

FSE Family Handbook

Dear Flagstone Parents,

This handbook has been designed to provide you with helpful information about Flagstone Elementary School. It can answer questions that you might have regarding our procedures and policies for the daily operation of our school.

Hours

- Office hours: 8:00 a.m. - 4:30 p.m.
- School hours: 9:10 a.m. – 4:00 p.m.
- Full Day Kindergarten: 9:10 a.m. - 3:57 p.m.

Please note: Students are not allowed on campus before 8:55 a.m., unless they are involved in a supervised school activity.

DCSD Information

- District Central office: 303-387-0100
- Transportation: 303-387-0570
- Weather hotline: 303-387-SNOW (7669)
- Attendance 303.387.5227
- FSE Main Office 303.387.5225
- Fax 303.387.5226
- BASE Child Care 303.387.5254

FSE Ongoing Communication

[Weekly Thursday Links](#): You will get an email each week Thursday with the following weeks calendar of events along with links to fliers. All fliers are linked to the school website under parent links. If you are not getting the Thursday email please contact Lesly Verry in the office to ensure your email is correct. Her email is: lverry1@dcsdk12.org

[Follow us on Twitter](#) at #oneflagstone

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[DCSD Website](#)

[Flagstone Elementary School Website](#)

Staff e-mail: First.Last@dcsdk12.org

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ANIMALS

Due to health and safety concerns, pets *may not* come to school. Pets are not allowed on the playground or on our property during school hours.

ATTENDANCE

Absences

Regular attendance is essential for success at school. Our goal is for every student to attend school 96% of the time, which means missing a total of seven or fewer days during the school year. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or emergency.

If your child will be absent, please call the school attendance line, 303-387-5227, and leave the following information:

- Child's name
- Date(s) of absence
- Teacher
- Parent's name
- Reason for absence

Absences due to sickness or doctor's appointments are excused. Taking a "personal" day for non-health-related reasons are unexcused. Ten or more absences become a truancy issue with follow-up between the parent and school administration.

We are required to verify absences that are not reported. Home and work phone numbers will be called. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given time to make up work missed during their absence. If you wish to pick up your child's make up work, please notify the office by 11:00 a.m. and it will be available after school. Please do not interrupt the classroom teacher with this request.

With the current COVID pandemic we will take the lead from our district leaders as to what modifications we need to make to our attendance policies in the upcoming school year.

Tardiness

It is important that children arrive on time for school. Children are tardy at 9:15 a.m. A "tardy" child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, he/she must sign in at the office before going to class. The office will make sure he/she gets counted for lunch as well as removed from the absence list. The student also needs to take an admit slip to the teacher.

Extended Absences

If a parent informs the principal that the student will be missing school for three days or more for a planned event, the principal may change these absences from *unexcused* to *excused*. The teacher can indicate what make-up work the child must complete. The teacher is not required to replicate the learning experiences

that will be covered in the classroom. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given.

Dismissal from School During the School Day

If you need to pick up your child before the school day ends, please do so before 3:50. After 3:50 pm, you will have to wait until the bell rings at 4:00pm. If at all possible, schedule appointments outside the school day to avoid missing valuable classroom time.

CARE OF PROPERTY

Students are held responsible for the loss of, or damage to, textbooks, library books, and school property. According to district policy, the full cost of these items will be collected.

Students are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in designated areas.

CHILDCARE

Please see the child care tab on our school website for information.

DRESS CODE

Modesty, cleanliness, neatness, and appropriateness are the standards, which should be observed by all students in their personal dress and grooming. Each student is expected to follow these guidelines:

- No see-through, mesh clothing, halter tops, oversized tops, tube tops, strapless tops, spaghetti strap tops, low-cut blouses or shirts, or any other clothing which might reveal a large portion of the body are allowed. Bare midriffs are not to be shown.
- Students are permitted to wear shorts, skorts, skirts, and dresses that are fingertip length.
- Low-rider pants are not allowed.
- No shoe taps, skate-shoes (heelies), or bare feet are allowed. Flip flops are discouraged as they are a safety issue on the playground.
- Students need to wear appropriate footwear for gym class and for cold weather.
- Clothing that contains pictures, emblems, or writings that are suggestive, lewd, offensive, vulgar, or obscene, that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substances that are associated with gangs, or that promote racism are prohibited under district policy.
- Special days are designated throughout the year to build class or school spirit and students may dress accordingly.

