Mortensen Elementary School
STUDENT / FAMILY HANDBOOK
2017-2018

Mortensen Elementary

"THE ABC'S AND 123'S OF MORTENSEN ELEMENTARY SCHOOL"

Dear Mortensen Families:

On behalf of our entire staff we would like to welcome you and your child to Mortensen Elementary for the 2017-2018 school year!

"Our mission is to nurture, empower, and inspire all of our students to become successful learners in a world full of possibilities."

Our VISION and theme for this school year is: Learn, Create, Succeed Together!

Mortensen Elementary is dedicated to providing an excellent learning experience for your children. We have prepared this STUDENT/PARENT HANDBOOK as a guide to our school. We hope it will be a useful resource that answers some of your questions regarding day-to-day activities as well as special events and programs you and your child can experience throughout the school year. As a means of saving printing and paper costs, we will post this handbook on the Mortensen Website for your convenience. You may wish to save it on your computer desktop for easy access. Paper copies will be available for a small fee of $3.00.

The Handbook is arranged alphabetically for your convenience. It may be updated during the course of the year. If changes are made, we will communicate them to you via the "School Messenger", which usually appears in your email. Additional, continuing information will be provided during the year in the weekly Family Bulldog Bulletin (sent via email on Mondays), in class newsletters and in Friday Folders. There will be many opportunities to visit the school and learn more about your child's progress, including Back-To-School Night (a.k.a. Curriculum Night) and at Parent/Teacher Conferences. Report cards are sent home at the end of each trimester. Most importantly, please do not hesitate to contact your child's teacher should you have any questions or concerns throughout the year.

Our hope is that you will be an active participant in your child's education. We believe that a strong partnership between parents and teachers is needed for the greatest gains for our children. Come to school, visit the classrooms, volunteer in many ways, and be a part of our Mortensen Family! Your children will love it and we will, too!

For the children,

BARKY the Bulldog

Karla B. Hankins, Principal

Our Bulldog Be's: ***Be Respectful - Be Responsible - Be Ready to Learn***

MORTENSEN ELEMENTARY SCHOOL: IMPORTANT DATES 2017-2018

For the most up-to-date information on events and activities, please check our website!

August

1	Registration Round-Up in gym	7:00-9:00 am, 11:00 am-1:00 pm, and 4:00-7:00 pm
10	Certified Staff Back on Duty	8:00 am
14	New Parent Boot Camp	5:00-7:00 pm
16	Class Lists Posted	4:45pm
16	Meet and Greet	5:00-7:00 pm, bring your school supplies
17	First Day of School	
22	Ice Cream Social for Summer Readers	
23	Back to School Night a.k.a. Curriculum Night	5:30-6:10 (Kindergarten – Second), 6:15-7:00 (Third-Fifth)
25 and 28	Modified Attendance Days – Assessments (Students come by appointment only)	
29	PTO Social @ Virgilio's	6:00 pm
29	Band / Orchestra Night @ CSH	6:00 pm
30	Band / Orchestra Night @ CSH	6:00 pm

September

4	No School – Labor Day	
8	Barky's Bonfire	6:00-9:00 (on grounds of school)
12	PTO Meeting	7:00 pm
14	Field Day (Third-Fifth Grade)	
22	Field Day (K-Second Grade)	
22	Early Release (Teacher Professional Learning)	12:45 pm
27	Fall School Photos	
28	Box Tops Collection #1	
28	Partners In Education (P.I.E.)	5:30-7:00 pm

October

2-3	Bus Safety Training	
3	Vision and Hearing Screening	
4	Walk or Bike to School Day	
10 and 11	Fall Parent/Teacher Conferences	
10	PTO Meeting	7:00 pm
13	No School – Fall Break	
18	Doughnuts with Dads	7:45-8:25 am
25	Delta Dental Assembly	8:45 am
26	Rad Run (Third-Fifth Grade)	4:00 pm
26	Partners In Education (P.I.E.)	5:30-7:00 pm
27	Picture Retakes	
31	Halloween Parade and Parties	2:00 pm

November

3	**Early Release – Teacher Professional Development**	**12:45 pm**
6	**Spirit Night – Texas Road House**	
9	**Chatfield Area Choral Festival @CSH**	**7:00 pm**
9	**First Trimester Ends**	
10	**Veteran's Day Assembly**	**9:00 am**
14	**PTO Meeting**	**7:00 pm**
17	**Turkey Trot**	**2:30 pm**
17	**Report Cards Go Home**	
20-24	**No School – Thanksgiving Break**	
27	**Classes Resume**	
28	**Drama Auditions**	
30	**Box Tops Collection #2**	
30	**Third Grade Program**	**7:00 pm**

December

1	**Third Grade Program**	**9:00 am**
6	**Elementary Orchestra Concert at Deer Creek MS**	**7:00 pm**
7	**Elementary Band Concert at Deer Creek MS**	**7:00 pm**
12	**Kindergarten Orientation**	**6:00 pm**
12	**PTO Meeting**	**7:00 pm**
14	**Winter Choral Concert**	**7:00 pm**
15	**Winter Choral Concert**	**9:00 am**
20	**Winter Break Assembly**	**9:00-11:00 am**
21-Jan 5	**No School – Winter Break**	

January

4-5	**Teacher Work Days/Professional Development**	
8	**Classes Resume**	
8-31	**Choice Enrollment – Round One for 2018-2019**	
8-31	**Kindergarten Registration for 2018-2019**	
9	**PTO Meeting**	**7:00 pm**
15	**No School – Martin Luther King, Jr. Day**	
18	**Class Pictures & School Club Photos**	
22	**Chatfield Area Band Festival at Deer Creek MS**	**7:00 pm**
23	**Chatfield Area Orchestra Festival at Falcon Bluffs MS**	**7:00 pm**
24	**Coffee with the Principal**	**8:45 -9:30 am**
25	**Partners In Education (P.I.E.)**	**5:30-7:00 pm**

February

13	**PTO Meeting**	**7:00 pm**
14	**Fun Run Kick-Off Assembly**	**2:00 pm**
14	**Valentine's Day Class Parties**	
15	**Kindergarten and Fifth Grade Continuation Photos**	
16	**Early Release – Teacher Professional Development**	**12:45 pm**
19	**No School – Presidents' Day**	
20-21	**Spring Parent/Teacher/Student Conferences**	
22	**Box Tops Collection #3**	
23	**Fun Run Day**	
26	**Second Trimester Ends**	

March

1	**5th Grade Program**	**7:00 pm**
2	**5th Grade Program**	**9:00 am**
2	**Report Cards Go Home**	
13	**PTO Board Meeting**	**7:00 pm**
16	**Early Release – Teacher Professional Development**	**12:45 pm**
22	**1st Grade Program**	**7:00 pm**
23	**1st Grade Program**	**9:00 am**
26-30	**No School - Spring Break**	

April

2	**Classes Resume**	
10	**PTO Meeting**	**7:00 pm**
11	**Muffins with Moms**	**7:45-8:25 am**
12	**Mini-Marathon (during Specials time)**	
13	**Rainbow Show**	
19	**Spring Choir Concert**	**7:00 pm**
20	**Spring Choir Concert**	**9:00 am**
26	**Rad Run (K-2nd Grade)**	**4:00 pm**
26	**Partners In Education (P.I.E.)**	**5:30-7:00 pm**
27	**Day Without Hate**	
27	**Early Release – Teacher Professional Development**	**12:45 pm**

