

24-25 Parent/Student Handbook



Erie Elementary is a community that nurtures academic excellence and promotes lifelong learning through engaging STEM-focused instruction.

**4137 E. County Line Rd.
Erie, CO 80516
(303) 828-3395**

The purpose of this handbook is to provide information, rules, and procedures regarding Erie Elementary. St. Vrain Valley School District policies and regulations (including but not limited to those in the District's Student Rights & Code of Conduct booklet) apply at Erie Elementary and supersede our rules and procedures if there is any inconsistency or conflict. Although this handbook may reference certain District policies and regulations, the actual language of the referenced policies and regulations supersede the language in this handbook. Please visit the SVVSD website for the most current policy.

Stay Connected!

Please visit our website at <https://ees.svvsd.org/>

Connect with us on social media!

Facebook - <https://www.facebook.com/ErieElementary>

Instagram - @erieelementary

Twitter (X) - Erie Elementary @Erie Excellence

PTCO website- <https://www.eesptco.com/>

Office Hours:

The office is open on school days from 8:00 A.M. to 4:00 P.M.

Bell Schedule:

8:45 A.M.	Students may enter through the front door
9:00 A.M.	1 st bell
9:05 A.M.	2 nd bell
3:35 P.M.	Dismissal

There is no supervision prior to 8:45. Students not picked up by 3:45 will be brought to the office to be supervised while parents are contacted. Students may need to be taken to Tigger Time, our before and after school program, and drop- in rates will apply. Teachers and staff members may not watch students before or after school for liability reasons.

Attendance/Reporting:

Being at school every day is the key to academic success. Students are required to attend school daily, unless they are sick. In St Vrain Valley Schools, we “STRIVE FOR 5”; no more than 5 absences each school year.

Parents are required to notify the school office early on any day their child is absent. Please call the front office at 303-828-3395 or use the [absence form](#) located on the [school website](#).

If your child arrives late to or leaves early from school, ring the buzzer, scan the QR code and complete the tardy/early dismissal form.

Students that have 10 absences (excused or unexcused) during the school year will be required to have a doctor’s note for every additional absence.

It is equally important that students arrive on time and stay for the entire school day. We ask that parents limit late drop offs and early pickups.

Students that are habitually absent and/or tardy will be placed on an attendance plan and may be reported to the judicial system.

School board policies require additional reporting and consequences for poor attendance and multiple tardies. Please be sure to review these policies on the district website. [Section J Students - Board Policies](#)

Make-up Work for Absenteeism:

All students are expected to make up schoolwork missed because of absenteeism. Students with excused absences shall be granted full credit for make-up work. **Work will not be sent home ahead of time.** Suggested ideas for student work during an absence include reading, writing in a journal, and/or practicing math facts. Students are allowed one day for each day away from school up to a maximum of one week to make up schoolwork.

Conferences and teacher meetings:

Time is set aside two times each school year for the purpose of meeting with parents to discuss progress. However, teachers or parents may request virtual appointments at any time. Conferences will be held in the fall and the spring.

We will use “Meet the Teacher” to schedule conferences. Meet the Teacher is an online platform we utilize to streamline conference scheduling. Conferences will be held in person, unless a virtual conference is requested by parents. We allow one conference per student with the exception of a valid restraining order which would require separate conferences for parents.

Volunteers/Visitors:

We follow the district visitor policy. Classroom volunteers will be managed by the teacher.

PTCO will have several volunteer opportunities available throughout the school year.

<https://www.eesptco.com/>

School Safety:

The safety of our students is our first priority. We will participate in fire drills on a monthly basis. Shelter in Place, Lock Down, and Secure (Lock Out) drills are performed once per semester.

Additional information on district safety can be found at:

<http://www.svvsd.org/schools/safety-and-security>

Our SRO will visit our school on a regular basis to become familiar with our school community and a friendly face to our students.

Traffic and Pedestrian Safety:

Please be patient and respectful. We know drop off and pick up can be stressful; please be respectful to staff, other parents, and students. Please share this information with anyone who picks up students.

Arrival

The lane directly in front of the school is for BUS drop-off only. Please do not enter this parking lot before or after school unless you have a handicap placard and need to access handicap parking.

