

FOOTHILLS ELEMENTARY

Family Information and School Handbook
2023-2024



**Welcome to the 2023-2024 school year at
Foothills Elementary School!**

Foothills Elementary

13165 West Ohio Avenue
Lakewood, CO 80228

(303) 982-9324 (Office)

(303) 982-9325 (Fax)

(303) 982-9300 Option 1 (Attendance)

<https://sites.google.com/a/jeffcoschools.us/foothills-es/>

This handbook has information to guide us through the exciting year ahead.
Please find a safe place for this handbook and use it as a reference as needed.

Our Vision

As a Foothills Community, we:

Dream

Lead

Achieve

Together!

Arrival & Dismissal

Arrival

Children should arrive no earlier than 8:20 a.m., unless they are eating breakfast (breakfast guidance below). The school district and/or school cannot assume responsibility for students who arrive before 8:20 a.m., and we will not allow students to play on the playground before school. Kindergarten through 2nd grade students will line up outside of the 'turtle' doors (west side of the building- in front of preschool temps). Students in grades 3-5 will enter the building through the 'bubble' doors (northeast corner of the building closest to the baseball fields). **Children who arrive at school tardy (after 8:30) must be accompanied to the office by a parent for check in.** Students will then be issued a pass to class.

Breakfast

Children may arrive any time between 8:00 and 8:25 a.m. for breakfast. Breakfast service will conclude at 8:25 a.m. Students eating breakfast will enter through south cafeteria doors (doors closest to the music temp). When students finish with breakfast they will go outside and line up with their respective grade level. If students finish eating at 8:20 a.m. or after, they will walk from the cafeteria directly to their classroom. Breakfast and lunch are free for all students. **All preschool students MUST have a parent or guardian present for breakfast.** After breakfast, **preschool students MUST be walked by a parent or guardian to their preschool classroom and signed in** with their teacher.

Dismissal

Teachers will take students outside at the end of the day. Preschool will be signed out by a parent or guardian. Kindergarten students will exit out the 'turtle' doors (doors in front of the preschool temps at the west side of the building). Students in grades 1-2 will exit out the front doors. Children in grades 3-5 will exit at the 'bubble' doors (northeast corner of the building, closest to baseball fields).

Early Dismissal

In the event that your child needs to leave school early, families must report directly to the front doors to sign their children out. The office will then notify the teacher to release the student and the student will be escorted outside to the parent.

Health Concerns

School Health Room

The Health Room is for students who become ill or are injured at school. If a child runs a temperature of 101 degrees or higher, is deemed truly ill, or has an injury that appears to require medical attention, parents will be called and are expected to pick up the child as soon as possible. Please help us to meet the needs of children by not sending them to school ill or with undiagnosed rashes.

When should a child stay home from school?

- Fever of 100.4 degrees F or higher
- New loss of sense of smell/taste
- Gastrointestinal issues: nausea/vomiting/diarrhea

- Shortness of breath difficulty breathing
- Earaches
- Impetigo or other type of skin rash
- "Pink Eye" or conjunctivitis
- Lice

Students should not return to school until they have been fever free for 24 hours. Students should not return to school until vomiting or diarrhea has been over for 48 hours per CDPHE guidelines.

Clinic & Medications

The clinic is available for those children who need to take medication.

Prescription medication will be administered at school if:

- A form 924 (medication release form) has been signed by a parent/guardian.
- The child's health care provider has included written instructions.
- Medication is in its original labeled container and is a current prescription.
- Medication is labeled with the child's name, medication's name, dose and times to be given.

Assessments

Standardized achievement tests are administered each year to students at Foothills. The following assessments are administered at various grade levels: Reading 3D, DIBELS, CoGat, MAP, Kindergarten Readiness and CMAS. Classroom assessments are given on a regular basis to check student understanding. The dates for these tests will be published on our website calendar. In addition to these assessments, special educational, instructional, or diagnostic testing may be given to children by qualified staff members after determining appropriate need and after obtaining parental permission.

Attendance/Tardy Policy

Regular daily attendance is a critical factor in a child's educational success. In accordance with state law, all students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The Board of Education and Foothills' staff believe duplication of the classroom experience can never be accomplished with make-up assignments. When students attend school on a regular basis, and on time, they can make the most of their educational experience. Foothills Elementary school adopts and implements the Jefferson County Public School's attendance rules and regulations as published on the district website.

