



**Campbell
School
2018-2019**

STUDENT HANDBOOK

Campbell Tiger Cubs...

"Hear us ROAR!!!"

902 Clark St.
Sterling, Colorado 80751
(970) 522-2514

Re-1 Valley Schools
District Offices
301 Hagen St.
(970) 522-0792

www.re1valleyschools.org

THANK YOU
TO THE TIGER CUBS PTO
FOR SUPPORTING THE PURCHASE OF THE STUDENT PLANNERS

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A small recycling symbol consisting of three chasing arrows forming a triangle.

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Campbell Elementary School. Our school is a safe environment, where staff is dedicated to partnering with our students' families for the success of each child. We embrace the whole child, cultivating each child's full potential. Students are provided necessary support systems for their learning. We believe in the growth of the child to become responsible, self-disciplined, independent learners. Children are also exposed to technology to prepare for the ever-changing technological world.

We are looking forward to a GREAT school year!

READING

Our reading series, *Reading Street*, provides for instruction to support higher levels of reading and writing. Features include:

- Increase text complexity in reading
- Provide accessible rigor
- Balance fiction and informational texts
- Build content-area knowledge
- Emphasize close reading
- Focus on informative/explanatory, argumentative/opinion, and narrative writing
- Implement performance assessments
- Integrate media and 21st century skills

WRITING

Campbell's writing curriculum, *Every Child a Writer*, is a comprehensive program of instruction and assessment designed to ensure student mastery of English Language Arts Standards. The program includes progress monitoring and is differentiated for student success, by matching students' needs to the appropriate ECAW writing stage resources and instructional activities.

MATH

Everyday Math incorporates the following principles to help children build a strong

mathematical foundation in their elementary years:

- Develop conceptual understanding and problem-solving skills in arithmetic, data, probability, geometry, algebra, and functions.
- Link mathematics to everyday situations.
- Link past experiences to new concepts and provide for ongoing, spaced review.
- Make considerable use of partner and small-group activities.
- Include hands-on activities and explorations.
- Build fact power through daily oral practice, conceptual activities, and games.
- Encourage use and sharing of multiple strategies.
- Provide a wide variety of assessment opportunities.
- Encourage home-school partnerships.

SCIENCE, SOCIAL STUDIES, PE, MUSIC

Students also have a Science/Social studies block each day, along with PE and Music each day.

DAILY SCHEDULE

7:40	Building Opens
7:40-8:05.....	Breakfast Served
7:45-8:05.....	Playground Supervised
8:05.....	First Bell Rings
8:12.....	Tardy Bell Rings/Classes Begin
3 rd Grade Lunch/Recess	11:15-11:40/11:40-11:55
4 th Grade Lunch/Recess	11:50-12:15/12:15-12:30
5 th Grade Lunch/Recess	12:20-12:45/12:45-1:00
3:35.....	Students Dismissed
4:00.....	Teacher duty day ends
4:00.....	Building Closes



TABLE OF CONTENTS

Absences	3
After School Activities	3
Arriving/Dismissal Procedure	10,11
Cell Phones/Electronics	4
Classroom Deliveries	4
Classroom Volunteers	4
Community Relations	6
Contacting Teachers	4
Early Arrival	3
Grading	7
Homework	7
Late Arrival	3
Lost and Found	4
Lunch Procedures	5,6
Meal Prices	6
Messages for Students	4
Nurse/Medications	5
Parent Concerns	6
Parties	5
PE Participation	4
Planners	7
Playground Expectations	12
Positive Behavior Support	8,9
Reading at Home	6
Recess	4
Scooters/Skateboards	5
Water Bottles	6
Visiting School	3

ABSENCES

Regular attendance is critical to student and school success. Compulsory Attendance law requires students to attend school except for provisions for excused absences. Board policy JH addresses

excessive absences. Parents will be notified of any changes to absence policies. In order for an absence to be considered excused, parents must contact the school the day of the absence. Please call 522- 2514 between 7:45 and 8:15 a.m. or send an email to the school if your child is not going to be in school that day. This helps us know that your child is ill and safe at home. All time absent from school will be documented on attendance records and report cards, including early pick-ups, late arrivals or extended time before or after lunch. Parents may request class work/homework to pick up on the second day of absence.

