



Milliken  
Elementary

STUDENT/PARENT  
**HANDBOOK**

| 2022-2023 |

# IMPORTANT PHONE NUMBERS

MILLIKEN ELEMENTARY .....	(970) 587-6200
ROOSEVELT HIGH SCHOOL .....	(970) 587-6000
LETFORD ELEMENTARY .....	(970) 587-6150
PIONEER RIDGE ELEMENTARY .....	(970) 587-8100
MILLIKEN MIDDLE SCHOOL .....	(970) 587-6300
TRANSPORTATION .....	(970) 587-4202
RE-5J ADMINISTRATION .....	(970) 587-6050

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# WELCOME TO MILLIKEN ELEMENTARY!

*Dear Milliken Elementary Families,*

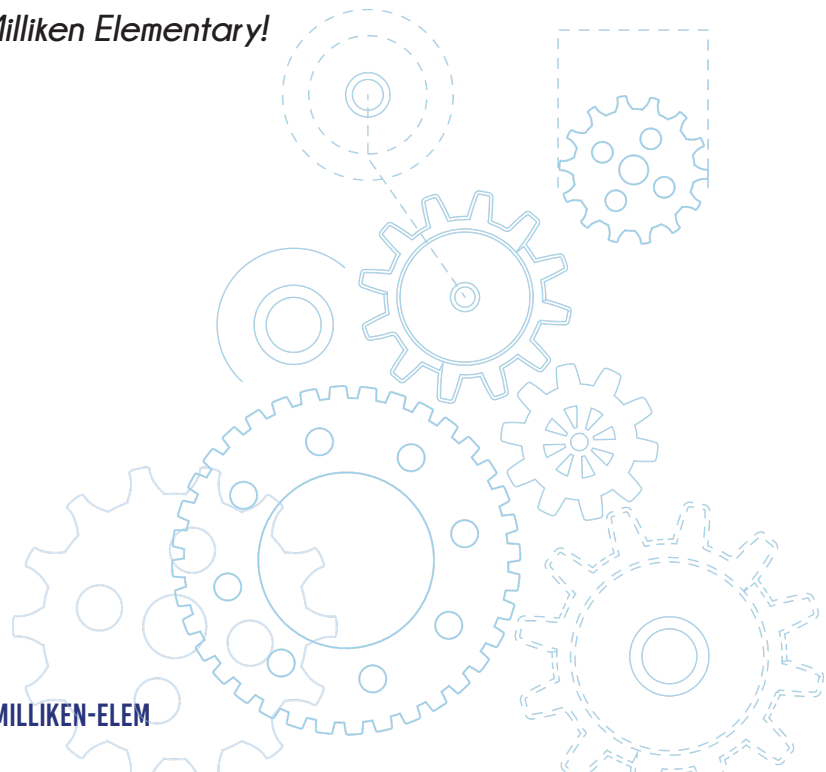
*As we embark on a new school year I would like to introduce myself and welcome you to Milliken Elementary School. My name is Jennifer Crill and this will be my 18th year in education. I am so excited to return to Milliken Elementary and this amazing community as your principal.*

*As we continue our partnership together to ensure student success, the staff and I look forward to a year filled with learning opportunities that will support and challenge your child to grow to their fullest potential! The partnership between school and home plays a vital role in the success of each student, and we highly value communication, engagement, and feedback. Please do not hesitate to contact us. We will do likewise. We encourage you to stay informed about your child's/childrens' studies, assignments, assessments, and school activities, as well as other school activities.*

*The student/parent handbook will provide you with important information about school/district polities and procedures and we hope that you find it informative.*

*Again, welcome to another great year at Milliken Elementary!*

*Sincerely,  
Jennifer Crill  
Principal  
Milliken Elementary*



# ATTENDANCE

## SCHOOL HOURS

School begins at 8:30 a.m. and dismisses at 3:30 p.m. **Outside supervision is not provided at our elementary school until 8:20 a.m. Students should line up at their assigned entry upon arrival at school.** Students are counted as tardy if they arrive after 8:30 a.m. Students are to go directly home after school unless they ride a bus. The playground is closed from 3:20-4:00 pm.

## ABSENCES AND TARDIES

**Please call the school office (970) 587-6200 before 9:00 a.m. on any day your child is going to be absent or late and state the reason. Your call will ease our concern and eliminate the need to call you.** (A secretary will call 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.

Any student who shows a pattern of excessive absences and/or tardies may be referred to the Social Worker or School Resource Officer for truancy. After a number of absences, the child's teacher will contact you to alert you to the fact that your child's absences are having a negative effect on his/her learning. After 10 absences, you will receive a letter from the office. At this time, you will be asked to provide a note from the doctor each time your child needs to miss school. You may also be contacted by our Social Worker or School Resource Officer at this time. We would like to avoid having to work through these steps, so please make certain your child has good attendance at school. Please make every effort to get your child to school on time.

If you know your child will be out of school for several days due to illness or a prearranged absence, please contact the school and your child's teachers so that assignments can be prepared.

## UNEXCUSED ABSENCES

Student absences which have not been excused by a parent call or note are considered unexcused. Both excused and unexcused absences and tardies will be considered in determining a child's attendance rate.

## MAKE UP WORK

Students are required to make up all required work that is missed due to an absence or tardy. Teachers will determine a reasonable amount of time for completing make-up work. Students may not receive credit for any work that is completed after this time.

## LONG TERM ABSENCES AND ASSIGNMENTS

If you know that your son/daughter will be out of school for several days, please contact the school 48 hours in advance to arrange for work to be picked up or sent home.

