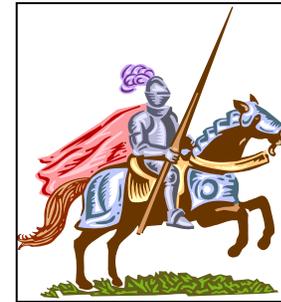


# STUDENT PARENT HANDBOOK

MILLIKEN  
ELEMENTARY SCHOOL

2017-2018 SCHOOL YEAR



100 BROAD ST.

MILLIKEN, CO 80543

(970) 587- 6200

Administration Bldg.	587-6050
Pre-School	587-6203
Bus Garage:	587-4202
Letford Elementary	587-6150
Pioneer Ridge Elementary	587-8100
Milliken Middle School	587-6300
Roosevelt High School	587-6000

**MILLIKEN ELEMENTARY  
SCHOOL**

100 BROAD ST.  
MILLIKEN, CO 80543  
Phone: 970 - 587-6200  
Fax: 970 587-2855

# INTRODUCTION

Welcome to Milliken Elementary!

My name is Tucker Willard and I am the Principal of Milliken Elementary School. Welcome to our school! I say our school, because shared dedication and commitment are what makes our school one that focuses on learning and continual growth. Milliken is a dynamic school because of parent participation and staff enthusiasm.

I am a Principal that believes that all children can and do learn. It is up to both educators and parents to facilitate and encourage that academic and social growth. As of this year, I have had 13 years in education. I savored and learned from each teaching and administrative position. While I continue to grow and expand my own learning, I share and apply what I have learned to help everyone in their own growth. I have an open door policy, one that warmly welcomes parents, students and staff in sharing, problem solving and celebrating.

I am proud to be a part of a community that believes in partnership and focuses on the children. I welcome any input or ideas and truly enjoy being your school Principal. I would like to encourage you to spend time at Milliken Elementary School and experience the quality teaching and learning that is taking place daily. There are numerous opportunities to involve you in the lives of our students by attending performances, concerts, PTO Meetings, BAC meetings and awards assemblies.

Enjoy your school year.

**Tucker Willard**  
**MES Principal**

## NOTICE TO PARENTS REGARDING SEX OFFENDER REGISTRY

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available at:

[Http://dc.state.co.us/odvsom/SexOffender/SOPdfs/schoolresourceguideregistration.pdf](http://dc.state.co.us/odvsom/SexOffender/SOPdfs/schoolresourceguideregistration.pdf), or <http://www.cde.state.co.us/odeprvention/download/pdf/SchoolSexOffenderGuide.pdf>.

In addition, copies of this guide are available upon request at the Weld County School District Administration office located at 110 South Centennial Drive, Suite A, Milliken, Colorado 80543.

## MILLIKEN ELEMENTARY SCHOOL

### DISCIPLINE (CONT.)

Continued misbehavior or disruptions may result in an in-school suspension or out / of / school suspension if it is determined to be necessary.

There are three types of referrals that can be reported to the office.

Type I: Non-compliance (refusal to refocus or habitual misconduct), aggressive behavior, inappropriate language, etc.

Type II: Physical aggression by a student (fighting, biting, kicking) Step I: Parent notified through a phone call and in writing, and the student will miss all recesses for 1 day. Step 2: Parent will be notified through a phone call and in writing, and the student will be placed in In-School suspension for 1–3 days. Repeated offenses will result in further In-School suspension with an option of Out / of / School suspension.

Type III: Are infractions that fall under Colorado State Law. Weapons, Assault, Drugs, Alcohol, Vandalism, etc. For all Type III violations the student will be suspended immediately and a recommendation for expulsion will be made.

Our hope is that students can demonstrate positive behaviors that promote self-discipline and that result in a productive learning environment for themselves and others. A school environment that is structured, with high but realistic expectations, provides a safe and secure learning environment in which the focus is on learning and not discipline.,.

