

TRAILBLAZER ELEMENTARY SCHOOL
Parent/Guardian Handbook
2016-2017



TRAILBLAZER ELEMENTARY SCHOOL

2015 Wickes Road

Colorado Springs, CO 80919

Phone: (719) 328-6300

Fax: (719) 260-1049

Attendance Line: (719) 328-6314

Website: d11.org/trailblazer

Office Hours: 7:45 a.m. – 3:30 p.m.

Mrs. Rubio-Gurnett, Principal

Table of Contents

Trailblazer’s Vision and Mission Statements	3
Learning Culture	4
Blended Learning.....	4
Competency-Based Learning	4
Core Instruction.....	4
Differentiation vs. Personalization	4
Schoology.....	4
Students.....	5
Non-discrimination Statement	5
Multi-Tiered Support Systems.....	5
Special Services	5
Attendance and Party Policies.....	5
Behavioral Expectations.....	6
Report Cards and Conferences	6
School Attire	6
Moving.....	6
Lunch	6
Parties.....	7
Recess	7
School Supplies.....	7
Technology.....	7
Telephone Usage	7
Parents/Guardians and Community	8
Communication Between School and Parents/Guardians.....	8
Visitors.....	8
Volunteers	8
PTA	8
School Accountability Committee	8
School Information	
School Hours	9
Buses	9
Parking Before, During, and After School.....	9
Daycare at Trailblazer	9
Lost and Found	9
Video Intercom System.....	9
Weather.....	10
Pets.....	10
Health and Safety	11
Medications at School.....	11
Child-Abuse and/or Neglect	11
Student Behavior.....	11

Trailblazer's Vision and Mission Statements

Welcome to Trailblazer Elementary School! We are very proud of our school and feel certain you will share in that pride. This handbook is designed to familiarize parents/guardians with some of the programs, policies, and procedures at Trailblazer. Parents/Guardians are encouraged to read the information in this booklet and access our highly informative web page at d11.org/trailblazer, for classroom links, calendar information, notification signups, contacts, and much more!



Vision Statement:

Empowering each child with the tools and competencies to lead self, lead others, and influence the world.

Mission Statement:

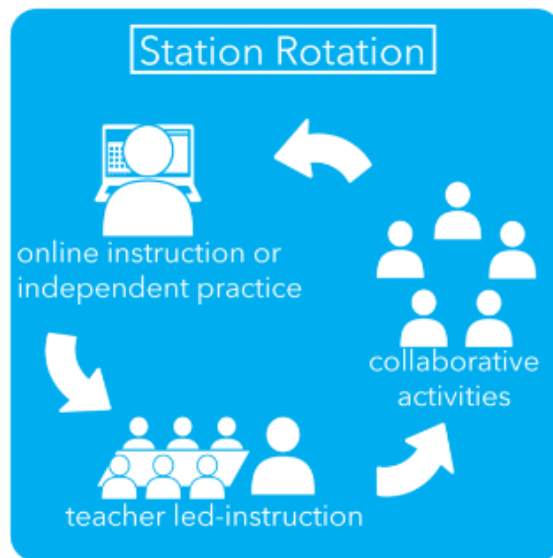
Enables students for college and career readiness through a commitment to:

- **Collaborative learning for all;**
- **Personalized Learning experiences;**
- **Competencies that are connected to passions and real-world learning opportunities.**

Learning Culture

Trailblazer holds several core values that direct our teaching methods and form the basis of our learning culture. Proven teaching methods are incorporated with innovative learning methods to provide effective, personalized education for students.

BLENDED LEARNING - Blended learning describes the intentional use of technology, partnered with sound, face-to-face instructional methods as a means for learning content. One way blended learning is implemented is through station rotation.



COMPETENCY-BASED LEARNING - Trailblazer has adopted competency-based learning and continues to work toward full integration into every system. Competency-based learning enables students to demonstrate progress and mastery in multiple ways, assured of their improvement over time. Students are empowered to make important decisions about their learning by contributing to learning pathways.

CORE INSTRUCTION - All students will have experiences with grade-level curriculum and standards.

DIFFERENTIATION VS. PERSONALIZATION - Personalization is a learner-centered philosophy based on the understanding that students are most apt to succeed when empowered to drive their own education. Personalization addresses Colorado Academic standards and facilitates the ACHIEVE Graduate model.