## LEAVING SCHOOL DURING THE SCHOOL DAY

Students must be signed out from the office during the school day. Anyone who is picking up a child during the school day must first come to the office and sign the student out. The student will then be called to the office. When picking up your child for an appointment please plan to bring a note from the provider upon return. In no case will a student be allowed to leave with anyone but a custodial parent or guardian unless the office has been notified by the legal parent or guardian. Students may not leave school grounds during the day without permission from the office.

## ADMISSION TO SCHOOL AFTER SCHOOL HOURS

Students will not be admitted back into the school after school hours unless it is absolutely necessary. It is the student's responsibility to take all school work and personal items with them when they leave at the end of the day.

# SCHOOL AND DISTRICT CLOSURE INFORMATION

## SCHOOL CLOSURE INFORMATION

Weld RE-5J School closure information can be found in the following places:  
Channel 2, Channel 4, Channel 7, Channel 9  
Weld RE-5J District Website: <http://www.weldre5j.org>

## SCHOOL DISTRICT CLOSURE

### How the decision is made:

One of the primary goals of the Weld Re-5J School District is to protect the safety and well-being of every student. When severe weather conditions develop, a decision to close school will only be made after carefully considering a number of factors including information from area weather reports, county roads department, and the Colorado Highway Patrol.

When weather conditions make traveling hazardous, schools may not open as scheduled or may close early. The decision to close school will be made as early as possible, preferably by 6:00 a.m. by the superintendent in consultation with the director of transportation. Television stations will be notified immediately after the decision is made so that students, parents, and staff are promptly informed. Parents will also receive an automated phone message notifying them of a school closure.

When maintaining the regular schedule might result in large numbers of students being unable to return home safely, or the school buildings have lost power, school may be dismissed early. Every effort will be made to follow the regular end-of-the-day dismissal schedule since changing that schedule can cause confusion for parents and students.

Bus transportation is an important factor in determining whether school should be closed or an early dismissal to be ordered. Bus drivers are trained to watch that children are able to enter their residence. If the house is locked, the child is to return to the bus and continue on the route back to the bus barn. Of equal concern in making an early closing decision, are the students who reside in town. If dismissed from school they may have several blocks to walk in severe weather and then arrive at their home that could be locked. Without supervision, they may not know what to do and be stranded outside.



### **Parents can help:**

Parents are ultimately responsible for their children and should decide for their own family whether their children should attend during inclement weather or be picked up from school prior to the regular dismissal time. We encourage parents to decide what is best for their family when the weather is severe. Students who leave school early, are as always, to sign out through their building's office after the secretary has spoken to a parent. Parents picking up children are to come to the office, sign the children out, and wait for their children. This provides assurance that the early departure is authorized and that the child will be as safe as possible. Parents who choose to keep their children at home due to inclement school are asked to call the school office so the staff knows that the child is where they belong and are safe. The procedures also help the school secretaries crosscheck to know who is in school should staff need to call families as they do for all absences.

### **Additional impact of school closing:**

All school and athletic activities are cancelled when schools are closed or dismissed early because of inclement weather. Community activities planned for a building that is closed due to these circumstances are also cancelled for the safety of the community and the district staff.

## **VISITING SCHOOL**

Safety for our students and staff is very important to us! All doors to the school will be locked during the school day. Parents and visitors will need to buzz in at the main entry to gain access to the school. All visitors (including parents) must present a valid ID to office staff prior to moving beyond the office area. All visitors must wear a visitors badge to go beyond the office to the rest of the school. Parents need to make arrangements with their child's classroom teacher of any intent to visit 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. Parents of our students are always welcome. However, we ask that preschool-aged 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 without permission from the office staff.

## **WITHDRAWAL FROM SCHOOL**

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

# GENERAL INFORMATION

## CARE OF PROPERTY

We take pride in the appearance of the school building and grounds. Students are expected to help keep the school free of litter and help dispose of trash properly. Students involved in graffiti or other destruction of school property or equipment will receive appropriate disciplinary consequences.

## SCHOOL SUPPLIES

Classroom teachers prepare a list of supply items that are needed each school year. Copies are available from the school office or on the school website. Parents should check with their child periodically throughout the school year to see that consumable supplies are replenished as needed.

## STUDENT FEES

A student fee of \$7.00 is collected from all students. The student fees are used for supplementary materials in each classroom.

## STUDENT DRESS CODE

Student dress should conform to recognized standards of decency, safety, modesty, and cleanliness. Students will not be permitted to dress in a manner that affects the safety of themselves or others, is disruptive to the learning environment and/or that indicates affiliation with negative social influence such as gangs, cults, substance abuse, or sexual degradation.

Dress Code: Students may be referred to an administrator for clothing that includes, but is not limited to, articles considered “revealing and inappropriate for school”;

Here are some dress code guidelines:

- Tops without straps, backs, or sides are not allowed
- Cropped tops that show the stomach are not allowed
- Shorts, skirts, or pants that are either too short or too loose to fully cover students’ rear ends are inappropriate to wear at school
- Muscle shirts/t-shirts with the sides cut off are not allowed
- Shoes must be worn at all times
- Outerwear must cover underwear
- Any clothing advertising weapons, alcohol, drugs, or tobacco will not be allowed
- Sunglasses, bandanas, hats, hoods, and spikes or chains will not be allowed, with the exception of religious or medically necessary headwear
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are obscene, profane, vulgar, lewd, or legally libelous are not allowed
- If in doubt, do not wear it. We ask that you error on the side of being appropriate for school.

