

LAKE GEORGE CHARTER SCHOOL



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lakegeorgecharterschool.org

MISSION STATEMENT
Optimizing student learning and well-being
within our community.

PARENT HANDBOOK 2011-2012

**Lake George Charter School Staff
2011 – 2012**

Administrator	Pat Lewis	plewis@lgcsco.org
Preschool Teacher	Patty Moore	pmoore@lgcsco.org
Kindergarten Teacher	Nicole Little	nlittle@lgcsco.org
First Grade Teacher	Mary Doty	mdoty@lgcsco.org
Second Grade Teacher	Leisha Lanz	lanz@lgcsco.org
Third/Fourth Grade Teacher	Kathy Reimer	kreimer@lgcsco.org
Fifth/Sixth Grade Teacher	Bill Fredenburg	bfredenburg@lgcsco.org
Sped Teacher	Jan North	jnorth@lgcsco.org
Title I Teacher	Sheryl Hart	shart@lgcsco.org
Art Teacher	Roy Cissell	mrc@lgcsco.org
Music Teacher	Deanna Daniel	ddaniel@lgcsco.org
P.E. Teacher	Sue Trethewey	streth@lgcsco.org
Speech Teacher	Nancy Roth	north@skybeam.com
Administrative Secretary	Julie Gilley	jgilley@lgcsco.org
Business Manager	Lona Moreland	lmore@lgcsco.org
Lab/Preschool Aide	Caroline Pyle	cpyle@lgcsco.org
Title 1 Aide	Denise Kelly	dkelly@lgcsco.org
Kitchen Manager	Diana Zaccagnini	dzacc@lgcsco.org
Custodian/Asst. Cook	Tonia Montgomery	tmont@lgcsco.org
Librarian	Kim Plutt	Ext. 748-3812

THE SCHOOL DAY

School starts at 7:55 and is dismissed at 4:00. Students arriving more than two hours late or leaving more than two hours before school is dismissed will be considered absent for that half of the day. Parents are asked to wait until school is dismissed at 4:00 before entering the building to pick up children at the end of the day. Teachers are available to meet with parents until at least 4:30 every day.

Students arriving at school before 7:30 are to wait in the chairs outside the office. At 7:30 the computer lab will be opened for reading and/or homework until 7:45 when students will be sent to their classrooms. Students arriving after 7:55 will be considered tardy.

The school must be notified if a student is absent to be considered excused. Absences will be considered excused in the event of illness, family emergency, car trouble, or severe weather.

Since we only have school four days a week, medical and dental appointments need to be restricted to Fridays whenever possible. Please check the school calendar before making appointments.

There will be no academic penalty for either excused or unexcused absences. Although makeup work will always be provided and is expected to be completed, please understand that much of our school day is highly interactive and is difficult for students to make up outside of the classroom. Although we do not want students attending school if they are ill, it is important to your child's success to be present as much as possible.

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
- Second Grade – 20 minutes
- Third Grade – 30 minutes
- Fourth Grade – 35 minutes
- Fifth Grade – 40 minutes
- Sixth Grade – 40 minutes

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

STUDENT INFORMATION

The school keeps a listing of student information in the front office. Please let the secretary know if there is any change that needs to be made in that information regarding phone numbers, address or health concerns. Personal information will not be shared with others without your consent.

FOOD SERVICE

Breakfast Costs – FREE
Lunch Costs - \$1.40

Breakfast is served at no cost to any students in the classrooms at 7:45. Students arriving after 7:55 are considered tardy. Students arriving after 8:00 will not be served. If you would like to join us for lunch, please contact Mrs. Moreland before 8:30 am. Lunch cost for adults is \$3.00. Charging meals and/or

running a line of credit is strongly discouraged. Do not let bills stand for more than one week.

VOLUNTEERS

Our school strongly supports volunteers both in the classrooms and in other capacities. A volunteer coordinator will communicate between staff and volunteers regarding needs, availability, and scheduling. All volunteers need to review and sign the Volunteer Policy (Appendix D).