- Drop off lane (Kiss and Go) Lane is designed for drop off/ pick up only. Drivers should not exit the car at any time or park in this lane. If your student needs assistance with a backpack or seatbelt, please plan to park in the parking lot.
- Students should exit the car from the passenger side to avoid cars that may be finished dropping off their child and passing your car on the left.
- Pull forward as far as possible to allow us to get more cars in the lane and off County Line Road.
- Cross streets at designated crossing areas only.
- Do not come up the left lane and try to cut in. This does not increase the flow of traffic but it does increase the risk of an accident.
- Do not allow your child to exit the car while you are in the passing lane.

- Once your child has exited or entered your car, progress through the right lane. Do not stay in the drop-off/ pick up position.

Dismissal Procedures:

Preschool: Preschool students will be dismissed to a parent or guardian (18 years or older) in the grassy area by door 13. Parents will wait on the sidewalk side of the fence.

Kindergarten: Kindergarten students will wait with teachers by the bike racks inside the fence on the south side of the school. Parents will wait on the sidewalk side of the fence. Kindergarten students will be outside at 3:30.

Grades 1 - 5: Parent pick up and bike riders will exit through front doors.

Car pickup will exit doors on the south side of building and proceed to pick up.

Bus riders will go to gym to line up for the bus.

Dismissal

The lane directly in front of the school is for buses only. Please do not enter this parking lot before or after school unless you have a handicap placard and need to access handicap parking.

Parents who are picking up can do one of two things:

1. Park - there is limited parking in our south parking lot. If you do park there or on a side street, please only cross at designated cross walks and meet your child in front of the school or in a designated meeting area.
2. Use pick up (kiss & go) lane. Pull all the way forward before allowing your student to enter the car. Do not cut in front of other cars in the pick up lane.

Bicycles/Skateboards/Scooters:

Bicycles are to be parked and locked in the racks at the front of the school. All bicycles, skateboards, and scooters including motorized scooters and onewheels need to be walked whenever on school grounds – bike helmets are required by law. Bike helmets should be brought inside or securely attached to the bike. Make sure your student takes the time to lock up his/her bike or scooter each day. Erie Elementary is not responsible for lost, stolen, or broken items.

Pets on Campus:

Pets are not allowed on campus at any time while school is in session; including drop off and pickup. We have several students that are highly allergic and others that are frightened of animals. If you must bring your pet, direct your child to meet you at a location directly off campus.

As always, service dogs are allowed on our campus in accordance with board policy.

<https://www.svvsd.org/wp-content/uploads/2020/11/EJ.pdf>

Health Services:

We have a health clerk on staff during the school day. It is essential that we have the following updated information on file in case of emergency. Please speak with the health clerk or office staff to update this information.

- A. **Home and work telephone numbers where parents may be reached.**
- B. **Names and telephone numbers of relatives or friends who should be contacted when parents aren't available.**
- C. **Name and telephone number of family physicians.**

Illnesses:

Any student with a fever needs to remain home during the fever and not return to school until he/she has been fever free without medication for 24 hours. Children who come to the health office with a fever of 100.4°F or higher will be sent home. Other conditions will be reviewed on an individual basis.

Please refer to ["How sick is too sick"](#) to determine if your child should stay home or go to school.

Administering Medicines to Students:

Please see [district policy](#) for medication for students.

Immunizations:

Colorado law states that children entering a Colorado school for the first time must have current immunizations. Please contact the health clerk with any questions.

Outdoor Recess:

Recess is scheduled as a part of the regular school day. This time serves as a break for students that fosters movement, exercise, and socializing with peers.

Recess Behavior Expectations:

Students are expected to behave in a safe and respectful manner. Students will be taught specific rules regarding safety and appropriate use of the equipment. Students are expected to comply with adult directives. Our playground also includes an all inclusive buddy bench.

If a student chooses not to follow specific rules on the playground, they will be given a verbal warning. If the issue continues, the student may be asked to change activity and/or sit out for a short amount of time. Habitual disregard for playground rules and major violations may result in a visit to the office and a loss of recess privileges for a time.

Expected behaviors

- Always stay in sight of an adult
- Follow the rules particular to games being played (i.e. no hands for soccer)
- Report unsafe behaviors to adults on duty
- Play on the blacktop if you don't have snow boots and snow pants on snowy days
- Speak respectfully to all

The following is a general list of unacceptable behaviors:

- Fighting – this includes play fighting and preliminary aggression that may lead to a fight. Students that slap, punch, bite, or otherwise physically attack another person will require a Think it Through Sheet and a visit to the office
- Tackle games of any kind
- Throwing rocks, gravel, sticks, snow, snow balls, or ice
- Climbing fences, slides, or backstops
- Playing on ice
- Leaving the playground
- Jumping from the top of equipment

Weather permitting, all children will go outside during recess. Office staff will monitor weather conditions including wind chill /temp using various accredited resources. If the temperature with wind chill is 14 or below, an indoor inclement schedule will be followed. Rain, sleet, rain/sleet/snow mix will result in change to indoor inclement schedule. District personnel may also notify office staff of deteriorating weather conditions such as quality of air/smoke.