May

2	**Elementary Orchestra Concert @FBMS**	**7:00 pm**
3	**Box Tops Due Date #5**	
3	**Elementary Band Concert at Falcon Bluffs MS**	**7:00 pm**
4&7	**Modified Attendance Days – Assessments (Students come by appointment only)**	
8	**PTO Meeting**	**7:00 pm**
9	**Children's Theater Performance - Assembly**	**9:00 am**
10	**Children's Theater Evening Performance #1**	**7:00 pm**
11	**Kindergarten (18-19) Best Start Program #1**	**9:00 am**
11	**Children's Theater Evening Performance #2**	**7:00 pm**
11&14	**Advanced Band and Orchestra Tour**	
18	**Kindergarten (18-19) Best Start Program #2**	**9:00 am**
18	**Preview of Next Year (PONY) Day**	
23	**Fifth Grade Continuation**	**7:00 pm**
24	**Kindergarten Continuation**	**8:45 am**
24	**End of Third Trimester – Report Cards Go Home**	
24	**Last Day of School/Early Dismissal**	**12:45 pm**
25	**Teacher Work Day/Potential Snow Make-Up Day**	
28	**No School - Memorial Day**	
29	**Teacher Work Day/Potential Snow Make Up Day**	
30	**Teacher Work Day/Potential Snow Make Up Day**	

Our Mortensen Community Mission is to nurture, empower, and inspire all our children to become successful learners in a world full of possibilities.

Mortensen Elementary

About our School

Address:	8006 South Iris Way	**Office Hours:**	7:30 am – 4:00 pm
	Littleton, Colorado 80128	**School Hours:**	8:30 am – 3:15 pm – Full Day KG and 1st – 5th grades
School District:	Jefferson County (*not Littleton*)		AM KG – 8:30 – 11:15
Telephone:	Office - 303.982.0022 Fax - 303.982.0021	**School Colors:**	Teal & Maroon
	Attendance - 303.982.0040 (1st bell at 8:25 am)	**School Mascot:**	Bulldog
	School-Age Enrichment (Daycare) 303.982.0065		
	Preschool Program - 303.982.0012		
Website:	www.jeffcopublicschools.org (click on "Find Department, Schools and Staff")		
Facebook Page:	facebook.com/MortensenElementary		

Mortensen Elementary Standards

Before School

- Students may not arrive at school before 8:20 am unless they have an approved "before school activity." **Please note that there is no adult supervision outside prior to 8:20 a.m.**
- Students may not be in the building before or after school without teacher permission.
- Students will walk their bikes on school property.
- Students will line up next to their **exterior** classroom door. No running, playing on playground equipment, or disturbing other classes.
- Students will be respectful to all adults, including those on duty.
- Parents must observe traffic flow patterns...**remember the Hug and Drop Zone is not a parking zone.** There is no parking in the Bus zones on the west side of the building either before or after school.

Cafeteria

- Students will give money for their lunch account to their teacher in the morning.
- Students will wait their turn in line.
- Students will talk using their conversation voice, and they will stop talking when the lights go off.

- Students will sit at their assigned grade level section. Students may not move to a new table once they have been seated.
- Students will eat lunch in a polite, respectful manner.
- Students will clean the table, stool, and floor after they eat.
- Students will raise their hand and wait to be dismissed by an adult.
- Students may not take food or candy outside.

Playground

- Students will play outside in a way that is thoughtful and respectful of other students.
- Students will be respectful to the playground aides.
- Students will play within the defined boundary.
- Students will be responsible for their playground equipment.
- Students will sit when on the swings and will not stand, twist or jump off the swings.
- Students will not climb or sit on fences or guardrails.
- Students will sit to go down the slide. They may not climb up the slide. No rocks are permitted on the slide.
- Students will leave items on the ground (i.e., rocks, mulch, and snow).
- Students will play in a way that is appropriate for the weather. No snowball throwing, sliding on ice, playing in puddles.
- Students may only be in the building at recess time if they have a pass given to them by a playground aide.
- Students will line up to return to their classroom at their scheduled time.

ANNOUNCEMENTS

In the interest of protecting instructional time, announcements will be made promptly at 8:31 a.m. Students and all staff members will be expected to listen to announcements and to stand during the "The Pledge of Allegiance." We will announce lunch menu, weather, birthdays, and a thought for the day. Parents, please work with your children at the beginning of the year to establish a respect for announcement time. Also, if there are any parents in the hallways during announcements, please stop and salute the flag during the pledge. In addition, talking in the hallways will interfere with the announcements. Thank you for your support.

ASSEMBLY PROCEDURES – All School

Assemblies will be conducted for special school wide events. Students will sit in an orderly manner with kindergarteners at the front and fifth graders at the back. The following rules will be in place for all assemblies and guest speakers.

Assembly Be's

Respectful	Responsible	Ready to Learn
* Appropriate applause *Hands/feet to self	* Sit flat in one spot *Be polite	* Listen and watch *hand signals silence

ATTENDANCE

When a student misses school, he/she not only misses the written work that is due, but more importantly **she/he will miss the discussion and verbal explanations by the teachers and other students in class.** Regular, daily attendance in class is vital to the education of our students. Attendance is the responsibility of the student, parents and the school. Your support is appreciated. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School Attendance law. This expectation is founded upon the belief that students learn best when they are actively engaged in learning, when there is continuity in the presentation of new concepts and ideas, when students can share their ideas with one another, and when they see the progress they are making. Our Board of Education and the Mortensen staff believe that duplication of the classroom experience can never be accomplished with make-up work.

Please call the attendance line, 303.982.0040, by 9:00 am on the day of your child's absence or tardy to notify the school. For your child's safety, we will make every attempt to contact you to ensure that your child is accounted for. If we are unable to verify an absence by 10:00 AM a well-check conducted by Jeffco Security may be requested.

Excused Absence: Absences will only be excused in case of illness or family emergency. In order to be excused, the parent must call the school **(303.982.0040)** by 9:00 am with an approved reason for the absence.
Unexcused Absence: Those for any reason other than family emergency or illness.
Tardies: Students are expected to arrive at school on time by 8:25 am. Students are considered tardy if they are not in class by 8:30 am. Tardy students must check in at the office to receive a pass before attending class. Tardies are excused only for illness or emergencies. Eight unexcused tardies constitute an unexcused absence and will be documented.
Early dismissal: Unexcused dismissals (not for emergency or illness) will accrue and count as unexcused absences.
Prearranged Absence: If your child will not be attending school for consecutive days via vacation etc. Please fill out a prearranged absence form and turn it into the office at least a week before planned absence.

We acknowledge the importance of family time, yet must also stress the importance of our work here. We strongly recommend that you schedule dental and doctor appointments and trips outside of school time.

Attendance letters will be sent to notify parents when a child has accrued 5 unexcused absences. After 3 additional unexcused absences, the school will apply for a compulsory attendance letter. Attendance letters will be sent to parents after 10 total absences, whether excused or unexcused. Attendance letters are not meant to question your decisions regarding attendance, but to notify you of your child's standing with regard to compulsory attendance law. If you receive a letter and disagree with the number of absences, please call the school for clarification. Students will be given time to make up missed work; however, teachers are not required to provide work ahead of time. It is always our desire to work cooperatively with parents and students so that all may experience as much success as possible. Thanks!

