Mission Statement
At Malley Drive we strive to accept, to persevere, and to become critical thinkers is a safe and loving environment.

Vision Statement
As a Community School, Malley Drive develops partnerships with community resources, implements positive discipline practices, encourages authentic parent and community engagement, and emphasizes high quality teaching of culturally relevant curriculum. Focusing on community engagement leads to improved student learning, stronger families, and healthier communities.

At Malley Drive Elementary we:
Make safe choices
Demonstrate Respect
Exemplify Excellence
## IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Office</td>
<td>720-972-5480</td>
</tr>
<tr>
<td>Attendance</td>
<td>720-972-5498</td>
</tr>
<tr>
<td>Email: <a href="mailto:malleyattendance@adams12.org">malleyattendance@adams12.org</a></td>
<td></td>
</tr>
<tr>
<td>BASE Program</td>
<td>720-972-5497</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>720-972-5490</td>
</tr>
<tr>
<td>Health Office</td>
<td>720-972-5485</td>
</tr>
<tr>
<td>Preschool</td>
<td>720-972-8761</td>
</tr>
<tr>
<td>Adams 12 Educational Support Building</td>
<td>720-972-4000</td>
</tr>
<tr>
<td>Adams 12 Transportation (Bus)</td>
<td>720-972-4300</td>
</tr>
</tbody>
</table>

## SCHOOL HOURS FOR GRADES K-5

**Monday, Tuesday, Thursday, and Friday**

8:05 am - 3:00 pm

**EARLY RELEASE EVERY WEDNESDAY**

8:05 am - 1:45 pm

## BEFORE AND AFTER SCHOOL ENRICHMENT (BASE) PROGRAM HOURS

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>6:30 am - 8:00 am</td>
</tr>
<tr>
<td>After School</td>
<td>3:00 pm - 6:00 pm (M, T, TH, F) 1:45 pm - 6:00 pm (W)</td>
</tr>
<tr>
<td>Full Day</td>
<td>6:30 am - 6:00 pm</td>
</tr>
</tbody>
</table>
### Malley Drive Elementary Calendar for 2020-2021

**IN-PERSON AND REMOTE LEARNING**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11, 2020</td>
<td>Veterans’ Day Holiday - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>November 23-27, 2020</td>
<td>Thanksgiving Break - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>December 17, 2020</td>
<td>End of first semester for all grade levels</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Teacher Duty Day - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>December 21, 2020-January 1, 2021</td>
<td>Winter Break - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>January 4, 2021</td>
<td>Staff Development - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>January 5, 2021</td>
<td>Students Return from Winter Break</td>
</tr>
<tr>
<td>January 15, 2021</td>
<td>Elementary Assessment Day (Students in at scheduled times only)</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Martin Luther King Holiday - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>February 10, 2021</td>
<td>Elementary Work Day - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>February 11, 2021</td>
<td>Spring Parent/Teacher Conferences 8:00 am-8:00 pm - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>February 12, 2021</td>
<td>District In-Service Day - <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Presidents’ Day Holiday - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>March 2, 2021</td>
<td>Spring Class Pictures</td>
</tr>
<tr>
<td>March 22, 2021-March 26, 2021</td>
<td>Spring Break - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>March 29, 2021</td>
<td>District In-Common Release - <strong>NO SCHOOL</strong></td>
</tr>
<tr>
<td>May 7, 2021</td>
<td>Elementary Assessment Day (Students in at scheduled times only)</td>
</tr>
<tr>
<td>May 14, 2021</td>
<td>Teacher Work Day <strong>NO SCHOOL for students</strong></td>
</tr>
<tr>
<td>May 27, 2021</td>
<td>Last Day of School for Students</td>
</tr>
</tbody>
</table>

*** The school will notify families if there is a change to the schedule. ***
MALLEY DRIVE ELEMENTARY SUPPLY LISTS FOR 2020-2021

**Kindergarten Supplies**
1. backpack large enough to fit a library book
2. LARGE boxes tissues
3. 1 box Crayola brand crayons
4. 8 THIN-TIP black dry-erase markers
5. 3 LARGE Elmer’s brand glue sticks
6. 3 LARGE containers antibacterial wipes
7. 1 box **gallon-sized** Ziploc bags
8. 1 box THIN-TIP Crayola brand markers
9. 2 composition notebooks (Black cover)

**OPTIONAL:**
- Snack-sized Ziploc bags
- Coloring books

**1st Grade Supplies**
1. 1 large box of tissues
2. 2 dozen #2 wood pencils, sharpened
3. 2 8 count box, Conical Tip (thick) Crayola Washable Markers, Classic Colors
4. 2 24-count crayons
5. 10 glue sticks
6. 1 colored folder—plain, with clasps not plastic
7. 2 folders, 2 pocket without clasps not plastic
8. 8 black dry erase markers
9. 1 container of antibacterial wipes
10. 1 bottle of hand sanitizer
11. 1 box gallon size freezer Ziploc bags
12. 1 set of headphones for technology use (no ear buds)