School Attendance Responsibilities

Student Responsibilities for School Attendance

1. To attend school for all days of the established school calendar.
2. To appear in class on time, prepared for academic learning.
3. To contact teachers on the day the student returns from any absence to arrange to complete all makeup work assigned and to establish when this makeup work is due.
4. To complete work as assigned by the teacher when a pre-authorized absence is requested and approved.

Parent Responsibilities for School Attendance

1. To maintain communication with their children regarding attendance.

2. To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
3. To contact the school in a timely fashion based on the school's reporting procedures regarding absences, and in the case of extended home confinement, request makeup assignments.
4. To monitor the makeup work of the student who has missed class.
5. To attend and participate in school attendance conferences when requested.
6. To recognize that student attendance at school is a collaborative effort between the home and school.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is excused by a parent or guardian for observance of religious holidays.
4. Absences resulting from student participation in district approved activities.

A student's parent or guardian must contact the attendance office, (303) 982-9324 option 1, within 24 hours to verify the reason for the absence. The attendance line is available 24 hours per day. Medical and dental appointments should be scheduled outside school hours, whenever possible. Please note: Documentation may be required to verify appropriate absences in certain situations. An absence may be deemed unexcused without proper documentation.

Unexcused Absences

Absences for any other reason are unexcused unless pre-arranged with the principal and teacher. The **Pre-Arranged Absence Form** must be submitted to the principal prior to the absence if the absence is expected to be excused. Other documentation may be required under certain circumstances. Any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Make-Up Work for Absences (Excused and Unexcused)

Students have two days for each day of absence to make up missed work due to absence.

Half-Day Absences

Students arriving after 9:45 am and before lunch will be considered absent for the morning. Students who miss more than an hour of class after lunch will be considered absent for the afternoon.

Tardies

Any student arriving at school after 8:30 am and before 9:00 am will be considered tardy. (Note: Any student arriving after 9:30 am and before lunch will be considered absent for the morning. If a student leaves school for the day before 1:45 p.m., an afternoon absence will be assessed.)

Students arriving late for school must be checked in by a parent or guardian at the main office. Tardies will be considered unexcused if a parent does not check the student in at the office. When taking your child out for lunch, please remember that he/she is expected back at school in time for afternoon classes. Students have only 45 minutes for lunch and recess. Students will be marked tardy if they are late, or absent if they miss more than one hour of class.

NOTE: On inclement weather days, when a large number of students and/or the school buses or daycare vans are late, attendance will be held until all buses arrive.

Family Vacations

Family vacations are strongly discouraged during the school year since students miss valuable instruction that cannot be replaced by make-up work. We do, however, realize that special family circumstances may necessitate a trip during the school year. Therefore, parents seeking to have their child's absence excused must complete the Pre-Arranged Absence Form (available on our website.) Please check with the school for CMAS assessment dates before booking vacations, as attendance is extremely important on assessment days.

Excessive Excused Absences

Ten or more excused absences in a semester, or twenty or more excused absences during first and second semesters, may be deemed excessive and constitute grounds for the school to request a medical letter for further absences. Following receipt of a medical letter, the parent will be required to furnish a doctor's letter for every subsequent absence to be excused. Doctor's letter must be submitted within 24 hours of the child's return to school.

Excessive Unexcused Absences

Students who are deemed habitually truant will be referred to the Jefferson County Outreach Office. This office works with the Jefferson County Judicial System to ensure compliance with the Compulsory School attendance Law of Colorado. Student Outreach procedures are as follows:

Step 1: School Letter

The principal will send a letter of concern regarding a child's attendance when he/she has had two or more days of questionable, unexcused absences.

Step 2: Compulsory Letter from Student Outreach Office

The Student Outreach Office will send a letter to the parent/guardian of the child when he/she has had three or more days of unexcused absences after the first letter (from the school) has been sent. A parent conference may be requested.

Step 3: Request for Initial Hearing from Student Outreach

When a student has had ten or more unexcused absences, including a minimum of one since the compliance date stated in the Compulsory Letter, the Student Outreach Office will request an initial court hearing.

Step 4: Request for a Contempt Hearing form Student Outreach

Three additional days of unexcused absences incurred after the Initial Court Hearing shall constitute grounds to request a Contempt Hearing form the Student Outreach Office.

