

Tab 1

Gilcrest Elementary

2025-2026

Student & Parent Handbook



Main Office: 970-350-4201 ext. #6

**1175 Birch Street
Gilcrest, CO 80623**

GES Mission

Guide and Educate All Students for Success.

Board of Education

2025-2026

Nancy Sarchet President
Michelle Wiedeman Vice-President
Paul Martinez Treasurer
Troy Renken Secretary
Open seat.....Director

The Weld RE-1 Board of Education meets on the third Wednesday of each month for its Regular Board Meeting. The meetings begin at 6:30 p.m. at various district locations throughout the year. The public is encouraged to attend. See the district website for meeting dates and location:
<https://www.weld-re1.k12.co.us>.

Becoming a board member is an excellent way to become active in the decision-making process of the school district and offers citizens an opportunity to provide expertise in areas of individual interest.

Education Service Center

Kimberly Bloeman..... Superintendent
Melanie Patterson.....Director of Learning, Assessment and Special Populations
Krista Trimbach.....Director of Human Resources/Payroll
Travis Stinar..... Director of Operations
Roger Stinar.....Director of Finance

Staff List & Contact Email

Office Staff

Jennifer Dunlap	Principal	dunlapj@wcsdre1.org
Alexandria Williams	Instructional Coach	williamsa@wcsdre1.org
Teresa Moran	Secretary	morant@wcsdre1.org
Idelia Magallanes	Office Assistant	magallanesi@wcsdre1.org
Rosa Morado	Health Aide	morador@wcsdre1.org
Kayla Cupp	Counselor	cuppk@wcsdre1.org

Support Staff

Jomarie Flores	Classroom Assistant and Part Time Health Aid	floresj@wcsdre1.org
Lily Gonzalez	Classroom Assistant	gonzalezl@wcsdre1.org
Jennifer Brown	Resident Substitute	brownj@wcsdre1.org
Midgie Webber	Custodian	webbere@wcsdre1.org
Norma Hernandez	Custodian	hernandezn@wcsdre1.org

Specialists

Jessica Golema	Resource	golemaj@wcsdre1.org
Jayde Foss	Title 1 Literacy	fossj@wcsdre1.org
April Clark	ML	clarka@wcsdre1.org
Josie Webber	ML	webberj@wcsdre1.org

Teaching Staff

Paola Aragon	Kindergarten	aragonp@wcsdre1.org
Tammy Stinar	1st Grade	stinarat@wcsdre1.org
Yazmin Hernandez	2nd Grade	harnandezy@wcsdre1.org
Jon Warner	3rd Grade	warnerj@wcsdre1.org
Zoe Brown	3rd Grade	brownz@wcsdre1.org
Mckayla Phillips	4th Grade	danielism@wcsdre1.org
Sam Rubley	4th grade/Art	rubleys@wcsdre1.org

Brittney VanVactor	5th Grade	vanvactorb@wcsdre1.org
Jason Cell	6th Grade	cellj@wcsdre1.org
Emily Fry	6th Grade	frye@wcsdre1.org
Pei-jyun Syu	Music	syup@wcsdre1.org
Davin Vialpando	P.E.	vialpandod@wcsdre1.org

Gilcrest Elementary Calendar

District Calendar: [25-26 School Calendar](#)

Other events can be found on the Gilcrest Google Calendar.

School Hours:

Students can begin entering the building for breakfast at 7:30a.m.. Students will enter the classrooms starting at 7:45a.m.. The tardy bell will ring at 8:05a.m..

Dismissal: There are three dismissal bells~

- Early Bus - 3:30p.m.
- Car Riders/Walkers - 3:40p.m.
- Late Bus - 3:50p.m.

Breakfast & Lunch

The cafeteria is open 7:30a.m.-8:00a.m. for breakfast. You can find the lunch menu on the school website. 1 free breakfast and 1 free lunch is provided daily for each student. It is important that every family fills out the free and reduced lunch application. Even if you don't qualify, the school gets credits and discounts according to how many families turn in this application.

