

Meeker
Elementary
Student and
Parent Handbook
2023-2024



Welcome to Meeker- Principal's Message

Welcome to Meeker! We are so excited to partner with you this year for your child's education. Please use this handbook to learn how and why we do things the way we do at Meeker. Our main priorities are always to ensure that student safety comes first and that we provide high quality instruction from bell to bell every day.

If you have any questions or concerns I ask that you please reach out to me via phone or email to schedule a time to meet. I want to be available to you and give you the time that you need to ensure that we meet your students' needs at Meeker.

Alison Ferguson

970-348-2009

aferguson1@greeleyschools.org

School Hours

Office Hours: 7:00-3:30 Monday-Friday

Student Hours:

Monday:

Beginning of Day: 8:30-8:40

End of Day: 2:50

Tuesday-Friday:

Beginning of Day: 7:30-7:40

End of Day: 2:50

Supervision does not begin in the classroom until 8:30 on Mondays and 7:30 Tuesday-Friday. Please do not drop your students off before this time. Students are not allowed on property without supervision in the mornings.

You are expected to be on time to pick your student up at the end of the day. We do not provide supervision after 3:00. We will utilize ABC after this time to supervise your child and they will bill you accordingly.

Attendance Expectations

Please call our attendance line at 970-348-2000 to excuse all absences.

Emails to teachers DO NOT replace a call to the attendance line.

We begin our learning as soon as the bell rings at 8:40 (Monday) and 7:40

(Tuesday-Friday) and continue learning until the bell rings at 2:50 the end of the day.

It is an expectation that your child is on time to school everyday. Please call into the office before school begins if you know your child is going to be late or absent that day.

We know that mornings can be difficult for students, if your child is struggling in the morning please reach out and we can support you in creating a morning routine.

Once your child has missed more than 4 days of school unexcused a mandatory parent meeting with our parent liaison will be scheduled. For every day your child is absent, important learning is missed. After 7 absences, an attendance contract will be made and doctors notes/other supporting documents will be required for all future absences.

Birthdays & Holiday Celebrations

Balloon bouquets, gift baskets, flowers, etc., cannot be taken to classrooms or go on buses. Please do not bring or have these items delivered to school.

No Food or Drink

Our birthday policy at Meeker is; the "Happy Birthday! Let's Move!" policy will take place of any food related birthday treats. Birthday celebrations do not always need to have food associated with them. We are working on celebrating the whole child and we know that all students will benefit from more movement. **All birthday celebrations at Meeker will be free of ANY food and drink.** Instead we will celebrate through activities, creativity, and movement. The student and teacher will work together to come up with a ten minute activity to celebrate who they are as a person.

Cell Phones/Smart Watches/ Devices/Toys

Cell phones are not allowed on during the school day. We understand the importance of being able to communicate with your child after school but all cell phones, smart watches, and devices must be turned off and in your students' backpack from 7:30-2:50. Students may not get their cell phones out during lunch or recess. If your child has their cell phone out during class, lunch, or recess it will be confiscated and you will be notified via the Clever app or phone by the classroom teacher. Please plan on picking up your child's phone from the office if it is confiscated. Students whose phones have been confiscated more than once will be required to turn their phone into the homeroom teacher every morning.

All personal items should be left at home and not brought to school. Personal items include fidgets, small toys, or anything that distracts from the learning environment. These items will be confiscated and you will be responsible for picking them up from the teacher. After two instances of confiscated personal items, guardians will be required to meet with Mrs. Garcia to create a plan to support both the student and teacher.

Communication

All teachers will be using the Clever App for communication with families this school year. Please download the Clever App so that you can communicate with your child's teacher. Teachers will respond during the hours of 7:00-3:30 on a daily basis, any messages sent after 3:30 may not be responded to until the next morning.

You can expect a weekly newsletter from each classroom teacher and a monthly Meeker newsletter. Please read through these as they will have important information in them!

Cold Weather/Recess

We will go outside for recess every day unless the temperature with the wind chill is below 17 degrees or if we are getting considerable precipitation. Please make sure your child is prepared to play outside every single day. If there is snow on the ground please make sure to send snow boots with your students, if your child does not have snow boots to play outside, they will be required to stay on the blacktop for recess. Snow will not stop students from going outside for recess.

