

LAKE GEORGE CHARTER SCHOOL

STUDENT/PARENT HANDBOOK 2016-2017



**38874 US Highway 24
PO Box 420
Lake George, CO 80827
Phone: 719-748-3911 and Fax: 719-748-8151
LGSchool@lgcscs.org
www.lakegeorgecharterschool.org**

MISSION STATEMENT

Providing an environment where students safely grow and enjoy learning.

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Dear Parents,

Welcome Back!

We are pleased that you will be part of Lake George Charter School. The staff is here to welcome you and ensure that your child receives a quality education in a safe environment. The purpose of this handbook is to share with you some of the important aspects of our school and how it operates, including attendance, discipline and health information. We at Lake George Charter School are very “user” friendly and welcome your visits and involvement.

Please read and discuss this handbook with your child and keep it in a handy place for easy reference. Attached is a form we ask you to sign and return with your child. This lets us know you have read the handbook and are familiar with the procedures and policies of our school.

Please feel free to call us or stop by the office if you have any questions or concerns. You know your child best and we want to serve you in any way we can. Thank you for entrusting them to us during this important time in his/her development.

Yours very sincerely,

Zach Gibson, Administrator
Lake George Charter School

Dear Parent/Guardian:

Please review the Lake George Charter School Handbook with your child. Sign below and return this form to the school.

My child, _____, and I have reviewed and understand the Student Handbook for the 2016-2017 school year.

Student Signature

Parent/Guardian Signature

OUR SCHOOL PLEDGE

I promise to carry myself with pride and dignity; to treat all members of the Lake George Charter School with courtesy and respect; to uphold the honor of my family, my school, and my community in all my undertakings. I am proud to be a student of the Lake George Charter School. I accept the status, privileges, honor, and responsibilities of membership in the Lake George Charter School.

THE SCHOOL DAY

LGCS provides FREE breakfast to all of our students. We will begin serving at 7:30 and stop serving at exactly 8:05 when the front doors lock down and our day officially begins. Attendance and lunch count will be taken before entering the gym. At morning meeting, we recite the Pledge of Allegiance and our School Pledge, do announcements, and give special recognitions. Students will be dismissed with their class after morning meeting is over. Parents are asked not to walk with their student to their classroom at this time.

ATTENDANCE

Colorado State Statute requires all students to have regular school attendance. We cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your child see that school is important. Even though students may make up missed assignments at home, they miss the class discussion and integration of classroom objectives, which is critical to the overall learning process. Of course, we do not want ill students to attend school, but we certainly encourage avoiding absences due to other circumstances.

If your child is going to be absent, it is of utmost importance that the office is notified at 748-3911 before 8:00 on the morning of the absence. The procedure for receiving daily assignments for students who are absent is as follows:

1. A request, by telephone or note, should be made to the office by 10:00am.
2. The homework may be picked up at the end of the day in the office, giving teachers ample time to prepare it.

Excessive tardies (more than 5 per quarter) will result in forfeiture of potential attendance awards. Students arriving more than two hours late or leaving more than two hours before school is dismissed will be considered absent that half of the day. Please schedule appointments on Friday whenever possible to avoid having your child miss school.

OUR DAILY SCHEDULE IS 7:55 a.m. to 4:00 p.m.

LUNCH

Kindergarten and First Grade	11:40 – 12:00
Second and Third Grades	11:45 – 12:05
Fourth and Fifth Grades	11:55 – 12:15
Lake George Academy	12:15 – 12:35

ENRICHMENT SCHEDULE

Monday – PE
Tuesday – Music
Wednesday – Computer Literacy
Thursday – Art

SCHOOL CLOSINGS/DELAYS

Decisions regarding delays and canceling school will be made by 5:30 am and posted on our school website (www.lakegeorgecharterschool.org), and on TV stations KKTV (channel 11), KRDO (channel 13), and KUSA (Denver channel 9).