For those who wish to be more active in school management, there are several opportunities available for participation on school committees:

Lion's Pride

Our parent/teacher organization supports our school through a multitude of fundraising activities. Meetings will be posted on the bulletin boards near the front office. Lion's Pride members include all parents/guardians of students and the school staff.

B.A.C. (Building Accountability Committee)

Members of BAC consist of three parents/guardians of LGCS students, one teacher, the principal (or designee), and one community member. Some of the tasks of BAC are to:

- Write/recommend the school mission statement to the board
- Prepare our strategic plan and follow its implementation
- Facilitate the school climate survey

BAC meetings are scheduled quarterly and will be held on the following days during the 2011-2012 school year:

September 6
November 15
January 31
April 17

Board of Directors

The Board of Directors is the governing body of our school. Board meetings are open to the public and held at 6:00 pm on the first Tuesday of the month. Agendas are posted on the bulletin board to the left of the office door. Board vacancies occur every year and the election for the 2011-2012 school year will be held on November 15th.

COMMUNICATION

We have several ways for our families to stay on top of events and activities at our school.

- School newsletters will be sent home in the first week of every month.
- Weekly news articles in the Gold Camp Journal.
- Bulletin Board across from the front office
- Online via our website: www.lakegeorgecharterschool.org or Facebook.

Report cards will be sent home each quarter. Progress reports for each academic area will be distributed at the mid-quarter mark. Parents will also be notified if a student's grade in any subject drops significantly (one letter grade).

MEDIA DEVICES

Students are not to have cell phones at school. We strongly discourage students bringing hand held electronic games, video, or music devices. 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.

DISCIPLINE

Although our school will follow the discipline policy approved by the Board of Directors (Appendix A), behavioral infractions will be handled on an individual basis. Maintaining an environment which is safe and conducive to learning drives all disciplinary actions. However, a respect for student dignity will always be a priority at our school. Consequences for disciplinary actions will be handled privately.

Please see additional school rules in the Appendixes.

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 to participate fully in all of these activities.

INSIDE RECESS

Recess will be outside unless the temperature and/or wind chill is below 20° or it is raining or snowing excessively.

REPORT CARDS

The curriculum at our school is standards-based. Grades reflect not only the mastery of skills, but also the completion of all assignments. Grading at LGCS is based upon the following:

Grades K-1:	4-Excellent	Grades 2-6:	A 90-100%
	3-Above Average		B 80-89%
	2-Average		C 70-79%
	1-Below Average		D 60-69%
	I-Incomplete		F 0-59%
			I-Incomplete

Honor Roll will be awarded to students in grades 3-6 for receiving all ‘A’s’ and no more than one ‘B’. Principal’s Honor Roll is awarded to students receiving all ‘A’s’.

GUIDELINES FOR THE CLOSING OF SCHOOL

Any time that a parent or guardian feels that weather conditions are too harsh they may choose to keep their child home. No academic penalty will be assessed to the child and makeup work will be assigned. However, students will be recorded as absent for this time. Decisions regarding delays and canceling school will be made by 5:30 am to accommodate notifications as soon as possible.

School closings and delays will be announced on 850 KOA radio, and TV stations KRDO on channels 13, 39 and 42, KKTU channel 11, KUSA channel 9 (Denver), and on our Facebook page.

{PRIVATE }MEDICINE{tc \l 3 "Administering Medicines to Students"}

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 the task of giving such medication. Medications must remain in their original container.

SNACKS

Children benefit by eating snacks between meals. At LGCS we encourage children to bring snacks to be eaten around 10:00am and 2:00pm. Here are some guidelines to follow when helping your child choose appropriate snacks for school.

1. We encourage children to bring only healthy snacks; however, for sanitary reasons no seeds or nuts with shells are allowed.
2. Only two small food items are allowed. Remind your child that he/she will have only five minutes to eat a snack.
3. Snacks may not be traded or shared.
4. If a drink is used for snack, it should not be soda - only juice, water, or milk.
5. Students are not allowed to take extra food from breakfast for their snack.

VISITATION AND SCHOOL SAFETY

Parents/guardians are welcome to visit classrooms frequently. Although not required, we do encourage contacting classroom teachers beforehand to ensure that disruptions are minimized. Classroom instruction and activities begins promptly at 7:55 and continues until 4:00.

