Lawrence Elementary School
5611 Zephyr St.
Arvada, CO 80002
School Hours: 7:40am - 2:30pm
Office Hours: 7:00am - 3:30pm

Main Office: 303-982-1825
Attendance Line: 303-982-1824
Fax number: 303-982-1826

MASCOT: Leopard
COLORS: Blue and White

MISSION:
At Lawrence Elementary our mission is P.A.W.S.:
❖ Prepare
❖ Achieve
❖ Wonder
❖ Succeed

VISION:
Together We Can, Together We Will!

PRINCIPAL: Christopher Benisch
FINANCIAL SECRETARY: Carrie Lehnerz
SCHOOL SECRETARY: Judy Swift
FAMILY LIAISON: Anita DeLeon Bannister
HEALTH AIDE: Kelley Drake
CAFETERIA MANAGER: Diane Burton
**NOTIFICATION OF ACCESS TO ACTIVITIES FOR ALL STUDENTS**
The district is committed to ensuring that eligible students, including those with disabilities, have an equal opportunity to participate in nonacademic and extracurricular programs and activities. If your student requires an accommodation to participate in the program(s) described above, please contact the school office at 303 982-1825.

**Building Accountability Committee / Community Coffee with the Principal**
The Lawrence Elementary Building Accountability Committee is comprised of community representatives and the Lawrence Elementary principal. This group meets monthly to:
- Help design and monitor the annual state-required School Unified Improvement Plan.
- Serve as an advisory and visionary group for the Lawrence Elementary School community.
- Support the school in its process of continual growth and improvement.

Meetings are open to all and we are always looking for new members. Dates for meetings are announced in the monthly newsletter and on our school website. Please contact the office if you'd like to be part of this important group.

**SCHOOL ARRIVAL/DISMISSAL**
For the safety of our children and in order to ensure proper supervision, children must not arrive prior to 7:20am. At 7:20am, the Grandview side doors are unlocked and supervision is provided at the Grandview door, in the cafeteria and on the playground. Students should enter through the Grandview or cafeteria doors and may only enter through the front office door after 7:40am. Students who are eating breakfast need to do so before playing outside. Passes are required for any other students who are in the building prior to the bell ringing at 7:40am. Students will be outside in the morning and during lunch recess if the temperature is 20 degrees or higher, unless we are experiencing precipitation, high winds, or unsafe field and/or playground conditions. Please send students to school dressed appropriately for the weather.

The office staff are not able to provide supervision for students before or after school. It is expected that students are picked up within 15 minutes of dismissal at 2:30pm. STARS, the on-site daycare, can assist parents with after school childcare.

**ATTENDANCE POLICY**
Every day of school is a “regular” day for attendance purposes and attendance is the responsibility of the student, the parents and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work.

It is parents’ responsibility to notify the school when a child is absent. Please call our 24-hour attendance line at 303-982-1824 by 8:30am to let us know that your child is absent. If you are calling after 8:30am on the day of the absence, please call our attendance secretary at 303-982-1825. To ensure safety, in the rare instance that a parent cannot be contacted, we may ask the police to help locate the child.

When a student arrives to school late or leaves early, they are counted tardy. A tardy is marked when a student misses up to two hours in the morning or the afternoon. A half-day
absence is marked when a student misses more than two hours in the morning or the afternoon (arrives after 9:45 or leaves before 12:30).

Excessive absences and/or tardies may result in action by the school, district, and in an extreme case, juvenile authorities. **District policy states that 4 unexcused absences in a month or 10 unexcused absences in a year is cause for district action.**

Attendance is monitored each month. An attendance letter will be sent to parents after ten absences. Students and their parents who have excessive tardies or absences will meet with the office staff and truancy office to develop a plan to decrease the number of tardies and/or absences.

**BUS RULES AND FEES**

Every student who rides the bus is required to follow all bus rules. Failure to follow rules will result in suspension of bus-riding privileges.

Bus Fees:  If you live within one mile of Lawrence - $75.00 each semester, per student
         If you live more than one mile from Lawrence - $100.00 each semester, per student

Bus fees are waived if students receive free lunch. A free lunch approval letter is required to waive fees.

