



# School Handbook 2024-2025

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**The Buena Vista School District exists to ensure every student reaches the peak of success as demonstrated by being curious, creative, collaborative, critically competent, constructive, connected and character-centered.**

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## Overall School Information

### Location

Avery-Parsons Elementary  
516 E. Main St  
Buena Vista, CO 81211  
(720) 395-7020

### School Schedule

Office Hours	7:40am - 3:40pm
Staff Hours	7:40am - 3:40pm
Student Hours	8:00am - 3:15pm
Bus Arrival Time	Approximately 7:40am
Bus Departure Time	Approximately 3:15pm

Breakfast is available for students beginning at 7:40am with service stopping at 7:55am. All students are in class by 8:00am.

### Lost and Found

Lost and Found boxes are located just outside the cafeteria and school playground. Items not claimed by the end of each month are donated to charitable organizations. We strongly suggest all personal belongings be permanently labeled.

## Contact List

### ADMINISTRATION

Emily Madler, Principal  
395-7022      emilym@bvschools.org

Amelie Heyse, Dean of Students  
395- 7017      amelieh@bvschools.org

Shandra Nelsen, Administrative Asst.  
395-7020      shandran@bvschools.org

Hannah Martin, Office/Medical Aide  
395-7021      hannahm@bvschools.org

### COUNSELORS/PSYCHOLOGIST

Wesleigh Drellishak, Counselor  
[wesleighd@bvschools.org](mailto:wesleighd@bvschools.org) 7023

Jordan Yates, Assistant Counselor  
[jordany@bvschools.org](mailto:jordany@bvschools.org)

Kathryn Haselden, School Psychologist  
[kathrynh@bvschools.org](mailto:kathrynh@bvschools.org) 7059

### HEALTH SERVICES

Katy Martin, Nurse  
395-7024      katym@bvschools.org

### KINDERGARTEN

Amanda Bellingar      amandab@bvschools.org 7031  
Mackenzie Eix/Atha  
[mackenziee@bvschools.org](mailto:mackenziee@bvschools.org) 7041  
Justin Frodella      [justinf@bvschools.org](mailto:justinf@bvschools.org) 7057

### FIRST GRADE

Jill Maher      [jillm@bvschools.org](mailto:jillm@bvschools.org) 7047  
Tawnya Propernick      [tawnyap@bvschools.org](mailto:tawnyap@bvschools.org) 7040  
Melissa St. John      [melissas@bvschools.org](mailto:melissas@bvschools.org) 7050

### SECOND GRADE

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Jade Palmer      jadep@bvschools.org 7044  
Katie Pfalzgraff      [katiep@bvschools.org](mailto:katiep@bvschools.org) 7048

### THIRD GRADE

Kathryn Fauser      kathrynf@bvschools.org 7042  
Katie Speckman      katies@bvschools.org 7052  
Ashley Tess      [ashleyh@bvschools.org](mailto:ashleyh@bvschools.org) 7039

### FOURTH GRADE

Tara Ail      [taraa@bvschools.org](mailto:taraa@bvschools.org) 7046  
Maranda Mitchell  
7037      marandam@bvschools.org  
Megan Schultz      [megans@bvschools.org](mailto:megans@bvschools.org) 7033

### FIFTH GRADE

Tricia Cimmel      [triciac@bvschools.org](mailto:triciac@bvschools.org) 7036  
Joy Duprey      joyd@bvschools.org 7034  
Maggie Mercer      [maggiem@bvschools.org](mailto:maggiem@bvschools.org) 7032

### ASSISTANT TEACHERS

Sarah Case      scase@bvschools.org

### LIBRARY 7028

Bonnie Grover      bonnieg@bvschools.org  
Jennifer McMurray      jenniferm@bvschools.org

### ENRICHMENT

Heidi Atha      [heidia@bvschools.org](mailto:heidia@bvschools.org) 7051  
Rick Bieterman      [rickb@bvschools.org](mailto:rickb@bvschools.org) 7056  
Jenny Peres      [jennyp@bvschools.org](mailto:jennyp@bvschools.org) 7056

### ART

Kayla Maddox      [kaylam@bvschools.org](mailto:kaylam@bvschools.org) 7043

### MUSIC

Abby Thompson      [abbyt@bvschools.org](mailto:abbyt@bvschools.org) 7030

### PHYSICAL EDUCATION

Tony Tullbane      [tonyt@bvschools.org](mailto:tonyt@bvschools.org) 7053

### SPECIAL EDUCATION

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Shari Kerr      [sharik@bvschools.org](mailto:sharik@bvschools.org)

Desi Vigil      [DesireeV@bvschools.org](mailto:DesireeV@bvschools.org) 7012

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Marci Ross      marcir@bvschools.org