If a staff member refers a student to an administrator for a dress code violation, the student will be asked to change clothes. A parent or guardian may be contacted. Repeated violations will result in disciplinary action.

### Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

We ask parents to work with their students on choosing appropriate clothing for school.



## **STUDENT IDENTIFICATION BADGE**

Students will be issued a school identification badge (ID). Students must visibly display their identification badge at all times while on campus. Student ID's will be used for safety precautions, transportation, school breakfast/lunch programs, library and hall passes during the school day. If an ID badge is lost, a replacement will be given to the student. A \$5 charge will be imposed if an ID is lost again.

## **LEARNING COMMONS**

Use of library materials is free except when there is damage or loss. In such cases, the parent(s) will be notified and asked to pay for the materials.

## **PARENT-TEACHER COMMUNICATION AND CONFERENCES**

We can best help your child if we work together. Regular parent-teacher conferences are scheduled regularly during the school year. Additional conferences may be scheduled by parents and teachers based upon individual needs.

Parents and teachers need to have confidence in one another and should keep communication channels open to ensure misunderstandings are avoided. Parents and teachers working together have the best chance of helping the student grow and learn from these experiences.

Teacher hours are from 8:00 a.m. to 3:50 p.m. You are encouraged to contact your child's teacher before school between 8:05 and 8:20 a.m. or after school between 3:35 and 3:50 p.m., or call or email the teacher. Also, you may contact the school office to see if your child's teacher is available at other times during the school day.

## **SCHOOL VOLUNTEERS**

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.

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Volunteers are most welcome at school, and their efforts are highly valued. Please contact the teacher or school office if you have an interest in serving as a volunteer.

## **BICYCLES, SCOOTERS, ROLLERBLADES, SKATES, AND SKATEBOARDS**

Bicycles, scooters, rollerblades, skates, and skateboards may be ridden to and from school. Bicycles and scooters are to be parked in the bike rack. They are not to be moved during the school day. Students are required to walk their bicycle or scooter on school grounds. Students are encouraged to wear a helmet if they ride a bike or scooter to school.

## **CELLPHONES, SMARTWATCH & TELEPHONE USE**

Cellphones and Smartwatches are to be left in backpacks and should be turned off or on silent mode. The school assumes no responsibility for lost, damaged, or destroyed items.

Students may use the office telephone with permission from school personnel. Students will not be called to the phone unless it is an emergency. When necessary, messages will be taken for students and given to them at the end of the school day.

## **MONEY AND OTHER ARTICLES FROM HOME**

Students are discouraged from bringing money or valuable items to school as the school assumes no responsibility for lost, damaged, or destroyed items. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students like to bring items from home for show and tell. However, items of value that may get lost or damaged should be brought to school by a parent and, after they have been shown, taken back home.

## **TOYS AND SPORTS EQUIPMENT**

Students may bring the following items with the child's first and last name written on the items: basketballs, footballs, kicking tee, soccer balls, volleyballs, soft cushioned balls, and/or football gloves. Toys should be left at home, the school assumes no responsibility for lost, stolen, or damaged items.

## **LOST AND FOUND**

The school maintains a Lost and Found. The school is not responsible for lost articles. Clearly marking all personal items with a first and last name greatly assists a quick return to the rightful owner. Unclaimed objects will be donated.

## **PETS**

Pets are not allowed at the school. If your child would like to bring a pet for show and tell, arrangements need to be made with the classroom teacher. If you have a pet with you during pick up or drop off times, please wait at a safe distance.

## **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 on cold-weather days. At times, students will not be allowed to go to recess based on their behavior or if they have work to finish. This decision is made by the classroom teacher and/or the administrator.

## **RETENTION AND PROMOTION**

A fixed set of criteria shall not be used to determine promotion from one grade level to another. In general, the well-being of the individual student shall be the determining factor. 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. The teacher may then recommend retention when it is clear that the student will benefit. The administrator will review each individual case before approving retention. The administrator, teacher, and parents will work together to make a decision.

## **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. Teachers have the responsibility to choose volunteers or parents that will assist them with supervision on each field trip. Volunteers or parents are then required to ride the school bus to assist in providing the appropriate supervision. Siblings or other children are not allowed to accompany volunteers or parents on field trips. Volunteers or parents are not allowed to meet and accompany classes at the field trip site, they must ride the field trip bus. In order to maintain the safety and security of students on field trips, only those volunteers selected as chaperones will be approved to join the field trip. Volunteers or parents who are not selected as chaperones will not be allowed to meet and accompany the class at the field trip site.

# TRANSPORTATION

## 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 the bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 8:20 a.m.

If you have any questions or concerns you may contact your child's bus driver or the supervisor of the transportation department (970-587-4202).

## 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. The bus will not be delayed for late students.
- The bus driver may assign each rider to a certain seat.
- Students will not move about while the bus is moving.
- Passengers will not extend arms, legs, or heads out of the bus windows.
- Passengers will not talk to the driver while the bus is in motion except in an emergency.
- Passengers will not mark or deface the bus and its equipment.
- Passengers shall not open windows except by the direction of the bus driver.
- 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.
- Students should not run along the side of the bus, but wait until the bus stops and the driver opens the door.
- When approaching a bus stop, if a student has to walk along the highway, he/she should walk on the shoulder of the road, facing traffic.

## DROPPING OFF AND PICKING UP STUDENTS

In the morning before school begins all students will report directly to their assigned entry door. 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 through their assigned doors. Students will not be allowed in the hallways or classroom areas prior to the start of school.