EARLY ARRIVAL

There is no supervision at school until 7:45 a.m. Students will be permitted on the playground at 7:45 when a supervisor on duty is present. Students who are not eating breakfast will go out on the playground at 7:45 am and will remain outside until the bell rings. Students are not permitted in the hallways in the mornings without a pass from their teacher. If parents wish to meet with a teacher before school, the office will intercom the teacher.

LATE ARRIVAL

If your child is late to school, please bring your child to the office and sign them in. Students will be given a tardy slip by the office. Please do not drop students off at the front doors after school has begun. Students who arrive in the office without a parent will be given an unexcused tardy.

AFTER SCHOOL ACTIVITIES

Please be sure to pick your child up on time. Dismissal is at 3:35. Students who are not picked up may be referred to Human Services or to Sterling Police Department to ensure student safety.

VISITING SCHOOL

Parents are welcome to visit Campbell Elementary. A note in the planner or a call to the teacher in advance is greatly appreciated. Please check in at the office when you arrive. You will be asked to sign in and wear a visitor's nametag. This allows us to maintain

security for your child. Student visitors are not allowed at school.

CLASSROOM VOLUNTEERS

We invite you to volunteer your time and help in your child's classroom or any other class or programs at Campbell School. Teachers appreciate the help and your children benefit from your involvement in their education. Volunteers may be asked to fill out a volunteer questionnaire and consent for background check prior to volunteering in the classroom. This is to ensure the safety of all our students.

CLASSROOM DELIVERIES

Items such as books and homework may be dropped off in the office and arrangements will be made to get the item to the student.

CONTACTING STUDENTS & TEACHERS DURING THE SCHOOL DAY:

Honoring classroom instructional time is very important. In an effort to keep interruptions to a minimum, we will only interrupt teachers or students with phone calls during class time in the event of an emergency. Your child's teacher will send home their planning times with students at the beginning of the school year.

If you would like to meet with your child's teacher, you may do so before or after school, or during the teacher's planning period. To ensure that the teacher is available to speak with you, please call ahead or email to make an appointment. Without an advance call, we cannot guarantee that the teacher will be available.

LEAVING MESSAGES FOR STUDENTS:

Please make sure transportation arrangements for the day are made prior to the student attending school. Please do not call the office to leave non-emergency based messages for students.

STUDENT CELL PHONES/CAMERAS/ I-PODS/OTHER ELECTRONIC DEVICES AT SCHOOL:

Campbell School is not responsible for lost or stolen items.

Students will not be permitted to use cell phones/camera phones/cameras, MP3s, electronic games, or other electronic devices before, during, or after school hours anywhere on school grounds. If students carry cell phones to school, they must be turned off and left in their backpacks during school hours. (including lunch, recess and restroom time) If these items are in use or are seen, they will be confiscated, and will only be released to a parent. It is the student's responsibility to notify the parent that the device is in the office. If a student needs to use their cell phone to contact a parent after school, they may do so only under the front entrance's awning with the student's cell phone (or can use a school phone). Unclaimed items will be donated at the conclusion of the school year to local organizations.

PE PARTICIPATION

All students are expected to participate in PE daily. Students should wear or bring appropriate "tennis shoes" to wear during PE time. Only a doctor's note will excuse students from PE participation. Students who are injured and have a doctor's note will be expected to complete an alternate assignment as directed by the PE teacher. (In the event of illness, students will be expected to walk during PE class.)

RECESS

Students are expected to go outside daily, so please dress appropriately for the weather. Students will go out for recess if the temperature and wind chill is above 20 degrees. If snow is on the ground, only students wearing snow boots will be permitted to play in the snow.