BAD WEATHER DAYS

Cancellation of school takes place only during circumstances such as severe weather that produces significant safety risks. When it is determined by Jefferson County Schools to close school, information will be broadcast over most radio/television stations as well as the Jeffco/Mortensen School Messenger telephone/email system. It is advisable for each family to have a predetermined plan that children follow should it be necessary for school to be closed. In the event that the school is closed during the school day, parents are expected to make arrangements for their children to proceed home safely.

BICYCLES/ROLLERBLADES/SKATES/SCOOTERS/SKATEBOARDS

Students may ride their bikes to school if parents feel they are responsible enough to handle that responsibility. A lock is necessary, however, as the school is not responsible for any loss or damage. Helmets are strongly encouraged. Bikes ridden to school should be parked in the bike rack and locked immediately

upon arrival. Bikes are to be walked on the school grounds, not ridden. Due to safety and storage reasons, roller skates or blades or skate shoes or skateboards and scooters are not allowed on school grounds at ANY time.

BIRTHDAYS

Birthday pencils are given to each student by our school principal, their names are posted in the display case, and their names are announced in the morning. Please consult your child's teacher about classroom recognition for student birthdays.

BULLDOG BEHAVIOR PLAN

School-Wide Positive Behavior Plan: 2017-2018

Good discipline, like many good habits, must be taught. Parents are encouraged to reinforce positive behavior expectations at home and insist upon appropriate behavior at school. Parents are urged to confer with teachers concerning issues around discipline and appropriate behavior. The principal is also always available to discuss a student's difficulties in the classroom. Please remember that the first few weeks of school are **critical** in establishing an environment conducive to year-long learning in the classroom.

We are looking forward to a wonderful journey to success this year with Mortensen students! As always, we need your help and cooperation to build student success, and we thank you for your continued support and encouragement. This plan is an organized system for encouraging students to function successfully in a school society. They will experience both rewards and consequences based upon a carefully determined set of Guidelines for Success. They will be taught this system and challenged to use it to motivate themselves to be more effective learners. In this atmosphere of respect and collaboration optimal learning can occur for all!

Mortensen Bulldog Be's: ***Be Respectful*** ***Be Responsible*** ***Be Ready to Learn***

Arrival/Dismissal Be's	Assembly Be's	Bathroom Be's	Kids' Café Be's
Respectful *Walk *Walk bikes *Keep skateboards, rollerblades and scooters at home *Follow adult direction **Responsible** *Arrive no earlier than 8:20 am *Pass required to be inside before 8:20 and after 3:20 *Always use crosswalks **Ready to Learn** *Stay in line next to building by your door (No playing)	**Respectful** *Appropriate applause *Hands and feet to self **Responsible** *Sit flat in one spot *Be polite **Ready to Learn** *Listen and watch *Hand signals silence	**Respectful** *Keep clean *Flush *Use quietly **Responsible** *Take care of your business *Wash hands *Use appropriately **Ready to Learn** *In and out quickly	**Respectful** *Silence when lights off *Use good table manners *Invite others to sit with you *Follow adult direction **Responsible** *Clean up eating area *Report messes *Walk **Ready to Learn** *Eat in a timely manner *Eat healthy food *Line up quickly and quietly

Hallway Be's	Playground Be's	LMC/Computer Lab Be's	Classroom Be's
Respectful *Single file on right *Keep hands and feet to self *Use quiet voices **Responsible** *Walk *Watch where you are going *Face forward **Ready to Learn** *Arrive in a timely manner	**Respectful** *Be considerate of others' feelings *Be a good sport *Honor personal space **Responsible** *Use equipment properly *Enjoy recess safely *Return equipment *Line up quickly and quietly **Ready to Learn** *Stop, look and listen when whistle blows *Move and exercise *Solve recess problems before lining up	**Respectful** *Use quiet voices *Keep hands and feet to self *Allow others to learn **Responsible** *Treat books and equipment with care *Keep library and lab neat *Return books on time **Ready to Learn** *Listen attentively *Raise hand to talk *Try your best *Ask for help when needed	**Respectful** *Respect rights, diversity, feelings, and property of others *Handle conflict appropriately *Work cooperatively with others **Responsible** *Follow school/classroom rules *Accept responsibility *Complete work on time *Turn in completed homework and required signatures **Ready to Learn** *Demonstrate consistent effort *Follow directions *Use time appropriately – Be organized *Produce quality work based on your ability (Do your best!)

The Mortensen Bulldog Be's framework provides us with guidelines to ensure a safe and orderly environment in which to learn and grow. There are many opportunities to recognize positive behavior and academic excellence. Students may earn Bulldog Bones when they exhibit superior behavior or do something above and beyond expectations. We do not want to teach our students to expect a tangible reward for meeting every small detail or responsibility; however, we all enjoy tangible recognition every now and then for a job well done. The Bulldog Bones may be collected and redeemed for various rewards. The Mortensen staff is dedicated to helping every child realize his/her self-worth and help each one to become the "best they can be!"

Mortensen Discipline Policy

The Mortensen Discipline Policy is designed to reward positive behavior and to communicate with parents when negative behaviors occur. In addition a series of consequences for negative behaviors will encourage a student to work towards positive behavior choices.

Write-Up Codes: ® = Office Discipline Referral

Expectation 1: Respects rights, Diversity, Feelings, and Property of others
Violations: Theft ®, Property damage ®, Name calling, Property misuse, Disrespect

Expectation 2: Handles conflict appropriately
Violations: Profanity ®, Physical fighting ®, Inappropriate language, Physical contact

Expectation 3: Works cooperatively with others
Violations: Bullying ®, Harassment ®, Disruption

Expectation 4: Follows District Expectations
Violations: Dress code violations, Electronic violation, Other violations in Jeffco Student Code of Conduct

Expectation 5: Accepts responsibility
Violations: Lying ®, Cheating ®, Frequently unprepared, No required signatures

Expectation 6: Follows directions
Violations: Off task behavior after warnings, Defiance ®, Noncompliance

Students will be given opportunities to correct behavior prior to write-ups being issued. The teacher will instruct the student on the correction that needs to be made. If the student chooses not to comply, the teacher will ask for the child's chart and mark the appropriate code. If the misbehavior continues, an office referral may be issued.

Within One Week:	**Consequences:**
First Weekly Write-Up	Sit Out of a 15 minute Fun Activity at Teacher Discretion
Second Weekly Write-Up	Student will write letter to parent. Parent will sign letter & return it to school the next day.
Third Weekly Write-Up	Teacher will contact parent via phone, email, or personal visit and collaborate on ways to assist the student.
Fourth Weekly Write-Up	Student will be referred to the principal. Parent conference may be required. Other consequences may be considered.

The Bulldog Behavior Chart will be sent home weekly. Students will discuss the chart with parents. Parents will sign the chart and return it the next day to your child's teacher.

Possible Consequences for Problematic Behavior

It is our sincere hope that working together we can guide a student to positive behavior through the above Positive Behavior Plan. If, however, a student continues to make poor behavior choices, the following consequences may be considered on an individual basis.

1. Parent Conference at school with teacher, principal, and student may be requested.

2. Individual Behavior Plan may be written for the student with input from school personnel and parents.

3. The student may continue to lose privileges (recess, assemblies, activities, etc.) until behavior becomes acceptable.

4. Student may be assigned time in **S.A.T.** (Stop and Think). This is an in-school area that is supervised at all times by an adult staff member. Students assigned to **S.A.T.** will be expected to sit quietly and complete specific assignments which may include character/behavior essays and/or planning templates for making better choices. The amount of time assigned to S.A.T. will be determined by the principal based on the severity of the behaviors. Community service activities and/or restitution may be required depending on the behavior infraction.