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and section 504. For information regarding civil rights or grievance procedures, contact Dr. Martin Foster, Superintendent, 110 S. Centennial Dr, Suite A, Milliken, CO 80543: (970) 587-6050 or the Office for Civil Rights, U.S. Department of Education, Region VIII Federal Office Building 1244 North Speer Blvd. Suite 310, Denver, CO 80204, (303) 844-2991.

### SCHOOL HOURS

School begins at 8:30 AM and dismisses at 3:30 PM.

#### **Playground supervision is not provided at our school until 8:15 am**

Students are not allowed in the building before 8:30 am unless they are eating breakfast or have a pass from their teacher.

Students eating breakfast are not allowed in the building before 8:00 AM

Morning Kindergarten hours are from 8:30 AM to 11:30 AM.

Afternoon Kindergarten hours are from 12:30 PM to 3:30 PM.

Kindergarten lunch will be at 11:30 AM for morning

Kindergarten and at 12:00 PM for afternoon Kindergarten.

Kindergarten students may participate in our lunch program.

AM Kindergarten students who ride the bus will load the buses at 12:00 PM.  
PM Kindergarten students who ride the bus will arrive at Milliken at 12:00 PM

After school, students are to go directly home and not play on the playground. Parents and their children are welcome to come back and play at the school anytime after 4:00 PM.

During school hours the playground is closed to public use so that adequate supervision can be provided to those students who attend Milliken Elementary.

## ABSENCES AND TARDIES

Please call the school office (587-6200) before 9:00 a.m. on any day your child is going to be absent or late and state the reason.

(A secretary calls to verify the absence of any student whose parent has not already called the school.)

Students are required by state law to attend school unless they are ill, there is a family emergency or there has been a prearranged absence. The student should bring a parent note giving the reason for the child's absence when he/she returns to school after an absence where the parent was unable to call the school. Students who are tardy negatively affect the instruction in the classroom. Please make every effort to get your child to school on time.

**Excessive absences and tardies may result in your child being retained at the end of the school year. We consider 3 tardies as an absence. We only allow students to have 10 absences after that we require a Doctor's Note. We will send our SRO after 10 absences to your home address if we do not receive a doctors note. In addition, the child may be reported as truant under Colorado State Law.**

### UNEXCUSED ABSENCES

Student absences which have not been excused by a parent call or note are considered unexcused and the student may be required to "make up" this time during recesses.

### MAKE UP WORK

Students are required to make up all required work that is missed due to an absence or tardy. Two days of make-up time is allowed for each day that is missed. Students may not receive credit for any work that is completed after this time.

## DISCIPLINE

At Milliken Elementary we believe in developing student self-discipline. We set high expectations for student behavior, and teach those expectations to students. Students are then held accountable for meeting those expectations. The PBiS process of student discipline is a key component of our discipline program. In this process students are taught the acceptable expectations for the classroom, hallways, playground and other areas of the school. Students are given opportunities to practice these and to demonstrate their understanding of the expectations. Should a student not comply with the expectations, the student will be placed in "Refocus". When a child is placed in "Refocus", he/she is kept in the classroom (so that there is no lost instruction) away from the other students. In refocus the student is to think about his/her behavior, what the problem with the behavior was, and how the student can resolve the problem. This is designed to be a positive approach to discipline that allows the student to learn from the experience. If a student does not comply with the teacher or is repeatedly disruptive to the learning of others, the student will be referred to the office.

## BRINGING TOYS AND OTHER ITEMS TO SCHOOL

All toys should be left at home. Children may bring sports balls and jump ropes if they are well marked with the child's name. Plastic, foam and other safety bats and balls are permitted. Hard baseballs are not permitted, and wooden or aluminum bats may be permitted if approved ahead of time by the building principal.

We discourage students bringing electronic games to school. Cell phones are not to be brought to school, and will be confiscated. If your child does bring a personal item to school from home, the school assumes no responsibility for loss, theft, or damage to these items.