PICKUP AND DROP OFF

There are a large number of cars entering our driveway in the mornings and afternoons. Please drive slowly and watch for children as you approach the school. If you need to exit your car when either dropping your children off in the morning or picking them up in the afternoon, please use the parking lot and wait for your child in the vestibule near the front office. When using the driveway in front of the school, stay in your car and pull forward whenever possible.

When dropping off preschool students in the morning or at noon: Parents/Guardians may park in the preschool area marked by the green curb. This is 5 minute parking, so please return to your vehicle as soon as possible.

Students report to the gymnasium at 4:00 with their classes and are dismissed from the gymnasium to parents' vehicles. Families will be assigned unique identification numbers to display in their windshield upon entering the pick-up lane. We will provide you with two copies at the beginning of the school year. We aim to make our pick-up procedures efficient and safe in situations where staff does not recognize personal vehicles and we can easily identify your family #.

If your student is tardy or you need to pick them up early, please sign them in/out in the front office. Waiting for your child in the front office helps us to monitor hallways. In the interest of respecting students' quiet learning environment and monitoring safety, staff members are vigilant about knowing if there are additional people in the hallway past the gymnasium.

Preschool parents who are picking up their students will be allowed to meet the class to pick up and sign out their children 5 minutes before the end of the school day, but not before. This is to provide all classes a quiet learning environment.

RECESS AND DAILY FITNESS

Students need regular aerobic activity to be their best both physically and academically at school. We have two recess periods scheduled into our day – one at lunchtime and one mid-afternoon. In addition to this, each class will have a structured fitness activity every morning. Children should be dressed appropriately to participate fully in all of these activities. Please ensure your child wears shoes appropriate for walking or running. Recess will be outside unless the temperature and/or wind chill is below 20 degrees or it is raining or snowing excessively.

PLAYGROUND RULES

Classroom teachers will review proper use of the playground equipment during the first week of school. Violating these rules will result in loss of recess time by sitting out on the bench. Students are not allowed on the playground before or after school unless they are accompanied by an adult.

LAKE GEORGE CHARTER SCHOOL STAFF

Administrator	Zach Gibson	zgibson@lgcsco.org
Preschool Teacher	Patty Moore	pmoore@lgcsco.org
Kindergarten Teacher	Sheryl Hart	shart@lgcsco.org
First Grade Teacher	Mary Doty	mdoty@lgcsco.org
Second Grade Teacher	Leisha Lanz	lanz@lgcsco.org
Third Grade Teacher	Cheryl Kuhtz	ckuhtz@lgcsco.org
Fourth Grade Teacher	Kathy Reimer	kreimer@lgcsco.org
Fifth Grade Teacher	Mataya Harrold	mharrold@lgcsco.org
Title One/Virtual Village/Academy Teacher	Kathleen Ogden	kogden@lgcsco.org
Special Education Teacher	Betty Meade	bmeade@lgcsco.org
Gifted Education	Zach Gibson	zgibson@lgcsco.org
Art/Music Teacher	Markyda VenRooy	mvenrooy@lgcsco.org
P.E. Teacher	Summer Gibson	sgibson@lgcsco.org
Technology	Ruth Melford	rmelford@lgcsco.org
Speech Teacher	Courtney Garcia	
Paraprofessional	April Patton	apatton@lgcsco.org
Paraprofessional	Caroline Pyle	cpyle@lgcsco.org
Paraprofessional	Summer Gibson	sgibson@lgcsco.org
IT Technician/Maintenance/Safety	Rex Oliver	roliver@lgcsco.org
Custodial/Maintenance	Shawn VenRooy	svenrooy@lgcsco.org
Administrative Secretary	Julie Gilley	jgilley@lgcsco.org
Business Manager	Lona Moreland	lmore@lgcsco.org
Kitchen Manager	Diana Zaccagnini	dzacc@lgcsco.org
Assistant Cook/Custodial	Tonia Montgomery	tmont@lgcsco.org

FOOD SERVICE

Breakfast is served at no cost to students in the gym. Lunch is \$1.85 for all students in grades K-5. Virtual Village and Academy students in grades 6-8 will be charged \$2.35. Money may be deposited into student lunch accounts maintained by our bookkeeper. Charging meals and/or running a line of credit is strongly discouraged. Adults wishing to join us for lunch should first call ahead. Adult lunch is \$3.50. Our school participates in the Federal Free and Reduced Lunch Program. Information regarding this program will be provided to all our families upon registration.