5. Student may be assigned to **After School Detention** after repeated misbehaviors in school. After school detention will be held as needed on Tuesday and Thursday afternoons. Parents will be notified if a student is assigned to Detention. For safety reasons, parents must come in at 3:45 to sign a student out of Detention.

6. Possible home suspension or expulsion will be considered for extreme behavior situations.

Parents and students should make note of the following rules and policies that are in effect for the safety of all students and staff members:

- There will be **no tolerance** for threats (verbal or non-verbal) to adults or to other students. A parent conference will be required before a child returns to class. Threats (verbal or non-verbal) will result in **S.A.T.**, detention, or suspension.
- There will be **no tolerance** for fighting. Students will automatically be suspended the first time for fighting (no second chances). **It will not matter if a student starts the fight or not**. If a student starts a fight, the other student needs to go get an adult and not fight back. Fighting will include hitting, kicking, punching, pushing, shoving, throwing things at others, biting, pinching, or any other aggressive activity. If a student hits back or reacts in a physically aggressive manner, they will also be subject to suspension.
- There will be **no tolerance** for bullying. Bullying consists of intimidating others through any verbal or non-verbal means. Students who choose to engage in this behavior will be subject to serious consequences including parent conferences, S.A.T., Detention, and Suspension.
- There will be **no tolerance** for profanity/vulgarity toward an adult or another student. Students who engage in this behavior will be subject to serious consequences including parent conferences, S.A.T., Detention, and Suspension.
- If a student is to be suspended for an action at school, the parents will be contacted immediately if they can be reached by phone. Parents will then be given the option of picking the child up at that time. We realize that it is not always possible for a parent to make arrangements to pick up a child on short notice. If a parent cannot pick up a child when contacted or if parents cannot be reached, the student will remain in **S.A.T.** for the remainder of the day and be suspended for the following day.

Grounds for **suspension** include:

- Behavior on or off school property which is detrimental to the welfare or safety of students or school personnel;
- Repeated interference with a school's ability to provide educational opportunities to other students;
- Willful destruction or theft of school or personal property;
- Possession of drugs, tobacco or related paraphernalia;
- Bringing weapon look-a-likes, such as cap guns, water pistols, etc. to school.

Possible **expulsion** may occur in the following situation:

- Being declared a habitually disruptive student, meaning a student who intentionally causes a "significant" disruption in school more than three times in a school year and for whom administration has taken steps to declare the student as "habitually disruptive." See our Jeffco Conduct Code for further explanation.

The following will result in **mandatory expulsion**:

- Bringing, carrying, using or possessing a deadly weapon whether loaded or not on school property with the intent to threaten, intimidate, or use and/or cause physical or emotional harm to him/herself or others

Again, we greatly appreciate your support of the Mortensen Positive Behavior Plan. Working together our students will have an exceptional school year!

CAFÉ AT MORTENSEN

Parents are always welcome to eat with their children in the Kids' Café. Please let the teacher know so that a meal may be ordered for you. You may also bring lunch into the cafeteria for you and/or your child, or take your child out for lunch. Please stop by the office to sign in and pick up a visitor's badge. Please plan to arrive at your child's scheduled time, and you may sit with your child. Parents and all adults are encouraged to model appropriate restaurant behavior and to converse quietly with students sitting around you and your child. This helps the children acquire positive social interaction skills.

Jefferson County Hot Lunch Program: The cafeteria staff notifies students when they have one remaining lunch mark, and students may have their hand stamped as a reminder they need to purchase more lunch marks. The following are procedures and information from the Jeffco Food Services Department:

Food and Nutrition Services is committed to providing all Jeffco students with high quality meals that are produced from healthful, sustainably produced and regionally-sourced food. This department employs approximately 600 full and part-time employees that prepare over six million meals a year. Food and Nutrition Services is a self-supporting enterprise fund within the district. No General Fund monies are utilized to support these operations. All funds are generated through paid meal service, *a la carte* sales and state and federal reimbursement. Jeffco Schools participates in the USDA school lunch, breakfast and commodity food programs. Meals are available to all district students and staff at a reasonable cost and available to eligible students at a free or reduced price based on USDA program guidelines. Visit the Healthy Living Web site, which is designed to provide parents and students with an interactive tool to access the nutrient data from our breakfast and lunch menu items. You will also find lesson plans and more.

Elementary Meal Prices: Lunch - $2.85 Reduced Lunch: Grades K-5 is free Milk - $0.85

MyPaymentsPlus is a service that allows parents to pay for school meals online. If you have any questions, please call MyPaymentsPlus at 1-877-237-0946 or Jeffco Schools' Food and Nutrition Office at (303) 982-6748. Telephone Mealpay is also available. The telephone number is 1-866-609-0949. Students at the elementary level may charge meals up to a total dollar amount of $7.50, which includes breakfast and lunch. The $7.50 loan limit applies regardless of student eligibility status. These lunch loans are to be repaid immediately by the student or the student's parents. Food Services will not be able to extend further credit to any student beyond the $7.50 loan. Parents will be advised of the student loans via a notice sent home with the child from Food Services. Once loans have been repaid in full to the school cafeteria manager, the student will again be eligible for a lunch loan, if needed, keeping in mind the $7.50 loan limit. To assure that no student goes through the day without food, any student who has reached the $7.50 loan limit will be provided with cheese and crackers at no charge.

This year's lunch/recess schedule appears on the next page:

Lunch/Recess Schedule 2017-2018 Students may eat for 20 minutes and then have a 20 minute recess. UPDATED August 9, 2017		
Begin	**End**	**Grade**
11:15	11:55	Kindergarten
11:35	12:15	Third
11:45	12:25	First
12:00	12:40	Fourth
12:15	12:55	Fifth
12:30	1:10	Second

CHECKING OUT YOUR CHILD DURING THE SCHOOL DAY

Once in school, children are excused to leave only at the request of the parent. Children leaving school before regular dismissal must be checked out through the office. **No one other than the parents or legal guardians may get release of a child without written permission from the parent or guardian**. Children are not sent home during school hours unless the office has first been contacted by the parent.

Lock Down: In the event of a **Lock Down** situation, a student will only be dismissed to an authorized person listed on the emergency card. Picture ID will be required. While each situation is different, we will adhere to our crisis response plan guidelines to ensure the safety of students and staff.

Emergency Student Release Procedure: In the event of a building emergency, we have a specific student release procedure in place. You may receive a call from the school and/or hear an announcement on the radio that you need to come to Mortensen Elementary or our designated evacuation site, Falcon Bluffs Middle School, to pick up your child. At Mortensen, the front doors of the school will be locked. Parents/guardians will proceed to the outside cafeteria doors to pick up their child. Please note that we will not release your child to another person even if you phone the office that day or write a letter stating your request. This is for your child's safety. **If there is anyone that you want your child released to other than yourself, we must have that recorded in your child's emergency information in Jeffco Connect, prior to the emergency.**

CLINIC

We are always concerned for the health and well-being of all our students. Our clinic is supervised by a clinic aide and is available for children who become ill or injured at school. If a child has a temperature of 100° or above or has an injury that appears to require medical attention, parents will be called to pick their children up at school immediately. Please help us by keeping your child home if they have a sore throat, runny nose, upset stomach or undiagnosed rash. One day at home will often prevent a prolonged absence and will protect others. All prescription and non-prescription medicine, including cough drops, must be administered through the clinic. A parent-signed permission form is necessary when submitting any medicine. This includes: lip balms, cough drops, sunscreen and any type of pain medication. Continuing this year, mints will not be administered per our district area nurse. Please contact our clinic aide with specific questions. All K-3rd, 5th, grade and new students to our school will have their hearing and vision tested at the beginning of the school year. Should you have a 4th grader you would like tested please contact our clinic aide.