## POCKET KNIVES AND TOYS THAT RESEMBLE WEAPONS

Children are not to bring any knives or toys that resemble weapons to school under any circumstance. Under state law this is considered to be a major offense and can result in expulsion.

## BICYCLES, SKATES, SKATEBOARDS, SCOOTERS:

Bicycles, skateboards, and scooters may be ridden to school in the morning and home after school. They are not to be moved during the school day. A bicycle rack is available and needs to be used if your child chooses to ride a bike to school. **Students are required to walk their bicycles, skateboards, and scooters on school grounds.** Roller blades, Heelys, and skates are not permitted on school grounds at any time. The Heely shoes may be worn to school without the wheels. If at any time these items become a problem, students may lose the privilege to ride these items to school.

## GUM AND CANDY:

Gum and candy are not to be brought to school unless they are refreshments for a scheduled classroom party.

## RECESS

Students will go outside for recess when the temperature including wind chill factor is 20 degrees Fahrenheit or above. Weather conditions are monitored from the office on a daily basis. We feel that children benefit from outside physical activity. Therefore, please ensure that your child dresses warmly in cold weather. Parents may request in writing that their child be kept inside during recess 2 days per quarter, and any request for a child to remain inside from recess for more than 2 days per quarter must come from a doctor in writing or by phone.

## SCHOOL CLOSURE DUE TO BAD WEATHER OR OTHER EMERGENCIES

There are times when school may need to be canceled or dismissed early due to weather or other circumstances. We ask that you not tie up phone lines by calling the school to ask if we will have school that day. Announcements on school closure will usually be made by 7:00 AM and sometimes will be announced the evening before. Announcements will be made over the following radio stations and TV stations:

Denver TV Stations: Channels 2, 4, 7, and 9.

AM Stations	FM Stations
KOA 850	KUNC 91.5
KFKA 1310	K99
KGRE 1450	TRI 102.5

Occasionally, school may be dismissed early due to rapidly deteriorating weather. Please be certain your child knows where to go in the event a parent won't be home. All students will be sent home to their normal after school care provider, or to where the child has been instructed to go should this situation arise.

## STUDENT EMERGENCY SHEET

At the beginning of each year, your child will bring home an emergency sheet for parents to fill out. Please make certain that you give full and accurate information. This form is used in cases of emergency when a child becomes ill or is injured at school and we need to contact parents to inform them of the situation or to come and pick the child up. It is very important that this information is kept current. If any information on your child's emergency form needs to be changed at any time of the year, please contact the school immediately so that the office staff can make these changes.

## STUDENT TELEPHONE USE, MESSAGES AND AFTER SCHOOL CHANGES

Students will not be allowed to use the telephone in the office or teacher room except in the case of an emergency. Additionally, students should not be called to the phone during the school day. Messages will be given to students in regard to changes in their after school routine.

## VISITING SCHOOL

Whenever you come to visit the school or to pick up a child, you need to use the main entry of the building. The district policy is to accept only those visitors who have legitimate business at the school. All visitors are required to register at the office upon entering the building and to leave promptly when their business is completed. Parents of our students are always welcome. However, we ask that preschool age children not be taken into classrooms. If younger or older brothers and sisters are brought to school for any reason, parents are responsible for their behavior. Students are not allowed to bring friends to school which include former students, out of district students, visiting friends, and preschoolers.

We want parents to be a part of the learning experience and welcome you to visit and volunteer often. We do request that parent visits be avoided during the first 2–3 weeks of school so that children can adjust to the new program and routines. Parents need to make arrangements with their child's classroom teacher of any intent to visit school.