Violation of Dress Code

If the teacher or principal determines that a student's grooming violates the dress code or presents a safety concern, the student will be given an opportunity to correct the problem by having a parent or designee bring an acceptable change of clothing to school. The student will remain in the office until appropriate clothing arrives. The student will return to class once he/she is wearing acceptable clothing.

One simple guideline to consider: if you are questioning whether apparel might be unacceptable, don't wear it to school. Each year there are a few things, including some "fads," that appear at school. These are not listed nor do these regulations cover all problems that may arise. When any "fad" creates a disruption to the learning environment, the school administrator will follow the steps listed above.

MEALS

Breakfast

We serve breakfast daily from 8:45 am until 9:10 am. Breakfast can be picked up in the Hard ROCKS Café (dining room). Students will eat breakfast in the dining room and will go to class when the first bell rings. Breakfast is free for students on free and reduced lunch plans.

Lunch

Then Lunch Menu can be found [here](#). Parents are welcome to come and have lunch with their children. Please sign in at the office and wait in the galleria for your child's class to come down for lunch.

Payment for Lunches

Students may always pay cash for lunch or just milk. Every child also has an account number they memorize and keep confidential. Any amount of money can be deposited into this account. Every time the child goes through the lunch line, this account is automatically debited. To pay for lunches using a credit card, please go to Parent Portal and follow the link to Nutrition Services. If a child runs out of money on their lunch account they are still able to buy lunch and the account will be debited.

Lunches from Home

Students may bring lunch from home, including a beverage. They may also buy milk at school. Food should be ready-to-eat as we cannot microwave or prepare any food for students.

Sharing Food

Due to the various sensitivities that students have we do not allow food sharing in the cafeteria.

Student Allergies

We have many students that have sensitivities to certain foods all the way to life threatening allergies. Our policy is to teach students to not share food and keep the food that you are eating in your area to alleviate any issue with cross contamination. We designate a table in our lunch room for students that have any of these issues. This table is monitored by the lunch staff, and students are given reminders that peanuts cannot be consumed at this table nor can food be passed around. This table is wiped down after each meal however, parents may send a placement with their child to use at this table. If there are special accommodations that need to be made outside these please contact the office to speak to an administrator.

STUDENT HEALTH

Medication Policy

Strict laws and rules regarding dispensation of any kind of medication at school govern public schools. Parents whose children require medication must provide the school with a form (available in the school office) signed by their doctor that specifies exactly what medication and what dosage the child is to receive. All medication is kept in the school office in a locked cabinet and is dispensed only by trained office personnel. The office keeps a log of all medications dispensed at school and will notify parents when a child's prescription is running low. ***Students are not to bring any kind of prescription or over-the-counter medication from home other than a single day's supply of cough drops.***

Illness and Fever

Children who complain of illness are sent to the school health room. It is district policy to send children home who have a temperature of 100 degrees or more or if he/she appears unable to participate in the classroom activities. Your child must be fever free without Tylenol or other medications for 24 hours before returning to school. Children should be free from diarrhea and vomiting for 24 hours from the time it ends before returning to school. We thank you for helping us keep our school healthy!

Health Assistant

Our health room assistant manages the health room. She has received special training (First Aid, CPR, Universal Precautions). She is not a nurse and cannot diagnose medical problems. A consulting RN oversees the training of our office staff and our student health records. She comes to Flagstone weekly for these purposes.

Tylenol Procedures for DCSD Elementary Schools

Parents must provide a medication order signed by their Healthcare Provider in order for their student to receive Tylenol at school. This is based on guidance from CDE in accordance with the Colorado Nurse Practice Act. Please call the Health and Wellness Department at 303-387-0260 if you have questions.

Students with Food Allergies

There are times when food is consumed in the classroom, daily snacks, lunch with the teacher or for special occasions. If your child has a food allergy please let the teacher know, in addition to writing it on their health summary form when you register your child each school year. The teacher will hang a sign outside the classroom door designating which allergens are being asked to not come into the classroom due to students that are allergic. While we ask parents to abide by this sign it can be difficult to enforce since students do not pack their lunches or snacks. Each teacher will have a procedure for consuming food in their classroom to ensure all students are kept safe.

PARENT ORGANIZATIONS

The Flagstone Parent-Teacher Organization (PTO) is a chapter of the Douglas County Educational Foundation (DCEF). Its purpose is to promote positive relationships between our parents, students, and staff, sponsor school events, and raise funds for school projects. An elected board governs PTO. Board and general membership meetings alternate monthly and will be listed on the FSE community calendar on our website.