Teachers will use good judgment and common sense when determining if a student needs to be sent to the clinic and/or office for medical attention. Several hours away from precious classroom instruction can occur each year just from students going to the clinic for unnecessary reasons. Many times minor complaints can be handled by the classroom teacher. The nurse will provide teachers with band-aids for small cuts and scrapes. A student must have a note from the teacher prior to coming to the clinic. If it is determined that the student is too ill or injured to remain at school, the parents will be called to pick up their child.

COMMUNICATION

Communication is a key ingredient of a successful school. Home and school collaboration is critical for our students to receive the optimum education that they deserve. Much effort has been implemented to provide your child with the highest quality of educators as possible. Your children's teachers have been instructed to communicate with you in a positive, professional, accurate, and timely manner. We do realize, however, that we are not perfect. We do encourage parents to let us know of concerns. Do not let problems multiply before contacting your child's teacher. We strongly encourage parents to contact the teacher first prior to issuing a complaint with the principal. In this way, problems can hopefully be worked out directly. If, however, parents are not satisfied with the result of the conversation with a teacher, you are then welcome to contact the principal so that a meeting can be scheduled to address and handle the problem. **Open communication will keep us all on the same path to excellence for our students' benefit!**

CRISIS MANAGEMENT PLAN

This plan is reviewed annually and gives specific information about how emergency situations are handled. A copy of this plan is available in the office for parents who are interested in reading it.

DOGS AT SCHOOL

We realize that many of our Mortensen families have a dog as a cherished member of the family! Even though most of us are "dog lovers" ourselves, **we must request that dogs not be allowed on campus during school hours and 30 minutes before and after school during arrival and dismissal.** This will mean 8:00 – 3:45 each day. This is for the safety for all concerned. Even a dog on a leash might react if a group of children were to run over to it. Please know that, on occasion, animals are present in the school for therapy or educational purposes. These activities are always conducted in accordance with our Jefferson County Board of Education policy. In addition, on the weekends and evenings, if you walk your dog on school grounds, please be considerate in picking up after the dog. Thank you for your support in this regard.

DRESS CODE

*During cold weather, proper outer clothing and boots should be worn. Students will be expected to go outside for recess *every day*, except in severe weather. Students will not be permitted to wear black trench coats or dusters at any district school, on district provided transportation, on school grounds, or at any school-sponsored activities.

Inappropriate dress includes but is not limited to:

*head covering for both boys and girls such as hats, caps, bandanas, etc. inside the building
*belly buttons and tummies showing (tops must be long enough to be tucked in)
*inappropriate neckline
*tops with spaghetti straps (straps must be at least two inches wide)
*muscle, mesh shirts or cut off shirts
*shorts, skorts and skirts (must, at minimum, reach the bottom of all fingertips when arms are extended at the side)
*chains or spikes (these are a safety hazard)
*low or sagging hip huggers, pants or shorts – if pants are sagging, the student will be sent to the office to receive a belt
*any under garments that are showing
*inappropriate language, messages or "lewd" graphics on clothing (including alcohol or tobacco advertising)

Boys and girls must wear athletic shoes in Physical Education classes for their safety.

The following guidelines will be implemented when a student's dress is inappropriate.

1. Take the child aside, and talk to him/her privately.
2. Call parents to inform them and ask them for their help.
3. Hopefully, parents will be able to bring the child other clothing. If not, check with the principal.
4. The child will be guided to not wear inappropriate clothing to school in the future.

EXTENDED LEARNING OPPORTUNITIES

Choir

Choir is available for third through fifth grade students throughout the school year and for first and second graders during the spring semester. They practice before or after school once or twice per week. We generally have winter & spring grade-level programs, as well as programs off-site, i.e., an assisted living center and other local schools. There is a $15.00 fee for new students and $10.00 fee for returning choir members.

Instrumental Music, including either band or orchestra, is an elective open to interested students in fourth and fifth grades and meets twice a week during school hours.

***Craft Club**

This after-school club is an opportunity to participate with others in creating unique and fun crafts.

***Cub Scout Program**
The Cub Scout program is open to all boys in K through fifth grades. Meetings sponsored by parent volunteers are normally held weekly during the school year.

***Children's Theater (formerly known as Drama Club)**
Drama, drama, drama! Unleash your creative side and perform your heart out! After-school practices end with a final performance for students and families.

***Foreign Language Club**
In the past we have offered Spanish tuition-based classes depending on the availability of instructors. More details are available on the community information rack in the front hallway.

***Geo Bee**
This is a geography bee sponsored by the National Geographic Society to help students learn and appreciate knowing about our world.

***Girl Scout Program**
The Girl Scout program is open to girls in K through sixth grades. We have several troops, contingent on volunteer leadership. Meetings are generally every week during the school year.

***Reading Tutors and Junior Great Books**
Interested parent volunteers play a vital role as literacy support tutors for students who are struggling to meet standards in reading. Volunteers are trained in specific tutoring strategies and are assigned students based on priority needs. Additional parent volunteers receive training in Socratic discussion and work with students in small literacy circles with quality literature.

Science Fair
Mortensen has a Science Fair each year to provide an opportunity for students to learn the processes of science and investigative skills while having fun learning about the world around us!

***Spelling Bee**
This is a contest sponsored by the Denver Post and is open to all students in fourth and fifth grades.

Student Council
The school sponsors a Student Council. The students select grade level representatives within each class. This group sponsors a number of activities that benefit the entire student body. Meetings take place on a monthly basis. Meeting details, dates & times are published in the Family Bulldog Bulletin.

**We depend on volunteer leadership for the success of some of these programs.*

FAMILY BULLDOG BULLETIN

The weekly ***Family Bulldog Bulletin*** is our school calendar/newsletter and our main source of written communication to families. Typically, it is sent home on Mondays either electronically or in printed form if requested. You may find it posted along with the current lunch menu on the Mortensen website. Please be sure to read it when it arrives, as it provides you with important information regarding upcoming events, activities that have taken place, health and safety issues, and celebrations.

FIELD TRIPS

School field trips are recognized as an important educational procedure in which pupils are taken to places where instructional subject matter may be studied in its natural setting as it functions. These trips away from the classroom also provide additional opportunities for enhancing classroom instruction and stimulation for learning. Your permission is needed for your child to participate in these field trips. You will receive a letter from your child's teacher prior to each field trip giving you specific information about the cost of the trip and other particulars.

FIRE AND SAFETY DRILLS

Periodic drills are held during the school year to teach students the disciplined behavior necessary in emergency situations and to practice routine procedures to be followed in case of an emergency.

FIT FOR LIFE!