**All visitors (including parents) must sign in and present**

## MILLIKEN ELEMENTARY SCHOOL

## FIELD TRIPS

Field trips are designed to provide students with quality educational learning experiences outside the school. Effective supervision is essential for these experiences to be successful. Milliken Elementary teachers have the responsibility to choose the parent volunteers from their class that will assist with each field trip. Parent volunteers are required to ride the school bus to assist in providing the needed supervision. **In no instance will siblings or other children be allowed to accompany these parent supervisors on field trips, nor, under any circumstances will parents (with or without children) be allowed to meet and accompany the class at the field trip site.**

## PROBLEMS TO AND FROM SCHOOL

Children sometimes need guidance with their behaviors to and from school. Children do have the right to go to and from school without being harassed by others. It is the shared responsibility of the home, community and school to help our children in learning to get along and to respect other people's rights. The procedure to follow when your child has difficulty to or from school is:

1. Contact the parents of the children involved to work out a solution.
2. Contact the school for suggestions and to influence or remind those involved about mature, responsible behavior.
3. If the problem persists, notify your local law enforcement officer.

## PETS: NO DOGS ON SCHOOL GROUNDS

Please make sure that any pets do not come to school with your child. The local police are called to pick up animals in the school area. Please arrange in advance with your child's teacher if a pet is to visit school for show and tell. The pet may be brought for that brief time by the parent. Please do not bring pets with you when dropping off or picking up your children before or after school.

## PARENT PARTICIPATION

### PARENT VOLUNTEERS

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Volunteers are welcome at MES, and their efforts are highly valued. Please contact your child's teacher or school office if you are interested in serving as a MES volunteer.

### ACCOUNTABILITY / ADVISORY COMMITTEE (PTO/BAC)

As required by state law, there is an Accountability / Advisory committee at Milliken Elementary composed of parents and teachers. This committee meets with the principal at least once every quarter. This committee is charged with helping to set and evaluate appropriate goals for the school to improve the graduation rate, attendance and student achievement. Other goals may be set and evaluated as well. This committee will also:

- Provide assistance, evaluate, and advise the principal regarding programs and activities.
- Serve to improve communication between the school, parents, and community.
- Advise the principal of parent and community attitudes.
- Serve to assist parents in becoming more actively involved in their child's education both in school and at home.

PTO/BAC meetings are open to the public and all Milliken Elementary parents are welcome to attend. Dates and times of meetings will be announced at least one week prior to each meeting.

## DROPPING OFF AND PICKING UP STUDENTS

In the morning before school begins all students will report to the playgrounds on the east and west sides of the school. The parking lot has a drop off and pick up loop for your child. Students may also be dropped off on the east or south sides of the school. Do not drive through or use the bus loading zone for drop off or pick up. When the bell rings students will then be brought into the school from the playground. Students will not be allowed in the hallways and classroom areas prior to the start of school.

**STUDENTS WILL GO STRAIGHT HOME AT THE END OF THE DAY AND ARE NOT TO BE ON THE PLAYGROUND.**

We ask for your help in making the times for drop off and pick up of students as safe as possible by abiding by these expectations.

## BUS TRANSPORTATION

Students who are transported are allowed only one pick up and drop off location. This will only change in the event the student has a physical change of address. Only those students who are designated as bus riders will be allowed to ride the buses to and from school.

All phases of the bus transportation are carefully supervised, and we strive for high standards of student conduct. Students should arrive no more than 10 minutes before their departure time from their bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 8:00 AM.

If you have questions or concerns, you may contact your child's bus driver, the school principal, or the head of the transportation department (587-4202).

### BUS RULES

All bus passengers must observe the rules for bus conduct in order to keep the buses running on schedule and to maintain the safety of riders.

- The bus driver is in complete authority of the students riding the bus at all times.
- Pop bottles, cans or other drink containers are not to be brought on the bus. Food should not be eaten during regular bus routes.
- Passengers must be ready to get on the bus as soon as the bus arrives in the morning or at any other time. The bus will not be delayed for late students.
- The bus driver may assign each rider to a certain seat, which will be the regular place for the passenger to sit.
- Students will not move about while the bus is moving.
- Passengers will not extend arms, legs or head out of the bus windows.
- Passengers shall not talk to the driver while the bus is in motion except in an emergency.
- Passengers shall not mark or deface the bus and its equipment.
- Passengers shall not open windows except by the direction of the bus driver.