Specials Schedule

	Tuesday	Wednesday	Thursday	Friday
1:00-1:45	K- Aragon - PE	K- Aragon- Art	K- Aragon - Counseling	K- Aragon - Music
	1 Stinar- Music	1 Stinar- PE	1 Stinar- Art	1 Stinar- Counseling
	2-Hernandez- Counseling	2-Hernandez- Music	2-Hernandez- PE	2-Hernandez- Art
1:50-2:35	3 Warner - PE	3 Warner - Music	3 Warner - Counseling	3 Warner - Art
	3 Brown- Art	3 Brown- Counseling	3 Brown- Music	3 Brown- PE
	4 Phillips - Counseling	4 Phillips - Art	4 Phillips- PE	4 Phillips- Music
2:40-3:25 (see 5th and 6th grade specials rotation schedule)				
		<u>4-5 week In-depth study of each special</u>		

Lunch & Recess Schedule

Grade	Recess	Lunch
K	11:20-11:35	11:35-12:00
1	11:25-11:40	11:40-12:05
2	11:30-11:45	11:45-12:10
3	11:35-11:50	11:50-12:15
4	11:40-11:55	11:55-12:20
5	11:45-12:00	12:00-12:25
6	11:50-12:05	12:05-12:30

Bell Schedule

<u>Bells</u>	<u>Purpose</u>
7:30	Students Enter for Breakfast
7:45	Students Enter Building
8:00	Start of School
8:05	Tardy
3:30	Early Bus
3:40	End of School
3:50	Late Bus

Drop Off/Pick Up & Transportation

- ★ If you are planning on your student(s) riding the bus, make sure that this is set up with the front office as soon as possible.
- ★ Morning drop-off starts at 7:40 AM until 8:00 AM. **Please do not drop off before 7:40 unless they are eating breakfast. There will be no outside supervision until 7:40!** The bell rings at 8:00 AM. Students are considered tardy at 8:05 AM.
- ★ Parents and guardians are welcome to park and then wait outside the main entrance with their children for both morning drop off and afternoon pick up.
- ★ Parents and guardians who are picking up their children early can come to the main entrance, ring the bell and sign students out at the front desk.
- ★ When dropping off or picking up your child, **please do not bring animals** onto school property. This is a safety issue and is not allowed!

School Fees

Students in grades 3-12 will be charged a \$25 dollar technology fee for the school year. This fee, approved by the Board of Education, will help to support the heavy use of our devices this past year as well as in the future. The maximum a family will pay is \$75. If you choose to fill out the free and reduced lunch application, you may qualify for this fee to be waived. These forms will be available online, at back-to-school night, and sent home in the first Friday Folder.

Weld County RE-1 Attendance Procedures

- ★ Schools shall monitor student absences and keep separate breakdowns of unexcused and excused absences.
- ★ On a daily basis, if the school has not been notified by a parent/guardian of a student's absence, school personnel shall make all reasonable efforts to verify the student's absence is excused. If a parent/guardian can not be reached, automated phone calls are acceptable.
- ★ The school will send out attendance letters at the beginning of every quarter notifying parents of students who have had more than 10 absences. Absences beyond 10 can negatively impact the student's ability to stay on track with grade level content
- ★ When a student's full-day absences reach 4 in a month or 10 during a school year, the school shall contact the District Attendance Officer (DAO) with the dates of the absences, parent/guardian contacts made, and interventions attempted. The DAO will send the parent/guardian a letter requiring a doctor's note to excuse any further absences. Additionally, the letter will explain the potential of filing a petition with the court or the department of human services to compel attendance.

Health Office

Please see the form  ChildCare_How_Sick_Is_Too_Sick_vs2022.pdf to make a determination as to whether or not to send your child to school.

Snow Days

In the event of a snow day, the District will make every effort to make a decision by 5:00 AM. Our District reports to all local news networks. The snow day will also be announced on Bloomz.

Late Start

In the event that the district calls a late start, school will begin at 10:00 am. Buses will pick up and drop off exactly 2 hours later than the normally scheduled time. There will be no morning preschool on late start days. Families will be notified the same ways as listed for a snow day.

Communication

The primary way that GES communicates with parents is through **Bloomz**. Parents and guardians should receive an invitation from their new teacher to join their class. This will allow you to see messages from your child's teacher as well as school-wide messages that may come from the principal, the counselor, or specials teachers. Please do not hesitate to reach out to the main office by phone or individual staff members using their email address. The office staff can also make appointments with the principal as needed.

