



JORDAHL OFFICE:

The office is open from 7:10 AM until 3:45 PM each school day to assist you.

Office Staff:

Mrs. Kary Davis, Principal
Mrs. Mandy Heberer, Assistant Principal
Miss Kalyn Dickey, Dean
Miss Meggan Mears, Instructional Coach
Mrs. Angie Lopez, Counselor
Mrs. Ashley Aguilar, Secretary
Mrs. Cassie Krieg, Secretary
Mrs. Kay Cannon, Secretary
(719) 382-1400

<https://www.ffc8.org/jordahl>

Facebook - @Jordahl Elementary School

SCHOOL HOURS

Breakfast begins 7:10 AM
Building opens 7:10 AM
K-5 learning is from 7:30-2:25 daily
Building Closes 3:45 PM

JORDAHL ELEMENTARY SCHOOL

2021-2022 SCHOOL YEAR

We create a culture conducive to high academic achievement and social-emotional growth which cultivates impactful citizens.

-Jordahl Vision

Dear Jordahl Students and Parents:

Welcome to Jordahl Elementary School! I am proud to serve as your principal, and I look forward to facilitating a World Class Education for your child while providing an inclusive and welcoming environment.

Effective communication with our community is one of our top priorities, so we are proud to present you with this parent handbook and school calendar. It is our hope that you will find the answers to many of your questions in the pages that follow, and that the calendar will help in planning your child's school year.

Please take a few minutes to go over this handbook as a family and become familiar with our school and district policies. Of course, please feel free to call us if we have missed anything you need to know. You can find our FFC8 Board Policies at FFC8.org.

At Jordahl, we have high expectations for academic achievement, and provide social and emotional supports for students to become model citizens. We are dedicated to ensuring that Jordahl Elementary provides a culture where rigorous teaching and learning take place, and where all students experience success while developing a real love for learning.

If you should have any questions or concerns, please do not hesitate to contact me. My door is always open.

Sincerely,

Kary Davis - Principal

kdavis@ffc8.org

(719) 382-1400

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Teaching Staff

Kindergarten:	SPED:	Custodians:
Bailee Hosey	Simon Pratt/PT	Nate Dominguez
Becki Huffstutter	Kelsey Watts/Moderate needs	Hylas Dorey
Erin Previte	Matt Addington /Moderate needs	Lisa Tucker / Head
Tara Woltjer	Amy Frazer/Autism 3-5	
1st Grade:	Brenna Lund/Speech	School Psych:
Megan Bates	Jordan Dominguez/Autism K-2	Megan Page
Kaylynne Bratton	Juli Johnson 1/2 Speech	
Kristen Reagan	Lyndsay Fountain / OT	Admin:
Julia Swonger	Shawn Moore/Speech	Kary Davis/Principal
2nd grade:		Mandy Heberer/AP
Gaby Diaz		Kalyn Dickey/Dean
Faye Donahue		Meggan Mears/Ins. Coach
Sindy Hurt	Specials:	ELD:
Tami LeMay	Kathryn Calahan/Art	Bernadette Lujan
Page Upton	Joseph Mikolaj/Music	
Santana Pickle	Nate Bohlken/PE	Interventionist:
3rd Grade:	Brent Upton - Media/STEM	Cindy Martin
DeAnn Andert		
Vienna Capozzi	Counselor:	MFLC:
Chelsea Curl	Angie Lopez	Josh Aveum
Tori Mace		
Yvonne Neal	Secretaries:	Nurse:
4th Grade:	Ashley Aguilar - Budget	Laura Ball
Jennifer Jefferson	Kay Cannon - Building	
Audrey Lessard	Cassie Krieg - SPED	Kitchen:
Paula Stamps		Dotti Catalano
MacKenzie Fletcher	SPED paras:	Kirstin Reuer
Shaunna Schaefer	Agata Boynton	Stephanie Larkin
5th Grade:	Amanda Zuniga	Rachel Rogers
Alexa Cordray	Madison O'Connor	
Samantha West	Jennifer Martinez	SRO:
Justin Taylor	Jessica Soto-Loarte	Don Klinge
Greta Yocum	Johanna Cordova	
	Kimberly Murphy	Lunch Monitors
Daycare:	Rosario Ortiz	Jaimee Jackson
Jaimee Jackson	Sandra Curl	Rick Carpenter
		Justine Loa
		Kayla Tucker
		Amanda Barton