### SUPPORT/ENRICHMENT SERVICES

English Language Learner Coordinator:  
Lisa Tullbane      [LisaT@bvschools.org](mailto:LisaT@bvschools.org) 7011

Gifted & Talented Coordinator:  
Jenny Peres      [Jennyp@bvschools.org](mailto:Jennyp@bvschools.org) 7056

Occupational Therapy:  
Rachel McCray      rachelm@bvschools.org

### Speech/Language: 7054

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Nicole Schad      Nicoles@bvschools.org

### WIN (TITLE I) 7035

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Heather Griggs      heatherg@bvschools.org  
Jen Hodgkiss      jenh@bvschools.org  
Amy Jacquat      amyj@bvschools.org

### HEAD CUSTODIAN 7025

Jeanette      JeanetteW@bvschools.org  
Kevin Peele      kevinp@bvschools.org  
Channon Pennington      channonp@bvschools.org

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## Attendance Procedures and Policies

### Arrival and Dismissal Procedures

#### Student Arrival:

Doors open at 7:40am and students may enter the building for breakfast or recess. Our kindergarten students are invited to Mrs. Atha's classroom, if arriving between 7:40 am and 7:55am. As the weather changes, more options will be provided. Families will "kiss and hug" at the front door where school staff will be present to greet students. **School begins at 8:00 a.m.**

Students arriving after the 8:00 a.m. bell will check in at the office for a tardy slip. Families may use the front driveway to drop off their student(s) in the morning.

The east parking lot is closed to all traffic, except buses, from 7:30-8:00 a.m.

Breakfast will be served from 7:40-8:00am. Morning activities will end at 7:55am. Students will be allowed to eat breakfast until 8:00 am.

#### Student Dismissal:

##### Students riding the bus

- All afternoon buses will be parked on the east side parking lot of the school beginning at 3:00 p.m. Please DO NOT ENTER after this time.
- At 3:10 p.m., bus students will be dismissed from class and escorted by staff to the buses.
- Right before the dismissal bell, all buses will leave Avery-Parsons Elementary.

##### Parent/guardian pick up/walkers/bike riders

- At 3:15 p.m., all students will be escorted outside the school building by staff and will stand with their class in a designated area until released to their parent/guardian.
- If you are picking your child up from the lawn, please stand in the designated area and a staff member will walk your child out to you.
- For safety, we invite families to use the pick up lane as much as possible. An adult will walk your child to your car.
- Students in grade 3-5, who are to meet a younger sibling in grades K-2, will go to their sibling's designated spot and wait for their ride.
- **Any changes to a normal dismissal routine must be communicated by filling out the AVP After School Changes Form by 2:00pm. This form can be found on the AVP website.**
- Students who are not picked up by 3:25 p.m. will be escorted to the office and a call will be made.
- Students walking or riding their bike home must communicate this with a classroom teacher.
- Only approved families are allowed to pick-up students. If you would like to update your list, please come to the office. For safety, we do not make these changes over the phone.
- Please use crosswalks and kindly follow all directions from staff directing traffic.

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## **Attendance Policy**

Regular school attendance is important for students to obtain the greatest benefit from public education. Peer relations in the classroom and student's participation in well-planned, instructional activities, under the guidance of competent teachers, is vital. Frequent absences from classroom learning experiences impede the continuity of the instructional process and result in children falling behind in school.

According to Colorado Revised Statute 22-33-104, students are to attend school regularly, schools are to carefully monitor student attendance, and parents/guardians are to be involved in any efforts to improve student attendance. These measures are in place to help ensure students' academic success.

Whether an absence is excused or unexcused the student absence can impact overall success and according to compulsory attendance law, accumulate in consideration of truancy concerns. Attendance letters will be sent to families to notify of accumulating absences, whether excused or unexcused. An attendance plan may be made with the family to promote attendance when reaching 10 or more excused or unexcused (including prearranged) absences. Attendance that is impacting a student's performance will be noted on the report card each quarter.

For additional information please see the following district policy: [JH: Student Absences and Excuses](#)

### **Absence Reporting Process**

Please notify the school office each day a student is absent. If a notification is not received, an automated call will be made that morning, notifying families of the absence. Absences will be considered unexcused until a note or phone call is received regarding the absence. If a school absence is due to a medical reason, a doctor's note will assist in school recordkeeping. Please submit those notes to the front office.

If a student will be leaving school during the day, a written request or phone call should be provided to the office at the beginning of the day. We request that appointments are scheduled during non-school hours, when available. Families/guardians must sign-out their child in the front office.

**Pre-Arranged Absence:** Complete this form if you need to pre-arrange an absence for your student and submit to the Front Office at least three (3) days prior to the scheduled absence.