Bicycles

A bike cage for student convenience is available. This cage is open before and after school; it is locked during school hours. A sturdy bicycle lock is recommended. All bicycles are to be parked in the bike cage upon arrival at school. Use of bicycles and compliance with related school rules are the responsibility of the student and his/her parents/guardians. The School District assumes no responsibility for students' use of bicycles. Bicycle riding to and from school involves unavoidable dangers in traffic. The amount of danger for students, especially young students, is impacted by the nature and location of individual homes. Colorado State Law states that all bicycle riders are required to obey all traffic rules. Safety rules necessitate that all students **MUST** walk their bicycles at all times while on school property.

Bus Safety

Riding a school bus is a privilege and safety is our number one priority. Therefore, parents are requested to review bus rules and regulations for riding the bus and bus stops with children. Bus rules are as follows:

1. The driver is in full charge of the bus and students. Students will comply promptly and respectfully with his/her request.
2. At the discretion of the driver, students may be assigned a seat and held responsible for the seat.
3. Students must be on time; the bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
6. Students will not throw waste paper or other debris on the floor of the bus or out of windows.
7. Arms or head will not be extended out of windows at any time.
8. Students will not get on or off, or move about within the bus while it is in motion.
9. Any damage to the bus will be reported to the driver at once.
10. Students may not reserve seats.
11. Students will adjust windows only when instructed to do so by the driver.
12. Students must be quiet while the bus is stopped at a railroad crossing.
13. There will be no smoking on the bus at any time.
14. Students may not board or depart the bus at a stop other than their own without written approval from the principal and parent/guardian.
15. Students will not eat any food or drink beverages on the bus.
16. Students will not exit from the emergency door except in a bona fide emergency.
17. The principal or driver has the discretion to remove students from the bus if they are unruly or unsafe.

Misconduct reports can be filled out by the driver to inform the school of inappropriate behavior. Parents will be informed of these reports. Upon receiving reports, students may be suspended from riding the school bus or students may be requested to sign School Bus Contracts with certain bus drivers.

***Students must have written permission from their parents to board or depart the bus at a stop other than their own. Please have students bring this note to the office for approval prior to the end of the school day.**

Discipline

Because Restorative Practices are such a large part of the culture of our building, we wanted to take a minute to provide background on what it is and also give you a couple of resources.

Restorative Practices is a mindset, not a curriculum or program, rooted in the belief that wrongdoing is best addressed through collectively identifying the harm done by one's actions and taking steps to repair that harm. Restorative Practices focuses on the 5 R's: Relationship, Respect, Responsibility, Repair and Reintegration. Unlike traditional discipline models, Restorative Practices turn every conflict into a learning opportunity and help students develop empathy while understanding the impact of their behavior on themselves and others. It also teaches students how to reflect on their behavior and take responsibility for their actions.

Students and staff will be engaging in community building through restorative dialogue and proactive circles in the classroom setting. Students and staff will also be participating in responsive circles or formal conferences if there are conflicts or harm that needs to be repaired.

Restorative Practice has been developed with one specific goal in mind; to support and facilitate the building of healthy relationships through improved communication and personal development. When individuals have positive relationships with others, there is abundant personal growth, capacity for character building and a high level achievement in all areas of life.

Foothills Elementary School participates in a program called Positive Behavior Interventions and Supports (PBIS). The Purpose of the school wide PBIS initiative is to establish and maintain effective school environments that maximize the academic achievement and behavioral competence of all learners in the school. PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. It provides a continuum of academic and behavioral support that includes: a) School wide interventions for all learners, b) Specialized interventions for learners who are at-risk for academic or social failure due to behavior challenges, and c) Individualized interventions for students with chronic behavior challenges.

Foothills' behavioral expectations are based on the Jefferson County Schools Code of Conduct. Parents are expected to read, understand and review the Code of Conduct with their child. This document can be located online by clicking on the appropriate link on the Foothills Elementary School webpage or by accessing it via the Jefferson County Public School webpage.

The code of conduct will be further reviewed with students by the classroom teachers and principal. Throughout the school year, the social worker, teachers and principal work with students on an individual, small group, and whole class basis to discuss topics on how to solve problems, deter bullying behavior, SOAR, and teach lessons from the Second Step Violence Prevention Program.