Arrival/Dismissal

Classes begin promptly at 7:30 AM. Please **DO NOT** bring your child to school any earlier than **7:10 AM** because we do not provide supervision until that time. **At 7:10 AM**, a bell will signal for students to enter the building and go to their designated location. There will be a warning bell at **7:25 AM** and **all students are expected to be in their seats and ready to begin the day by 7:30 AM.** **Parents may eat breakfast with their child, but they cannot walk their child to class.** Drop off is expected at the front door.

As students **arrive** in the morning, they will report to designated areas **INSIDE** the building until school starts at 7:25 AM. Teachers will be on duty in these areas at 7:10 AM. We highly encourage families to say good-bye in the kiss and drop area and allow students to transition into the building independently where they will be met by building staff. If you would like to accompany your child into the building please check in and get a visitor's badge from the front office (Please see "Visitors" section in handbook for guidance).

As students get **dismissed**, they will remain with a staff member until release. We have 4 ways for students to get home. 1. Bus - all students will be walked to the bus by a staff member. 2. Kiss and go lane - a staff member will have your student out front and as soon as the student sees your car, the staff member will let them get in the car with you. 3. Parent pick up from classroom door - If you wish to park your car and walk to the teacher's door, or if you walk to get your child, you will pick them up from the teacher's door on the backside of the school where the playground is. 4. Walk - children may walk home. No child under the age of 8 may walk home alone. They must have an older sibling or adult to walk with them.

Parking Lot/Bus Lane

For the safety of all students, please use the bus/drop-off lane in the morning to drop off your student. The middle lane is a drive-through lane to exit or get to the parking lot.

Students are able to be dropped off curbside. **Please do not let students out unless the car is at the curb.** The far south drive-through will be blocked off at the crosswalk each day at 7:00 AM.

At 2:15 PM cars can use the kiss and go lane to pick students up. The buses run in a separate lane that closes our upper parking lot. The middle lane is a drive-through lane to exit or get to the parking spaces. So, if you need to park, please use the visitor parking right out front.

Bus Procedures

Students who will be riding the bus must be registered every year. You can do this online by visiting www.fcc8.org and clicking on Transportation under Departments. Students riding the bus arrive around 7:10 AM. This allows plenty of time for students to have breakfast. Students who do not need breakfast will enter the school and go to their designated area. Buses depart Jordahl at 2:35 PM. You can find bus routes and schedules on the transportation link. Contact the transportation office at (719) 382-1335 if you have any questions regarding transportation.

Breakfast and Lunch

Breakfast is available to all students after 7:10 AM. **Please do not send students before this time.** Your cooperation with this request is greatly appreciated. Monthly menus can be accessed on Fountain Fort Carson School District 8 website. Please purchase meals in

advance through the cafeteria manager. We discourage charging for student lunches. All students will eat breakfast in their classroom so please let their classroom teacher know what days they will be eating breakfast.

Allergies

In our lunchroom we have designated tables for students with food allergies. Students who need to use this table are welcome to invite a friend to join them as long as those students are eating a school provided lunch and not eating a lunch that was made at home.

Parents are welcome to come to eat lunch with their children. Please check in at the front office and receive a badge. Kindergarten and first grade students eat lunch within their classroom, which does not leave a lot of space for extra adults; however, 2nd - 5th grade students eat with their classes in the cafeteria, which gives more space. Families and parents are welcome to move to an unoccupied table within the cafeteria with their child. Students are expected to sit at their table until they are dismissed to leave the cafeteria (i.e. to go to the bathroom or go to the playground). While eating with your child, please remember that our lunchroom staff is responsible for ensuring an orderly and safe eating environment for all students. We encourage and remind all students to focus on eating while in the cafeteria and ask for support from families to remind students of this expectation while they enjoy lunch together. We also encourage healthy food choices for our students and ask for your support in this by providing your students with nutritious choices for lunch and snacks throughout the day.