### **Absence Support Steps**

- Any absence: Robo Call from the main office if unexcused
- Any student who misses school, for any reason, will be expected to complete make up work. Please check in with the office regarding work being prepared.
- 10% absences per quarter (5 days): An attendance letter will be sent home after any 5 days of absence.
- Additional absences after 10 days (or 5 more per quarter): an attendance letter will be sent home.
- Additional absences after 12 days: a meeting with all necessary parties to create School Attendance Improvement Contract

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- Additional absences after 16 days and/or non-compliance with the attendance contract: meeting with principal and Family Service Coordinator to review the attendance contract and possible referral to Family Support Court
  - Any student who accumulates 5 or more tardies per quarter (after 8:20am) will be contacted by the AVP Administration to create an improvement plan.

\*\*If your student has missed more than 3 days of school with no communication to the school, the School Resource Officer will call and/or provide a home visit.

### **Registration and Enrollment**

To register your child to attend, visit the BV Schools website and click on Student Registration on the home page. Any further questions, please contact Avery-Parsons office for assistance.

### **Withdrawals/Moving**

If your child is leaving the school district, please notify the office a few days prior to the last day of attendance. Library materials, texts, and other school property must be returned before any paperwork is forwarded to the next school.



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## Cafeteria

The vision for BV Schools Food Service Department is promoting excellence in food and nutrition services as an integral part of education programs available for all children regardless of economic status, special needs or cultural diversity.

For the 2023-2024 school year, all students are able to receive a free hot breakfast and/or lunch.

### Breakfast

Breakfast begins at 7:40am in the school cafeteria and serving will end at 7:55am. All students are in class by 8:00am.

Adult Hot Breakfast Cost: \$4.50

### Lunch

Hot lunch will be served daily for all grade level students at the below schedule for the 23-24 school year:

Kindergarten	10:50 - 11:10am
2nd Grade	11:10 - 11:30am
4th Grade	11:35 am - 11:55 am
3rd Grade	11:55 am - 12:15 pm
1st Grade	12:15 - 12:35 pm
5th Grade	12:35 - 12:55 pm

**All lunch visitors must check-in at the front office to receive a visitor badge.**

Adult Hot Lunch Cost: \$4.50

Milk is included with all meals. Additional milk can be purchased for \$ .85

### Contact Information

If you have any questions regarding Food Service, please contact the BV Schools Food Service Director Verena Bartling at [verenab@bvschools.org](mailto:verenab@bvschools.org).

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## **Behavior Response Model and Code of Conduct**

### **Behavior Response Model**

#### Philosophy Overview

The Avery-Parsons Student Behavior Response Protocol is founded on the *Leader in Me* program, which is a comprehensive, research-based program that builds school-wide community, develops students' social skills, and develops a culture of leadership.

The program promotes positive behavior through direct teaching of the 7 Habits: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Synergize, Sharpen the Saw.. Students become intrinsically motivated to contribute productively to a community they feel invested in, and where they know they matter.

Leader in Me builds on the powerful insight that when students have strong relationships within their community, they are more likely to acquire self-discipline and feel a sense of responsibility to themselves and to others.

### **Behavior Expectations and Response**

All students are expected to be character-centered throughout the school by being Safe, Respectful and Responsible. The next page outlines the specific expectations in each location around the school, which are practiced regularly. Teachers will work closely with students and families in providing a positive learning environment and will communicate directly with families if behavior concerns arise. When needed, skill building and restorative practices are used to reinforce positive behaviors that may include a consequence like a loss of recess time, after-school detention, in school suspension or out of school suspension.

### **Behavior Flow Chart**

[see link](#)

### **Code of Conduct**

Please [see link](#) for district policy regarding Code of Conduct for all students.

### **Weapons in School**

Please [see link](#) for district policy regarding Weapons in School for all students.

## Character-Centered Behavior Expectations

These expectations will be taught and celebrated through classroom and family lessons and events. Students who are not demonstrating expected behaviors will be provided interventions, including reflection and reteaching of expected behavior.