The Flagstone School Advisory Council (FSAC) is composed of parents and staff who assist in defining Flagstone's improvement goals, monitor school safety, and develop plans to increase student achievement. FSAC meets monthly during the school year.

PARTIES - BIRTHDAY/CLASSROOM/SCHOOL

Birthday parties are kept to a minimum. To maximize instructional time, birthday celebrations are to be held during the last ***10 minutes of the school day (3:50-4:00 p.m.)***. Birthday treats are to be limited to "quick and easy" five-minute snacks or trinkets. Please encourage healthy snacks or small trinkets to pass out. Many of our students have dietary issues or allergies and cannot or should not eat junk food frequently.

Classroom celebrations are to be kept to the last hour of the school day. **Red, purple or orange drinks** are not to be brought to school for parties or activities. These colors do not come out of the carpet when spilled.

Food Brought to School for Parties: Parents are asked to let the teacher know in advance if they plan to bring a treat for the class on their child's birthday and to ensure that there are no children with food allergies affected by the food choice. *All food must be store bought and brought to school in the store packaging with ingredients listed and dropped off at the office with your child's name and teacher.*

Birthday or Party Invitations

Invitations to private parties should not be distributed at school in a manner that publicly excludes uninvited students. By law and district policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

Student Deliveries and Birthdays

Please refrain from sending flowers, balloon arrangements etc. to your children at school. Such gifts will be held in the office until the end of the school day because they are a distraction in the classroom.

PARENT PORTAL

If you need assistance with Parent Portal or need to change emergency dismissal information please contact the office. Be sure your info is current by logging on to Parent Portal and updating your contact preferences. Make sure Text (SMS) is checked for any phone number/message type that you want to receive texts for early dismissal, school or district information or emergency communication. If you have questions on how to do this please contact the office.

PAYMENTS

All payments for field trips need to be done on the FSE web page under parent links. Money for trips will not be collected at school. For lunch payments, you can also pay online.

School Lunch Online Payment

In addition to paying for school lunches at school, you can also pay online at <https://www.myschoolbucks.com>. You can keep track of your child's lunch account balance on the parent portal.

RECESS

We do not permit students to go outside if the temperature with the wind chills drops below 20 degrees. Please make sure that children are sent to school with winter gear because they do go out when it is above 20 degrees. Your child will need a note from a doctor if they are to stay in from recess.

We do not allow students to bring items from home to use on the playground, we have recess equipment that is provided to ensure the safety of our students.

SAFETY AT SCHOOL

We welcome visitors to Flagstone and we want our students and staff to be safe. All doors are kept locked during the school day.

To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the **front door**, **check in at the office**, and **wear a visitor badge** during their visit. You will be required to be processed through our Raptor program and provided a sticker that must be worn

at all times within the building. Please be prepared to show your ID as you enter the building for this check in process. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, we will ask for identification.

Flagstone has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

We have a full time counselor on site that is available to all students to support their social-emotional well being. This counselor will be in classrooms conducting whole and small group lessons. There may be times they pull small groups outside the classroom depending on need.

We have a school marshall that visits us everyday to support our school.

SNACKS

Teachers will determine a snack time either in the morning or in the afternoon. Students may choose to bring a snack to eat at this time. In order to promote healthy eating habits, we encourage kids to bring snacks that are nutritious. Granola bars, fruits, veggies, nuts, cereal, etc. are fine. “Sweets” such as cookies, candy, chips, and cake should be saved for dessert at lunchtime. Snacks do not include beverages or food that needs to be microwaved.

STUDENTS’ PERSONAL PROPERTY

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. Personal objects of value are to be brought to school only during special occasions when a teacher has given permission. The school provides playground equipment, no outside playground equipment is allowed. Toys and items such as skateboards, roller blades, radios, and other electronic devices are not permitted at school. We cannot be responsible for any loss or damage to students’ personal property.

Toys

Please remind your child that all toys need to be left at home. This includes fidget toys and stress balls unless it is part of your child’s individualized plan.

VOLUNTEERS

Parent volunteers are always welcomed and needed in our school! Volunteers work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers help in the library or with special events such as field trips. Volunteers help with school-wide PTO events such as family nights, carnivals, dinners, etc. Please contact your child’s teacher or our volunteer coordinator if you are able to help.

Due to our Covid Pandemic visitors may be limited or eliminated during this school year. We will follow the recommendations of our district leaders and county health experts to determine policy this school year.