- **Breakfast and lunch is FREE through December due to Federal COVID aid.**
- Milk/juice \$0.50
- Student breakfast, daily \$1.30
- Student breakfast, Reduced/Free No Charge
- Adult Breakfast \$2.20
- Student lunch, daily \$2.55 Lunch,
- Student reduced/Free No Charge
- Adult Lunch \$4.00

*Applications for Free/Reduced lunch can be found on the Fountain Fort Carson School District Nutrition Website and our school office.

**Student accounts can be paid at the Fountain Fort Carson School District Nutrition Website.

File: EF-E-1

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the

ability to pay in person. Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced-price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge à la carte or "extra" items, such as a second milk or additional entrée.

Students may charge up to 5 full lunches per school year before the student will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a complimentary replacement meal.

Notification of low balances

Notification of a low balance on a student account will be provided privately by "low" balance and payment reminders, such as payment notices sent directly to the parent's email address, telephone calls, and/or automated text messages or emails sent from an online system.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced-price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Notification and collection of meal charge debt

Notification of a negative balance on a student account will be provided by notices sent directly to the parents' email address, including expected payment dates and collection efforts.

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. Kitchen managers will initiate the collection process with a phone call to the parent/guardian at least weekly. If no payment is received, the nutrition services staff will email statements of the negative account balance to the parent/guardian and/or mail a paper copy of the statement to the family's address. If no payment is made on the account, school administration will assist with the debt collection process by meeting with the parent/guardian and/or mailing a letter to the family. Collection efforts from one school year may continue into the following school year.

Uncollectible delinquent debt/Uncollectible debt – Fountain Fort Carson School District 8 considers student accounts uncollectible when collection efforts have been unsuccessful for six (6) months after a student leaves the district. Repayment of uncollectible debt is an unallowable expense for the district; therefore, payment for uncollectible bad debt must come from others sources such as the district's general fund or donations.

Refunds and Donations Households may request a refund of their student(s) meal account(s) at any time or may transfer/donate unused meal balances to another student's account, as specified. Per federal regulations prepayments for students eligible for free or reduced meal pricing must be refunded to the household.

Donations made to benefit nutrition services which do not specify a particular student will be deposited to the general fund and will be used to offset uncollectible debt.

Annual notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted: June 14, 2017 Revised: January 30, 2019

LEGAL REF.: USDA Guidance SP 46-2016 (requires written policy regarding unpaid meal charges)

Fountain-Fort Carson School District #8, Fountain, Colorado

Birthdays: Please refer to Board Policy ADF-School Wellness, for information about bringing food to the classroom.

Due to an increase in allergy related concerns, Jordahl is following the district policy of asking parents to only bring in sealed, store-bought items for classroom events that include ingredients on the label. If you have questions or concerns, please contact the school office at 382-1400. Additionally, families are encouraged to offer nutritious choices along with birthday treats such as fruits, or other healthy snacks. Thanks for your cooperation. **All birthdays will be celebrated at 2 PM after students have had the opportunity to eat school lunch.** Please contact your child's teacher for information on how birthdays are celebrated in their classroom.

School boundaries

Boundary areas for each elementary, middle school and high school of the district are drawn up by the administration and approved by the Board, based on geography and student population projections. In establishing school boundaries, consideration shall be given to the densities of student populations in an area in relation to the relative capacities of the schools, the equalization of enrollments in classrooms and efficient use of transportation facilities. A student's designated attendance area shall be based on the legal residence of his parents/guardian. If possible, please schedule doctor, dental and therapy appointments after school hours.

Jordahl Student Absences and Excuses

Please contact the school if your child is going to be absent. If you are calling the night before to report an absence or illness, please leave a message. If you know your child is going to be out for an extended amount of time (3 consecutive days or more) you must fill out a leave of absence form from the office.

The following are excused absences:

- Personal illness that exceeds three consecutive days - with a doctor's note required
- Death of a relative (provide documentation)
- Observance of religious holiday
- Military block leave - up to 5 school days with a copy of military orders
- Doctor, dental and therapy appointments with proper documentation (If possible, please schedule such appointments after school hours)
- Emergency situations - such cases may be approved by administration on an individualized basis

The following are unexcused absences:

- Personal illness that **exceeds three consecutive days** without a doctor's note – while we understand illness happens, a parent phone call or note will not constitute an excused absence.
- Military block leave without orders

- Family events - vacations, birthdays, family visits, other family members' appointments, etc.