"Foothills Falcons SOAR" is now being explicitly taught as our model behavior. Our school creed defines SOAR which are our expected behaviors.



Foothills Elementary Creed

As a Foothills Falcon, I promise to
be Safe in what I do,
Own my actions and so should you,
be Aware of others in every way, and
show Respect throughout the day.
Watch us SOAR the Foothills way.

Incentives for SOAR Behavior

Incentives are given to individual students by all staff for behavior that exemplifies showing the SOAR expectations. Each teacher will establish a system for rewards within their classroom using Class Dojo or tickets to reward SOAR behavior. This system is designed as an incentive for students to receive recognition for appropriate behavior and a job well done.

The Social Emotional Learning (SEL) Team will create additional incentives based on behavior data. Parents can access updates on changes to the SEL program during the morning meeting or in the Weekly Message.

Students and staff will be engaging in community building through restorative dialogue and proactive circles in the classroom setting. Students and staff will also be participating in responsive circles or formal conferences if there are conflicts or harm that needs to be repaired.

Behavior Referrals are based on set definitions for MINOR and MAJOR infractions.

Minor Referrals are a result of repeated acts of defiance or disruptive behaviors. Consequences can be, but are not limited to, parent phone calls, apology letters, loss of recess, behavior contract, or other consequences that are deemed appropriate. If your child receives a minor referral, the referral will be sent home for your signature (acknowledgment.) Please return the referral the following day.

Major Referrals are a result of repeated or unsafe behaviors that violate the Code of Conduct and will result in a conference with the principal or designee, as well as a call home and consequences that are determined by the principal or designee and district mandated disciplinary procedures.

Dress Code Guidelines

We are soliciting the help of all parents in Green Mountain area schools' effort to maintain an appropriate level of dress. We are requesting parents to support this effort in the following ways:

1. Please become familiar with the dress guidelines.
2. Please review the dress code guidelines with your child and be sure he/she understands the dress code.
3. As your child leaves for school in the morning, please check to see that he/she is dressed appropriately and is in compliance with the dress code guidelines.

We, in the Green Mountain articulation area, feel students should learn to dress for success. Students are encouraged to dress comfortably, cleanly, and appropriately at all times. School is a business-like setting where appropriate dress enhances the learning climate. Setting a high standard in dress has proven to help students maintain high behavioral and academic success. Please bear in mind that the manner in which students dress for school reflects attitudes about their education and contributes to the learning environment.

CLOTHING THAT IS CONSIDERED PROVOCATIVE WILL NOT BE ALLOWED.

Examples of Appropriate Dress

- **Shorts & Skirts Rule** --- When the student stands with arms positioned normally at the sides, the length of the hemline should be at or below the thumb and the midriff should not be seen. The student should not have to tug or adjust his/her clothing in any way to conform to this standard. If they do, the clothing will be considered too tight.

- Tank top (boys or girls) straps need to be at least the width of 2 fingers in order to be appropriate for school. Sleeveless (regular shirt without sleeves but a full shoulder) are OK.
- Underwear should not be seen at any time when the student is participating in normal daily activities such as walking, sitting or bending over.

CLOTHING THAT IS DETRIMENTAL TO THE SAFETY AND WELFARE OF STUDENTS WILL NOT BE ALLOWED.

Examples of Inappropriate Clothing, Jewelry or Accessories

- Gang-type insignias or clothing (blue or red bandanas, etc.) Web belts of excessive length.
- Chains of any size.
- Dog collars, necklaces, bracelets with items that could puncture, scratch or cut.
- Hats, bandanas, sweat bands, head scarves, etc.
- Tank tops (please see above), spaghetti strap shirts or dresses.

Special Notes:

- Coats and hats **MUST** be kept on coat racks during the day.
- Shoes must be worn at all times.

CLOTHING THAT IS DISTRACTING TO THE EDUCATIONAL PROCESS WILL NOT BE ALLOWED.

Examples of Inappropriate Clothing, Jewelry or Accessories

- Any piercing that is distracting to the learning environment.
- Sleepwear including slippers
- Any clothing with suggestive or inappropriate words, logos, pictures or those which promote sex, drugs, alcohol or tobacco.
- Extreme hairstyles and clothing.