**Students are expected to go directly home at the end of the day and are not permitted on the playground.**

## PROBLEMS TO AND FROM SCHOOL

Children sometimes need guidance with their behavior to and from school. Children 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 students learn to get along and to respect the rights of others. Some suggestions to follow include:

- Joining your child in walking to and from school.
- Contacting the parents or guardian of the children involved to work out a solution.
- Contacting the school for suggestions and to influence or remind those involved about appropriate, responsible behavior.
- If the problem persists, contacting our local police department for assistance.
- If a problem occurs on the bus please contact the transportation office at 970-587-4202 prior to contacting the school.

# HEALTH AND WELLNESS INFORMATION

## ALLERGIES AND FOOD INTOLERANCES

The school should be informed of any student who has a serious known allergy that could endanger his or her life, especially to bee stings, food, or medication that causes severe or life threatening reactions.

## IMMUNIZATIONS AND OTHER HEALTH REQUIREMENTS

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 the previous school. If transfer records are incomplete or never received, the student may be suspended until the minimum requirements for each vaccine are met or a signed Statement for 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. Please see the next page for information about when to send your child to school.

## 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 our school with your child's records.**

## 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 signed by your child's 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 followed. Students who have asthma and use an inhaler must have written permission form from both the parent and physician before being allowed to have an inhaler at school. Students will be allowed to carry their own inhaler only with written permission.
- Over-the-counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's note.
- 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 at a specific time by the physician.



## YOU MAY WONDER, “WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?”

- If your child has a temperature of 100 degrees or higher.
- Children should be fever free for 24 hours without fever-reducing medications, such as Tylenol or ibuprofen.
- If your child is vomiting or has vomited in the past 24 hours.
- If your child is having diarrhea or has had it in the past 24 hours.
- If your child is being treated for an infection with antibiotics and it has been less than 24 hours.
- If your child is too uncomfortable to learn or participate in learning.
- If your child is obviously ill whether fever is present or not.
- If your child has a “cold” and fever, large amounts of nasal drainage.
- A cough present that would be disruptive to the class and student.
- If your child has head lice and has not yet been treated.
- If your child’s illness will make other students ill.
- If your child has pink eye and is contagious.
- If your child has had a noro-type gastrointestinal virus, please keep them home 48 hours after symptoms are gone.

If you are uncertain about sending your child to school, please call the school nurse or health assistant.

## GUIDANCE AND COUNSELING

The counselor is an integral part of the total school program. The counselor meets with students individually and in small groups and works together with teachers, parents, administrators, specialists, and community agency personnel to best meet student needs.

## GUM AND CANDY

We discourage children from bringing gum and candy to school unless they are refreshments for a scheduled classroom party. This is permitted at the discretion of school staff.

## PARTY TREAT RECOMMENDATION

Healthy party treats are always encouraged. The health department recommends that “prepackaged food may be a safer choice at holiday parties”. You will be notified if it becomes necessary to require prepackaged food for a period of time if there are specific problems within the school or school district.



# LUNCH AND BREAKFAST PROGRAMS

The meal application is online through **Infinite Campus Parent Portal**.

Help us help you! The Weld County School District RE-5J encourages ALL families to fill out the lunch application online. All information is confidential. Any questions please contact the district office 970-587-6050.

## **BREAKFAST PRICE:**

- Grades Kindergarten - 12th Grade \$1.90
- Extra milk .60 cents

## **LUNCH PRICE:**

- Grades K -5 \$2.70
- Grades 6-8 \$2.85
- Grades 9-12 \$3.00
- Extra milk .60 cents

## **REDUCED PRICE BREAKFAST & LUNCH:**

- Grades K - 12th BREAKFAST & LUNCH AT NO CHARGE!
- Extra milk .60 cents
- Adult meal prices: Breakfast \$2.50 Lunch \$3.80 Extra milk .60 cents

Please prepay for meals so your child will be able to eat without charging. You can find out what they owe on the parent portal or contact the district at 970-587-6055. IF your student goes through the lunch line and charges, parents are responsible for those charges. Please prepay for student meals in one of the following ways:

- Check made out to Weld RE-5J, with the student's legal name and grade on the memo line, and dropped at the available boxes in the school office.  
Or
- Payments can be made in the parent portal with a credit card, service charge fee applies.

# DISCIPLINE AND BEHAVIOR

## **DISCIPLINE**

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. 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. Teachers develop classroom discipline systems to encourage students to make good behavior choices. When a child makes a poor choice, we ask the student to think about his/her behavior, what the problem was, and how he/she can resolve the problem and repair relationships. 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. The administrator will meet with the student and determine appropriate consequences for the student. Parents will be contacted when necessary to provide support to help their child make appropriate choices.

Our school promotes several anti-bullying strategies in each classroom and with our school counselor. Students are taught ways to be a good friend and to discourage bullying behavior in one another. Our school staff takes bullying issues very seriously and works with students on an individual basis to stop the bullying behavior.

Continued misbehavior or disruptions may result in an in-school suspension or out-of-school suspension if it is determined to be necessary. All discipline decisions will be made by the school administration and staff with the guidance of the *Weld Re 5j discipline matrix*. **These documents will help guide the administrator's decision but consideration will be made for each individual situation, age, and circumstance.**

In addition, school staff members will only discuss discipline issues that involve your own child, and will not discuss other students with you.

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.

## BEHAVIOR - POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Our staff believes in Positive Behavior Support. Our goal is to create a structure that organizes adults and students to create a school culture that encourages positive behavior and interactions. By combining the PBIS component with our discipline process, to provide a safe environment where students achieve academically, and build positive relationships with each other and the adults who work with them. During the course of the year we will recognize student efforts towards showing positive behavior in all areas of the school environment both within the classroom and out. We strive to provide a sustained positive school climate. We appreciate parent support with this endeavor.