Attendance is recorded for the morning (AM) session and the afternoon (PM) session. Each session is considered a one-half day of attendance/absence. Two one-half days of absence equal one full day of absence.

Tardy is defined as arriving between the hours of 7:31 AM – 9:00 AM

- An extension to the time allotted for a tardy may be determined by individual building administrators in the cases of inclement weather, local traffic/construction issues, bussing issues, etc.
- Students are tardy if not in their seats at 7:30 AM.

Attendance Codes

- Tardy – Student arrives between 7:30 – 9:00 AM
- Part Day A.M. absence – Student arrives between 9:00 – 11:00 AM OR student leaves before 11:00 AM and returns to school.
- Part Day P.M. absence – Student leaves after 11:00 am and returns to school.
- Half Day A.M. absence – Student arrives between 11:01 – 1:00 PM
- Half Day P.M. absence – Student leaves between 11:00 – 1:00 PM with no return.
- Reverse Tardy – Student leaves between 1:00 – 2:25 PM

Policy around excused vs. unexcused

- Documentation required after 3 consecutive days for illness (unless school sends student home), or if the student is on an attendance plan

Attendance plans: If your child is put on an attendance plan, excused and unexcused absences will be held in accordance with the attendance plan. Please refer to your child's plan when making attendance decisions.

Behavior Management and Discipline

We believe children learn to become productive, participating citizens by demonstrating characteristics of governing values: Pawsitively **BOBCAT** Behavior. Every morning, Jordahl students recite the **Jordahl Bobcat Pledge**:

“As a Jordahl Bobcat student, I pledge to keep my school a safe and compassionate place to learn:

- Be Resilient**
- Organized**
- Be Adaptable**
- Critically think**

Advocate for myself

Take a team approach

I will have self-control and be passionate. My teachers believe in me and I believe in myself.”

We believe establishing a positive school climate through a core set of values and outlined procedures will result in positive behavioral outcomes. The Jordahl staff will reinforce positive behavior throughout the day to encourage our students to value their learning and respect others.

Infraction Reports/Response to Behavior

An Infraction Report will be utilized when a student chooses a behavior that is not consistent with Jordahl’s core set of values. In the Appendix A, there is an example of an infraction report and Multi-tiered System of Support (MTSS) that the district uses in response to non-preferred behavior.

Trauma Informed Approach

Building healthy and trusting relationships is key in growing students’ social, emotional and academic skill sets. Research has shown that when students experience any kind of trauma (loss of a family member, divorce, homelessness, negligence, hunger, poverty, abuse-verbal, physical, mental, injuries/accidents, weather related emergencies, etc.), having strong and healthy relationships with others helps to manage and recover quickly. Staff at Jordahl have been trained and continue to participate in trauma informed trainings. These practices include a proactive, restorative approach versus a punitive approach to wrongdoings and helping students take responsibility and accountability for their actions. In order to offer students the opportunity to correct wrongdoings and also communicate with families, each staff member should follow a progressive discipline model. The purpose of this method is to maintain boundaries while preserving the relationship.

The first step of our discipline model is to use questioning techniques to help students reflect and follow expectations. After the research-based questions have been used and behavior does not improve, staff will use the Infraction Report for documenting student behavior with the intention of helping students plan to improve decision making. Once an infraction report has been completed parents must be notified (Level I & II = Teacher; Level III = Administrator) and it must be turned into the office to be entered into Infinite Campus. Please keep in mind that some behaviors may require an immediate office visit such as damaging property or demonstrating behaviors that are dangerous to self or others.

Bullying:

What is Bullying? Targeted and repeated physical, verbal or written acts over time that are intended to cause physical, mental, or emotional harm, intimidate or have a detrimental negative impact on a victim.