	<b>SAFE</b>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>● Walk into the assembly with your class</li> <li>● Sit together as a class</li> <li>● Wait for arrival and dismissal signals</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated</li> <li>● Applaud appropriately</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Remain quiet through the assembly</li> <li>● Remain attentive to performers</li> <li>● Sit on your bottom</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Stay seated</li> <li>● Use a quiet voice</li> <li>● Pay attention when getting on and off</li> </ul>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Keep body to self</li> <li>● Show kindness to others</li> </ul>	<ul style="list-style-type: none"> <li>● Follow all rules</li> <li>● Keep the bus clean</li> <li>● Keep track of your belongings</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep feet on the floor</li> <li>● Remain seated while eating</li> <li>● Keep hands and food to self (no food sharing)</li> </ul>	<ul style="list-style-type: none"> <li>● Enter and exit quietly</li> <li>● Talk quietly while eating</li> <li>● Wait in line patiently</li> <li>● Use Please and Thank you</li> </ul>	<ul style="list-style-type: none"> <li>● Clean your table before leaving</li> <li>● Return your tray and empty your trash</li> <li>● Stay seated until dismissed</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to self</li> <li>● Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>● Transition quietly</li> <li>● Use Please and Thank you</li> <li>● Use kind words</li> <li>● Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Be where you are supposed to be</li> <li>● Stay on task</li> <li>● All students participate</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hands and feet to self</li> <li>● Walk on the right side</li> <li>● Pause at intersections</li> </ul>	<ul style="list-style-type: none"> <li>● Voices off</li> <li>● Share a smile</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to your destination</li> <li>● Use trash cans and recycling containers</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to self</li> <li>● Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>● Transition quietly</li> <li>● Use Please and Thank you</li> <li>● Use kind words</li> <li>● Respect library property</li> </ul>	<ul style="list-style-type: none"> <li>● Be where you are supposed to be</li> <li>● Ask for help when needed</li> <li>● Stay on task</li> <li>● All students participate</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Stay in the designated area</li> <li>● Non-violent play only</li> <li>● Be considerate of others' space</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language and respect others</li> <li>● Follow the rules of the game</li> <li>● Take turns</li> </ul>	<ul style="list-style-type: none"> <li>● Line up quickly</li> <li>● Use playground equipment appropriately</li> <li>● Report any problems to an adult</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Use walking feet</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands</li> <li>● Keep water in the sink</li> <li>● Dry hands with two towels</li> <li>● Use trash cans</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Give privacy</li> <li>● Respect property</li> <li>● Use toilets appropriately</li> </ul>

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## School Processes and Procedures

### Classroom Celebrations

Classroom celebrations for birthdays will be limited to students and staff in the classroom. Each classroom has their own rituals to celebrate birthdays. Any additional information will be shared by your classroom teacher.

### Class Placements

Our goal is to provide fair and equitable treatment for all children as a means to encourage and support their learning. Please rely on our professional judgment, and trust that we will group children to provide the best possible learning environment. The staff considers many variables including, but not limited to, reading, writing, and math levels, learning styles, social skills, sensory needs, the student's individual strengths and needs, personality, behaviors, and ability to work and get along with others. It has been our experience that nearly all children are able to adjust rapidly to the different teachers they have over the years. This, too, is an important skill to learn--learning to get along with and work with a variety of people.

While we cannot guarantee a specific placement for any child, you may provide additional information regarding a particular type of placement for your student. Please request a Student Placement Form from the office or school counselor. The deadline for this form is the last week of April, or upon enrollment.

### Posting of Class Lists

While we understand that all are anxious to learn whom their children will have for a teacher, it is a school practice to post class lists the second week of August. This is due to fluctuations in enrollment over the summer that often result in our having to make adjustments in class assignments. When placements are announced, your cooperation and support of this process provides the best possible outcome for students and staff.

### Communication

#### Red Folders

For communication and consistency from teachers, every student kindergarten through 5th grade will have a red communication folder. Each month work in all subject areas will be sent home.

#### Agendas

Each student in fourth and fifth grades will receive an agenda. The goal is to help students organize and keep track of assignments. Students will write in the agenda's daily for routine practice.

#### School Newsletters

A weekly newsletter is sent out each Friday we have school.

#### Phone APP

Buena Vista School District now has our own APP. On here you will find: lunch menus, district calendar, and daily up to date news. To access, go to your app store, search BV Schools, and download the App. AvP will also be using ROOMS app to communicate with families.

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## Social Media

Follow Avery-Parsons Elementary on Facebook and Instagram for important information throughout the year.

## Website

You can also access the same information on the school's homepage and district website by [clicking here](#).

## **Dress Code**

Clothing should be safe, appropriate and not interfere with learning:

- Shoes must be worn at all times.
- No apparel containing profanity, obscenities, suggestive or provocative statements, drug or alcohol symbols, gang dress symbols or graffiti; strapless tops, backless tops and showing undergarments. Midsection of the body should be covered.
- Dresses, skirts and shorts should extend to the end of the students' fingertips.

## **Electronic Devices**

- The school district will not be held responsible for the loss or theft of any electronic devices.
- The use of electronic devices during the school day is prohibited unless approved by a teacher.
- Communication devices will remain in backpacks, this includes phones and smart watches, turned off and not in use during school hours. If a student needs to call home, they need to communicate with their teacher.
- If the electronic device is found being used without adult permission the teacher or administrator will remove the device from the classroom and store it in the office for the day. Parent/guardian will be contacted to retrieve the device.