Only children with a doctor's excuse will be permitted to stay in for an extended period of time. The doctor must specify the number of days. Children will not be permitted to stay in due to the cold weather.

ALL CHILDREN SHOULD COME TO SCHOOL PROPERLY CLOTHED FOR OUTSIDE CONDITIONS. Plan on gloves, hats, boots, coats, and pants on cold days. Please label your child's gear with their name.

When snow is on the ground, students who have waterproof boots or snow boots, snow pants, and gloves may play on the field. All other students will be kept on the blacktop area. Playground equipment will be used when it is free of ice, snow, and rain.

If your family needs cold weather items, please let the principal or the office staff know.

Inclement Weather Procedures:

Erie Elementary follows all school district policies for inclement weather which can be found here: [Inclement Weather – St. Vrain Valley Schools](#).

Late Start:

The Erie Elementary Staff will participate in 2.5 hours of professional development each month. Students may arrive at school at 11:25 and the bell will ring at 11:35 monthly on certain Wednesdays. Please see [calendar](#) for the exact dates for this school year..

** Late Start days do not affect Erie Elementary Preschool programming. Preschool students will attend on a regular schedule on Late Start days.

Teaching the Whole Child - In Focus Curriculum:

Students and families may reach out to our full time counselor, Alissa Chute at chute_alissa@svvsd.org

Erie Elementary, along with other schools in the district, will utilize the social-emotional curriculum *In Focus Improving Social and Emotional Intelligence One Day at a Time* by Thomas McSheehy in grades K-5. The teacher will share the content of these lessons on a weekly basis so families can reinforce the learning and strategies at home. Please visit the following website for information on weekly lessons and talking points.

[In Focus for Parents/Guardians K-2](#)

[In Focus for Parents/Guardians 3-5](#)

Mindset Matters

Zones of Regulation

Behavior Expectations:

At Erie Elementary we focus on positive behaviors and helping every child develop positive social skills. Erie Elementary School has implemented a highly successful nation-wide program called **Positive Behavior Intervention and Support (PBIS)** and we continue to implement processes that guide students to become productive citizens.

Our school-wide values are represented by the acronym:

Prepared to learn
Always respectful
Work Hard
Safety for ALL

These behavior expectations are taught in all school contexts.

We will have classroom meetings at the beginning of school to cover expectations for students and staff. Please go over materials in this handbook as well as the [SVVS Code of Conduct](#) with your child, so they will know that you are also aware of the expectations. The greatest asset of this systematic responsibility plan is the consistency built in across the building and the ability for us to communicate collaboratively with you about your child's social progress. This program has proven to increase academic and behavior success within the school community.

Lunchroom Policies/Procedures:

Breakfast and lunch is free for all students in the state of Colorado for the 2024- 2025 school year. We ask that families that qualify for free/reduced lunch complete the yearly application as there are many benefits above and beyond meal assistance. Please apply online at www.myschoolapps.com. Paper copies are also available in the school office.

Please use the forms below for special dietary needs:

Special Diet Forms

Form SD1 - Dietary Preference Form

[Click Here](#)

Form SD2 - Medical Dietary Form

[Click Here](#)

Form SD3 - Discontinuation of School Meal Modification

[Click Here](#)

Lunchroom:

Lunch is a time for students to relax and most importantly eat a healthy lunch.

- Due to allergies, students are asked to not swap or share food.
- We are unable to warm up meals from home; please utilize a thermos to keep food warm for students.
- Carbonated drinks and glass containers are not permitted in the lunchroom.
- Please let the health clerk know if your student needs to sit at an allergen free table.
- Each student will be asked to pick up any trash.

Twenty minutes (Twenty five minutes for grade K) are provided for healthy eating including time to enter/pass through the line. A fifteen minute recess will follow lunch.

Families are welcome to come and have lunch with a student. Please ensure that you bring identification upon arrival and sign in at the office. Please only bring outside food for the student you are visiting, not friends and classmates.