LOST AND FOUND

Campbell School provides a lost and found bin, located near the lunchroom, for items that have been abandoned or misplaced. PLEASE WRITE YOUR CHILD'S NAME ON YOUR CHILD'S ITEMS. If we can identify an owner, we will do our best to reunite the child with the item. The lost and

found bin will be cleared out, and items donated to local charities on:

- ➔ The Tuesday prior to Thanksgiving Break
- ➔ The last day of school prior to Winter Break
- ➔ The Friday before President's Day
- ➔ The Friday prior to Spring Break
- ➔ The last day of school

SCOOTERS/SKATEBOARDS/HEELIES, etc.

Any shoe or sporting equipment with wheels will not be allowed to be used on school grounds. This includes scooters, rollerblades, skateboards, "Heelies" or other shoes with built in wheels. Any of these items will be confiscated and returned only to a parent. Students may not ride bikes on school grounds during school hours. Students should dismount the bike when they arrive on school grounds and walk the bike to the bike rack.

SCHOOL PARTIES:

As part of our District Wellness Plan, foods to celebrate birthdays should be healthy choices and only pre-packaged, un-opened treats will be allowed. Home-made items will not be served to students. We ask that no red or dark colored punch be brought to school due to possible staining of carpet. Please see your child's teacher for party suggestions.

Birthday Celebrations: Birthdays for students will be celebrated monthly.

Holiday Parties: There will be three special occasion parties- Halloween, Christmas, and Valentine's Day. Party times will be one hour. Specific times will be sent home.

NURSE'S OFFICE:

The nurse's office provides care to students who suddenly become ill, who are injured while at school, and/or who need routine medications given. It is not intended as a resting place for students.

Students will be given ice packs for minor injuries incurred at school. Visits to the nurse's office will be documented in the planner. Tylenol will only be given with a permission form filed in the office. ALL PRESCRIPTION AND OTC (OVER THE COUNTER) MEDICATIONS MUST BE KEPT AND ADMINISTERED THROUGH THE NURSE'S OFFICE. Refer to district policy "Administering Medicines to Students" JLCD/JLCD-R for further information.

LUNCH MONEY PROCEDURES:

Please put money sent to school in a marked envelope. Children will give their money to their teacher. The teacher will turn the money into the office. If you pay for lunches for more than one child, each child must attend Campbell School. Please make sure the envelope indicates the amount for each child. We would appreciate payment by the week, bi-monthly or monthly. Students will be reminded if they start charging lunches (owe money). Students can only charge up to 5 lunches. If you need to make special arrangements, please call the office. Students may be asked to call the parent during the lunch hour if they are charging up to 5 lunches. If you plan to eat lunch with your child, please call the office by 9:00am so that we can prepare for lunch count.



Cold Lunches:

Students that bring cold lunch will be seated immediately and will not wait in the hot lunch line. Students wanting to purchase only milk will wait in line ahead of the hot lunch line students.

If there are students in the building with severe peanut allergies, then students who bring cold lunches may be required to sit at an alternate table

to ensure the safety of the other students. Students are not allowed to share food or snacks with other students because of possible allergies or diet restrictions.

ELEMENTARY MEAL PRICES:

Lunch:

Student Lunch:	\$2.00
Reduced Lunch:	No Charge
Guest Lunch:	3.50
Extra Milk-Student, Guest	.50

Breakfast:

Student Breakfast:	\$1.25
Reduced Breakfast:	No Charge
Guest Breakfast:	2.00

IMPORTANCE OF DAILY READING

Decades of internationally based research shows that students who read more read better. They develop more expansive vocabularies and achieve higher levels of reading and writing development. This is particularly true for students who have daily opportunities to read, year after year.

Daily reading is one of the best ways for your child to:

- Learn new vocabulary and information.
- Increase speed and fluency (that is, read smoothly and accurately).
- Improve comprehension.
- Notice authors' writing styles (which in turn helps students with their own writing).
- Develop a greater interest in reading and learning.
- Develop a love of reading.

COMMUNICATION AND CONCERNS

We feel that the education of your child is a partnership between the home and the school. Communication is a vital link in any partnership. If you have any questions or concerns, please speak with your child's teacher immediately. The office can set up an appointment for you at a time when the teacher is available. If you still have concerns

or questions, feel free to contact the principal or the dean of students. We value parent communication and feedback.