## **Field Trips**

Caretakers will be notified of all trips within or outside of the school district. Permission slips are required for all field trips, either in town or outside of town. Parents complete a permission slip in Infinite Campus during registration for all walking field trips. However, any field trip (both locally and not) that requires bus transportation must have their own permission slip outlining the details of the trip.

Field trips outside of the school district require a specific permission slip authorizing participation. Permission slips for out of area trips will be sent home with other information regarding trip details, including any possible fees. The office strongly discourages the use of private cars for field trips as students should ride to and from activities on the school bus, any exceptions should be approved by the principal. Every student in a private vehicle must wear a seat belt.

Older and/or younger siblings and/or cousins, etc., are NOT allowed to attend other grade level field trips. Field trips are non-smoking and non-drinking events for adult sponsors. Please be considerate of student safety and of the positive learning environments we wish to create during these events. Caretaker participation is encouraged.

## Field Trip Sponsors

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If you would like to accompany your child on a field trip, you must have a background check **initiated 2 weeks prior** to the field trip and agree to stated school expectations. A background check includes a copy of the adult driver's license and a signed confidentiality statement. Please contact Shandra Nelsen, office administrative assistant, to begin the process. Families are responsible for ensuring eligibility for participation.

### **Grading**

Standards Based Grading focuses on communicating learning based on student demonstration of skills. Teachers use a variety of learning tasks to monitor student progress. Standards Based Grading provides families with specific information regarding student proficiency towards our BV Essentials. Students also receive feedback in the areas of effort and 7 C's.

### **Personal Items**

Personal items should not be brought to school by students. Toys may be taken from students at school, as will other items causing a problem or distracting students from their educational programs. These items will be held by the teacher or the principal until picked up by the Caregiver. The following items are NOT allowed at school at any time: Heelys, rollerblades, skate boards, scooters, water guns, pea shooters, pocket knives, hard baseballs, baseball bats, super balls, or any items that could be distracting or dangerous in a school environment. If rollerblades, skateboards or scooters are brought to school, they must be turned into the school office. The school district will not be held responsible for the loss or theft of any personal items including but not limited to money, communication devices, computers, toys, etc.).

### **Recess**

Students will participate in outdoor recess each day. This is a general guideline as recess may be modified due to inclement weather. Generally we will be outside if the temperature/wind chill factor is above 15 degrees. Please dress children accordingly, sending hats, mittens, snow pants and snow boots. If you are in need of any of these items, please reach out to our school counselor.

### **Report Cards and Parent/Teacher Conferences**

Avery-Parsons Elementary is organized by quarters. We begin the year progress monitoring students with various assessment tools. Our focus for the first 4 weeks of school will be getting to know our students in all areas, in order to best meet both student's instructional and learning disposition needs. This body of evidence will be shared with each student's families to discuss their child's strengths, goals, and to create a plan for each child to be successful in school both academically and behaviorally.

Conferences may be requested at any time by families, should concerns develop regarding the progress or behavior of their student. The staff at Avery-Parsons Elementary is committed to providing a quality education for all students. Communicating with families about the progress of students is important to student success.

### **Standardized Testing**

Our district participates in the state assessment, CMAS. It is given each spring to all students in the 3rd-5th grade.

### **School Supplies**

Lists of suggested school supplies are available on the AVP website by [clicking here](#).



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## Health Services

### Immunizations

In order for children to attend school, the *COLORADO SCHOOL ENTRANCE IMMUNIZATION LAW* requires all students to provide proof of immunization to school/childcare facilities or exemption verification. A record must be presented *on or before* the first day your child attends the facility. If a student's certificate of immunization is not up to date, guardians have 14 days to show documentation that the next required immunization(s) have been received. Colorado state law mandates that the school nurse ensures that all students are compliant with current Colorado Immunization Laws and notifies those who do not meet minimum requirements. Students can be suspended if not in compliance. Please contact the school nurse with questions regarding exemptions.

### Health History/Emergency Treatment Authorization Form

Each year you will be asked to fill out a Student Health Questionnaire and Emergency Treatment Authorization form for your child via the registration on Infinite Campus. This information is confidential and shared only with appropriate school personnel. In order for treatment to be given in the health office, an Emergency Treatment Authorization form must be signed by the legal guardian and be on file in the office. If there is a change in your child's health status during the school year, please inform the school nurse.

The following guidelines should be followed concerning any health problems:

- Notify the principal, the teacher, and the school nurse of any health problem that could require emergency services or interfere with the educational process. A Student Health Inventory form should be completed at enrollment.
- A student who has an ailment or disability which necessitates a limited physical education program must have on file a doctor's statement to that effect.

### Illness and injury

A child should not be in attendance and will be sent home if he or she has any of the following:

- Oral temperature above 100 degrees; nausea, vomiting or diarrhea (should be free of these symptoms 24 hours before returning to school);
- Persistent earache, excessive drainage from ear, coughing, sore throat; or
- Symptoms related to communicable diseases (skin rashes, redness of eyes, swollen glands, etc.). Students suffering from or having the potential to transmit an acute infectious disease or parasite should not be in attendance and will be sent home.