Prevention: Fountain-Fort Carson School District 8 believes prevention and education are the most impactful practices that prevent bullying behaviors. We strive to establish a school culture that incorporates expected behavior and effectively respond to non-bullying and bullying incidents through the disciplinary process. **All incidents of bullying need to be reported to appropriate school personnel.** If you feel your safety may be threatened as a result of reporting a bullying situation, **Safe-2-Tell Colorado** may be utilized to report concerns of imminent danger. **Safe2Tell Colorado** provides an anonymous way for students, parents and community members to report unsafe and risky behaviors before they grow out of control. Each year, **Safe2Tell Colorado** receives thousands of reports on bullying, cyber-bullying, suicide threats, mental health concerns, child abuse, substance abuse, violence, planned school attacks, and other concerning behaviors. Each concern reported to **Safe2Tell Colorado** allows for caring, concerned adults to effectively intervene in the life of a child or youth who is struggling. **Safe2Tell** accommodates multiple methods of reporting. Parents, students and community members may call or text reports to **1-877-542-7233** or utilize the online reporting at **safe2tellco.org**. Once incidents have been identified administration, support staff, and teachers will work to create a positive environment for students. Restorative conferences are utilized to help repair and restore relationships and create agreements among students for their behavior. If the bullying behavior continues, a Distance and Respect Contract will be implemented by administrators to create structures for students to work productively while at school implement this contract. This contract stops contact between students while at school by creating strict boundaries that are enforced through consequences according to our progressive discipline model.

Examples of Bullying Behavior

- A student **repeatedly** teases another student about his or her appearance and makes fun of the student in front of peers.
- Two students have an argument on Facebook and call each other names. One student then gets multiple students to **target** the other student and post derogatory statements about his/her beliefs on numerous occasions.
- Two students follow another student after school on **multiple** occasions punching and kicking the student when they get off of school grounds.

Non-Examples of Bullying Behavior

- A student shares a secret with a friend and that student shares the secret with a group of students to find out if the secret was true.
- Students call each other names when they are in a verbal argument.
- A group of students sitting at lunch do not invite another student to sit with them as the student walks by their table trying to find a seat.
- Two students have an argument on Facebook and call each other names.
- Two students punch each other because of a disagreement about a sporting event.

Safety and Security

Our school uses the Standard Response Protocol as our building response to emergencies (inserted below).

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



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Cell Phones

We understand that cell phones are a safety measure and convenient in today's society.

During our school day, however, we need our students to have them turned off or silenced and put away. Students will not be allowed to use them during school hours, unless approved by their classroom teacher. **Students assume all responsibility for their cell phones at school.** Students will be asked to put them away the first time they are seen out when they should not be. The second time in the same day or if there becomes a pattern, teachers may take them and return them at the end of the day. The third time they are out at inappropriate times, the teacher will take the phone and bring it to the office and parents will be notified. Please refer to Board Policy JS for more information.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

If you change your residence, mailing address, telephone number, baby-sitter, emergency contacts, place of employment, or work telephone, **please report the change promptly to the school office.** This is very important in case of any type of emergency.

Counseling

Mrs. Lopez is available to our school population each and every day. The school counseling program is committed to providing services to all students around specific topics. The Brainwise method and Zones of Regulation are used at Jordahl to help students develop critical thinking, strengthen relationships, understand behavior, create a positive learning environment, and enable students to get the most out of their education. Mrs. Lopez is also available to consult with teachers, staff, and parents about meeting the developmental needs of all students. As part of this process, our counselor meets regularly with each class and provides direct instruction in these areas as well as meeting with small groups of children on a regular basis.

Dress Code

Jordahl seeks to maintain an orderly and safe environment for education. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of the dress code. **Apparel that is excessively short, tight, overly revealing or low cut; has writing or pictures that display tobacco products or logos, alcoholic beverages, or illegal drugs; suggestive or obscene language or violent acts; or is suggestive of gang affiliation may not be worn.** Students may not wear hats inside the building unless otherwise approved.

Field Trips

All students who participate in field trips or events off campus must have a Field Trip Permission and Waiver form signed by parents. If students fail to bring the required signed form, they will not be allowed to participate in the field trip. Parents will need to have their Government Issued ID scanned at the office and will receive a Photo Tag to be worn while attending the field trip as a guest or chaperone. If a parent is chaperoning, younger siblings may not attend as they will be responsible for the supervision of other children as a chaperone. Parents with younger siblings are welcome to attend the field trip as a guest but may NOT be responsible for the supervision of children as a chaperone. Families are not permitted to ride District 8 buses as a guest or chaperone and must meet the class at the destination. Please refer to Board Policy IJOA-R for more information.