Homework

We strongly believe in the power of play and the importance of letting children be children. Our teachers have high expectations for your student during the day and we expect that they give us their all when they are with us. We want you to be able to spend time as a family, eat dinner together, enjoy extra curricular activities without worrying about homework. We still encourage your child to read nightly for enjoyment!

Please Note: If a child exhibits off-task behavior during the school day and fails to complete an assignment, you will receive a Clever message or phone call from your child's teacher with the expectation that they complete it that evening.

Pick Up/ Drop Off Expectations

If your child comes to school on time, they are to enter through the front door and go straight to their classroom. Please do not allow your children to run across the street or through the parking lot; they need to use the crosswalk at all times. We will have a drive line that goes through the circle for both pick up and drop off. (See Page 6 for Map)

If you are late picking your child up from school, you will need to park your car and come in to sign them out with your ID present so it can be checked by our office staff. Any child still at school after 3pm will be taken to ABC and parents will be charged accordingly.

Anytime your child needs to be picked up early during the school day, please make sure you have your ID and over the age of 18, as it will be checked every time by our office staff. You will need to come in and sign your child out on the computer before your child is called down to the office.

For the safety of all staff and students, we will not deliver messages to students after 2:30. We will also not release students between 2:40-2:50. No one will be admitted into the building after 2:40.

Snack & Food Items

Each grade level will give a 5-10 minute snack break either in the morning or afternoon depending on lunchtime. Snacks that are sent in must follow the wellness policy. Taki's, cookies, chips, cupcakes, and lunchables are not to be consumed for snack in the classroom.

Snacks may include; veggies, fruit, crackers, cheese sticks, granola bars, etc.

Students may not bring anything other than water to have in the classroom. No coffee, Gatorade, or other sweetened beverages.

Volunteer Guidelines/Visitors

One of our major goals for the year is to build trusting relationships with families. One of the ways we can do that is to partner with you in the classroom. If you would like to visit your child's classroom or volunteer we would love to have you. Please make sure you have filled out the volunteer form on the district website and always bring your ID with you to check in. All visitors and volunteers must first be in contact with your child's teacher so they know you are coming and have a plan for you!

Since our teachers are busy working during the day it is important that if you are volunteering that you do not stop and talk with other teachers around the building and you stay in the area that you are volunteering in.

We are always searching for volunteers to help with the cafeteria duty during the school day! Please reach out to the office if you have any questions about volunteering!

Response to Behaviors

	LEVEL	Descriptions	Minimum	Maximum
Staff	LEVEL 1	<p>Level 1 violations will generally be addressed by the staff member supervising the student when the violation occurs. The staff member's response should teach the correct, alternative behavior so that the student can learn from their mistake and demonstrate safe and respectful behaviors in the future.</p> <ul style="list-style-type: none"> Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus (IC) (Teachers/Admin will support with documentation in IC if needed) 	Redirect & Reteach	Restorative Action
Staff & Admin	LEVEL 2	<p>Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</p> <ul style="list-style-type: none"> Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus Building administration will communicate disciplinary outcomes with involved staff. 	Redirect & Reteach	Restorative Action or up to 2 days ISS
Staff, Admin, & Parent	LEVEL 3	<p>Level 3 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior.</p> <ul style="list-style-type: none"> Building administrator contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus Building administration will communicate disciplinary outcomes with involved staff. 	1/2 day OSS	5 day OSS
STAFF, ADMIN, PARENT. & S/S	LEVEL 4	<p>Level 4 violations will generally result in interventions or disciplinary responses that involve the school administration and/or Department of Safety and Security. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district-level behavior interventions.</p> <ul style="list-style-type: none"> Building administration contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus Building administration will communicate disciplinary outcomes with involved staff. 	½ day OSS	10-day OSS Potential referral for expulsion
STAFF, ADMIN, PARENT. & S/S	LEVEL 5	<p>Level 5 discipline infractions have the potential for a referral for expulsion. The school will consult with the Department of Safety and Security and seek a 10-day suspension and refer the student for expulsion.</p> <ul style="list-style-type: none"> Building administration contact parent/guardian and 	10-day OSS	Potential referral for expulsion

Meecker Drive Line Map