**CELL PHONES**

Students may bring cellphones to school with the permission of their parents. Cell Phones **MUST** be kept in the student’s backpack and turned off. If the student has the cell phone out or it rings in class, the cell phone will be taken and parents must come to the school to pick it up. Students **MAY NOT** use their cell phone during school hours. Students must wait until they are outside of the school building. **The school is not responsible for lost or stolen cell phones.**

**CHECK IN/OUT PROCEDURES**

When picking up or dropping off children during school hours, parents are required to come to the office and sign in/out their child. For safety reasons, students will not be released directly from the classroom. Students will only be released to their parent(s), legal guardian(s) or an adult authorized by the parent(s) or legal guardian(s). **Parents are strongly encouraged to leave their children at school for a full day rather than dropping them off late or picking them up early.**

**CHILD CUSTODY PLAN**

If a child custody plan is in place, the school needs copies of the court orders. Please bring all relevant paperwork to the office for our records. We must abide by written, not verbal orders.

**HEALTH ROOM**

We are concerned for the health and well-being of all of our students. Our Health Room is available for those children who become ill or are injured at school. It is important to note that our health aide, **not** a registered nurse, supervises the Health Room. **Although the district provides basic training to our staff and an area nurse monitors and consults with us, we do not have a nurse or doctor on-site.** If a child runs a temperature of 100° or above, vomits at school or has an injury that appears to require medical attention, parents will be called and
are required to come to the school to pick up their child immediately. Please help us to meet the needs of your children by not sending them to school with a sore throat, runny nose, upset stomach or undiagnosed rash. One day’s care at home will often prevent a prolonged absence and will protect others as well.

**IMMUNIZATION LAWS:** Immunization requirements as stated in Colorado Law will be strictly enforced for all school children. Transfer students will be given 14 days from the date of notification to comply. **Non-compliance may result in suspension from school.**

**MEDICATION POLICY:** All prescription and non-prescription medication must be administered through the Health Room and will be given under the following conditions only:

- **FORM 924** is required for any and all medication administration, this includes prescription and non-prescription medicine, ointments, creams, cough drops, essential oils, chapstick, Tylenol, Advil etc. and **will be given only with the signature of the doctor, parent and/or guardian on FORM 924.** No medication is allowed in the classroom. For ongoing medications, a new form must be completed with each new school year or more frequently as necessary.

- Prescription medication must be brought to school by an adult in the ORIGINAL PHARMACY CONTAINER with the completed FORM 924. The label must list the student’s name, name of medication, the dosage, the length of time of administration, the number of times per day and the name of the physician. Medication must be currently prescribed and can be given only as directed on the prescription bottle. Medication changes cannot be implemented until the school receives a fax or note signed by the physician. If ½ pills are required, they must come precut by the pharmacist or parent. **School staff are not permitted to cut pills.**

- All medications administered by the school will be stored in a secure, locked cabinet located in the Health Room.

- Students are to assume the responsibility for coming to the office and requesting the medication. The school assumes NO responsibility for administering the medication but will cooperate in helping students follow physician’s directions.

**COMMUNICATION**

- **Friday Folders:** Each Friday, all students bring home a “Take-Home” folder where you will find news from classrooms, notice of special events and samples of your child’s work. Please review its contents carefully and return the folder to school by the following Wednesday. This a great way to stay connected with your child’s teacher and our school, and your interest and support is a strong message to your child about how you value education.

- **Newsletter/Facebook/School Website:** “The Leopard Print”, our monthly school newsletter, will be updated on our website and posted on Facebook. This communication provides parents with the school calendar, school updates, and upcoming events.

- **Family Bookshelf:** In the front hallway, you can find current information and updates on activities and events. Community resources are also available here.
• **Classroom Newsletters/Notes:** Many teachers publish newsletters or send home notes with information regarding class activities. Ask the teacher how they communicate.

• **Voice Mail:** Staff members check their voicemail daily. Numbers can be found on the Lawrence website.

• **Email:** Email is typically the best way to reach Lawrence teachers and staff. Contact information can be found on the school website.

• **School Messenger:** District and school-wide announcements are communicated by phone through the School Messenger system. Please make sure your Jeffco Connect account is updated.

