 **Eaton Elementary School**

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**Eaton, Colorado 80615 www.eaton.k12.co.us**

Dear Families of Eaton Elementary:

Here is a copy of several of the policies we have sent home this year to keep handy.

**Conflict Resolution** at Eaton Elementary School includes three things:

1. “Using your words”
2. “Positive Talk”
3. “I sentences”

All of these methods emphasize the same idea - to communicate clearly and in a positive, productive way. This is what we want our students to learn and practice. Any opportunity we have to model this acceptable behavior can only help our students grow these abilities.

**Character Education** The character education program at EES emphasizes six positive behavior characteristics. These characteristics are respect, responsibility, citizenship, fairness, trustworthiness, and caring. Please help us highlight these admirable qualities in our children and ourselves. Children learn from powerful examples.

**Managing Anger and Frustration** is another area in which we can model acceptable ways to handle these feelings. Examples of coping: counting to calm down, stepping back, breathing deeply, walking away for think time and conversing. We are so lucky to have Mrs. Gonzales, our school counselor. She offers counseling in small groups and individually when students need to grow in some of these areas. In addition, Mrs. Gonzales teaches an anti-bullying curriculum K-2.

**THE EATON PROMISE** Daily we will recite the “Eaton Elementary Promise.”

I promise to do my best.

I promise to show respect:

To my school

To all teachers

To all students

And to myself.

I promise to be safe and kind:

To my school.

To all teachers.

To all students

And to myself.

I promise to do my best - even when no one is watching.

**Your partnership and teamwork** as families and members of the Eaton Community are critical to the success of our school. Thank you for supporting positive and safe behaviors.

Other Important Information:

**Drop Off and Pick Up** Because our school is land-locked, parent pick up and drop off at the beginning and end of school can be challenging. We ask that kindergarten be dropped off at the front(West) side of EES. You can pick up kindergarten students at the Northwest corner. First grade is dropped off on Maple, the back (East) side of EES and pickup is at the Northeast corner on the corner of First and Maple by the backstop. Second grade is dropped off on the playground curb (North) side of EES and are picked up at the backstop on the Northeast corner of First and Maple. You are most certainly welcome to park your car for a short period of time, but please park away from the East and West entrances. Please do not ask your child to get out of the car and *run across traffic* to get to our school playground, building or personal vehicle. Please be mindful that our students are little and may not be watching carefully for you. Please drive safely and put your cell phone away while picking up your child. EES hours are 8:00-2:55. Students may be dropped off at 7:30 for breakfast, supervision begins on the playground at 7:45 and students need to be picked up before 3:10.

**Classroom Snacks** We would like to share that we are a *peanut/nut friendly* school. We will make space available for students to eat comfortably if your student needs to eat in a peanut free zone. Please encourage hand washing after eating nuts to prevent accidental contact with the allergen. Classrooms also honor the peanut/nut friendly practices in the specials and homeroom classrooms.

**Cafeteria Information** Students will have the option to eat breakfast or lunch here at EES. Breakfast costs $1.30 for students and $2.00 for adults. Lunch prices are $2.50 for children and $3.25 for an adult. Free and reduced lunch applications are also available for families if needed. Students are also welcome to bring lunches from home. EES students will have approximately 35-40 minutes for both recess and lunch. Please keep this in mind when you are packing student lunches. We do have a microwave, but a line forms quickly. If you choose to send something that involves the microwave, please be considerate of all students. Frozen meals that take 3-5 minutes to heat will not be good options if your child needs to wait in line. We encourage you to choose options that don’t require a lot of heating time so your child can spend their lunch time eating. Also, if your item requires a plate to heat, utensils, or a bowl for soup, please send this with your child. If your child doesn’t have what they need for lunch, there is a good chance that we will ask them to eat a school lunch for the day and you can try that item tomorrow. There are many healthy delicious lunch options to bring from home, so please send them prepared so your children can peacefully eat their food and avoid long lines.

Our next **PTO meeting** is September 8, 2016 in the EES Library. Please join us to contribute and volunteer at EES. Our PTO organization supports playground equipment, educational assemblies and field trips, and organizes an awesome fall Literacy Carnival for our community.