- Differentiation describes the role of teachers to design instruction, select technology and resources, and provide feedback which is all based on the unique learning needs of different learners.
- Personalization describes students' prerogative to drive their own learning by identifying goals, building a network of peers and teachers, and becoming a self-directed, expert learner.

SCHOOLGY - Schoology is a learning management system which allows teachers, students, and parents/guardians to communicate effectively and efficiently. As the online portion of blended learning, Schoology enables teachers to design online learning pathways to best suit learners. Used school-wide, Schoology houses content as varied as club events, assignment due dates, and student portfolios. Its role will continue to expand as we further integrate it into learning processes.

Students

NON-DISCRIMINATION STATEMENT - School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, gender, ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the principal or the D11 nondiscrimination compliance coordinator: **Office of Equal Opportunity Programs and Ombudservices, 711 E. San Rafael Street, Colorado Springs, CO 80903, Phone: (719) 520-2271, FAX: (719) 520-2442.**



MULTI-TIERED SUPPORT SYSTEM (MTSS) - MTSS is a system used for targeting instructional needs of learning differences in all school-aged students in reading, writing, math, and behavior. The ultimate purpose of MTSS is to enhance the success of students with a variety of academic and/or behavioral needs.

The MTSS core principles are:

- All children can learn and achieve high standards as a result of effective teaching.
- All students must have access to a rigorous, standards-based curriculum and research-based instruction.
- Intervening at the earliest indication of need is necessary for student success.
- A comprehensive system of tiered interventions is essential for addressing the full range of student needs.
- Student results are improved when ongoing academic and behavioral performance data are used to inform instructional decisions.
- Collaboration among educators, families and community members is the foundation to effective problem-solving and instructional decision-making.
- Ongoing and meaningful involvement of families increases student success.
- All members of the school community must continue to gain knowledge and develop expertise in order to build capacity and sustainability.
- Effective leadership at all levels is crucial for the implementation of MTSS.

For more information, contact your child's teacher or the Special Services Team on **(719) 328-6347**.

SPECIAL SERVICES - The philosophy of District 11 and Trailblazer Elementary is that all students, including those identified as qualifying for Special Education (SpEd) services, should be served in the most appropriate manner and preferably in their regular classroom. A continuum of services is available for all students with an Individual Education Plan (IEP). These Special Education services will be brought to most students in their regular classroom setting.

When referring students for a Special Education evaluation, please refer to MTSS guidelines and/or confer with the MTSS team.

ATTENDANCE & TARDY POLICIES - Trailblazer Elementary and the Board of Education stress the importance of regular attendance so each student will experience maximum benefit from the instructional program. Colorado State Law requires children, between the ages of six and seventeen, to attend school regularly. There are occasions when, due to illness, injury, or emergencies, students must be absent from school. A call from the parent to the school attendance line **(719) 328-6314** on the morning of the absence is necessary. If homework is available, it will be left in the office and may be picked up as directed by the teacher.

The teacher will collect homework for your child during an absence. For each day of absence, students have an equal number of days to get the work turned in.

The policies for student absences and excuses are explained in detail in the District 11 **Student Conduct, Attendance, and Discipline Code** at <http://www.d11.org/BOE/Policies/Pages/dctoc.aspx> under “Attendance.”



BEHAVIORAL EXPECTATIONS - It is the policy at Trailblazer Elementary School that all students are to be courteous and respectful of the rights and property of others whether on school property or engaged in a school-sponsored activity.

REPORT CARDS AND CONFERENCES - Documenting student competencies is ongoing through the use of Schoology. Parents/guardians and students should have ongoing access to progress.

Traditionally, report cards are issued for all students at the end of each quarter. Conference days are scheduled throughout District 11 during the 2nd quarter (exact dates are published on the District & Trailblazer websites, under “Calendars,” usually at the end of October). Parents/guardians are able to schedule their own conferences with teachers online. Conferences may be requested by parents/guardians, throughout the school year, during non-instructional time should concerns develop regarding the academic progress or behavior of their child.

SCHOOL ATTIRE - The D11 policy for student dress is explained in detail in the **Student Conduct, Attendance, and Discipline Code** at <http://www.d11.org/BOE/Policies/Pages/dctoc.aspx> under “Student Conduct.”

The principal and/or designee may authorize exceptions to the above dress restrictions for specially-designated days, health reasons, or for school-sponsored learning activities. Sneakers or rubber-soled shoes, and socks are required for PE classes and any other athletic programs. Girls wearing dresses or skirts on gym/program days should have an undergarment (e.g., shorts) underneath for privacy and comfort.