Grades

Second through fifth grade teachers enter letter grades into the Infinite Campus, which can be accessed through the Infinite Campus Student/Parent Portal on the Jordahl Website. This portal can be checked for updated grades on a regular basis. Parents and Guardians can log in and check grades and assignments on a regular basis. Teachers can also be contacted for updates on grades. Please contact the school office for more information on the Infinite Campus system. Kindergarten and first grade teachers enter proficiencies and will provide hard copy progress reports and report cards.

Parent-Teacher Conferences

October and February Two conferences will be held during the school year. If a concern arises which needs to be addressed, please feel free to call the school and make an appointment with the teacher, counselor, assistant principal, or principal. Only when children recognize that there is understanding, appreciation, and active cooperation between home and school can they do their best work.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file, signed, and specifically states denial requests, we must provide equal rights to both parents.

Progress Reports

Progress Reports will be sent home with 2nd-5th grade students at the end of the fifth week each quarter throughout the school year. The purpose of the progress report is to keep you informed as to your child's progress and grades in school. By sending home the report, you will have up-to-date information that will guide your knowledge of your child's strengths, and areas for improvements. You will receive a report that is generated in Infinite Campus. It will have a signature line for you to sign and return. Please look over the progress report, sign and return with your child the following school day.

Promotion and Retention

Promotion and retention shall be based on all factors that contribute to the benefit of the student. The principal will work in partnership with the parent and teacher to determine the need for retention of a student.

Report Cards

Report cards are sent home at the end of each quarter. Please review them with your child, sign the envelope, return to teachers, and make goals for achievement for the upcoming grading period. Any time you have questions about your child's progress, we will be happy to schedule a conference. You may, at any time, look at current grades on Infinite Campus through the Parent Portal. Please contact the school office to receive access information for the Parent Portal.

Illness/Administration of Medication

For the protection of all students, those who are sick or have symptoms of a contagious disease will be sent home. Examples of students who should not be in school include: students with a temperature over 100.0 degrees; students who have cold symptoms such as a constant runny nose, with abnormal color (green, yellow, white) or thick nasal

discharge, constant coughing, or lung congestion; children who have had vomiting or diarrhea in the last 24 hours should not attend school until there has been no vomiting or diarrhea for 24 hours. If your child has a specific health problem, please inform the office, as well as the teacher.

****Please refer to Board Policy JLCD Illness regarding the administration of medication to students at school and Illness Guidelines for Schools.**

Lost and Found

The Lost and Found is in the cafeteria. If your child loses something, and you cannot find it there, notify the office. Please mark items that children might lose such as coats, gloves, lunch boxes, water bottle, backpacks, etc. with permanent marker as the items can then more easily be identified. Unclaimed items will be given to charity.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

There shall be two days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

However, this work may receive only partial credit, which is the consequence for an unexcused absence.

Parent requests for make-up work must be made through the school office 719-382-1400 and picked up by the parent at the office. **Please do not drop by the classroom for make-up work, but instead, make an appointment with the teacher or arrange to pick up work in the office.**

Newsletter (Bobcat Bulletin)

A school newsletter will be e-mailed one time each month. It is important to ensure that your information is up to date with the school. If you are unable to view the school newsletter online please request a printed copy from the office. Questions about the school newsletter should be directed to the school office at 382- 1400. Classroom teachers communicate information specific to their class in various ways. Make sure to ask your child's teacher about the manner in which they communicate information about their class.

Weekly communication from administration:

A weekly video announcement will be sent to parents each Sunday at 4 PM. This video will contain all the news and events for the upcoming week.