Field Day

Field Day is an annual event wherein students have an opportunity to show their physical fitness, coordination, and skills through a variety of events. Each class races, throws, and jumps together to earn ribbons for their accomplishments. Students learn about the spirit of competition, working as a team, and sportsmanship. Students have the opportunity to participate in each event and to cheer for their classmates as they watch. Parents are welcome to come and cheer at Field Day!

Intramurals

Intramurals is a before- and after-school opportunity for fourth and fifth graders to participate in more game situations, or have extra practice improving skills we have learned in class. A variety of opportunities will be offered throughout the year for students to get extra practice and participate in their favorite activities.

Mini-Marathon and Rad Runs

The Mini-Marathon and Rad Runs are part of our year-long emphasis on personal health and a healthy lifestyle. Participants may walk, jog, or run the course. The primary goal is for all students to cross the finish line.

Turkey Trot

In the spirit of wellness and giving, Mortensen's faculty, friends, & students join together for an annual celebration of Thanksgiving. Students may walk, jog, or run a pre-planned course. Come on out and join us this year! Be sure to wear your best turkey hat!

HOMEWORK

Homework is important! It is an extension of the learning that takes place in school. Since many elementary students need assistance in organizing homework assignments, teachers will help by writing assignments on the board, by taking a few minutes at the end of the day to make sure students have appropriate books, and by having high expectations for work returned to class. According to district guidelines appropriate homework includes:

*Completing daily work *Free reading or assigned reading *Writing exercises *Spelling practice *Math practice *Researching Information

The following guidelines have been established for homework expectations so that we may have consistency across the grade levels. Teachers retain the discretion to assign homework when various needs arise.

Primary Homework Expectations 2017-2018

In addition to the assignments below, students are encouraged to practice keyboarding skills at home each week.

Kindergarten

Sunday	Monday	Tuesday	Wednesday	Thursday
-15 minutes reading	-15 minutes reading Weekly math homework is sent home.	-15 minutes reading	-15 minutes reading	-15 minutes reading - 10 minutes math facts

1st Grade

Sunday	Monday	Tuesday	Wednesday	Thursday
-15 minutes reading	-15 minutes reading Weekly math and phonics homework is sent home.	-15 minutes reading	-15 minutes reading	-15 minutes reading -10 minutes math fact practice

Above and beyond!

105 minutes reading per week
30 minutes of keyboarding practice per week
20 minutes of math fact practice per week
Practice with "no excuse" words

2nd Grade – The following is a guide for families. Homework is sent home weekly to allow for evening family commitments.

Sunday	Monday	Tuesday	Wednesday	Thursday
-20 minutes reading -1 MX homework and remembering page (front and back)	-20 minutes reading -15 minutes keyboarding	-20 minutes reading -1 MX homework and remembering page	-20 minutes reading -15 minutes keyboarding	-20 minutes reading -15 minutes math fact practice

Above and beyond!
120 minutes reading per week
45 minutes of keyboarding practice per week
30 minutes of math fact practice per week
Practice with "no excuse" words

Intermediate (Grades 3-5) Homework Expectations 2016-2017

Intermediate grades will have nightly reading. Additional homework will vary based on grade level and will include authentic practice, math practice, keyboarding, and projects. Students will need access to the internet for many of their assignments.

Homework Club

Homework Club is provided for Mortensen students on Tuesdays and Thursdays from 3:15- 4:15 p.m. in the library (unless otherwise announced). For the 2017-2018 school year it will begin on Tuesday, September 5th. There will be a supervisor present for checking in kids, and to assure students are using time wisely, as well as being a resource for guidance Please note, the supervisor is NOT available to provide one-on-one assistance. Parents are a welcome support! Homework Club is open to all students at Mortensen Elementary. It is a quiet, independent work time which allows an environment for students to focus on assignments given for the week or to "practice" skills that need refining (i.e., math facts or reading through Moby Max, Math Magician, keyboarding practice sites, etc.).

Expectations:
- Students are expected to stay the entire time 3:15- 4:15 p.m. for their safety.
- Students Kindergarten through third grade MUST be signed out by the parent or designated adult.
- Students need to come with materials and a clear idea of what they will practice and accomplish.

HOURS

Office Hours: **7:30AM-4:00PM**
Student School Day: **8:30AM – 3:15PM (Students may enter the classroom at 8:25AM)**

Students are expected to arrive on time to school. The first few minutes of each day are critical in setting the atmosphere for the day's work. Learning goals are explained, and expectations are delineated. It is very difficult for a teacher to have to repeat this important information for one student taking away time from the others who were punctual. We understand that there are occasional times when a student will be late arriving at school. Please call the office if they will be late due to a doctor's appointment or other family matter. If students are late, they must report to the office for a tardy pass. If tardies become a problem, a parent conference may be scheduled with the teacher, parent, and principal.

INVITATIONS

Parents often ask if they may distribute invitations to a private party to students at school. They may do so only if every student in the classroom receives an invitation. Let's work together to avoid hurt feelings, please!

LATE AFTERNOON PICK-UPS

Procedures for Late Pick-Ups:

1. The school day ends at 3:15 p.m. Teachers and staff spend the time after school busily preparing for the next day. It is understandable that they are also desirous of getting home to their own families at a reasonable hour.
2. **Please plan to pick up your child each day prior to 3:25 p.m. or make arrangements for them to walk home.**
3. **At 3:25 p.m. all students remaining on the campus grounds will be escorted to the lobby area outside the office. This is for the safety of your child.**
4. **When you come in to pick up your child please let the office staff know that you are picking them up.**

We understand that there are rare circumstances which make it impossible for your child to be picked up by 3:25. Please notify the office, and we will assist you in caring for your child. If a student is not picked up by 4:15 p.m. and parents or emergency names on enrollment forms cannot be contacted, Social Services may be called. **This is one reason that it is important to keep all phone numbers and contact information current.** Thank you for your cooperation.

LIBRARY MEDIA CENTER (LMC)

Library

*All grade levels will have a 15 minute weekly check-in/check-out time. Kindergarteners may check out one book. First graders may check out two books. Second – Fifth graders may check out two books and one magazine, and more if needed for classroom projects.

*All classes will also visit the library for collaborative research and projects. Classes will visit the library on a flexible "as needed" basis. Classroom teachers sign up for use of the library and computer lab as needed. They work collaboratively with the librarian to assist students with classroom curricular needs. This allows classes to use the library for longer times or several days in a row to work on a certain skill or research topic.

*Regardless of when their check-out day is, students may visit the library as needed. Students are encouraged to check out at least one book that is at their reading level.

*Please help your child remember to return library books. All books are overdue after two weeks. Books may be renewed, but they need to be brought to the library for renewal. Replacement costs for lost or damaged books range between $5 for paperbacks and $10 - $25 for hardback books, depending on their original cost. If you find and return a lost book during the same semester in which it has been paid for, your money will be refunded.

Book Fairs

This event takes place twice during the school year. In a combined effort by Mortensen Elementary and Scholastic Book Fairs, a wide variety of books suitable for all ages, including adults, are available for purchase. The profits from this event are used to purchase new technology and library books which will be available for our children to enjoy. If we have adequate volunteer planning and supervision we will hold a "Used Book Sale" in February.

Computer Lab

Students have many opportunities to access our computer lab. Students receive basic instruction on the operation of computers, and navigation of the internet (with written consent), and they have access to various software programs including math, logical thinking, word processing, and slide show presentations. Some class projects incorporate the use of this software. Mortensen also has portable labs of laptop computers that are used in classrooms.