MOVING -

- **Student Withdrawals** - If you are planning to move and will be withdrawing your child from Trailblazer please notify the teacher and the office; come in and fill out a short withdrawal form. The new school will request your child’s records (whether or not it is in School District 11) by having you sign a release form. Files will be sent after you sign the release form. Please return all classroom and library books and technology devices to your child’s teacher prior to withdrawing your child.
- **Change of Address/Phone** – Anytime you change your address or phone number(s), call the office, on **(719) 328-6300**, to update your child’s Emergency Contact and Dismissal information.
- **Choice Enrollment** - If you move outside of the Trailblazer boundaries and would like your child to remain at Trailblazer, stop by the office to fill out a Choice Open Enrollment application (located on the D11 Website also) as soon as you know your new address.

LUNCH - Lunch is served daily and available for purchase. A menu will be sent home at the end of each month or you may find it online at <http://www.d11.org/FNS/Pages/School-Menus.aspx> If you send lunch money to school, make sure it’s in a sealed envelope printed with your child’s name, teacher’s name and grade, and purpose (lunch money). (If your last name is different than your child’s, please note that on the envelope so we can credit the right student account.)

Web-based Meal Payment System - Colorado Springs School District 11 Food and Nutrition Services has a web-based meal payment system. This system offers one key improvement through unlimited transactions for families:

within a single online payment, families can add funds to multiple students for a small fee per transaction. Logon to: <http://www.d11.org/FNS/Pages/Pay-for-Meals.aspx>.

Web-based Free and Reduced Application System - Colorado Springs School District 11 Food and Nutrition Services has a web-based Free and Reduced Meal Application system. This system offers significant improvements to District 11 families through greater accuracy and improved efficiency of process, thereby creating a faster response time for D11 families. While paper applications will continue to be available for families at school offices, we highly encourage families to use the web-based system for faster, more convenient processing. All information provided is kept strictly confidential. Logon to: <http://www.d11.org/FNS/Pages/Free-and-Reduced.aspx>.

Parents/guardians are welcomed to bring in outside food and stay to have lunch with your child. If you would like to take a child out to lunch, you must notify the teacher and sign in & out in the office. If you have any questions about your child's meal account or general Food Service questions, please call the Trailblazer Kitchen Manager on **(719) 328-6332** or Food & Nutrition Services with any questions or concerns on **(719) 520-2934**.

PARTIES

- **Classroom Parties:** Birthday celebrations will be observed upon the discretion of each teacher. Please make those arrangements with your child's teacher ahead of time. Balloons or flowers should not be sent to school as they may be dangerous to students with allergies, and are not allowed on school buses. Three school-wide celebrations recognized at Trailblazer are the Halloween Parade, Winter Break, and Valentine's Day.
- **Parties Outside of School:** Children or parents/guardians are not permitted to hand out invitations at school as this can hurt other children's feelings. Handle the arrangements outside of the school day. We cannot give out names, addresses, or phone numbers of students or parents/guardians.
- **Observances:** We are sensitive to the various beliefs of all groups in our school community, particularly with respect to holiday and religious activities. If you do not wish your child to participate in certain classroom activities, please let your child's homeroom teacher know and alternative activities, away from the classroom, will be provided.



RECESS - Children are expected to go outside for recess because recess provides a break in the day, informal play, and a release of energy in a positive way. All recess periods are supervised. Unless the temperature is less than 15 degrees and/or conditions of precipitation are present, students will go outdoors. For this reason, please make sure that your child is adequately dressed for inclement weather. If a child must remain indoors, notify your child's teacher.

SCHOOL SUPPLIES - Lists of suggested school supplies for students are available on the Trailblazer and D11 websites or in the office. We have a community approach to sharing supplies so that all children have access to materials. Individual teachers may request additional items for their respective classes throughout the school year.

TECHNOLOGY - As a staff, we will develop ways to use technology as a valuable tool for all of our Trailblazer students. By teaching students to use technology responsibly, we provide an additional support for a student to enhance their academic achievement, motivation, and self-directed learning.

TELEPHONE USAGE - Students may use the designated office telephone in cases of a need to speak to parents/guardians. It helps to inform children of after-school transportation or other plans before leaving home in the morning.