Our front doors are locked during the school day. All visitors between the hours of 8:30 and 3:30 must sign in at the office and wear a badge while in the building.

INTERNET USE

Students are not allowed on the Internet without direct adult supervision and will not have access from school to any social network sites such as Facebook, MySpace, or Twitter.

APPENDIX A

DISCIPLINE POLICY

UNEXUSED TARDINESS:

- 4 TARDIES = Full day 9am-3pm Friday experience
- 8 TARDIES = 2 days of ISS and 1 Friday experience
- 12 TARDIES = Suspension

- ✦ ALL EXAMPLES ARE FOR BENCHMARK PURPOSES AT THE DISCRETION OF STAFF AND FACULTY
- ✦ ANY OR ALL CONSEQUENCES USED AT THE DISCRETION OF THE STAFF AND FACULTY

OFFENSE TOLERANCE

MILD

MODERATE

SEVERE

NO

<u>Offensive Behavior:</u> <ul style="list-style-type: none"> • Disrespect • Rudeness • Profanity • Non verbal language • Defiance of authority 	- Verbal warning - Verbal and/or Written apology - 5 positives written and verbal	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Parent required to pick up child immediately	
<u>Detrimental Behavior:</u> <ul style="list-style-type: none"> • Physical aggression • Reckless behavior • Threats • Bullying/ Harassment • Cheating/ lying • Extortion/ coercion/ blackmail 	- Verbal warning - Verbal and/or Written apology	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Expulsion - Parent required to pick up child immediately	
<u>Theft/ Vandalism:</u> <ul style="list-style-type: none"> • <u>Damage to private or school property</u> • <u>Stealing or attempting to steal</u> 	- Verbal warning - Verbal and/or Written apology	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Expulsion - Parent required to pick up child immediately - Legal Actions	
Drugs, Alcohol, Tobacco	→	→	→	- Expulsion - Parent required to pick up child immediately - Legal Actions
Weapons	→	→	→	- Expulsion - Parent required to pick up child immediately - Legal Actions
Sexual Harassment	→	→	→	- Expulsion - Parent required to pick up child immediately - Legal Actions

APPENDIX B

Playground Rules

Swings

- a. Only one person in a swing at a time.
- b. NO jumping off swings, standing in swings, sideways swinging, or under ducks.
- c. Twisting the chains of the swings is dangerous and will not be permitted.

Slide

- NO jumping off the slide.

Monkey Bars

- NO standing on the top bars.

Glider

- Do not return the glider with excessive force.

Personal Contact

- Students may not restrict/hold other students' movements.
- No grabbing, hitting, pushing, kicking, or wrestling.

Toys

- Students may bring small toys of their own onto the playground, but they are responsible for them.
- NO skateboards, roller blades, or skates

Rocks and snow must stay on the ground. Any students seen picking up rocks or snow will automatically be told to stand against the fence for the duration of the recess. The violation of any other playground rule may result in standing against the fence as well.

Students are to line up immediately when the whistle is blown. Teachers must supervise students as they walk down the sidewalk towards the building.

Students are not allowed on the playground before or after school unless they are accompanied by an adult.

APPENDIX C

Student Dress Code

Unacceptable Items

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that expose traditionally private parts of the body including the stomach, buttocks, back, and breasts.
4. Tops with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - * Refer to drugs, tobacco, alcohol, or weapons
 - * Are of a sexual nature
 - * By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - * Are obscene, profane, vulgar, lewd, or legally libelous
 - * Threaten the safety or welfare of any person
 - * Promote any activity prohibited by the student code of conduct
 - * Otherwise disrupt the teaching-learning process
6. Make-up must not be worn to school. Face painting, costume make-up, etc. can be used on specific events that are set aside for that, such as Halloween parties. During those specific events, the costume, make-up, or face-painting must not be offensive.
7. Hairstyles are the jurisdiction of the individual student. However, if an offensive symbol is shaved into a student's scalp, the student will not be allowed to come on the campus. Long hair should be restrained so that it does not interfere with the child's ability to read or write.
8. Any areas that are not covered in the policy and raise the concern of staff members, will be addressed by meeting with the student, administrator, and parent (if necessary) to determine as a team whether or not the dress is appropriate.