MODIFIED ATTENDANCE DAYS

In Jefferson County, every school must schedule 176 student-teacher contact days. Four of these days may be used as modified schedule days. This year's modified attendance days are on **August 25th and 28th** in the first trimester, and **May 4th and 7th** in the third trimester. **Students will not be attending school on a regular schedule either of these days.** Individual appointments (30-60 minutes) will be scheduled so the teacher can meet individually with each student to assess his or her learning. Every attempt will be made to coordinate appointments with any sibling at Mortensen so that families have a limited number of arrangements to make for their children on Modified Attendance Days.

MULTI-CULTURAL EDUCATION

Mortensen Elementary celebrates diversity in our community in various ways. Assemblies, speakers, educational programs, and curriculum materials contribute to our recognition of, understanding, and appreciation for diversity. District and school policies reflect our commitment to equality and equity.

OPPORTUNITIES FOR PARENT INVOLVEMENT AT MORTENSEN

The Jefferson County Board of Education recognizes that parents/families are children's first and most influential teachers, and parental involvement in education contributes greatly to student achievement and a positive school environment. At Mortensen we are committed to encouraging and supporting parent involvement. The following are components of a successful parent involvement program:

- **Communicating**: Communication between home and school is regular, two-way, and meaningful.
- **Parenting**: Responsible parenting is promoted and supported.
- **Student Learning:** Parents play an integral role in assisting student learning, as well as working with and supporting the classroom teacher.
- **Volunteering:** Adult volunteers are welcome and needed in the school, and their support and assistance is sought. Volunteers assist not only in the classrooms, but by providing literacy support, and helping in our library, cafeteria, clinic, office, in music/art/PE, and even from home.
- **Collaborating with the Community:** Community resources are made available to strengthen school programs, family practices, and student learning.
- **Spending time with your child** at home discussing the school day, reviewing work and Friday folders promotes problem solving ability and creative, flexible thinking.
- **Modeling a literate environment:** Students should see their family members regularly engaged in reading activities, with many literacy activities shared. Family reading, reading both to and with your child, is strongly encouraged.

PARTNERS IN EDUCATION (PIE)

The Mortensen Partners in Education Accountability Council serves in the dual role of a cooperative decision-making body and as the school's accountability council. Its primary purpose is to ensure that the education offered to our students is of the highest quality and prepares them for their future education and future roles in society. The PIE Accountability Council also sets goals and priorities that will enhance student achievement and attendance rates, and will contribute to creating a positive learning environment at the school. The PIE Accountability Council is a cooperative effort between parents, staff, community members, and administrators. This year PIE meetings will be held from 5:30-7:00 p.m. on the following dates: September 28, October 26, January 25, and April 26. Parents and community members are strongly encouraged to become a part of this crucial committee - and we do serve pie from time to time.

PARENT/TEACHER ORGANIZATION (PTO)

Mortensen Elementary has an active PTO. All Mortensen parents and staff members are members of the PTO by virtue of having a student or working at Mortensen. It is crucial that all families and staff members become active with our PTO and make it the best it can be for the benefit of our students. The Mortensen PTO serves as a valuable link between the school and community. Together we work to identify and meet the needs of Mortensen students. PTO not only raises funds for the school and teacher wants/needs, but also plans many family and community activities throughout the school year. Meetings take place on a monthly basis and are open to all parents and community members. The PTO Board typically meets monthly on the second Tuesday of each month from 7:00-8:00 pm in the LMC. PTO will also hold brief general meetings for parents before selected events to help keep all parents informed and to give an added opportunity for those who wish to be involved in Mortensen activities. Come join us!

Listed below are some of the activities that PTO organizes and implements each year:

General Mills Box Tops for Education
Doughnuts with Dads and Muffins with Moms
Fun Run!
Spirit Night
Spirit Wear
Parents' Night Out
Family Movie Night
Yearbook Sales (orders taken in January or February)
Teacher Appreciation Week...and much more!

PARENT-TEACHER CONFERENCES AND REPORT CARDS

The Mortensen Community is committed to ongoing communication between students, teachers, and parents. Pupil progress is reported through parent-teacher-student conferences and report cards.

- Report cards provide important information about student progress toward meeting state standards for their grade level—what students know and are able to do. In addition to progress in academic areas, report cards also provide information about a student's learning behaviors and work habits as they impact academic achievement. For grades, K-Fifth, Mortensen uses a numeric scale (1 through 4) to communicate progress in all areas.

  Standards met: A grade of 3 indicates that a student is consistently proficient in meeting grade-level expectations and demonstrates grade-level understanding.
  Standards Exceeded: A grade of 4 indicates that the student consistently exceeds grade-level expectations and demonstrates advanced understanding.
  Progress Made Toward Meeting Standards: A grade of 2 indicates that a student is making progress toward grade-level expectations, but has not demonstrated proficiency on a consistent basis.
  Lack of Progress: A grade of 1 indicates unsatisfactory work, a lack of progress toward proficiency.
- Formal conferences, scheduled in Fall and Spring, are another opportunity for you to discuss your student's progress toward meeting state standards. In many cases, the student is asked to be an active participant in conferences, to share evidence of progress or to discuss strategies and make plans

for improving progress. At any additional time, a parent may request an individual conference with a teacher to discuss concerns or make plans for a student's success. Following are the dates for this year's formal conferences:

October 10-11 - All Grades **February 20-21 – All Grades**

PERSONAL ITEMS

Students are encouraged to use **much caution** when bringing personal items (*cell phones, toys, electronic devices, etc}* to school. The school is not responsible for loss or damage to personal items. If items become disruptive to the learning of others, the item will be taken from the student and will be returned to a parent or guardian. (Please refer to District Conduct Code.)

PLAYGROUND SUPERVISION

Educational Assistants supervise the playground during lunch recess. Children are encouraged to participate in a variety of activities and to remain visible to aides at all times. Body contact sports, throwing objects, and dangerous games/activities are not allowed. Children may not leave the playground or school boundaries without permission.

PRE-SCHOOL PROGRAM

The Jeffco Public Schools Preschool Program is for children ages 3-5 by Oct. 1. The program offers developmentally appropriate curriculum and daily experiences in literacy, math, social interaction, science, social studies, movement, music and visual arts. For more information please call 303.982.0282.

PURPLE FLAG DAYS

Mortensen will hang purple flags along the exterior of the building indicating severe weather. On "Purple Flag" days, students may enter the building either at their classroom door or the front door upon arrival at 8:20 a.m. or later. At the principal's discretion there may be some days that students will enter the building and go to the gym instead of congregating in the foyer. If this is the case, students will sit and read until time to go to class. Please send your students to school prepared for outside recess.

RIGHTS AND RESPONSIBILITIES/CODE OF CONDUCT

Students are expected to abide by rules and guidelines outlined in our district's 2017-2018 Student and Family Handbook/Code of Conduct document. We stress honesty, integrity, respect for self and others, and acceptance of responsibility for one's own action. We believe that children (and adults) learn best when they are allowed to experience consequences for their own decisions. This is true whether they make appropriate or inappropriate choices. Our district's Handbook/Code of Conduct is available online through Jeffco Connect and also on the Jefferson County Public Schools homepage. This document is to be reviewed and acknowledged annually by you and your student.