WATER BOTTLES

For the health of the students, only water should be in the students' water drinking bottles.

COMMUNITY RELATIONS

RE-1 Valley School District has an ongoing, positive working relationship with the following entities:

- Logan County Sheriff
- Sterling Police Department
- Colorado State Patrol
- Banner Health
- Logan County Department of Human Services
- Centennial Mental Health

All RE-1 Valley School District employees are mandatory reporters and are required by law to report suspected child abuse or neglect.

STUDENT PLANNERS

1. Students are responsible for taking their planner from class to class. Your child will be responsible for recording homework assignments in the student planner for each subject.
2. The student planner is also used for daily communication between the home and school. Teachers will communicate in the student planner, as needed, about student behaviors and work habits. Parents should also use the planner to communicate changes in pick-up routines, schedules, and questions or comments.
3. Notes, sign-up forms, and papers to be kept at home are also sent home in the student's planner. The front pocket is used for notes that need to be returned to school the following day. The back pocket is used for papers and notes that need to be kept at home. It is important to empty the back pocket of the planner daily.
4. Planners must be purchased in the office if the student's planner is lost or damaged.

HOMEWORK

The purpose of homework is to reinforce concepts students learn in the classroom. A sound program of homework may enhance a strong home-school partnership. In addition, homework should be a tool in developing independent thought, self-direction, and self-discipline. It may assist the student in developing good work habits and in the wise use of time. If your child is working on homework for more than 40 minutes per evening, please notify your child's teacher.

STANDARDS BASED GRADING

Standards-based grading is a way to communicate what students know at a point in time rather than an average of performance over an entire period. It measures a student's performance according to the standards taught rather than comparing student progress to other students. Grades will be reported on a 4-point scale and cannot be equated to former guidelines for letter grades. A grade of "4" indicates a high level of achievement; it communicates that a student has a strong understanding of all the concepts and skills taught for that standard during the quarter and can demonstrate understanding independently, consistently, over time, in writing (when appropriate), and with very few errors. A "4" also indicates that a student is learning content above grade level standards AND demonstrating achievement. Proficiency is indicated with a "3" which communicates that a student consistently meets the concepts and skills taught for that standard during the quarter. A "2" or "1" communicates that a student requires support or doesn't consistently meet the standard.

STUDENT BEHAVIOR AND DISCIPLINE

The staff at Campbell Elementary School is committed to providing a safe school environment conducive to learning. Guidelines have been established through our School Wide Positive Behavior Plan. In all environments inside and outside the school, students will be expected to:

Respect Ourselves and Others Always Safe & Responsible

ROAR is designed to help create a climate of cooperation, academic excellence, respect and safety in RE-1 Valley Elementary Schools, while adhering to school board policy JICDA. Our program is based on guiding principles. We believe these principles will help create an optimal learning environment for the students at our elementary schools.

- **CLEAR EXPECTATIONS FOR STUDENT BEHAVIOR**
 - A behavioral expectation matrix is posted for each school location, such as hallway, classroom, cafeteria, etc.
- **CLEAR AND CONSISTENT STRATEGIES FOR TEACHING AND ENCOURAGING APPROPRIATE BEHAVIOR**

Expected Behaviors

Expected behaviors are taught at the beginning of each year as well as intermittently throughout the school year.

Tiger Pride Punch Card

Staff will initial cards when students are caught doing the right thing. When the student card is full, the student earns a prize.

Super Tiger Pride Cards

Students who go over and above our ROAR expectations and show extraordinary effort or kindness to others may receive Super Tiger Pride Cards. These cards are displayed on the hallway bulletin boards and are then put into a monthly drawing where students have an opportunity to win a Campbell T-shirt, water bottle, or other prizes.

Paws Place / PBS Bonus Recesses

Students who receive 4 or more points in a week earn a bonus recess on Friday or the last day of the week. Students who receive 3 or less points in a week go to Paws Place.