APPENDIX D

Parent Volunteer Policy

Thank you for volunteering your time and talents to the Lake George Charter School. In order to maintain our high professional standards in working with the staff of Lake George, we need to adhere to the following policies.

1. Working as a volunteer is the same as working in a job. Please contact the school office if circumstances preclude you from working at your scheduled time.
2. You must sign the Volunteer Log in the office each time before your assigned schedule and pick up a volunteer badge. Please return the badge to the office when your time is up.
3. When assigned a certain job, please stay with that job, until it is completed or until your scheduled time is up.
4. Please keep cell phones on vibrate. Do not make or answer calls in classrooms.
5. Please do not bring infant and preschool children to school while volunteering. It is a liability factor and distracts both you and the students.
6. If you are asked to do a job that you are unsure of (such as operating a machine), please ask for help even if you have received instruction previously.
7. If you complete your task early in the classroom, you may contact the front office to see if there are additional jobs needing done. Please do not loiter in the hallway or restrict other employees from doing their job.
8. Time devoted to volunteering in the classroom should not be used as a private meeting with staff members. Please schedule meetings outside of instructional time.
9. **Confidentiality** is vital when working in a school. This means that all information accessed through witnessing, hearing, or seeing interactions among staff and students must be kept to yourself. In the school setting all information related to students is confidential.

I have read the previous policies and guidelines for volunteering at Lake George Charter School and I agree to abide by these policies.

Volunteer's Name: _____ Phone # _____

Signed: _____ Date: _____

APPENDIX E

2011-2012 Schedules

Effective 09-12-11

Duty Schedule

	Monday	Tuesday	Wednesday	Thursday
AM Lab	Caroline	Caroline	Caroline	Caroline
11:25-11:55	Caroline	Caroline	Caroline	Caroline
11:40-12:10	Jan	Jan	Sheryl	Sheryl
11:55-12:25	Denise	Denise	Denise	Denise
PM Recess	Nicole	Leisha	Nicole	Leisha
2:20-2:35	Mary	Bill	Mary	Kathy

Enrichment Schedule

8:10-8:55	4 th Grade
9:00-9:15	Preschool
9:15-10:00	2 nd Grade
10:05-10:50	5 th /6 th Grade
10:55-11:40	1st Grade
11:50-12:20	Lunch Duty
12:20-12:50	Lunch
12:50-1:35	3 rd Grade
1:40-2:10	Preschool
2:20-2:35	Plan
2:35-3:25	Kindergarten
3:25-4:00	Plan

Lunch Schedule

	Recess	Lunch
Kindergarten	11:25-11:40	11:45-12:05
3 rd /4 th Grade	11:40-11:55	12:00-12:20
1 st and 2 nd Grade	11:55-12:10	12:15-12:35
5 th /6 th Grade	12:10-12:25	12:30-12:50

When Jan/Sheryl takes their class out to recess, they bring the Kindergarteners in.

When Mary/Leisha takes their class out to recess, they bring the 3rd/4th Graders in.

When Bill takes his class out to recess, he brings the 1st/2nd Graders in.

Denise will bring the 5th/6th Graders in.

Caroline's Schedule (30.5 hours per week)

	Monday	Tuesday	Wednesday	Thursday
7:30-7:45	Lab	Lab	Lab	Lab
7:45-8:15	AR	AR	AR	AR
8:15-9:00	AR (4 th Support as needed)	AR	Support-4th	Support-4th
9:00-9:45	6 th Lab	6 th Lab	6 th Lab	6 th Lab
9:45-11:25	PreK Aide	PreK Aide	PreK Aide	PreK Aide
11:25-11:55	Recess Duty	Recess Duty	Recess Duty	Recess Duty
11:55-12:25	Lunch	Lunch	Lunch	Lunch
12:35-2:50	OFF	PreK Aide	PreK Aide	PreK Aide
2:50-3:25	OFF	Support-4 th	Support-4 th	Support-4th
3:35-4:00	OFF	PreK Aide	PreK Aide	PreK Aide