Parents/Guardians and Community

COMMUNICATION BETWEEN SCHOOL AND PARENTS/GUARDIANS - It is important for the school and parents/guardians to keep lines of communication open at all times. Parents/guardians are encouraged to visit the school at any time and to contact teachers with concerns or questions outside of normal school hours.

If you should have a concern with a staff member, or vice versa, the principal will suggest a meeting between the involved parties to resolve the issue. If a resolution cannot be reached, the principal will meet with all parties involved.

VISITORS -

- We encourage parents/guardians to visit school at any time. If you would like to see a specific activity or discuss any aspect of the school program, the principal and available staff members will be glad to escort you through the building. It is suggested that you call ahead to schedule an appointment. You are also invited to bring friends or relatives to visit our school. It is required that **all** visitors sign in at the office and receive a visitor's badge before visiting school areas.
- If you come for a school visit during instructional time, and may wish to discuss your child's progress, feel free to make an appointment during the teacher's planning period, or before or after school, for a conference.

VOLUNTEERS - We encourage parents/guardians, relatives, friends, and community members to volunteer their time at Trailblazer. Feel free to call your child's teacher or the office if you would like to volunteer. A few things to remember:

- All District 11 volunteers must be registered as required by District 11 Board of Education Policy. Random background checks are conducted throughout the school year. District 11 also provides accident insurance for volunteers who may suffer an injury while volunteering, provided they are registered.
- All volunteers must complete a Volunteer Registration Form and provide a valid form of ID before they may volunteer at the school.
- All volunteers must sign in on the Volunteer Log in the office and receive a visitor's badge each time they volunteer at Trailblazer. Volunteers must also log their volunteer hours, each time they volunteer at school. A school-specific volunteer handbook is available in the office, which includes volunteer policies and procedures, ethic codes, and other valuable information.
- The Volunteer Management System is accessible on the D11 website at <http://www.d11.org/volunteers>.
- When volunteering, for safety and liability reasons, siblings are unable to visit classrooms or attend field trips.

PTA - The Trailblazer Elementary Parent Teacher Association (PTA) is an active and busy organization. Your membership in the Trailblazer PTA supports not only the school, but also your child's classroom. For membership information, please stop by the office; we strive for 100% participation! Look for additional information throughout the school year about the many wonderful PTA activities that involve parents/guardians, students, and staff.

SCHOOL ACCOUNTABILITY COMMITTEE - Our School Accountability Committee (SAC) is a group of parents/guardians and staff who represent the community's point of view at-large. The SAC concerns itself with the improvement of education in general, studies the educational needs of our students, monitors the implementation of our Unified Improvement Plan (UIP), and advises the principal. The SAC works in cooperation with the principal and staff to achieve excellence in education for all of our students. The Trailblazer SAC meeting dates and times are located on the school calendar at d11.org/trailblazer. Your involvement is welcomed and encouraged!

School Information

SCHOOL HOURS -

Grades Pre-K thru 5:

7:40 a.m. – Playground supervision begins

7:55 a.m. - Students line up outside & enter the building

8:00 a.m. - Instruction begins

2:25 p.m. - School dismissal

2:40 p.m. - Outside supervision ends

Early Connections Preschool:

7:55 a.m. – 10:40 a.m. – Morning Session

11:40 a.m. – 2:25 p.m. – Afternoon Session

YMCA:

6:15 a.m. – 7:55 a.m. – Before school care

2:25 p.m. – 6:15 p.m. – After school care

After School Enrichment

2:30 p.m. – 3:30 p.m. – Mon, Tues, Thur, Fri

BUSES - If you would like your child to ride a different bus, a permission note from you will be initialed by a member of the office staff and presented to the bus driver.

PARKING BEFORE, DURING, AND AFTER SCHOOL - Our children are far too valuable for us to take a chance with their safety! If you drive your child to school, this is how “Kiss & Go” should look:

- Enter through the parking lot from the second entrance west driveway off of Wickes Road, make a left, after the cross walk (“kiss & go” lane) you may park.
- Children should be loaded or unloaded curbside only.
- When dropping off children, remember the “kiss and go” philosophy (kiss your child and let them go!).
- In the afternoon, if you do not see your child, loop around the parking lot circle.
- A second lane cannot be formed in any part of the parking lot or opposite of the curbside lane.
- When there is open space at the curbside lane, you should pull as far forward as possible.
- Do not leave your vehicle at any time on curbside.
- Form a carpool with neighbors to reduce the number of cars going to and from school.
- Comply with speed limits in school zones.
- The school bus lane (third left off of Wickes Road) is only for the loading and un-loading of students.

