher conferences. Our goal is to provide open and positive communication with the families of our students. Conferences provide an opportunity to discuss student progress and any concerns on the part of the teachers or the parents/guardians.

PLAYGROUND EXPECTATIONS

It is expected that all students play safely and respect the rights of others on the playground.

General Playground Expectations:

- Keep hands to self
- Leave toys and cell phones for home
- Stay on the playground within the fenced area
- Leave wood chips, snow, and rocks on the ground
- Leave wildlife and plants alone
- Use the equipment properly (ex. sit down as you slide, avoid climbing on top of the monkey bars)
- Line up on the black top in line order when the whistle blows
- Listen to staff members at all times
- Use kind words
- Include others
- Show sportsmanship

SNACKS

Students will receive a healthy snack every day. The snack will be served to all students at no charge. If students do not finish their breakfast items, these may also be saved for snack. If you would like to provide a healthy snack for your student, please consider the following:

Recommended Snack Items:

Fruit	Vegetables (with or without dip)
Dried Fruit	Yogurt
Fruit cups or applesauce	Trail mix
Tortilla chips with salsa	Whole grain/low fat crackers
Baked chips	Popcorn
Granola bars/cereal bars	String cheese

Soda, energy drinks (including Gatorade) or juices high in sugar will not be allowed at school. However, clear, reusable water bottles are encouraged! Snacks that do not follow our healthy snack guidelines may only be eaten at lunch. If your child brings chips, please make sure they are snack size and one serving. If students bring large bags of chips or sodas, the teacher or the student will take it to the office where it may be picked up at the end of the day.

STUDENT BEHAVIOR

It is the mission at LCIS to promote exemplary character in all life-long learners. We expect all students to follow school rules. We also expect all staff and families to model appropriate behavior for students. We need the support of parents in our enforcement of school rules in order to provide a safe and productive learning environment for all students.

The Code of Conduct specifies rules of conduct and consequences. Please carefully review this document, found on the LCSD website.

General Expected Behavior:

- Be punctual
- Accept responsibility for your actions
- Take proper care of all school property
- Keep a safe body and use respectful, kind words; refrain from physical or verbal abuse
- Walk quietly and safely while in the building
- Use technology appropriately
- Exhibit proper behavior in all areas of the building and at school-sponsored events
- Use the restrooms appropriately and keep them clean
- Follow bus safety expectations and rules
- Dress in a safe and appropriate manner
- Refrain from chewing gum

When students do not follow the school/district rules, consequences may include any of the following, depending on the severity of the infraction:

- Verbal warning
- Loss of recess
- Loss of classroom privilege
- Sent to the Reflection Desk: If a student's distracting or disrespectful behavior does not change after a verbal warning, the student may be directed to the Reflection Desk. The Reflection Desk is a desk in the classroom that is removed from the group. While at the Reflection Desk, the student will complete a written reflection to support a positive return to class after 5 minutes.
- Own & Restore: Assigned for the behaviors below. Students will serve an Own and Restore during their lunch recess and complete a written reflection.
 - Unkind/harmful words
 - Wrong time, wrong place
 - Horseplay
- Removal from activity
- Removal from classroom
- Parental contact and involvement
- Replacement/reimbursement for damaged property
- Restorative action
- In-school suspension

- Out-of-school suspension
- In cases where the state mandates or the severity of the infraction demands it, expulsion from school.

Weapons or harmful materials will not be tolerated in school. Weapons or harmful materials include knives of all lengths and sizes, Guns, or toy guns, are also not allowed in school. Any student found with such items will be subject to consequences, which could range from suspension to expulsion. Other harmful materials that jeopardize the safety of our students and staff also include: drugs, alcohol, vape and tobacco products. These items are prohibited in any LCSD building (or at any LCSD sponsored event).

STUDENT DRESS

Students should come to school dressed appropriately (according to the district Dress Code) and for outside recess and physical education classes. Being excused from recess is only done for a bona fide medical reason with a doctor's note. Fundamentally, clothing should be appropriate for both the occasion and the weather.

Student dress is fully described in the Student Code of Conduct. All clothing choices must be in accordance with District Policy JICA.

- No drugs, alcohol, sexual references or firearms.
- Nothing explicitly endorsing or related to gangs and or glorifying crime
- Dress that is appropriate for school activities including the need to participate in labs, occasionally be outside and be active in certain classes.
- Admin will speak with students wearing questionable clothing and may, upon occasion, request a parent meeting to discuss particular clothing choices.

Administration will speak with students and/or parents about wearing questionable clothing. Final decisions regarding appropriate dress will be determined by the administration.

VISITORS AT SCHOOL

All visitors to Lake County Intermediate school are required to check in at the office. All visitors will be required to wear a visitor pass sticker.

Former students of LCIS are not allowed to visit staff members during regular school hours. Students will not be allowed to bring friends, siblings or other non-adult family members to the classroom or the cafeteria as visitors.

When parents come to LCIS to visit classrooms, their first visit will include a meeting with the principal or dean to review the following guidelines:

Leave no trace. Take care not to affect the community of the classroom in any way. Observers should not help a student or initiate conversations with students or with the teacher.

Silence is golden. Wait until the meeting after the observation to have conversations. Please turn your cell phone off.

Honor the teacher being observed. We are not visiting the sharing teacher's classroom space to critique him/her, but to learn from him/her.

Be fully present. Stay in the room for the entire time and soak up the experience.

Take notes. Use your note catcher to capture your observations and thoughts. We'll use them after our observation and they will serve as a record of your learning.

Stay focused on the purpose of the observation. A lot will be going on in the classroom space.

Maintaining a tight focus on the target will help you avoid feeling overwhelmed.

It's not our turn to teach. It can be challenging to step out of the teacher role when in a classroom.

Remember you are here to observe the lab teacher, the students, and the environment.

The principal or dean will also have a post-meeting with the parent at the end of the visit.

Each subsequent visit by a parent to a classroom will not include the above meeting, but the parent will be required to give the teacher a 24 hour notice of their intention to visit.

Parents are encouraged to visit our school. Younger brothers and sisters are not allowed to visit the classrooms during school hours but are welcome to join us for lunch if the parent is present.

WITHDRAWALS

If a student is no longer going to attend Lake County Intermediate School, please notify the office in writing as soon as possible. LCIS staff members will prepare the documentation necessary for enrollment in your next school.