Consequences may include these things:

- Warning. Opportunity to change
- Parent contact made
- Parent asked to bring appropriate clothing
- Other disciplinary action

Miscellaneous Items Not Allowed at Foothills Elementary School

- Gum
- Laser pointers
- Skateboards, scooters, rollerblades and **shoes with wheels** are not allowed on campus - students should not ride them to school.
- Cell phones should be left in backpacks throughout the day.
- Lighters and cigarettes.
- **Cell phones** are allowed, but they must be turned off and put away in the student's backpack during school hours. Cell phones should be brought to school only for safety reasons. Foothills Elementary School is not responsible for lost or stolen cell phones. If a cell phone rings during the school day, or is used without staff permission, it will be confiscated and the student may pick it up from the office on the first offense. For subsequent offenses, a parent will be asked to pick the phone up from the office. Students may use their phones before and after school.

E-Mail

All teachers have an email account. Access to a staff member's email address is available on the Foothills website. Messages will be checked each day and if needed, calls or reply emails will be

generated within 24 hours. If there is a time sensitive issue, please leave a message with the office rather than voice mail or email.

Extra-Curricular Activities

Various extra activities that occur before or after school are available to students. Teachers who volunteer to sponsor these activities will send home information at the beginning of the year. Please remember that SOAR behavior is expected at all activities that occur at Foothills including extra-curricular activities.

Immunizations

Immunization requirements as stated in Colorado Law will be strictly enforced for all school children. Non-compliance may result in exclusion from school. Please provide your child's immunization record before the first day of school. Please refer to <https://goo.gl/mvK6fu> for specific requirements for Colorado immunization requirements.

Inclement Weather

If any of the Jefferson County Schools are to be closed due to storms or road conditions, information will be broadcast over various radio stations such as:

KHOW 630 AM, KOSI 101.1 FM, KOA 850 AM, KYGO 98.5 FM, KYGO 1600 AM

Local television stations may also be checked. Additionally, parents who have telephone numbers listed in ParentConnect will have an automated phone call when school has been closed due to weather or the threat of inclement weather that would make it unsafe for children to be in school. If in doubt about a school closing, please consult the district webpage. **Foothills Elementary is NOT considered a mountain school. If only mountain schools are closed due to weather, we WILL STILL have school.**

When at all possible, students go outside for lunch recess. **Students need to come to school dressed for the conditions of the weather.** This means coats, caps, gloves, and boots during snowy conditions. (Clothing should be clearly marked to identify the owner.)

Internet Acceptable Use Policy

STUDENT USE OF THE INTERNET AGREEMENT

I have read and understand district policy **JS**, "Student Use of the Internet," and agree to abide by its terms. I further understand that violation of district policy **JS**, "Student Use of the Internet." may result in my loss of Internet access and/or computer use privileges, and school discipline (including suspension or expulsion) being taken against me, legal action being taken against me, and/or restitution by me for costs associated with any damages caused by such violations.

Student's Name (PLEASE PRINT) _____ Today's Date _____

Student's Signature _____

Parent or Guardian: As the parent or legal guardian of the above student, I give my consent to his/her use of school computers to access the Internet for school-related academic purposes while at school under the terms and conditions set forth above. All students regardless of age must have this contract signed by a parent/guardian in order to access the Internet at school.

Student's Name (PLEASE PRINT) _____ Today's Date _____

Parent/Guardian Signature _____

CONDUCT CODE (ELECTRONIC ACCESS)

The Jefferson County Public Schools Conduct Code has been prepared to provide you and your student with information relating to your students' rights and responsibilities. In order for our policies and procedures to have the greatest positive effect, we need your support.

Thank you for your cooperation.

I understand that the Conduct code will be available only on-line at:
http://www.jeffcopublicschools.org/publications/conduct_code.html

I also understand that if I don't have Internet access at home that computers are available at Foothills to access the Code of Conduct.

I will read and discuss the policies and procedures contained therein with my son/daughter. If I have any questions I may contact Foothills Elementary School at 303-982-9324 for information.