Paw Races

Each grade level will have the opportunity to earn a Paw each day in the cafeteria for appropriate behavior in the cafeteria. As a grade level, students need to follow the ROAR expectations for the cafeteria, using quiet voices, and then they may earn a Paw as the cafeteria supervisor sees fit. After the grade level earns 5 Paws, they will earn a grade level reward (ex: 10 extra minutes of recess, etc).

Marble Jar

Reading/Writing and Math instructional groups will be earning marbles in a jar for appropriate classroom behavior. When their jar is full, they will earn a classroom reward.

End of Month Reward Activities

Students who meet the criteria by not receiving office referrals of any kind during the month earn various activities at the end of each month.

- **A SUPPORT SYSTEM AND INDIVIDUAL BEHAVIOR PROGRAMS FOR STUDENTS WITH UNIQUE AND/OR EXCEPTIONAL NEEDS.**
 - Multi-Tiered System of Supports (MTSS)- Students who struggle with behaviors for various reasons may be referred to our MTSS team. This group of teachers will work with the student's teachers, parents, and the student to develop a plan to address the needs of the student.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS MATRIX

	Restroom	Hallway	Classroom	Lunchroom	Playground	Computer Lab	Bus
Respect Ourselves & Others	-Keep stalls clear of graffiti -Respect other's privacy	-Walk on the right side of hall -Stay in line order	-Listen & follow directions -Participate & cooperate -Take care of school property -Honor others with kind words	-Quiet voices -Use good manners -Use utensils appropriately	-Games open to all -Listen to supervisor -Treat others as you want to be treated	-Use equipment appropriately -Raise your hand & wait to be called on	-Follow rules -Listen to authorities
Always Safe	-Report leaks or backups -Keep all areas dry	-Hands & feet to self -Walk & watch	-Keep all chair legs on the floor -Walk -Use school supplies appropriately -Keep hands and feet to self	-Walk -Carry tray with two hands -Only eat your food	-Use equipment properly -Be alert & aware -Dress appropriately for weather/activity -Ask to leave the playground	-Stay in your seat and sit appropriately -Push in chairs and leave area clean	-Walk -Stay in line -Keep hands, feet, & objects to self -Stay seated on the bus
Responsible	-Wash your hands -Throw trash away -Flush the toilet -Use only what you need -Get there & get back -Leave it better than it was	-Keep hallway clean -Get there & get back -Stay together	-Be prepared to participate -Turn work in on time -Remain on task -DO YOUR BEST!	-Clean up your area -Eat what you take -Know your lunch number	-Use soft voices next to building -Line up immediately -Put equipment away -Report broken equipment	-Have materials ready -Follow directions the first time -Use approved/assigned websites -Leave settings as you found them -Tell the teacher if you have a problem you can't solve	-Pay attention & be ready -Stay in bus area
	Low ROAR Zone	No ROAR Zone	No or Low ROAR Zone	Low ROAR Zone	Full ROAR Zone	No ROAR Zone	Low ROAR Zone

CAMPBELL SCHOOL ARRIVAL/DISMISSAL PROCEDURES AND GUIDELINES

Arrival and dismissal guidelines are in place to help ensure the safety of all students, staff, and visitors to the school grounds. Parents or visitors who impede Re-1 Valley District staff's ability to provide for the safety of students, staff and other visitors to the school will be instructed to leave the grounds immediately and will not be allowed to return to the school property. Continued violation will lead to a referral to the Sterling Police Department and a possible citation for trespassing.

GUIDELINES FOR ALL STUDENTS:

- Students may not enter the building, except if they are eating breakfast in the cafeteria, prior to the bell ringing at 8:05 AM
- Students are expected to walk at all times
- There should be no play during arrival or dismissal times.
- Students should use sidewalks.