Safety

- ★ People entering the school building that are not staff members or students will need to sign in at the office and get a sticker badge to wear while in the building. Keep your badge visible as staff has been trained to ask anyone without a badge if they have checked in at the office. We reserve the right at any time to ask a visitor to show their Driver's License so we can verify identity.
- ★ All volunteers going past the office need to have a passed background check on file with the office. This has to be done every school year.
- ★ We ask that you coordinate with your child for drop off and pick up, and that you meet outside the main entrance. We have the most staff and supervision there to keep everyone safe when parents are not present. **We also ask that you wait until the school day is over to pick up your child.**
- ★ Make sure to register your existing students for the 25-26 school year in Infinite Campus-Parent Portal. Having accurate contact information for families is the number one way parents can help keep their kids safe at school!

Positive Behavior Systems

VIKES

Our school motto is VIKES.

V - Value (showing you care about your friends, your teachers, your learning, your school, and your community)

I - Integrity (doing the right thing even when no one is looking)

K - Kindness (treat others as you would like to be treated)

E - Excellence (always doing your very best)

S - Safety (making decisions that protect yourself, others, the school, and the community)

- ★ Our Lil' Vike Victories focus on 3 categories:
 - Being a Good Person
 - Showing Significant Academic Growth
 - Showing Significant Academic Achievement

Additionally, the Victorious Viking award is for 1 student per grade level that shows all of the attributes of VIKES.

- ★ Students can also earn Purple Cards from adults in the building throughout their school day for exhibiting positive and productive behaviors. Quarterly, students have the option to use these Purple Cards to buy various things from the Purple Card Store. The GES PTO stocks this store with school supplies and fun prizes. Students/classes will also have the opportunity to save their purple cards to earn a bigger prize.

Parent-Teacher Conferences

Parent-Teacher Conferences are in October and February. Approximately 2 weeks before parent-teacher conferences, a message will go out on Bloomz and a conference information sheet will go home in Friday Folders. We will send you a proposed date and time and will schedule siblings back to back in order to make this more convenient for families. We will also schedule a translator to assist if needed.

Report Cards

Report cards will be sent home at the end of each quarter. In grades K-5 students are scored on a standards based grading system. Students will receive a score of 1-4 for each standard. 6th grade uses a traditional letter grading system.

Weld Re-1 Code of Conduct

Policy File: JICDA

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored activity or event and off school district property when the conduct has a nexus to school or any district curricular or non-curricular event. Please see the attached [JICDA Code of Conduct](#).

Cell Phone Policy

We have a no cell phone policy at school. If a student must bring a cell phone to school it needs to be turned off and stored in a backpack. Please see the attached

[JICJ -Student Use Of Cell Phones And Other Personal Technology Devices \(PTD\)](#).

Bullying Prevention and Education

At Weld RE-1, we are committed to providing a safe and respectful learning environment for all students. Bullying in any form is strictly prohibited, and we take reports of bullying seriously. We also understand the importance of protecting those who report bullying and ensuring that false accusations do not harm others. The board policy  JICDE Bullying Prevention and Education.pdf outlines definitions, prevention efforts, expectations for reporting and investigation, supports and referrals, and consequences.

Dress Code

All students are expected to come dressed in appropriate attire. The important dress code rules are as follows:

- No spaghetti strapped dresses or tank tops
- Shorts must be longer than your hands when at your sides
- No crop tops that show skin
- No offensive language
- No images of violence or suggestions of it
- No sharp objects or accessories
- Comfortable shoes that can be worn all day

Out Of District Enrollment

All students who do not live in the Weld Re-1 Attendance area will need to fill out an annual out of district enrollment paper to be approved by the principal. All out of district enrollments are considered on a case by case basis considering a number of factors, primarily grade level size and enrollment numbers.

6th Grade Sports Involvement

Students in 6th grade can participate in Cross Country, Track, Wrestling and Swimming. A student's grades must be good enough to be eligible to participate in the sport. District shuttle buses will transport students to and from practice. Please see our school website for more Athletic Program information.