Student's Signature _____ Today's Date _____

Parent/Guardian Signature _____ Today's Date _____

Intervention Services

We have a Special Education Resource Team that includes three full-time Special Education teachers, 1.4 Speech and Language teachers, a full time School Social Worker, a full-time school counselor, a part-time social/emotional learning specialist, a full-time Literacy Interventionist, an itinerant occupational therapist, an itinerant physical therapist, and an ELL teacher/coach. This team serves our identified special education students who have IEPs (Individual Education Plans) and do the individual assessments for students who are being evaluated for possible special education needs. Our ELL (English Language Learner) teacher works with our limited English speaking students.

Additional Supports

We have a full time Jeffco Center for Mental Health Provider, a full time Family Liaison, a full time Dean of Students, a full-time School Psychologist, and a half-time Social Emotional Learning Specialist.

Lost and Found

A lost and found box is located in the cafeteria. It is the child's responsibility to check this area if he/she has lost something. Items not claimed from the lost and found will be donated to charity at the end of each trimester. To help prevent lost items, it is imperative that children's belongings be labeled with their names before being brought to school.

Breakfast/Lunch Program

Thanks to the passage of Healthy School Meals for All (HSMA) by Colorado voters, all students in Jeffco Public Schools who attend a school participating in the National School Lunch Program will now have access to healthy and nutritious meals at no cost, regardless of their income eligibility, starting the 2023-24 school year. A la carte items will be available for purchase, and money can be added to student accounts using School Café.

Despite meals being served at no cost for all students, beginning July 1, families are strongly encouraged to complete a Meal Benefits Application on School Café. Completing this application is one of the ways to be considered eligible for other potential benefits the district may offer (i.e. fee waivers).

Parent - Teacher Conferences

All school conferences will be held in October (all students) and February. We encourage parents to attend all conferences. We will be using Signup Genius to schedule fall conferences in October. Additionally, parents or teachers may schedule conferences any time during the school year. Parents are encouraged to call the school when they feel a need for a conference with a teacher or the principal. Impromptu conferences before and after school are discouraged.

Parking Lot Safety & Procedures

Hug & Go Lane

1. The Hug & Go Lane is for pick up and Drop off ONLY. Someone MUST be in the driver's seat of the car at all times. There is NO parking in this lane.
2. All students must enter the car from the sidewalk side of the Hug & Go Lane. NO students should walk around the other side of the car. This is for their safety, because the other lane is for driving only!
3. The second lane of the Hug & Go zone (next to the island) is for pick up and drop off. Someone MUST be in the driver's seat of the car at all times. There is NO PARKING in this lane.
4. If families park in the parking lot, they must walk their child to the hug and go sidewalk using the crosswalk. NO students are allowed in the parking lot without an adult.

The Island and Bus Lane

1. There is ABSOLUTELY NO PARKING around the island, both sides of the island are used for 'kiss and go.'
2. The Bus lane is for buses and emergency vehicles only. We absolutely CANNOT have cars parked in the bus lane.

CHILDREN WALKING TO AND FROM SCHOOL

Parents/guardians are encouraged to walk the route to and from school WITH their student's one or more times at the beginning of the school year. Please instruct children not to run across or into any street and to use the sidewalks. The limited visibility created by the hill at Alkire and Alaska presents a definite pedestrian hazard. Please be aware the intersection of Alkire and Ohio (where children cross Alkire) is an exceptionally busy pedestrian route.

Tobacco Use/Smoking on School Property

Colorado State law prohibits use of any tobacco products on school property. C.R.S 25-14-103.5 Violators will be asked to leave the premises.

Parties

Parties celebrated at school are: Halloween and Winter Break. Students will also participate in a Valentine exchange. These parties are planned by the PTA Room Parents with support from the teacher. If personal conviction dictates that your child does not take part in school parties, please advise the teacher and alternate arrangements will be made.

UPDATED Wellness Policy for 2023-2024 School Year

- **Holiday Celebrations-** Offer at least half "healthier" food options
- **Birthdays-** Birthday recognition/celebrations should not include shared food (e.g. food brought in by families for students to share).
- **Rewards-** Do not offer food as a reward for behavior or academic performance, unless approved as a need by school leadership

Report Cards

All students in Grades Kindergarten - 5th receive a report card each trimester. Students in grades K - 5 are graded on a 4, 3, 2, 1 scale, and are assessed in relation to their mastery of our State Common Core Standards.

Use of the Telephone

The school telephones are considered business phones. Teachers or students **WILL NOT** be called to the phone except for an urgent need. Please make all after school arrangements with your child before he/she comes to school.