## THE KNIGHT'S SUCCESS LAB - AFTER SCHOOL ACTIVITIES

Students may be kept after school for various reasons. This may include extracurricular activities. Parents will be notified at least 24 hrs in advance if a child is going to be staying after school. Transportation home from after school activities needs to be provided by the parent.

The Knight's Learning Lab is an afterschool opportunity for first through fifth grade students. For more information about the Knight's Success Lab, contact Kasey Ross at: [kasey.ross@weldre5j.org](mailto:kasey.ross@weldre5j.org).

## PLAYGROUND RULES

The playground is a place where students have an opportunity to enjoy physical activity in a safe environment. Specific rules for playground equipment and appropriate activities are explained to students. Practicing positive sportsmanship and respect among all students is constantly reinforced.

Misuse of playground equipment: A student who is not following the rules for a piece of playground equipment may lose the privilege of playing on that equipment the remainder of the recess.

Poor sportsmanship, foul language, and rough play: A student demonstrating poor sportsmanship, using foul language or playing too rough may be required to spend the remainder of that recess or the following recess standing next to the building and may be required to see the administrator. If a group of students are demonstrating poor sportsmanship during an activity, that activity may be banned from the playground for those individuals for a period of time.

# SCHOOL NOTICES & PLANS

## EMERGING BILINGUALS

Weld County School District RE-5J has implemented a plan to ensure that second language learners in the district receive equal and meaningful access to educational programs. The plan includes:

- Processes to identify students who are learning the English language,
- Processes to assess the student's English language proficiency in English,
- Processes to assure that Special Education students are correctly supported,
- The initiation of an educational program to teach English to Second Language Learners, and
- Other administrative procedures for the benefit of all students.

## TITLE IX NOTICE

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services 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, please contact Cara Anderson, Assistant Superintendent of Human Resources, Weld County School District RE-5J, 110 S. Centennial Drive, Milliken, CO 80543, (970) 587-6050. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80104, (303) 844-2991. Denver, CO 80204, (303) 844-2991.

## SCHOOL ACCOUNTABILITY COMMITTEE

As required by state law, there is an Accountability/Advisory Committee at our school composed of parents and teachers. This committee meets with the administrator at least once every quarter as part of our regular Parent/Teacher Organization (PTO). This committee is charged with reviewing and evaluating goals for school improvement. This committee will also:

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

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

## NOTICE TO PARENTS CONCERNING SEX OFFENDER REGISTRATION ACT

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available online at:  
[http://dcj.state.co.us/odvsom/Sex\\_Offender/So\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/So_Pdfs/schoolresourceguideregistration.pdf)

or  
[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf).

In addition, copies of this guide are available upon request at Weld RE-5J Administration Building located at:  
110 S. Centennial Drive Suite A, Milliken, CO 80543





# EMERGENCIES AND EMERGENCY SHEET INFORMATION

911 will be called first when an extremely severe (life threatening) medical emergency arises. In the case of a serious illness or injury, the primary contact is called first. If there is no answer, the emergency numbers are called. If there is no response, the parents will be called at work. Every attempt is made to notify parents when there is a serious injury. **It is extremely important that your child's emergency sheet information is current at all times.** Please inform the school office of any changes in residence, employment and/or phone numbers, which occur during the school year.

## CRISIS PLAN

The district utilizes the "I Love You Guys" website <https://iloveguys.org/> and SRP.

# EARLY CHILDHOOD EDUCATION (JOHNSTOWN-MILLIKEN PRESCHOOL)

## AFFILIATION

The Elwell Early Learning Center and the Milliken Early Learning Center are preschools within the education system at Milliken Elementary School, Elwell Elementary School, and the Weld RE5J School District. Financially, the program is operated with funding from the state via the Colorado Preschool Program (CPP), Special Education, and School District support. The Preschool serves children with special needs and children who qualify for the Colorado Preschool Program.

## ONLINE REGISTRATION

When you register your child online, you need to upload or provide a copy of your child's Birth Certificate, Health and Immunization Record, and a current Doctor's Physical. Your child must have all of his/her required shots to begin school on the first day. If you choose to exempt your child from immunizations, then an exempt form must be updated annually. A health physical must be completed and documented on a school physical form/doctor physical form and signed by a doctor or physician assistant. The form must be provided on or before the first day of school. The yearly physical is due every 12 months as dated by the child's physician.

During the home visit with the classroom teacher, the parents or guardians are also asked to complete a questionnaire which enables teachers and families to work together to help children participate successfully in our preschool program. It is important that families relate to us their family values and practices so that the program can be supportive. If the program's professional values and practices differ from the family, please notify the classroom teacher or director.

## PROGRAM/SCHEDULE

The Johnstown Milliken Preschool runs Monday through Thursday and is in accordance with the District Calendar. There is an AM session and a PM session. The AM session runs from 8:30 am - 11:30 am, and the PM session runs from 12:30 pm - 3:30 pm.

## PRIMARY CAREGIVER AND CONTINUITY OF CARE

The Johnstown Milliken Preschool believes in the philosophy of Primary Caregiving and Continuity of Care. The primary caregiver system ensures that every child has a special person, and that each parent has a primary contact. How is the primary caregiver special? She becomes an expert on each child, an advocate, and a coordinator of children's and parents' experiences. The primary caregiver-parent relationship is as important as the teacher-child relationship. A primary caregiver's relationship with children and parents usually begins at the home visit. (While children are adjusting to being in care, it is easier for them to get to know one new person than to get to know several.)