**DOGS – OTHER ANIMALS**
Dogs and other animals are not allowed on school property while school and before/after school care are in session. Many of our students have animal allergies and we want to maintain a safe and healthy environment. There are some situations where an animal will enhance an educational lesson; these animals are usually brought in by the zoo or other educational organization.

**DRESS CODE**
We appeal to your sense of good judgment in encouraging your children to dress neatly and take pride in their appearance. Hats and hoods may not be worn inside the school building. Midriff shirts, short shorts and halter-tops are not allowed. Shoes with wheels are not permitted in school. If a student wears a pair, the wheels will be removed or we will request another pair of shoes be brought to school. For safety reasons, tennis shoes are required for participation in PE. Please see the Jeffco Schools Conduct Code for additional guidelines.

Any clothing/hair design that is disruptive is not allowed at school. Clothing that has inappropriate language, phrases or advertises liquor, drugs and/or cigarettes is not allowed. In these cases, students will be asked to put on alternate clothing. We strongly encourage discretion in sending students to school with extreme hair color or cuts, fake/real tattoos, or extreme piercings. Parents will be contacted if their child’s appearance is deemed disruptive to the school environment.

Please help us to protect your child by insisting that adequate clothing be worn to school, keeping in mind how quickly the weather can change in Colorado. We try to send all children outdoors except on the very coldest, wettest days. Environmental factors (wind, etc.) will also be taken into consideration.

**EMERGENCY INFORMATION CARDS**
Only individuals listed on the student emergency card may pick up the student. Please keep the office informed of any changes to: place of employment, home, work and cellular telephone numbers, or emergency numbers. This is for the protection of your child in case of a serious accident or illness. In serious circumstances, when we cannot reach anyone you have given us permission to contact, we have no choice but to contact the police or Social Services.
STUDENT EXPECTATIONS & RESPONSIBILITIES

Students learn best in a safe and pleasant environment. Each family will be required to review the Jefferson County Student Code of Conduct policy when enrolling students each year. This is found under “Agreements” on the Jeffco Connect webpage. Please refer to this important information for a full explanation of district discipline policies, including grounds for suspension and expulsion from school. Please review this important information with each of your children.

FIELD TRIPS

In order for any student to participate in a field trip, we must have written and signed parent permission. Parents will receive notification concerning the location, purpose, arrangements and fees prior to each trip. In order to participate in field trips, students must have a record of appropriate behavior. Students who are not able to follow school rules will be kept at school during the field trip. If a student does not have his/her permission slip by the deadline, the child will remain at school with appropriate supervision and work. No student will be excluded from a trip because of an inability to pay. Please be sure to complete the free and reduced application form to qualify for free field trips and food services. Donations are always welcome for field trips.

HAZARDOUS OBJECTS, EXPENSIVE ITEMS, TOYS AND SPORTS EQUIPMENT

Do not permit your child to bring hazardous objects (or facsimiles) such as guns, knives, darts, bullets, arrows, caps, matches, firecrackers, lighters, shockers, etc. to school. Possession of dangerous items is grounds for suspension and/or expulsion. The safety and welfare of our students are first and foremost.

Students should not bring expensive items to school that could be lost, stolen or damaged. The school is not responsible for damaged or missing items brought to school. Any object that causes a disruption during school will be confiscated.

Students may not ride bicycles, roller blades, skateboards and scooters on school property. Bicycles must be locked on the bike racks.

Toys including fidgets, action figures and trading cards are not allowed at school. Toys that are brought to school will be confiscated. The school provides balls and other sports equipment for recess; students are discouraged from bringing their own equipment, for fear that items may be lost or stolen.

LOST AND FOUND

A “Lost and Found” is kept in the first floor hall by the lunchroom. All personal belongings should be labeled with your child’s name before being brought to school. Attempts will be made to return items with names on them. Valuables such as glasses, watches or jewelry are kept in the office. Unclaimed items will periodically be donated.

LUNCH PROGRAM
• Parents may put money into their child’s lunch account at any time on the School Cafe website or bring in a check or cash to the cafeteria. Please make checks payable to Lawrence Elementary.
• Sack lunches may be brought. Please do not bring soda pop or excessive amounts of candy. Please clearly mark your child’s lunch with their name.
• Milk can be purchased if students bring a sack lunch for 95 cents. If students qualify for free/reduced lunch, he/she will be required to pay for milk.
• Students will eat in our school cafeteria, where polite and friendly behavior is expected.
• Paraprofessionals and other staff monitor the lunchroom.
• Students are expected to use appropriate voice levels.
• Parents are welcome to join their child for lunch at their designated lunch time. Please first sign in at the office and get a visitor’s badge.
• Students and/or parents are NOT allowed to take food that has been purchased in the lunchroom out of the lunchroom.