Families sending lunch from home should ensure students can open all parts of the lunch independently (especially drinks and pre-packaged lunches like Lunchables). Lunches may need to be repackaged in zip bags before being sent to school.

Personal Items:

Electronics:

Personal electronics, smart watches, and cell phone use are not permitted during the school day. All personal devices will remain in backpacks either “off” or in “airplane mode”.

Personal texting and calling on mobile devices, including phone enabled watches during the school day is not permitted. Students who choose to violate this policy will have their phone or device secured by an adult for the remainder of the day. Multiple offenses will result in the “device” being removed to the office for parent pick-up.

District policies for student ethical use of technology during the school day will apply to all electronics in all classrooms/settings. Please visit the [SVVS family resources page](#) for more information on digital citizenship and VrainNet agreements.

Toys at School:

We understand that children have special objects that they may want to bring to school. We ask that students only bring toys, if given permission for a show and tell or other special occasions, approved by the teacher. If a student does bring a toy to school, they will be asked to put it in a backpack for the remainder of the day. If the toy continues to be brought out, the teacher will secure the toy in a safe location for parents to pick up.

The school is not responsible for damage or loss of personal items brought from home.

Class Assignments/ Class Lists:

Class assignments will be based on teacher and parental input. Parents will be given the opportunity every spring to share pertinent information regarding their child’s optimal learning environment for the subsequent school year. Erie Elementary does not accept requests for

specific teachers. Class placements will be shared via Infinite Campus email. Due to safety and privacy concerns, class lists will not be posted by the main office.

Dress Code:

We encourage children to come to school dressed appropriately for the weather and the school's activities. Flip flops and open shoes of any sort are discouraged as they can lead to foot injuries, particularly in P.E. and playground activities. If a student is wearing clothing that hinders the learning of himself/herself or other students, parents will be called to bring a change of clothing. SVVS clothing guidelines can be found in the [St. Vrain Valley Schools Code of Conduct](#). A virtual copy of the Code of Conduct will be sent to each family. Copies are available in the front office as well.

Lost and Found:

Please help us by clearly labeling all personal items. We donate unclaimed items to organizations that help the underprivileged the last week of school. Please have your student stop by and check the Lost and Found located by the front office.

Celebrations:

We look forward to making each child feel special on his/her special day!! Students will come to the office for a birthday button or sticker and each class will have special events to celebrate birthdays. **Erie Elementary does not celebrate with snacks from home, decorations, or gifts. Please do not send items to school with your child, or deliver items to school for your child.** If a student brings any of these items we will hold them in the office for a parent to pick up. Edible items left in the office will be disposed of after one day.

Birthday Invitations:

Birthday party invitations can be passed out only if the whole class is being invited.

Teachers and staff members may not provide phone numbers, physical addresses, and/or email addresses for the purpose of invitations. In addition, teachers may not forward birthday invitations by email for families.

Please sign up for the PTCO directory- this is a wonderful way to access the information you need.

Families who opt in by October 1 will receive a copy of the printed directory:

<https://bit.ly/DirectoryOptIn>

For more information, contact info@eesptco.com.

Class Parties/Celebrations:

Each class will have a small celebration for Halloween, winter break, and Valentine's Day.

Homework:

Erie Elementary has created a homework policy that aligns with current educational research. Grade level teachers will assign homework that is meaningful, authentic, engaging, and can be completed with minimal adult assistance.

Home Reading:

It is expected that each student read, or be read to, every night for at least 15-30 minutes.

Additional Homework by Grade Level:

K-2: Occasional standards-based projects

3-5: Practice for mathematical concepts, responding to literature, and occasional standards based projects

homework may vary by grade levels

Field Trips:

Grade levels may plan additional learning experiences to enhance the grade level standards. If these experiences are located off campus, all school behavior policies and district policies will apply. See School [Board policy available on the web](#) for additional guidelines. Permission slips must be signed for all field trips.

Some field trips may require an additional fee. If students are unable to meet the field trip cost, the school office or classroom teacher can be contacted for additional assistance with field trip funding.

Community School

Erie Elementary is a Community School meaning we provide before and after school enrichment opportunities for grades K-5. For district policies and registration information, please visit <https://www.svvsd.org/departments/community-schools/cs-registration-information/>

Announcements about classes and activities will be posted on the website and published in the newsletter. All in-school behavior expectations also apply for after school activities.