Continuity of care means that when your child begins as a three year old, he will have the same primary teacher for his years in preschool. It is important that children feel safe and develop a rapport with a trusted adult at school.

## **PRESCHOOL AGE CUT-OFF**

The Johnstown Milliken Preschool accepts children who are 3 and 4 years old. The child may enter the preschool if he/she is 3 or 4 years old on or before October 1 of the year of enrollment and funded through Colorado Preschool Program. If the child is funded through Special Education, then the child may enter upon his/her third birthday or at age 2½ if the team makes that decision during the IEP meeting.

## **LICENSING**

The Johnstown Milliken Preschool is licensed according to the Rules Regulating Child Care Centers issued by the Colorado Department of Human Services, State of Colorado. The staff members are qualified and certified according to the State Licensing Regulations. To review a license or to file a complaint, call the Colorado Department of Human Services at 1-800-799-5876.

## **STAFFING**

Each classroom is staffed with one classroom teacher and one co-teacher. When needs arise for our students to need more support to sustain attention or for safety reasons, a special education paraprofessional will be in the classroom to provide this additional support. The special education paraprofessional can work with any children in the classroom and is not assigned to one specific child. Some classrooms may have more adults if needed.

## **STUDENTS WITH SPECIAL NEEDS**

The Johnstown Milliken Preschool works cooperatively with the Weld County RE5J Child Find Team in the assessment, identification of needs, and programming for students who come to our attention. Students with special needs that come to our attention during the school year will be referred to Child Find. Licensed teachers and therapists provide Special Education services within the Preschool.

## **COLORADO PRESCHOOL PROGRAM**

The Johnstown Milliken Preschool has a Colorado Preschool Program component. Students are determined to be eligible through a set of criteria. Parents and child or children must attend a developmental screening to apply for consideration to the Colorado Preschool Program. The schedule for preschool screenings will be sent home with all elementary students, preschool students, Head Start students, and local preschools. There is also screening information on the District website ([www.weldre5j.org](http://www.weldre5j.org)) and once a year in The Johnstown Breeze.

## **VOLUNTEERS**

Research states that parents and/or guardians who volunteer at school have more successful and engaged children. Therefore, we encourage parents or guardians to volunteer one day a month. Volunteers will be required to complete a confidentiality form and a volunteer registration form before beginning their volunteer work.

## **CONFIDENTIALITY**

Children's assessment records are stored in the classroom files in a locked file cabinet. Disclosure of children's assessment records beyond family members, preschool staff personnel, and Weld County School District Re5J staff shall require familial consent (except in cases of abuse, neglect or court order).

## **HOME VISITS, SCHOOL VISITS, AND PARENT/TEACHER CONFERENCES**

Prior to the first day of preschool, teachers will conduct a home visit. Each home visit will last approximately 20 minutes. This visit will enable parents to ask questions and allow the children to feel comfortable in their new preschool classroom when they see a familiar face, their teacher. During the school year, new children to the program and their parents will meet the preschool teacher and receive a tour of the classroom prior to their first day of school.

Parents are invited to visit and observe the classes in session. Parents may stop in anytime without calling ahead. If a parent wishes to stay for an extended visit, notification is appreciated. Parents dropping off or picking up their children are asked to wait outside the classroom. This allows the teacher to effectively implement arrival and dismissal routines.

Parents are encouraged to sign up as a parent helper or to share an expertise or a job experience with our students.

Parent and family workshops are scheduled each school year as well as family social nights. In addition, Parent/Teacher conferences are also held twice a year. (October and March)

All visitors are required to sign in at the elementary school office and are required to wear a visitor sticker printed after a valid ID is scanned, so that the director and preschool personnel shall know who is present in the preschool classrooms at any given time. Upon leaving, visitors are required to return the visitor sticker to the staff at the front office.

If an interpreter and/or translator are needed at conferences, one will be provided by the District.

**“The staff are wonderful. They truly care about their work and the kids. This is reflected by all of the smiling faces I see and the joy my daughter gets from attending Milliken Elementary School.”**

**| MES PARENT |**

## **ASSESSMENT PLAN**

The following assessments will be used by the Johnstown Milliken Preschool for the purpose of reporting progress to parents, to inform classroom instruction, and to provide teachers with clear ideas for curriculum development and daily planning. The assessments also aid the preschool staff in making overall sound decisions about curriculum, teaching practices, program improvement, and to report accountability of the program to the State of Colorado under Results Matter and Colorado Preschool Program.

- Teaching Strategies GOLD
- Zoo Phonics assessment
- Preschool Early Literacy Indicators (PELI)
- Response to Intervention (RtI) – Discrete Trial Training (DTT)
- Additional informal assessments as needed
- Special Education evaluations as required within a child’s IEP

### **Conditions and Methods of Assessment**

All assessments are administered one-on-one by the classroom teacher or paraprofessional within the classroom setting or in play-based settings through recorded observations. If necessary, a child may be assessed outside the classroom by their teacher due to the distractibility of the classroom environment. While interacting with children, teachers are constantly assessing strengths, needs, and interests which results in additional assessment information and planning for individualized teaching. Additionally, these interactions and assessments strive to be sensitive to the family culture, experiences, children’s abilities and disabilities, as well as, the home language of the child.

Assessment of children may be delayed or re-administered due to the child’s illness or the child’s emotional well being.