WEATHER

Our normal school day can be affected by the weather. School closures and delays are made with student safety foremost in mind. There are four types of weather-related events:

School Cancellation

In the event of inclement weather or other circumstances, school may be canceled for the day. This decision is made by the central administration of the school district, not by the school principal. A decision is made to close the entire district or just the specific geographic areas that are affected. Announcements are made on television, radio stations, the district website, and the district weather hotline (303-387-7669). Families are responsible for learning of a snow day through these sources.

Delayed Start

This type of delay typically means that school will start **90 minutes later** than usual. The school buses run 1.5 hours later and all students should arrive at school 1.5 hours later. **For Flagstone, this means school starts at 10:40 a.m.** The decision for a delayed dismissal is also made by the school district, not the principal, and announcements are made on television, radio, the district website, and the district weather hotline. Once again, families are responsible for learning of a delayed start and sending children 90 minutes later than usual.

Early Dismissal

On occasion, it is necessary to dismiss school early. The decision to dismiss early is made by the district using the same procedures as a snow day or delayed start. In this event, students and staff follow the Emergency School Dismissal Form instructions that each parent has filled out and turned in to the classroom teacher. Please keep this information updated. Parents go directly to the classroom to sign out students. **Please have your ID/Car Tag ready** (see below).**

Delayed Dismissal

In the event of unsafe weather conditions at Flagstone, the principal or designee will decide to delay dismissal. This is not something we can plan in advance - often the decision is made 5-10 minutes before school ends. Instructions will be given on the intercom. We will raise a bright yellow weather flag if it is safe to do so and send a School Messenger email and text blast in addition to posting our delay on our school website to notify parents that they need to come into the building to pick up their children. Students can also call their parents from the classrooms as soon as a delayed dismissal is announced to let parents know they need to be picked up or are waiting for the all-clear signal.

If it appears that the storm will be brief, we keep the students inside the school and then proceed as normal as the storm dies down.

Students should stay in their classrooms until the all-clear signal is given, or parents pick them up, or teachers bring them to the assigned after school locations. **When parents arrive, they will be required to show their Car Tag** (see below) to a staff member to enter the building.** Parents will go directly to the classroom to sign their child(ren) out with their teacher, and students will be released to them immediately, even if the bell has not rung. Teachers will only release to the parent or those that were previously written in on the emergency dismissal form.

****CARPOOL/PICK-UP TAGS**

New this year, Carpool Tags will be used to identify families to safely release students to appropriate family members for pick up. One carpool tag will be given to each family at the beginning of the year, once a family member's ID has been run through the Raptor System. Tags will have a family number on them. These tags will hang from your rear-view mirror allowing clear visibility for our staff to identify your family number. Students will be released to a car or family member with their matching family Car Tag number. It will be helpful for students to memorize their family number once it is assigned. Please have your family Car Tag hanging visibly from the rear-view mirror of your vehicle so that staff may easily identify your family number to release your children to you, whether picking up from the Kiss-N-Go lane or one of the other dismissal locations. Car Tags may also be used for identification purposes during

emergency dismissal procedures. During emergency dismissal, if parents do not have their Car Tag, they will be asked to enter through the main front door to show ID and sign their child(ren) out with the office.

Severe Weather Procedures

You will be alerted of a delayed weather dismissal via phone, email and text. If you are picking up your child(ren) , please come into the building (have your Car Tag** ready to expedite this process) and sign them out from his or her classroom.

Students attending BASE or after school activities that are located in the building will go to their intended location.

Bus riders will be called to the gym and will be loaded onto the buses when it is safe.

Walkers and bikers will be dismissed when the weather is clear. If the weather does not clear by 4:10 pm, please come and sign your child(ren) out in the office. Students must be picked up by parents and/or adults listed on your emergency contact info.

Recess and Weather

Recess is an integral part of being healthy at school, and all students are expected to participate. Children go outside unless there is precipitation, lightning, or the temperature (with wind chill considered) falls below 20°F. Students must wear a coat if the temperature falls below 40°F. Per district policy, recess will be shortened or cancelled whenever lightning exists in the area.

WHEELS (Bicycles, Scooters, Inline Skates, Skate Shoes, Skateboards, etc.)

Students may ride bicycles, scooters or skateboards to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride to and from school. ***For safety reasons, bicycles, skateboards and scooters must be walked on school property whenever other people are nearby.*** Scooters and skateboards are often similar in style and should be labeled with the child's name. Locking the bicycle and scooter in the school racks is the responsibility of the student. Students should always wear a helmet when riding a bicycle or scooter and obey all safety/traffic rules. Wheels of all other kinds are not allowed on school grounds. There are bike racks located around the school or students to lock up their wheels.