Students who become ill or have an emergency are to come to the office for assistance. If a child is injured or becomes ill at school, the guardian will be contacted. Emergency contact information must be available and updated. In the event of a serious accident when a guardian cannot be reached, the child will be transported to the nearest hospital emergency room. Guardians will be held responsible for any costs involved.

If you have any questions regarding school attendance and health concerns, please contact the school nurse.



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## **Medication Policy**

If your child will require prescription or non-prescription medications (including over-the-counter medications such as Tylenol, ibuprofen, Tums, decongestants, antihistamines, cough medicine, etc.) on a regular, as needed, or emergency basis (such as for allergic reactions) at school, please adhere to the State Medication Protocols:

- Call the school nurse to make arrangements for dispensing medication at school.
- Guardians must furnish any medications in the original medication container.
- The Permission for Medication form must be signed by a student's guardian and physician before medication will be dispensed. Forms are available at the main office.
- All medications must be in the pharmacy labeled containers, or the original store packaging. Written orders for medication must include: name of the drug, time interval, dosage, route of administration; specific indications for administration of the medication; and any contraindication for giving the medication.
- An adult must deliver the medication to school and pick-up medications. Medication may not be sent home with students.
- Students may not carry their own medications at school unless prior arrangements have been made with the school nurse.

Parents may come to the front office to administer medication if these protocols have not been followed.

Please contact the school nurse at 719-395-7024 with any questions or concerns regarding the health of your child during the school day.

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## **School Support Services**

### **Art, Physical Education & Music Class**

Students participate in Art, PE, or Music class on a rotation basis following the grade level schedule. Athletic shoes are requested for PE days. Parent/guardian requests for a gym excuse must be submitted to the office. If the excuse is provided by a physician, the approval to resume gym must also be from the physician. Any adaptive services for PE will be based on recommendations by a physician.

### **Buddy Classrooms**

Each primary and secondary grade classroom will have a Buddy Classroom for the purpose of social connection across for students, reinforce emotional strategies and tools, and academic connection across grade levels. Buddy Classrooms will meet once a month and students should wear their school t-shirts that day.

### **Counseling and Mental Health**

The School Counseling Program is designed to support the academic, career and social-emotional needs of every student. The counselor collaborates with all staff, families and the community to create a safe and respectful learning environment for all students. The counselor provides services to students primarily through small groups and classroom guidance lessons. Individual sessions are limited and considered on a case by case basis. In collaboration with classroom teachers, we will be using the research-based Caring School Community program. This approach builds a school-wide community, develops students' social skills and social emotional learning competencies. Ongoing, comprehensive mental health services are also available in conjunction with Sol Vista Health.

### **English Language Learner (ELL)**

English language support is provided to students who have a language other than English spoken in the home and who qualify under the Colorado Department of Education guidelines. The goal of this program is to ensure that English Language Learners learn the skills needed to be successful academically in all content areas. ELL teachers work with students, parents, classroom teachers, and support teachers to set goals for eligible students. Students then receive instruction and support to reach those goals through a variety of instructional programs.

### **Enrichment Classes**

The purpose of these classes is to enhance the learning in the classroom. These classes are STEAM, Library, Discovery, Connections, and Stories.

### **504 Plans**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 protects qualifying students by prohibiting these students from being excluded from public schools, or being denied the benefits of the public schools, because of their disability. If you have further questions, please contact the school counselor.

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## **Gifted and Talented Program**

### *Belief Statement*

We believe that gifts and exceptional talents:

- can present unevenly, are specific and may be shadowed by other learning or emotional needs.
- can be found in the areas of academics, creativity, performing and visual arts, and leadership.
- are found in students with different learning styles and developmental levels.
- can be found in students of all cultures, ethnicities, genders, and socio-economic status.
- should be identified and developed.
- must be nurtured in both social development and emotional well-being.

Exceptional learners are those whose abilities, talents, and potential accomplishments are so exceptional or developmentally advanced that they require special provisions to meet their educational needs. Outstanding talents may be present in children and youth from all cultural groups, across all economic strata, and in all areas of human endeavor. At the end of 2nd grade, all students are screened. Identification of exceptional learners will be based on no single instrument, but rather on a body of evidence. Advanced Learning Plans (ALP) will be developed that align with state programming guidelines and resources for promotion of higher order thinking skills, acceleration, differentiation, extended enrichment, and affective guidance and counseling. A referral can be made by the classroom teacher, any other building staff, or the caregiver at any grade.