Visitors and Volunteers

All visitors to the building must sign in at the office and wear a visitor badge. Foothills actively solicits parent/guardian volunteers. We feel involvement in the educational process is valuable for all concerned. A wealth of talent and experience exists in our community and our ability to capitalize on these talents enriches the experiences we can provide for our students. Several avenues exist for volunteers: The PTA provides a framework for both continuing and one-time assistance; various staff members will be issuing invitations for parents/guardians to assist; and special personnel will also provide opportunities for specialized volunteers. If parents would like to observe classrooms, they may do so with prior teacher notification.

In a continuing effort to provide a safe environment for students, all parents/visitors/volunteers must bring a picture ID to school and sign in and out in the main office before going to any area in the building including temporary buildings and playground. All parents/visitors/volunteers must obtain a visitor's badge in the main office and wear it for the duration of the visit.

Voice Mail

All teachers have a voice mail phone number. Messages will be checked each day and if needed, calls will be returned within 24 hours. If there is a time sensitive issue, please leave a message with the office rather than voice mail.

Whiz Kids

Whiz Kids is a community and school run tutoring program that occurs after school on Tuesdays and Thursdays. Students are recommended to participate in Whiz Kids by their teachers. Whiz Kids will begin in the fall.

Withdrawal/Transfer

Please be sure to let the school office know as soon as possible if your child/children will be changing schools. It is important that your child return all school owned books and materials. Early notification will enable your child's new school to receive his/her records promptly. Children withdrawing from school must be cleared through the school office. Copies of your child's records will be sent directly from Foothills to the new school when the new school requests them.

PTA/Partners in Education (PIE) Information for 2023-2024

The role of PTA and PIE is to encourage parent involvement and community support. The PTA actively recruits volunteers for various school activities and programs, conducts fund raisers and determines how PTA raised funds are spent. They also sponsor social events. PTA is open to all parents and teachers, and has dues paying members. All participation is welcome. A person must be a dues paying member to be eligible to vote at PTA meetings.

The role of PIE is to ensure there is the staff, parent, and community involvement needed to accomplish the district mission through its Strategic Plan. All Jeffco schools are evaluating how they use the school based decision-making process to ensure they are achieving accreditation expectations.

The Standing Committees of PTA are Membership, Legislative and Reflections. In addition, Ad Hoc Committees may be formed as needed to work on activities such as PTA fund raising or social events, special projects and programs. For information about officers, membership, volunteer opportunities and school events, please check the PTA section of the Foothills website at <http://foothills.jeffcopublicschools.org/>.

PIE and PTA Meetings

The goal of our meetings is to provide the best venue for communication of information and opinions, using time and effort with maximum efficiency. Meetings are open and everyone is encouraged to attend and share ideas. This year PIE/Accountability is 6:00-6:45 pm and PTA is from 6:45p-7:30pm. The meetings are held on the 1st Tuesday of every month during the school year and will be held on Zoom this year. The meetings are divided into 3 parts: Foothills PIE committee, Principal's Report and PTA. Minutes of meetings are posted on the PTA section of the school website. Please look at our website for times and dates.

FOOTHILLS ELEMENTARY SCHOOL

13165 W. Ohio Avenue

Lakewood, Colorado 80228

(303) 982-9324 Direct Line

(303) 982-9300 Option 1 Attendance Line

(303) 982-9300 Bulletin Board

(303) 982-9325 Fax

School website <http://foothills.jeffcopublicschools.org/>

Office hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:30 a.m. - 3:30 p.m.

JEFFERSON COUNTY PUBLIC SCHOOLS

Website: www.jeffcopublicschools.org

ADMINISTRATIVE STAFF

Superintendent of Schools	Tracy Dorland	(303) 982-6800
Community Superintendent	Mindi Feir	(303) 982-6500
Principal	Shannon Schneider	(303) 982-6558
Assistant Principal	Heather Dodge	(303) 982-9324

OTHER DISTRICT CONTACTS

Food Services	(303) 982-6748
Central Transportation	(303) 982-2324

The Jefferson County School District does not discriminate on the basis of race, color, national origin, sex or disability in its programs and activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Employee Relations Administrator
1829 Denver West Drive, Bldg. 27
Golden, CO 80401