HOMEWORK

Homework will be assigned on a daily basis for students in First through Sixth grade. At the very minimum, students will have math, spelling, and reading on Monday through Wednesday. In addition to this, students should read at least 15 minutes EVERY day outside of school hours. The minimum time expectation for homework is:

First Grade: 10 minutes
Third Grade: 20 minutes
Fifth Grade: 30 minutes

Second Grade: 15 minutes
Fourth Grade: 25 minutes

On occasion, students may need to spend more time on homework. If more is consistently needed to complete homework, please speak with your child's teacher. Homework should be monitored closely. This is an excellent way to monitor your child's progress at school.

MEDICINE

Students are not to be in direct possession of any prescription or nonprescription medication. All medication shall be safeguarded in the office and dispensed only with a doctor's note and by school personnel trained and delegated to the task of giving such medication. Medications must remain in their original container and have your students name on it. This includes over-the-counter medications and even cough drops.

DRESS CODE

The dress code at LGCS is intended to support a safe, respectful, and positive learning environment. In general, all clothing should be appropriate to the student's age, the school setting, and the weather. We do not allow clothing which promotes alcohol, drugs, weapons, gang affiliation, profanity, or is sexually suggestive. Nor do we allow clothing which exposes traditionally private parts of the body or threatens the safety of students. If a student is found to be out of compliance then the student will be given attire that is appropriate and referred to our discipline procedures.

The following items are not allowed at school or at school activities:

short skirts	halter tops	tops with straps less than 1.5 inches wide
flip-flops	muscle tops	low cut tops
sagging pants	makeup	sunglasses or hats inside the building

For more information and clarification please see the Dress Code Policy Addendum on the website.

MEDIA DEVICES

Students are not to have cell phones, electronic games, cameras, or music devices at school. Neither staff nor students will be interrupted during class time for phone calls except in the event of an emergency. Students may not use the phone for any reason without permission.

CLASSROOM VISITATION

If parents/guardians would like to visit their child's classrooms for one period or less (up to one hour) then arrangements with that classroom teacher will need to be made in advance. If the parent/guardian is seeking a longer visitation in the classroom or on school grounds other than the cafeteria then arrangements with the administrator will need to be made in advance.

LION'S PRIDE

A vital part of our school is our parent/staff organization. Lion's Pride organizes events and fundraisers throughout the year. These activities help support individual student needs, field trips, and other wonderful aspects of our school program which make Lake George Charter School so special. All of our parents/guardians belong to Lion's Pride. There are no dues for membership. Please watch for meeting times and join us to see how you can help support your school.

REPORT CARDS

Our curriculum is based on Colorado State Academic Standards. Grades reflect not only the mastery of skills, but also the completion of all assignments. Grading is based upon the following:

<u>Grades K-1</u>	<u>Grades 2-5</u>
4-Excellent	A 90-100%
3-Above Average	B 80-90%
2-Average	C 70-80%
1-Below Average	D 60-70%
I-Incomplete	F Below 60%

There will be two different Honor Rolls which students in grades 3-5 can work towards. A student earning all A's and B's will receive an "Honor Roll" certificate. A student earning all A's will receive a "Principal's High Honor Roll" certificate.

Attendance Awards will be given to students with less than two days of absences and no more than 5 tardies in a quarter.

To review the **Discipline Policy** or to see the **2016-2017 Student Calendar**, please click on the links listed on the **Parent/Student Handbook** page under the Parent Tab on the website.