## PLACEMENT OF STUDENTS IN CLASSROOMS

When developing class lists and placing students in classrooms, there is an extensive process used to ensure a balance in all classrooms. Classrooms are set up such that there is a balance of high, medium, and low performing students; a balance of male and female students; a balance of students with special needs; and a balance of ethnicity. We understand that parents may have preferences as to their child's teacher. However, parent requests for teachers can not always be accommodated. Once a final class list is determined for the school year, it will not be altered; and students will not be moved to other classrooms. Parents can help their child adjust to a classroom and teacher by being positive about where their child has been placed. If you have a concern, please share this with your child's teacher and work with the teacher to make the child's experience a positive one. If children see you as supportive of the school and the teacher, they will tend to respond the same way.

## PROMOTION AND RETENTION

A fixed set of criteria shall not be used to determine promotion from one grade or level to another, except at the senior high level. In general, the well-being of the individual student and the well-being of the group shall be the determining factors. Retention shall be used sparingly. When considering the retention of a student, the teacher shall confer with the student's parents well before the end of the school year. Initial discussion with the parents of this consideration will be held no later than the end of the 3rd quarter. He/She then may recommend retention when it is clear that the student will benefit. The principal will review each individual case before approving retention. The principal's decision will be final, and there shall be no appeal process.

## WITHDRAWAL FROM SCHOOL

A parent should contact the school office at least one day in advance of a child's withdrawal stating where the child is moving and, if known, the name and address of the new school. The proper form will be prepared to assist the child's entry into the new school. Any library books not returned when the student withdraws must be paid for at that time. Also, all lunches need to be paid for before the child withdraws.

## CONFERENCES:

We can best help your child if we work together. Regular parent-teacher conferences will be scheduled at the end of the 1st and 3rd Quarters and report cards will be sent home with students at the end of the 2nd and 4th Quarters. Additional conferences may be scheduled by parents and teachers based upon individual needs.

## CONTACTING YOUR CHILD'S TEACHER:

Teacher hours are from 8:00 AM to 3:50 PM. If you need to contact your child's teacher, you are encouraged to do so between 8:00 AM and 8:20 AM, or after school before 3:50 PM. Also, you may contact the school office. Phone calls to teachers will be forwarded to the teacher's voice mail.

## ENTRANCE AGE REQUIREMENTS:

A child may enter Kindergarten if the child turns five years of age on or before **October 1** of the current year. There is no early entry into Kindergarten, and no testing of students to determine placement in Kindergarten.

Transfer students will be accepted into the RE-5J Kindergarten program if they are currently enrolled in another district's kindergarten program and have moved into the RE-5J district. Transfer students at all grade levels will be placed based upon their current academic standing from the district they are transferring from. The principal will be the final authority in the placement of any student entering the school.

- Passengers shall not fight or scuffle on the bus or throw objects out the bus windows.
- Passengers must remain seated until the bus comes to a complete stop.
- Books, backpacks, lunch boxes, and similar objects must be kept out of the aisles.
- Passengers shall leave the bus in an orderly fashion.
- Wipe feet free of mud or snow before entering the bus.
- It is unlawful to transport animals, firearms, explosives, or anything that might endanger the lives or health of the passengers on the bus.
- Visitors are not eligible to ride the bus.
- Students must be on time.
- In approaching a bus stop, if a pupil has to walk along the highway, he/she should always walk on the left, on the shoulder of the road, facing traffic.
- Students should not run along side the bus, but should wait until the bus stops and then walk to the door.

## LUNCH PROGRAM

Our Food Service Program is provided by Sodexo Marriott.

Students are encouraged to take part in the hot lunch program. Students should pay in advance for their lunches. Students may also bring lunches or go home for lunch. Student must bring a note from home requesting permission for the child to leave the school grounds. The note must be signed by the parent .