### **Library**

Avery-Parsons Elementary has a library staffed by a librarian and a library aide. Fiction and reference materials, including encyclopedias, dictionaries, etc., are carefully selected by our elementary population, diversity and student interests, and kept up-to-date to provide sufficient resource materials for the several areas of the curriculum. Effective use of the library is an important study skill, the librarian, library aide, and the classroom teachers instruct students in the use of the library.

Students are allowed to check out materials from the library during their scheduled library and/or during class time with the teacher's permission. Books and magazines are checked out for three weeks. Students are expected to return the materials by the date due. Overdue notices are given to students at the end of every grading period. There are NO FINES for overdue materials, unless the books are not returned. Students are expected TO PAY for lost or badly damaged books. Each class has a weekly library period during which time they are allowed to check out books and magazines.

### **Response to Intervention (RTI) Process**

The RTI process is utilized to assist students who demonstrate a need for academic and/or behavior support. Interventions are matched to students' academic and behavioral needs, using data-based-decision making, and a plan is written in collaboration with the student's family, teacher, and other school personnel.

### **READ Act/Title 1/WIN**

(HB 12-1238 or) Colorado READ Act was passed by the Colorado Legislature during the 2012 legislative session to replace the Colorado Basic Literacy Act or CBLA, by focusing on students

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identified as having a significant reading deficiency as determined by the State Board of Education, delineating requirements for guardian communication, and providing funding to support intervention. The reading skills of all students in grades kindergarten through third grade will be measured and monitored. However, over the next two years, the READ Act requires school districts to recommend retention if a student completing third grade has a significant reading deficiency with final decision subject to the approval of the superintendent.

At the beginning of each year, all students are assessed to determine if a READ plan will be written for the student. This plan is written in collaboration with the student's family, teacher and other school personnel.

If you have questions, please contact your child's teacher or the school principal.

### **Special Education**

Our services include programs in Resource, Affective Needs, Speech, and Occupational Therapy.

### **Yearbook**

Fifth grade students have the opportunity to participate in the yearbook club, meeting one day a week, after school. Under the supervision of a staff sponsor, students will take pictures, organize layouts and create a school wide yearbook. Information about participation and yearbook sales will be announced.

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## **Safety and Security**

The safety and security of our students and staff is our top priority and our school has policies in place in order to ensure all are kept safe in all our facilities.

### **Visitors to the Building**

All visitors, including families, will report to the school office, sign in on our computer system with a photo ID and receive a visitor's sticker/pass to be worn at all times while in the building. Visits to classrooms should be by appointment with the teacher.

Children not enrolled, must be accompanied by an adult and will not be permitted to attend classroom activities, unless approved by the school administrator. To arrange a school tour, please contact our front office.

### **Emergency School Closings**

The district will utilize the ThrillShare system to notify families via text, email and phone messages. You may also follow the local radio stations: KVRH(92.3/103.1 FM), KBVC (104.1 FM), KSBV (93.7 FM) or KOA (850 AM) to hear about school cancellations or delays due to weather conditions or other emergency situations. All inclement weather decisions are based on the safety of students, families, and staff.

If school is dismissed early, families will be notified by the ThrillShare system and students will be sent home by their normal transportation routine, unless otherwise communicated to the office staff.

### **Standard Response Protocol**

BV Schools utilizes the Standard Response Protocol (SRP) system as a uniform, planned, and practiced response to any incident as the foundation of a safe school. All staff and students are trained and practice this easy to understand protocol to ensure safety during an emergency.

The next page outlines the language and procedures during each type of response:

# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!** Get inside. Lock outside doors.

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN!** Locks, lights, out of sight.

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE!** (A location may be specified)

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## Nondiscrimination Notice

In compliance with **Titles VI & VII** of the Civil Rights Act of 1964, **Title IX** of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and all other associated federal and Colorado laws and constitutional provisions, the Buena Vista School District R-31 does not unlawfully discriminate on the basis of age, ancestry, conditions related to pregnancy or childbirth, color, creed, disability, ethnicity, family composition, gender expression, gender identity, genetic information, marital status, national origin, need for special education services, race, religion, sex, or sexual orientation. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district or district-sponsored program or activity on the basis of age, ancestry, conditions related to pregnancy or childbirth, color, creed, disability, ethnicity, family composition, gender expression, gender identity, genetic information, marital status, national origin, need for special education services, race, religion, sex, or sexual orientation. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and federal law.