SAFETY ISSUES

Student safety is a concern during arrival and dismissal. All students and adults are required to use our crosswalks when crossing the street or parking lot. Staff members monitor our crosswalks before and after school and we ask that parents help us by using the crosswalk when walking your children to and from school. Please note that the area just to the west of the school on Iris is a parking area for school buses only. Please help us reserve this area for our buses so that our students may safely and efficiently enter and exit their buses before and after school. The stopping area along the curb right in front of the main entrance is for day-care drop off and pick up only. Please note that there will be students getting on and off of these vans.

Please be considerate and use the *"hug and drop"* zone along the fence line on the east side of the parking lot. This will help with the congestion both before and after school. Thanks so much!

Here are some more safety expectations that go along with our Bulldog Be's:

Be Respectful: *Walk while on school property. *Walk on neighborhood streets and always watch for cars. *Walk bikes on school property. *Ride bikes responsibly on the way to school, watching for cars and always being alert for students who are walking. *Always be respectful of adults and follow directions given by adults.

Be Responsible: *For safety, don't arrive on school grounds before 8:20 am. There is no adult supervision before that time. *Students will need a pass from a staff member if they will be inside the building before 8:20 am or after 3:20 pm. *Always use crosswalks. Students need to look both ways before crossing in the crosswalk.

Be Ready to Learn: *Always stay in line outside the classroom door before school starts. Students should not be playing games or running around while waiting for the bell to ring.

We appreciate everyone helping us keep our school building, grounds, and parking lot safe for all!

SCHOOL PARTIES

Mortensen typically has three scheduled classroom parties scheduled during school hours during the year: Halloween, Valentine's, and End of School. There will be times throughout the year that classes will want to celebrate accomplishments or events. These special activities will be communicated to parents through a letter from the teacher.

SPECIALS CLASSES (AMP)

In addition to a fine academic program, Mortensen has a three-part offering of Art, Physical Education, and Vocal Music, referred to as AMP or 'Specials'. The school furnishes many art supplies, however students will be asked to bring items (requested on the supply list and for special projects in class throughout the year) and to pay an Art Fee to supplement the budget. We ask that students dress appropriately for PE class (tennis shoes are a safety requirement for all indoor gymnasiums).

STUDENTS WITH SPECIAL NEEDS

Mortensen has programs and teachers to serve students with special needs. Before any student is referred for special assistance, the classroom teachers try a variety of methods and interventions within the scope of the regular classroom to help the student reach her/his potential.

The Progress Review Team offers additional ideas for modifications or accommodations. The Special Education and Related Services (SERS) team is a specific resource to staff, students, and parents. The SERS team consists of two educational consultants (Learning Specialists), a registered nurse (shared with other schools), a speech & language therapist, and a school psychologist or social worker. This team works together to help students take better

advantage of their school opportunities. Mortensen is privileged to be one of several Jefferson County schools that have a program for students with Autism Spectrum Disorder (ASD).

TELEPHONES

Students must have permission from their teacher in order to use the telephone. Teachers have been instructed to use good judgment in this matter. Sometimes it is more appropriate for a child to face a natural consequence of forgetting something than it is for them to be 'rescued' by a parent. Teachers will not give a student a phone pass if he/she is ill - the student will be given a clinic pass instead. Only office personnel will call a student's parents in case of an illness. We do not interrupt class instruction to call children to the telephone except in an emergency. We will, however, convey messages to children. Since the school telephones are used for business, we ask that children not rely on using them. Please work out details, such as going home with friends, before students leave for school in the morning. This will help relieve overcrowded telephones. We understand that many parents request that their children carry cell phones with them to school and home. This is allowed if the phone is turned off upon entering the school grounds and kept out of sight in the backpack during the school day. Phones may be turned back on after the 3:15 dismissal bell so that students can call parents upon their transitions to their homes or afternoon activities. If a cell phone or other device causes a disruption to the learning environment, it will be taken up by the adult in charge of the student and delivered to the office. A parent or guardian will need to come retrieve the device from the principal. Thank you for your cooperation in this matter.

TRANSPORTATION AND FEES

Bus transportation is provided for a fee to children who live approximately one mile or more from the school. A bus route map is available on the Jeffco website. A separate notice is sent home explaining bus rules, procedures, and disciplinary action.

- The district will be charging $150 per year, per child, to ride the bus.
- Students who apply and qualify for free and reduced lunch will have bus fees waived.
- Special education students with individual needs and an approved IEP, which specifies eligibility for transportation, will have fees waived.
- Choice-enrolled students or students otherwise ineligible for bus service (those living within walking distance and/or beyond busing service) may purchase a bus pass for $150 per year depending on space available. Service will only be provided at existing stops.
- Bus fees can be paid online in Jeffco Connect by registration dates.
- Those families who pay by registration dates will be given the pass by their bus driver at the start of the school year.
- There will be a two week "grace" period after the start of school to allow families time to pay the bus fee. After that time, students will need to show their bus pass in order to ride the bus.

For more information regarding transportation, please visit: www.jeffcopublicschools.org

VISITING THE SCHOOL

The Mortensen staff welcomes parents. Visiting your child's classroom is one of the best ways to see what is happening at school. As a matter of courtesy, please arrange with the teachers for the best time to visit. For safety reasons, **all visitors are required to check in at the front office and wear a visitors badge while visiting during school hours.** If you are interested in volunteering in a classroom, please contact your child's teacher. In order to maintain a successful learning environment, other children are discouraged from visiting the school. For more information see the Opportunities for Parent Involvement section of this handbook.

Frequently Asked Questions

How can I find out about school closures or changes in schedules? Our district immediately contacts the local news media and requests that alerts are issued when there is a school closure or other emergency situation. Watch major local television stations and listen to the radio. Closure information is also available on the district's web site at: http://jeffcoweb.jeffco.k12.co.us/, and on the hotline at 303-982-6600. In addition, a School Messenger automated phone call or email may be sent to your phone or email address.

What do I do if my child is sick? Please call our attendance line at 303.982-0040 and leave a detailed message including your child's name and teacher. If the clinic aide does not receive a call by 9:00 a.m., she will call the parents/guardians of students who are not at school to verify that they were kept home. If your child gets sick while in school you will receive a phone call from the clinic aide. If your child has a doctor appointment during the day or if your child needs to go home because of illness, parents are required to come in the school to sign them out.

How do I contact my child's teacher? All teachers will provide contact information at Back to School Night. Classified staff may be reached by contacting the school at 303.982.0022. Teachers may be contacted by voice mail or email and are directed to return the communication within one business day.

What is the Kids' Café serving today? The monthly lunch menu is sent home at the beginning of each month via email (included in the monthly newsletter) or by requesting a paper copy in the school office. It is also posted on our website.

What middle and high school does Mortensen feed in to? Our school feeds into Falcon Bluffs Middle School and Chatfield High School. For this reason we are considered part of the Chatfield Articulation Area.

NON-DISCRIMINATION POLICY

The Jefferson County School District does not discriminate on the basis of race, color, religion, sex, national origin, or age in its programs and activities. We stand ready to work with your particular needs at the teacher and principal level. If you do require further assistance, the following person has been designated to handle inquiries regarding the nondiscrimination policies - please contact our Achievement Director, Dr. Debra O'Neill, at 303.982.6500.

Each school year is so magical! It is inspiring to watch each child grow socially, academically, and most importantly, in self-confidence, self-discipline, independence, and interdependence. When we look at the children, it reaffirms our choices to be teachers. Thank you for sharing your child with us this school year! Let's make it a great year!