## **DROP OFF AND PICK UP PROCESSES**

1. The doors to the classroom will not open until 8:30am and 12:30pm, respectively. Upon arrival, sign your child into preschool and wait outside the classroom until the teacher greets you. In some classes, you will go into the classroom to sign in.
2. The teacher will take attendance after all students have arrived.
3. At dismissal time, wait for your child outside the classroom, and sign your child out at this time.
4. Preschool will dismiss at 11:30am and at 3:30pm, respectively. Please be on time.
5. Only the parent, guardian, or an authorized person 18 years or older may take a child from the preschool. Be sure your written form, authorizing pick up of your child, is up to date.
6. If an unauthorized person attempts to take a child, the parent will be notified, and the child will not be released.
7. If a parent’s written or verbal permission allows someone not known to the staff to pick up your child, a picture I.D. of that person will be required.
8. Please drive slowly and carefully around the preschool classroom settings. Be sure to use the crosswalks and have your child stay with you at all times.

### **Late Pick Up**

Emergencies are understandable; however, preschool-aged children are often very upset when parents or guardians arrive late. Please be on time. Preschool dismisses at 11:30 am and at 3:30 pm. If a child's parent or guardian is late, the child will stay with preschool staff and every effort will be made to call numbers noted on the emergency form for one hour. If a parent cannot be reached after one hour, the Weld County Department of Human Services will be contacted along with the Police Department. This is to ensure safety.

## **SUPERVISION OF CHILDREN AND LOST CHILDREN**

Direct supervision is maintained at all times. Appropriate teacher to child ratios are always maintained as outlined by the state of Colorado with increased supervision on field trips as needed. Sign-in sheets are checked periodically throughout the day, as well as, frequent counting of children to make sure all are accounted for.

If a child should become lost, the director and school principal are notified immediately, and a search party is organized, checking all possible hiding places and taking care to ensure that the other children are safe and well supervised. If the child has not been found in 10 minutes, the police and parents are notified. The director or teacher will continue the search with community personnel until the child is found.

## **SNACKS AND CELEBRATION TREATS**

A regular snack time is scheduled, and snacks are provided by the school district.

Your child may celebrate his/her birthday by bringing a treat for the class. Please notify the preschool teacher if you plan to send a treat. All treats must be prepackaged or store bought. Due to health department regulations, no homemade treats may be shared at school. In addition, please check with the classroom teacher in regards to food allergies before purchasing treats.

Holiday parties are fun and active times for parents to interact with their children. Snacks are served at the party and usually prepared to a certain extent by the children. Parents do not need to provide extra snacks or treats for the parties, unless requested by the teacher.

### **Classroom Parties**

Parents are strongly encouraged to attend classroom parties. However, due to our licensing rules and regulations around ratios, siblings under the age of 5 are not allowed to attend the parties. We understand that this may be difficult, but we appreciate your cooperation.

## **NEWSLETTER**

Communication with parents is important to our program. Please send a backpack with your child to help get papers and notes home to you. A monthly newsletter will be sent. Every attempt is made to communicate with parents. If you are not receiving notes, please let us know. Most notes are posted outside the preschool door by the front entrance. Please check to see that you have received all correspondences.

See elementary school handbooks for:

- Emergency Closing of School
- Inclement Weather
- Emergency Plans and Procedures
- Illness, Accidents, Injuries, and Health

## **HANDWASHING RULES**

1. Use liquid soap and running water
2. Rub hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails.
3. Rinse hands well!
4. Dry hand with a paper towel or a dryer.
5. Avoid touching the faucet with just-washed hands.
6. Turn off the water handle with a paper towel.

### Adult and Volunteer Handwashing Requirements - 20 seconds

- On arrival for the day
- After diapering or using the toilet
- After handling body fluids
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After water play
- After handling pets and other animals
- After handling sand, dirt, or surfaces that might be contaminated by contact with animals
- Before and after feeding a child.
- Before and after administering medication.
- After assisting a child with toileting even if you wear gloves.
- After handling garbage
- After cleaning

### Children Handwashing Requirements - 20 seconds

- Upon arrival for the day
- After using the toilet
- After handling body fluids
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After water play
- After handling pets and other animals
- After handling sand, dirt, or surfaces that might be contaminated by contact with animals.
- After handling garbage
- After cleaning

### MEDICATIONS, SUNSCREEN, AND INSECT REPELLENT

Medications, both prescription and over the counter, may be administered to a child only if the child's record documents that the parent or legal guardian and child's physician have given permission. An administrator or teaching staff trained and evaluated by the school district nurse will administer the medication and practice the six right practices of medication administration:

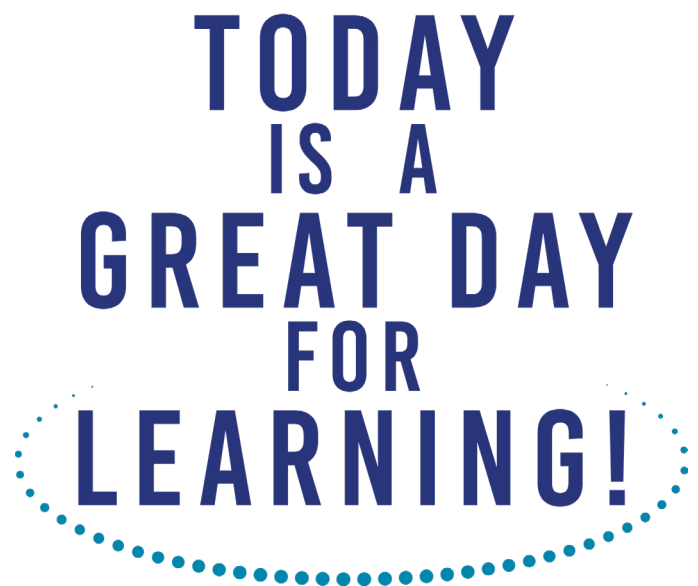
1. Right Student
2. Right Medication
3. Right Dosage
4. Right Time
5. Right Route
6. Right Documentation

All medications must be labeled with the child's first and last names, be in the original container and be labeled with the child's licensed health care provider. Prescription medication must be in the original prescription label that details the name, strength of the medication, and instructions on how to administer and store it.