Complaints may be filed regarding violations of **Title VI** (race, national origin), **Title IX** (sex/gender), and/or **Section 504/ADA** (handicap or disability) with Lisa Yates, District Non Discrimination and Title IX Coordinator, or parents may file directly with the Office of Civil Rights, United States Department of Education, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

### **Non Discrimination and Title IX Coordinator:**

#### **Lisa Yates, Superintendent**

113 N Court St

Buena Vista, CO 81211

Ph. (719) 239-0435

Email: [lyates@bvschools.org](mailto:lyates@bvschools.org)

Scan for more information:



### **Non Discrimination and Title IX Deputy Coordinator: Brittany Tognacci**

113 N Court St  
Buena Vista, CO 81211  
Ph. (719) 395-7099

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## Transportation

Students are character-centered on our buses by being safe, respectful, and responsible. Our bus drivers believe in building strong relationships with the students on their buses and will work to create clear expectations. If issues with safety or respect arises, our bus drivers will communicate with the school and the school will communicate home. School rules and consequences will be enforced, including disrespect, defiance, insubordination, bullying, vandalizing, and safety issues. The student and caregiver will be financially responsible for any costs associated with damage or destruction of school property.

The Buena Vista School District provides transportation as a service to students in the school district. Our bus drivers are well trained, care deeply for their riders, and own their role in ensuring every student reaches the peak of success!

In order to ensure all students have a safe experience on the bus, the BVSD Transportation Department has established the following rules:

- Stay seated in your seat at all times while the bus is in motion.
- Be respectful, no profanity, keep your voice down.
- No horseplay, fighting or throwing things.
- Do not stand or climb on the seats.
- Do not stick anything out of the windows.
- No food, gum or drinks on the bus.
- Keep the bus clean and throw away all trash.
- Do not damage bus equipment.
- Keep yourself and your belongings out of the aisle.
- Follow all instructions of the bus driver.

The bus driver will try to manage all behaviors on the bus as they arise, however, if a student is not following instructions and creating an unsafe environment, a student may receive a bus ticket for a minor or major incident:

*Minor Incidents include:*

- Not seated properly
- Littering/throwing items inside or outside the bus
- Being excessively loud (yelling/screaming)
- Eating on bus
- Threat
- Inappropriate use of cell phone
- Foul language or gestures
- Disrespect towards driver or rider
- Minor physical aggression

*Major Incidents include:*

- Physical aggression
- Fighting
- Bullying/Discriminatory slurs
- Other items including: harassment, possession of substance or weapon as defined by district policy

If the student has a minor or major incident on a bus, they will be contacted by the Transportation Department and/or AVP Administration regarding next steps which may or may not include after-school detention, family meetings, bus suspensions, and/or Bus Safety Plans.



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## Volunteer Opportunities

Avery-Parsons Elementary School Volunteer Program has been developed in order to collaborate with our skilled community to enhance the educational experience and relationship building for our students. A background check must be completed before volunteering.

Volunteers working on a weekly/regular basis will be required to complete the formal volunteer program. To become a volunteer, please fill out [this link](#), then you will be contacted by the school.

Below are other ways you can be involved in the school:

### **Parent Leadership Team (PLT)**

The purpose of the Avery Parsons Elementary Parent Leadership Team is to support the strategic priorities of the Buena Vista School District, by partnering with kindergarten through 5th grade students, families, and staff to create optimal educational experiences. We collaborate to strengthen our school, provide specific feedback and encourage responsive teaching, help create spaces of optimism and joy, and ensure safe and healthy learning spaces both in the building and in school culture. We support the school and its missions through our actions and words. If you would like to volunteer, please email [plt@bvconnect.org](mailto:plt@bvconnect.org).

### **Parent Teacher Organization (PTO)**

Avery Parsons Elementary Parent Teacher Organization (AVP PTO) is organized for the purpose of supporting the education of children at Avery Parsons Elementary (AVP) by helping teachers and staff perform their job at their best. The AVP PTO strives to create spaces of optimism at AVP by supporting an empowered, engaged and joyful environment. When teachers and staff can work in a space of optimism they give out of their overflow. It is our goal to help our teachers and staff at AVP reach their place of abundance. You can learn more by [clicking here](#).

If you have any questions or would like to volunteer, please email [pto@bvschools.org](mailto:pto@bvschools.org)

### **Room Helper**

The main role of the Room Helper is to provide essential help to your student's teacher in organizing activities both inside and outside the classroom setting. The Room Helper can assist with facilitating projects and volunteer opportunities at the direction of the teacher, and act as a liaison between the class parents/guardians, the PTO and the main teacher.

The main responsibilities of the Room Helper include:

- Attend a Room Parent meeting with the AVP Administrator to kick off the school year and review expectations.
- Initial meeting with the teacher to set school year goals and teacher needs for the year. These may include planning of school parties or activities. Some teachers have very specific guidelines they wish the Room Parent to follow, others are more flexible.
- Send a welcome letter/email/text to each parent/guardian in class introducing yourself and communicating plans.
- Help organize special events or parties, with other grade level Room Parents for consistency, throughout the year.
- Help organize volunteer opportunities for the classroom.
- Communicate with the teacher regularly and assist as needed