Multi-Tiered System of Support (MTSS)

Students are most successful when there is a spirit of cooperation between the home and school. As a team, both educators and parents share the responsibility of exploring possibilities and strategies that will best meet the educational needs of your child. The classroom teacher spends time looking at data and making observations for all students. When a student has received various interventions within the classroom and school environment, it may be determined that a more focused intervention is needed. Dialogue between the staff member and the home will be initiated to inform you of an MTSS meeting. Prior to the MTSS meeting, teachers have met to review classroom

accommodations, and/or interventions that enhance learning for students. Any interventions that have been tried, or are currently in place, will be discussed with you at/or following the MTSS meeting. At the end of the meeting a determination will be made as to next steps and a follow-up date to review progress.

All students at Jordahl are carefully monitored for progress, and interventions that best meet student needs are carried forth. Many times, the interventions within the classroom and school environment are effective; however, when we feel as a team that a more focused approach is needed, we call upon the MTSS process.

Pets at School

Pets of any kind are **not allowed** to be on school grounds. Dogs often become unpredictable, especially around young children and crowds of people. Dogs are expected to be kept away from the building. Acceptable places to wait for your children with your pet are behind the fence on the grass area near the primary playground and the basketball courts behind the school. Thanks for your understanding and cooperation to keep our kids and community safe.

Inclement Weather for Recess

We make every attempt to go outside for recess every day. Our guidelines to go outside are as follows:

- We use the Weatherbug station at Fountain Fort Carson High School
- The FEELS like Temperature must be 20 degrees or higher
- Little to no precipitation falling
- Lightning is a safe distance from the school
- Blacktop and walkways are generally free of ice

There are other conditions that may cause us not to be able to go outside that will be considered if/when they occur.

Playground Expectations

1. In the morning, students are expected to come into the building at 7:10 AM. After school, students are released from their classrooms at 2:25 PM and are expected to return home immediately. ***Students may not play on the playground before/after school within the hours of 7:00-3:30.***
2. Students may not ride bikes, scooters, skateboards, hee-lies, rollerblades, or skates anywhere on school property during the school day.
3. Students may not throw rocks, sticks, snowballs, or any dangerous objects.
4. Students are required to swing back and forth in the swings. They may not lie down, jump out, swing from side-to-side, or stand on the swings. Only one person per swing.
5. After school hours, when students are at recess, or outside for other events they may not enter the building without permission.
6. Students may not bring their own playground equipment or electronic games to school.

PTO

Jordahl has an active and hard-working PTO. Throughout the school year, our PTO will do fundraisers to raise money for various projects at the school. We discourage door to door fundraising and encourage selling to family and friends. Please watch the

newsletter for updates and information about PTO meeting dates and times. Please feel free to email questions or concerns to jordahlpto09@gmail.com.

Respect for the Flag

The school day begins with the "Pledge of Allegiance." This is a salute to our flag, which represents our country. Students whose religious beliefs keep them from saying the pledge should inform the teacher.

Textbooks and Library Materials

Each student should take good care of the books issued to him/her. Students are responsible for textbooks and other school-issued materials at all times and must pay for lost or damaged items.

Visitors

Parents are an important part of our school. It is also important that the learning environment stays consistent for students; therefore, **visitors will be allowed to the classroom and/or recess after an invite has been extended by a teacher or an administrator**. In order for the safety of all Jordahl students we ask that all visitors bring their Government Issued Identification to the office where it will be scanned using the RAPTOR system so visitors can receive a picture visitor tag. Please wear the tag at all times while in our building and return it to the office upon leaving. Please refer to Board Policy KI for more information.

Volunteers

It takes a team effort in order to educate children; therefore, **Jordahl has many volunteer opportunities**. In order to sign up for a volunteer position, please contact our secretaries in the office at (719) 382-1400.

Meet with the Teacher

Teachers are responsible for the supervision, learning and care of **all** students during the day. This makes it impossible for teachers to have impromptu meetings with parents during the school day. If you have a concern or question, please contact the office or teacher to **make an appointment** to address your concern. This will provide an opportunity for the teacher to give you his/her undivided attention.

Personal Care Items:

The following items in the health office may be applied to your child if needed: Vaseline (for chapped lips) and lotion (hypoallergenic, free of active ingredients and common allergens). Please inform your school nurse if you **do not** want these items applied to your child and they will provide you with an opt out form.

Withdrawal from School

Please notify the office as soon as you know you are leaving so that withdrawal paperwork can be processed. Records will be brought up-to-date and sent to the receiving school upon request from the new school. On the day your child will withdraw, a parent/guardian should come to the office for final processing.