All medications at school are kept in a locked cabinet.

Sunscreen is required for all children according to the Rules Regulating Child Care Centers 7.702.52D12. Parents are asked to apply sunscreen to their child every day prior to the arrival to school or give permission for the school to apply sunscreen to their child. If the school applies sunscreen to your child, parents are asked to supply the school with state approved sunscreen, labeled with the child's first and last name. The sunscreen must be in the original container and have directions for application. Parents will initial on the sign-in sheet as to whether sunscreen has been applied.

Insect repellent is not applied at school. If you would like your child to wear insect repellent, we suggest you apply it before coming to school.



## **TELEVISION AND VIDEO VIEWING**

There is no television viewing in the preschool classroom. Videos may be watched at times. The viewing time will not exceed 30 minutes in a month and all videos will be appropriate for the children's ages and relate to the current theme. There is permission for viewing videos listed on our enrollment form.

## **DIAPERING AND TOILET TRAINING**

Diapers are changed as needed when the child is wet or soiled, every 1 1/2 hours or as requested by parents. Disposable diapers or pull-ups are provided by the parents and kept in the child's backpack. Clothing that is soiled by urine or feces is immediately placed in a plastic bag and sent home that day for laundering. Staff changes children in designated changing areas within the bathrooms.

When the child is developmentally ready and can verbalize the need, preschool staff will help in toilet training. The goal is to support the efforts of the child at school and the efforts of the parents at home. The child will be asked to sit on the toilet at regular intervals and rewarded if he/she goes potty. At the next stage the child will be rewarded only if he/she comes to the bathroom dry and goes potty.

As children are toilet trained they are encouraged to use the bathroom and are encouraged towards independence as much as possible. It is important for a child to be in charge of pulling pants up and down, and changing wet clothes to the best of his/her ability. Accidents are not considered problems, and children will always be praised for their efforts.

## **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. The Preschool staff has the responsibility to choose the parent volunteers from their class that will assist with each field trip. A cell phone will be taken in the case of an emergency.

If a student arrives at school after the class has left on a field trip, the child must return home with parent or guardian. We are unable to make alternative arrangements for children who arrive late.

## **PERSONAL BELONGINGS AND MONEY**

Children will have an individual cubby to place their personal belongings in. If at all possible all money and toys should be left at home. The playground and classroom is well equipped for the children's needs. 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. Please label all belongings with the child's full name.

## **NOTIFICATION OF PROGRAM WITHDRAWAL**

If a parent must remove a child from the preschool program, two weeks notice is appreciated. If the preschool program needs to discontinue services to a child, parents will be contacted and asked to meet with preschool personnel. A decision will be made at the meeting about discontinuing services or providing alternatives.

## **REPORTING CHILD ABUSE**

It is the policy of this preschool to comply with the Child Protection Act. To that extent, any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, as defined by statute, shall immediately report this to the director, fill out a child abuse report form, and contact Weld County Social Services. The Weld County Social Services protective services telephone number is (970) 352-1923. The local police department number is 587-2772 (Milliken) and 587-5556 (Johnstown).

## POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At the Johnstown/Milliken Preschool we believe in positive approaches that allow for teaching children social and emotional skills. Preschool entails giving children the right tools to succeed in life by promoting good behavior and creating healthy relationships.

### Positive Discipline:

- Change Setting: Reorganizing the environment can eliminate many behaviors.
- Redirect: Redirecting children's attention can eliminate many behaviors.
- Natural Consequences: Allows the child to learn to consider the consequences of misbehavior.
- Cozy Corner: The cozy corner gives the child a quiet place to calm down and is a choice.
- Physical Intervention: Is used only when children's safety is at stake. The adult in charge will remove the child, children, or object so that safety is maintained.

### Dos of Conscious Discipline:

- Model appropriate behavior
- Communicate with parents
- Discover why a child is misbehaving
- Give the child a choice to be helpful
- Choose a safe place
- Review your responses
- Acknowledge little accomplishments & allow for teachable moments
- Positive praise

## KINDERGARTEN TRANSITION

Children who are five years old on or before October 1st of the upcoming school year are eligible for kindergarten. There will be a kindergarten round-up in March to register your child. In the fall, parents will have the opportunity to meet the kindergarten teachers and learn about kindergarten expectations. Children who have IEPs as part of special education will have a transition meeting before their kindergarten year. Children who have been in the MTSS/RtI process will also have a transition meeting with the kindergarten teacher and/or principal.





# Milliken Elementary

Milliken Elementary School  
100 Broad Street  
Milliken, CO 80543  
(970) 587-6200

FIND OUT MORE



[www.weldre5j.k12.co.us/milliken-elem](http://www.weldre5j.k12.co.us/milliken-elem)

MILLIKEN ELEMENTARY SCHOOL | [WWW.WELDRE5J.K12.CO.US/MILLIKEN-ELEM](http://WWW.WELDRE5J.K12.CO.US/MILLIKEN-ELEM)