BUS STUDENTS:

Riding the RE-1 Valley School District Busses is a privilege, not a right. Safety is the driver's first responsibility. Students who ride are expected to follow the rules on the bus as well as while waiting for the bus at the bus stops. Students who do not follow the rules will be given a verbal warning by the bus drivers or duty person. Misbehavior can result in PBIS card loss or a discipline referral. If the inappropriate behaviors continue, the student may lose riding privileges:

GENERAL EXPECTATIONS IN THE BUS AREA:

- Students should walk at all times
- Students should always stay on the inside of yellow line
- Students should stay off of and not touch the fence- this includes leaning on and bouncing against the fence.
- Students may not walk between the gates and the fence on the east side of the bus area. Students must walk around to the pick-up and drop off area.

ARRIVAL AT CAMPBELL:

- Students should exit the bus and walk to the playground.
- Students should stay on the sidewalks and on the inside of the yellow pylons (closer to the building)

DISMISSAL FROM CAMPBELL:

- Students are expected to go immediately to their bus waiting area, sit and wait for the bus to arrive.
- Students should line up behind the yellow line when their bus arrives and wait until the driver tells them they may board the bus.

WHILE RIDING:

- Students should stay seated at all times.
- Students should ride quietly
- Students should keep hands and feet to self.

WALKING STUDENTS:

- Students who walk home are expected to leave school grounds immediately.
- Students who walk should exit school grounds on the south side of building and walk along Clark St.
- Students will not be permitted to exit via the playground and/or Washington St.

STUDENTS WHO RIDE A BIKE:-

- Students should dismount the bike and walk the bike to the bike racks. Be sure to lock your bike.

STUDENTS PICKED UP/DROPPED OFF BY A PARENT-Please see map (below).

- There are two areas on school grounds where parents may pick up or drop off students. These areas are only accessible from Clark St.
- There is no parent pick up or drop off in the north parking lot accessed from Washington Street as this is the bus loading lot.
- Students walking through the visitor parking lot must be with a parent or adult.