Technology:

Student Guidelines for 1:1 Laptop Program

The following are guidelines which require ethical and legal utilization of all technology devices.

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- District 8 has a content filter to block potentially dangerous Internet sites from students. No filter system is 100% effective, but best efforts are made to block dangerous and inappropriate content. Efforts to circumvent the filter in anyway are strictly prohibited. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Student devices are filtered regardless of where they connect to the Internet. For more information about Internet safety go to www.isafe.org. Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District does not allow the use of personal devices (BYOD or BYOT) on the District network.

Netiquette

- Be polite and use school appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc.).
- Be respectful to all - remember that other users are human beings whose culture, language, values and perspectives may differ from those of your own and all deserve respect.

General Precautions

- No food or drink is allowed near your laptop at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open or without its protective case.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.

- Keep air vents unblocked when laptop is turned on.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms, hallways or any public setting.
- Students must log in under their assigned username/password and are not to share this information with others.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the laptop nor place objects on top of it when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the case or backpack that may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop lid (e.g. papers, pens, pencils, or headphones).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or on the laptop.

Sound

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal earphones/buds are not permitted for use in the classroom without teacher approval.

Email Communication

FFC8 will provide students in grades 4-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school need. While users are provided with email accounts, the account(s) should be used with care.

Users:

- Should not send personal information to anyone via email.
- Should not attempt to open attached files or follow links from unknown or untrusted origins.
- Should use appropriate language.
- Should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All email communication will be monitored and archived.

Limited Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

Document and File Storage

FFC8 students are provided with Microsoft Office 365 OneDrive and Google Drive accounts for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an Internet connection is available. Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive, Google Drive and/or any other external storage device.

Consequences for Misuse

The student in whose name a system account and/or technology device is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Examples of Unacceptable Use

All examples below are a violation of the District Acceptable Use Policy. Students shall not:

- View movies, social media, install or play games that are not assigned by staff.
- Install or use a VPN (virtual private network) for any reason.
- Create a personal mobile “hot-spot”, use a “proxy site”, or other method to circumvent the school's network safety measures and filtering tools.
- Delete any system folders or files that you did not create or recognize as this may negatively impact your use of the computer.
- Attempt to find, view, or share inappropriate content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chain mail or for on-line gambling activities.
- Post or otherwise disclose personally-identifying information about yourself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Install programs or games for which FFC8 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.

Laptop Damage & Repair Fees

- The student’s parent(s)/guardian(s) will be charged repair/parts cost for damage resulting from intentional acts or negligence.
- Repair costs will vary depending on the device and extent of damage.
- Student’s parent(s)/guardian(s) will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- Students will pay the annual user maintenance fee on or before taking possession of the laptop.

Laptop Theft, Vandalism, Criminal Acts

- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed with the School Resource Officer by the student or parent within 7 days of the occurrence. Incidents occurring off campus must be reported to the city police by the parent and a copy of the police report must be brought to the school by the next school day.
- Withdrawing student's parent(s)/guardian(s) must pay all laptop-related fees at time of withdrawal.

Annual Use & Maintenance Fee

Students will pay a non-refundable annual use and maintenance fee. Families with multiples students enrolled in District 8 will pay the full fee for the first student, and then one half of that fee for each additional student, per the chart below.

Per federal guidelines and the Free and Reduced-Price School Meals (FRL) application form, your child's eligibility status may be shared with other school programs to qualify for reduced rates, such as a reduced annual maintenance fee for school laptops, per the chart below.

	1st Student	Siblings
Regular Lunch	\$40	\$20
Reduced Lunch	\$25	\$12.50
Free Lunch	\$15	\$7.50

Regarding the school's 1:1 Laptop Program, FRL information will remain confidential and will be used solely for the purpose of determining your student's annual laptop use and maintenance fee.

If you do NOT want your child's free and reduced-price meal eligibility shared for this purpose, please notify the school in writing. By doing so, your students will be charged the full "regular lunch" annual laptop fee.

Please note, sharing this information with the 1:1 laptop program administrator will not change whether your children qualify and/or receive free or reduced-price meals.