Denise's Schedule (28 hours per week)

	Monday	Tuesday	Wednesday	Thursday
9:00-9:45	Class Aide	Class Aide	Class Aide	Class Aide
9:45-10:50	Support-4 th	Support-4 th	Support-4 th	Support-4th
10:50-11:25	Office	Office	Office	Office
11:25-11:55	Lunch	Lunch	Lunch	Lunch
11:55-12:30	Recess Duty	Recess Duty	Recess Duty	Recess Duty
12:30-12:50	AR	AR	AR	AR
12:50-1:35	5 th Lab	5 th Lab	5 th Lab	5 th Lab
1:35-2:20	4 th Lab	4 th Lab	4 th Lab	4 th Lab
2:20-2:35	AR/Testing	AR/Testing	AR/Testing	AR/Testing
2:40-3:25	3 rd Lab	3 rd Lab	3 rd Lab	2:50-3:10 3 rd Lab 3:10-3:30 4 th AR
3:25-4:00	AR/Testing	AR/Testing	AR/Testing	AR/Testing

Plan Times

Kindergarten Teacher	2:35-3:25
First Grade Teacher	10:55-11:40
Second Grade Teacher	9:15-10:00
Third/Fourth Grade Teacher	10:50-11:35
Fifth/Sixth Grade Teacher	10:05-10:50
Enrichment Teachers	2:20-2:35 and 3:25-4:00

Library

Preschool – Tuesday, 10:25-11:05 and 1:00-1:30

Kindergarten - Tuesday, 1:45-2:15 3rd Grade – Thursday, 2:45-3:10

1st Grade – Thursday, 1:15-1:45

4th Grade – Thursday, 3:10-3:30

2nd Grade – Thursday, 3:30-4:00

5th/6th Grade – Wednesday, 1:00-1:30

K-2 Lab Schedule

To be scheduled independently with Caroline.

Available times: 9:45-11:25 Mon-Thur

Sped and Title Schedule

	Special Education 7:30-1:45	Title 10:00-3:30
7:50-8:15	Breakfast	
8:15-9:00	Student Support	
9:00-9:45	4 th Study Skills/Soc. St.	
9:45-10:30	3 rd Study Skills/Soc. St.	10:00-10:50
10:30-10:50	Student Support	Student Support
10:50-11:35	3 rd Grade Spelling	4 th Grade Spelling
11:40-12:10	Recess Duty (M & T)	Recess Duty (W & Th)
	12:20-12:50 Student Support-4 th	12:20-12:50 Lunch
	12:50-1:20 Lunch	12:50-1:05 Student Support
	1:20-1:45 Student Support	
1:05-1:35	Student Support	Student Support-4th
1:35-2:20		6 th Study Skills
2:40-3:25		5 th Study Skills

Intermediate Classroom Schedules

	3rd Grade	4th Grade	5th Grade	6th Grade
7:50-8:15	Breakfast	Breakfast	Breakfast	Breakfast
8:15-9:00	Math	Enrichment	Soc Studies	Soc Studies
9:00-9:45	Science	St Sk/Soc St	Lang Arts	Lab
9:45-10:30	St Sk/Soc St	Science	9:45-10:05 Fitness	9:45-10:05 Fitness
10:30-10:50	Fitness	Fitness	10:05-10:50 Enrichment	10:05-10:50 Enrichment
	10:50-11:35 Spelling-Sped	10:50-11:35 Spelling-Lab	10:50-12:10 Math	10:50-12:10 Math
	11:40-12:20 Recess/Lunch	11:40-12:20 Recess/Lunch		
	12:20-12:50 Classwork	12:20-1:35 Classwk/Math	12:10-12:50 Recess/Lunch	12:10-12:50 Recess/Lunch
12:50-1:35	Enrichment	Math	Lab	Lang Arts
1:35-2:20	Lang Arts	Lab	Science	Study Skills
2:20-2:35	Recess	Recess	Recess	Recess
2:40-3:25	Lab	Lang Arts	Study Skills	Science
3:25-4:00	Closing	Closing	Closing	Closing