**Birthdays** are a very special time for kids. We want to celebrate their special day in healthy and positive ways. Due to increased health concerns, allergies, promoting positive choices, and maximizing instructional time, we are going to do birthdays a little differently this year. We ask that you DO NOT send food related items to celebrate birthdays. Each classroom will honor each student’s special day their own way to celebrate birthdays without the sugary snacks.  Thank you for your support to promote fun and healthy choices for kids.

**Attendance** It is critical that students are here every day and make the most out of school. Please call Vicki in the front office if your student is not able to come today due to illness. 970-454-3331. Also, if your child is ill, please make sure they remain at home until they are fever/vomit free for 24 hours without medication.

**Newsletters** Each month you will receive a newsletter from me with all the EES happenings and upcoming events. Make sure you check out our website for fun pictures to celebrate our students, an up-to-date calendar, and other information about upcoming events. My door is also open to

families… please let me know if you have questions and concerns.

Questions about the lunchroom?

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| Volunteers needed | * Parent volunteers make EES a happy place! Thank you for volunteering in the lunch room! |
| Entering/Seating | * Cold lunch students will sit in the middle tables closest to the salad bar * Hot lunch and allergen students will sit in the tables closest to the exterior walls of the room. * Hot lunch comes in a quiet line and gets milk and trays. They pass by the salad bar and walk to their seats. They may raise their hand if they need something. |
| Exiting and Leaving | * As the second lunch group comes in, we can dismiss the first lunch group by section. After the sections are dismissed, we can have the students raise their hands to be dismissed. * At every grade level, if the bell has not yet rung, the students may go back outside. If the bell has rung, they may go through the hallways to the classroom. |
| Allergens: | * Students with allergens need to sit among hot lunch students to avoid peanuts. * They will sit at the far south table or the far north table. * Green bucket and rag are for washing the areas with allergens and the red is for anywhere else. |
| Dismissal: | * At every grade level, if the bell has not yet rang, the students may go back outside. If the bell has rung, they may go through the hallways to the classroom. * Lunch helpers are cleaning tables as they dismiss kids (being mindful of the green bucket=peanut/ red bucket = anywhere else) |
| Microwave | * Kinder and first students should raise their hand and an adult will heat their lunch. * Second graders may heat their lunch but please keep an eye on them. * Microwave is still in the trial period. If we don’t have more supervisors, we won’t be able to offer it. |

Discipline Policy

**Eaton Elementary School** is a positive, safe place for children. We are responsible for “Bringing the students to a successful future,” and we take that commitment to our community very seriously.

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*To my school*

*To all teachers*

*To all students*

*And to myself.*

*I promise to be safe and kind:*

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*I promise to do my best - even when no one is watching.*

**We teach and encourage positive character traits at Eaton Elementary School.**

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| R – Respect |
| E – Empathy |
| D – Determination |
| S – Self-Aware |

We believe in teaching students positive behaviors and modeling positive conflict management solutions. We realize that all students are capable of following these parameters and want to succeed.

When children do not follow these parameters, it is necessary to enforce consequences for students who choose challenging behaviors.

However, sometimes we see the following behaviors:

**Physical** (Hurtful/disrespectful) can include hitting, biting, pinching, spitting, kicking, pulling hair, choking, pushing to the ground, graffitti, leaving school grounds without permission, and bullying/threatening.

**Verbal** (disrespectful) can include interrupting, arguing, name calling, refusing, running away, throwing a tantrum, inappropriate language and being defiant or rebellious.

**After Classroom management strategies have been tried, the following consequences will be enforced if a students is referred to the principal:**

**1st Offense** Students will miss three consecutive recesses and will write a reflection. Principal will call home.

**2nd Offense** Student will earn a half day in-school suspension and will write a reflection. Discussion of a formal behavior plan will begin. Principal will call home.

**3rd Offense** Student will earn a full day of in-school suspension and will write a reflection.  The classroom teacher, parents or guardians, with the support of resource teachers, school counselor, and/or principal will discuss a behavior plan for the child.