If you visit school during the day, park your vehicle in the parking lot, even if your stay is brief. The front of the building must remain clear of vehicles in the case of returning field trip buses, delivery vehicles, or emergency vehicles.

DAYCARE AT TRAILBLAZER - The YMCA is an onsite, before-and-after school daycare program made available to currently enrolled Trailblazer students. Please notify your child’s teacher if they attend the YMCA. (Downtown YMCA (719) 473-9622.)

LOST AND FOUND - The lost and found area is located in the foyer of the first grade entry/exit doors. Small items such as glasses, keys, jewelry, etc. are kept in the office. If a student cannot locate an item, please have them check the lost and found area. Unclaimed items are donated to charitable organizations at the end of each semester.



VIDEO INTERCOM SYSTEM - A Video Intercom System is installed at Trailblazer for the safety and security of our students, staff, and visitors. The building is locked 24 hours per day, 7 days per week. To gain entry into the building, press the wall button to the right of the main front doors.

WEATHER - All inclement weather decisions are based on concerns for student, parent/guardian, and staff safety. Parents/guardians are expected to decide whether to send students to school on threatening, stormy days. When schools are open, some parents/guardians may choose to keep their children home due to bad weather. Such



absences will be excused, and work missed may be made up without penalty.

Listen to news broadcasts on stormy mornings or check Comcast Channel 16 and/or the District 11 Website at **d11.org** to ensure a closure is still in effect. Make sure to provide the office with updated information about emergency telephone numbers and alternative arrangements for the safe custody of students during inclement weather, especially if the weather worsens while children are at school.

PETS - Animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar people or surroundings. Parents/guardians are asked not to bring pets to school events such as track day or when picking up children.

Health and Safety

MEDICATIONS AT SCHOOL - It is preferred that all medication be administered to students by their parents or legal guardians. Medication will be administered at school only with the following requirements being met:

- Medication must be in the original, properly-labeled container. The student's name, name of the drug, dosage, time for administering, name of the legally authorized physician, dentist, or physician's assistant and current date must be printed on the container. Pharmacies will give you an additional bottle labeled for school, if requested.
- All medication accepted by school personnel for administration to students will be stored in a secure, locked, clean container or cabinet, and children must come to the office at the time specified to take the medication. Parents/guardians should deliver all medications to the office. **Children must not transport medication back and forth to school in a lunch box, coat pocket, backpack, etc.** Parents/Guardians will be notified when medication is running low.
- The school must receive prior written authorization (blue form—located in the office) from the legally authorized physician, dentist, or physician's assistant and parent to administer any medication. A fax from the doctor's office can be sent to **(719) 260-1049**.
- When such a request is made by a parent/legal guardian, a full written release from liability which may result from giving the medicine and any consequences of giving such medication also must be presented to the school by the student's parent/legal guardian. This form is available in the office; it must include physician and parent signatures, student's name, and the exact name of the drug, dosage, and the time the medication is to be given. **A new medication form must be completed every year for each medication.** It must be fully completed and received in the office before any medication is administered at school.
- Over-the-counter medicines will not be administered by school personnel unless prescribed by a legally authorized physician, dentist, or physician's assistant and accompanied by a properly completed medication form as stated above.
- Medication may be given only by trained school personnel as designated by the principal to whom a registered nurse has delegated the task of giving such medication.
- A written record is kept of medications and dosages administered by school personnel.

CHILD-ABUSE AND/OR NEGLECT - Cases of child abuse or battered children are often first suspected or detected by school personnel. A Colorado Statute (19-10-102-115) requires the reporting of the cases to the appropriate county department or local law enforcement agency. As a result of such reports, protective social services will be made available in an effort to prevent further abuse and to safeguard and enhance the welfare of such children.

In the Child Abuse Bill, enacted in 1976, "School official or school employee" is listed as one of the persons required to report abuse or neglect. Concerned citizens are encouraged to report suspected child abuse or neglect. No person who reports a case of suspected child abuse can be sued for making a good faith report.

STUDENT BEHAVIOR - District 11 policies and procedures related to student behavior may be reviewed in their entirety in the "STUDENT CODE OF CONDUCT AND DISCIPLINE HANDBOOK" located on the D11 Website, **d11.org**.

* * *

If you have any questions or comments about the information contained in this Handbook, please call the office on (719) 328-6300. Thank you!