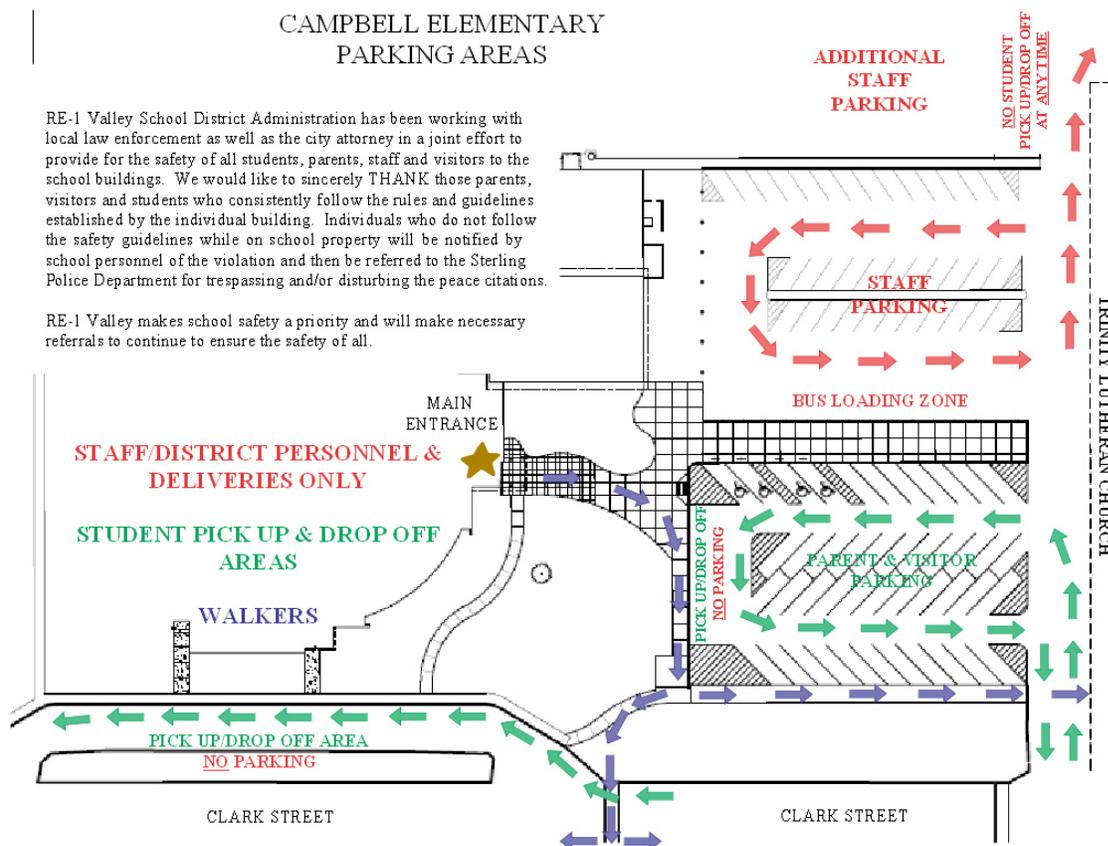
STUDENT DROP OFF & PICK UP ZONES

Parents have two options in dropping off and picking up students. Both of these areas are only accessible from Clark St. There are “Hug & Go” areas on the East side of the building as well as an area in the parent/visitor parking loop (South Parking Lot). **Parents who need to leave their vehicle to enter the school must park in the spaces provided (not in the “Hug & Go” zones).**

Busses will pick up and drop off students in the North parking lot. For the safety of all of our students, no parent or visitor vehicles will be permitted in the North lot at any time during the school day.

Students who ride their bikes to school must dismount the bike prior to entering the school grounds and walk the bike while on the pedestrian sidewalks. Furthermore, bikes are not permitted in either parking lot at any time.

Students who walk should exit the school grounds via Clark St. Students will not be permitted to exit school grounds via Washington St, as this is the street busses use and there is no safe area for the students to walk.



PLAYGROUND/RECESS EXPECTATIONS:

When students follow our ROAR guidelines, recess will be a fun experience for all!!! Any rule violations may result in loss of recess privileges or referral to the office.

What it looks like to be **RESPECTFUL** on the playground:

- ☺ When leaving the building to go out to recess, students should walk through the doors and continue walking until they reach the yellow NO ROAR ZONE line.
- ☺ Games are open to everyone.
- ☺ Balls are shared. (Students may bring their own balls or equipment to school)
- ☺ Be a good sport at all times, arguing about a play or game is not being a good sport.
- ☺ Pick even teams...teachers can help with this. It is not respectful to choose teams based on race, gender, ability or other hurtful method.
- ☺ Play games without permanent spots like all time pitcher, first person etc. Everyone should get an opportunity.

What it looks like to be **RESPONSIBLE** on the playground:

- ☺ When the bell rings or the whistle is blown, line up immediately, quickly, and quietly.
- ☺ Students are responsible when they stay in the designated play areas. Students should not be near the cottages or near the classroom windows.
- ☺ Students should ask permission to go into the building, and then do so quietly.
- ☺ Students should report any unsafe behaviors or equipment to the supervising adult on duty.
- ☺ Students should follow all rules of the game to ensure fair play.

What it looks like to be **SAFE** on the playground:

- ☺ Students should stay in complete view of supervising staff at all times, and not play east of the North/South fence (east side of blacktop playground).
- ☺ It is not safe to play with, kick, or throw rocks or snowballs.
- ☺ Dodgeball is not an activity for recess.
- ☺ Tag or chasing games are not allowed by the playground equipment.
- ☺ Touch football and soccer are only played on the grass.
- ☺ Jump ropes should be used only on the blacktop area.

What it looks like to be **SAFE** on the bars, swings, slides and other climbing structures:

- ☺ Students must sit, inside the rails, feet first while going down the slide.
- ☺ Use the ladder/steps for getting to the top of the slide—no climbing up the slide.
- ☺ Students should not slide down the poles.
- ☺ Only one person on the slide or swing at a time.
- ☺ Students should not swing sideways or twist the swings.
- ☺ Swings should not be thrown over the bar to make them higher.
- ☺ Students should not jump or "bail out" of swings.
- ☺ Students should not sit, stand, or crawl on top of the bars.