**4th Offense** Student will spend one full day in out-of-school suspension. Parents and student will meet with the Principal the following morning to discuss admission back to school. The classroom teacher, parents or guardians, with the support of resource teachers, school counselor, and/ or principal to discuss changes and/or successes in the behavior plan for the child.

**\*\*\*\*\*\* Extreme behavior situations could result in skipping to the 4th offense, if necessary. Eaton Elementary will follow Colorado Law when address extreme situations. Consequences may include expulsion.**

**Technology Policy**

Technology is all around us, and students are learning to navigate a digital landscape more fluidly every day. We have many technology tools for students at EES and students are utilizing them in ways to expand creativity and thinking.  However, with its many gifts, technology also brings many challenges. It is up to us as adults to help guide students to learn to *how* and *when* to use technology appropriately. We are teaching EES students that technology is a **tool.** We use it to expand our learning. **Some times are better than others to use technology.**

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| Ok, Check, Check Mark, ...Yes, Please! | https://lh4.googleusercontent.com/r85YUbWAipiC2jMaqeKYM7MKUFZ4PGUsRDOcauBsNvEb-kYOmKGIzLMsmVFlwJ4Al8EXEZuUdZqcLMamP9dsv6pSswaJhvVkRpXqTZXXr05Y8ks7cUhJJdaWBqhaqCh5eWnrYg4Please limit distractions. |
| Keep cell phones and communication devices including watches powered off and in backpacks during the school day or simply leave them at home. Ok, Check, Check Mark, ... | Please don’t share personal devices with friends at school. It’s impossible for us to protect your investments. Fun beeps, noises, games, and programs are best used at home or off school property. We don’t https://lh4.googleusercontent.com/r85YUbWAipiC2jMaqeKYM7MKUFZ4PGUsRDOcauBsNvEb-kYOmKGIzLMsmVFlwJ4Al8EXEZuUdZqcLMamP9dsv6pSswaJhvVkRpXqTZXXr05Y8ks7cUhJJdaWBqhaqCh5eWnrYg4want things accidently broken. EES staff is not responsible for lost, damaged or stolen property. We are also not trained in repair for these items.  Please leave valuables at home and allow us to use valuable time to interact with students about academic learning. |
| Use Computers, iPods, document cameras, tablets, and devices in class projects with adult supervision. Ok, Check, Check Mark, ... | Making phone calls, sending text messages, or opening video feeds during class is a distraction for the student and everyone around him or her. Please wait until after https://lh4.googleusercontent.com/r85YUbWAipiC2jMaqeKYM7MKUFZ4PGUsRDOcauBsNvEb-kYOmKGIzLMsmVFlwJ4Al8EXEZuUdZqcLMamP9dsv6pSswaJhvVkRpXqTZXXr05Y8ks7cUhJJdaWBqhaqCh5eWnrYg43pm. Emergency phone calls to family are allowed from the classroom phones and should be handled with the permission of the teacher and/or EES staff. In cases of actual emergency, we need our students to be listening to a trusted adult who has current information about the situation, not an adult who doesn’t understand the full picture because they are not onsite. |
| Ok, Check, Check Mark, ...Use technology and programs to engage kids in new and exciting ways. Interact with them, play alongside them, and engage in ways that promote thinking. Use technology to begin and continue conversations. Technology shouldn’t be used to isolate, it should be used to increase communication and bring us together. Always use technology at this age level with direct supervision. | https://lh4.googleusercontent.com/r85YUbWAipiC2jMaqeKYM7MKUFZ4PGUsRDOcauBsNvEb-kYOmKGIzLMsmVFlwJ4Al8EXEZuUdZqcLMamP9dsv6pSswaJhvVkRpXqTZXXr05Y8ks7cUhJJdaWBqhaqCh5eWnrYg4Please limit the use of cell phones and devices on and around school property. Taking phone calls/texting while volunteering can be a big distraction. Thank you for putting your phone on silent or vibrate when you are coming to interact with children. |