Cost:

Children should bring money in an envelope with the child's name, teacher's name and grade written on the envelope and drop off payment at the office. Checks need to be made out to Weld County School District RE-5J.

A family may qualify for free or reduced lunches. Applications, income worksheet, and information are available in the office. All information is kept confidential.

**HOT LUNCH PRICES:**

\$2.25 a day

Milk Prices: \$.55 per day

Adult lunch: \$3.05

Breakfast : \$1.60 (served from 8:00 am to 8:25 am)

Adult Breakfast \$2.15

## MEDICATION POLICY

The procedure for administering medication to students during school hours is as follows:

- Physician's Order for Prescription on the Permission for Medication form (or its equivalent) signed by the physician.
- Parent's signature on the Permission for Medication form or a note indicating permission for the child to receive the medication.
- The Prescription Bottle, properly labeled with the child's name and containing only enough medication necessary to be given during school hours.
- Only prescription medication will be dispensed by school personnel providing the above procedure has been carried out. Students who have asthma and use an inhaler must have a written permission form from both their physician and parent before being allowed to have an inhaler at school. Students will be allowed to carry their own inhaler only with a written permission slip from their physician.
- Over-the-counter medication (aspirin, cough syrup, etc.) can be dispensed with a medication permission form, signed by parent and medication provided by parent
- When possible, medication should be taken at home (before school, after school, and before going to bed) unless it has been ordered to be taken with meals.

**INSURANCE:**

School insurance is offered as a service to the parents. Information is sent home with students the first week of school or is available when the child is registered. Insurance information may be sent home upon request.

## HEALTH INFORMATION

### IMMUNIZATIONS:

The State of Colorado requires evidence of immunization for school enrollment. A child entering school in grades PK–5 must meet the minimum requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided.

A child entering school as a transfer student may be provisionally enrolled for 60 days until records are transferred from their previous school. If transfer records are incomplete or never received, the student may be suspended until minimum requirements for each vaccine are met or a signed Statement of Exemption is submitted.

Please keep your Emergency Information updated with the office with any changes in address, employment, or telephone numbers. In the case of an emergency the home phone is called first, then the emergency numbers. Parents will be notified of serious injuries if possible, and 911 will be called first when an extremely severe medical emergency arises.

Children should not be sent to school with a fever or contagious diseases. Students with either a high grade or low grade fever will be sent home.

### PHYSICALS FOR ENTRY INTO SCHOOL

A completed Physician's Physical Examination Form or its equivalent must be submitted for every new enrolling student. If your child has been in the RE-5J Preschool or Milliken Head Start the previous school year, and if you submitted a completed physical to that program, that form will be transferred to Milliken Elementary with your child's health records.

### SCHOOL LUNCH CONT.

- Students are not to charge lunches if at all possible. If a student is out of lunches, he/she will receive an alternate lunch that day.
- The school should be informed of any student who has a serious known allergy that could endanger his/her life, especially to food, medication and bee stings that causes severe or life threatening reactions.
- In the case of intolerance to milk or other foods, a physician's note is required by the State of Colorado's Hot Lunch Program if the milk or food item is not to be served to your child. Otherwise, the milk and all other food items must be served in order to comply with nutritional requirements of all meals.



## STUDENT DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing and parents will be called to bring appropriate clothing to the school immediately.

### Unacceptable Items:

The following items are not acceptable in school buildings, on school grounds, or at school activities:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
- Sunglasses and/or hats or hoods worn inside the building.
- Inappropriately sheer, tight or low-cut clothing (e.g., Midriffs, halter tops, backless clothing, tube tops, garments made of fish-net, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest.
- Tank tops or other similar clothing with straps. (All shirts and dresses should have sleeves)
- Any clothing, paraphernalia, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature

### DRESS CODE (CONT.)

- Unacceptable items (cont.)
  - By virtue of color, arrangement, trademark or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote an activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