ELEMENTARY MEAL PRICES

Breakfast - $2.00
Lunch - $3.25
Milk - $0.95

Reduced Breakfast and Lunch- No Charge
Prices are subject to change.

PTA

Lawrence Elementary’s PTA meets on one Tuesday afternoon of each month, from 4:00pm - 5:00pm in the library. All parents and interested community members are encouraged to attend meetings and volunteer their time in planning and facilitating events for the families and students of Lawrence. Meeting dates and times are published in our monthly newsletter, community calendar, and on the website.

SCHOOL CLOSURES DURING INCLEMENT WEATHER

If any of the Jefferson County Schools are to be closed due to storms, the district will contact you using the district SCHOOL MESSENGER which will call your home or cell phone listed in JeffcoConnect. The automatic phone call will let you know when school is closed. If you bring your child to school during bad weather or the threat of extreme weather, make sure the school is open before leaving your child. School closures will also be reported on local radio and TV stations.

It is our intent not to close school once children are here unless there is an extreme emergency. If school is closed during the day, you will be contacted by phone. No child will be permitted to leave Lawrence Elementary until a parent is contacted and permission is received. Please be sure we always have current emergency phone numbers.

TECHNOLOGY IN SCHOOL

We are excited to provide 1:1 devices to every student at Lawrence! Your student will be issued either an iPad or a Chromebook for use during the school year. Please be sure to sign the online Mobile Device Agreement and go over the expectations with your student as they are responsible for damage that may occur. All students will be issued a Google account, with students in grades 2-5 having access to a district email (their student id@jeffcoschools.us) that
will stay with them through high school graduation. Students must comply with Jeffco Policies and Procedures at all times when using their devices and their account. Our devices are monitored by the district for data security and privacy, as well as appropriate internet usage. Additionally, students will only be using apps and extensions that are approved by the district and requested by their teachers. Using technology at school will help ensure our learners are college and career ready in the 21st century!

**TELEPHONE USE**
The school telephones are business phones, so we must limit student use. For this reason, your child may use the school phone to call home only after obtaining permission from his/her teacher. Social arrangements for after school should be made at home, not from school phones. In order to not interrupt learning in classrooms, as a general rule, teachers and students will not be called during class except in the case of an emergency.

**VISITING LAWRENCE ELEMENTARY**
- We welcome parents and guardians to volunteer and help at our school. As a courtesy, all meetings with your child’s teacher need to be scheduled during non-instructional hours with 24 hours advance notice. If you need to meet with your child’s teacher with less notice, please meet with administration first. Some activities, such as state assessments, could limit availability for a classroom visit.
- For security reasons, ALL visitors and volunteers MUST sign in and out at the office, state the purpose of their visit and wear a name tag while in the building.
- We recommend that visits to the kindergarten classrooms be deferred for several weeks at the beginning of the year, allowing the kindergartners to make a smooth adjustment to school.
- Other children, siblings, relatives and friends are not allowed to visit our school unless supervised by a parent of one of our students and approved in advance by the principal. Students not enrolled at Lawrence may not ride school buses.
- Visitors/Volunteers should not bring other children into the classroom during a visit or while volunteering because they can cause a disruption.

**WELLNESS POLICY**
In an effort to support our students’ overall health and wellness, the district has a wellness policy in place. Some highlights of this policy include:
- Students and families may not bring food and/or drinks to celebrate birthdays.
- Teachers and staff are no longer allowed to reward students with candy or other types of food.
- 50% or more of the food at school parties, including Halloween and Valentine’s Day, must be healthy choices, such as fruit, veggies, cheese, etc.

**WITHDRAWALS OR TRANSFERS**
When children are permanently withdrawing from Lawrence Elementary, they must check out through the office. Please let the office know as early as possible, so that we can ensure that all forms are completed and ready to be forwarded along to your new school. Please return all school materials prior to checkout.