**2nd Grade Supplies**
1. 1 large boxes of tissue
2. 4 glue sticks
3. 1 box of 24-ct. crayons
4. 1 box of 24-ct. colored pencils
5. 12 ct. No. 2 pencils (sharpened) (wood)
6. 1 pink eraser
7. 3 composition notebooks wide ruled
8. 4 Plain colored folders with pockets- Red, Blue, Green, Yellow
9. 1 Plastic folder
10. 2 Black Expo brand whiteboard markers (thick)
11. 1 large container of Clorox antibacterial wipes
12. 1 bottle hand sanitizer
A-L: 1 box Crayola Washable Markers, Classic Colors thick point
M-Z: 1 box of gallon size freezer zip lock bags

**3rd Grade Supplies**
1. 3 large boxes of tissues
2. 1 cloth zipper pencil bag
3. 1 24-count box Crayola crayons
4. 1 8-count box Crayola Washable Markers (thick)
5. 1 12-count boxes colored pencils
6. 3 Composition Notebooks (No spirals!)
7. 1 WHITE 3 ring binder 1" ring size (clear front cover)
8. 4-pack black dry erase markers
9. 4 glue sticks
10. 2 containers antibacterial wipes
11. 1 large pink eraser
A-L: 1 box quart size freezer Ziplock bags
M-Z: 1 box gallon size freezer Ziplock bags

**4th Grade Supplies**
1. 2 large boxes of tissues
2. 6 spiral notebooks - wide ruled
3. 1 zipper pencil bag
4. 1 package crayons
5. 3 two-pocket folders
6. 2 boxes of at least 50 #2 pencils (wood) sharpened

**Optional:**
- Ticonderoga Brand
- 3 large pink eraser
- 1 large container of Clorox Wipes
- 1 pkg 3 x 3 sticky notes
- 1 pkg index card size 3x5
- 1 pair of Fiskars scissors, point tip
- 1 set of earbuds/headphones, to use on Chromebooks
- 12 Black Skinny Expo Markers
- 1 yellow highlighter
- Last Name A-M: 1 box of quart size Ziplock bags
- Last Name N-Z: 1 box of gallon size Ziplock bags

**5th Grade Supplies**
1. 3 large boxes of tissues
2. 2 composition notebooks
3. 2 containers of antibacterial wipes
4. 1- 1 1/2 " 3 ring binder
5. 5 - tab notebook divider for binder
6. 36 #2 pencils, sharpened (No specialty pencil)
7. Earbuds for computers (under $5 please)
8. 2 packages of Expo brand whiteboard markers (thick and black)
9. Last Name A-M: 1 box of snack size Ziploc bags
10. Last Name N-Z: 1 box of sandwich size Ziploc bags
11. 1 box latex free bandaids
12. 1 bottle hand sanitizer
IMPORTANT IN-PERSON INFORMATION FOR THE 2020-2021 SCHOOL YEAR
ELEMENTARY SCHOOL LEVEL (GRADES K-5): IN-PERSON LEARNING WITH A
TEACHER FULL-TIME 5 DAYS/WEEK

Classrooms will serve as cohorts. Fewer students are expected given the number of families who have expressed interest in staying in the remote learning model. Students will remain in their classroom cohort for the majority of the day and even when in large spaces with other cohorts (lunchroom, recess), each cohort will have a designated space for their group to assemble. Special populations will continue to be allowed to interact with specialist teachers (e.g. special education, ELL, GT) therefore allowing those students to be part of 2 cohorts.

BUILDING SAFETY PROTOCOLS

CLASSROOM SETUP
Classrooms will maximize space by removing unnecessary furniture and rearranging desks/tables. Desks will all face one direction.

SIGNAGE ENHANCED CLEANING PROTOCOLS
General health and safety signs will be visible in multiple locations around buildings. Custodians and school staff will increase daily cleaning of frequently touched objects (i.e. door knobs, desks and faucet handles, etc.) and restrooms based on usage and need.

INCREASED VENTILATION
Buildings will double air exchanges every hour (up to six times per hour) to bring in more fresh outdoor air.

VISITOR MANAGEMENT
Building access will be restricted for visitors and only permitted for a student in need of medical or social-emotional support, or on an emergency basis.

EVERYDAY TEMPERATURE CHECKS
Everyday upon arrival at school, each student will have their temperature checked. If the student has a temperature they will be sent to the sick bay. The student will be sent home. Families are required to pick up their student within 30 minutes.
WATER FOUNTAINS
Students are not able to use the drinking fountains. They can use the water fillers to fill up their water bottles. Water fountains are covered in classrooms. Students need to bring water bottles to school for daily use.

HAND SANITIZING
Students will wash and sanitize their hands multiple times throughout the day. When exiting and entering the building, exiting and entering rooms and before and after eating and after restroom use. There will be multiple hand sanitizing stations set up throughout the school.

EVERYDAY HEALTH SCREENINGS
Students will be expected to complete a self-health screening daily before coming to school.

Sample self-health screening templates can be printed and used at home. Printed copies will be available in the main office for those who don’t have access to printers.

Students should remain at home if they have one or more of the symptoms outlined in the self-health screening, or have a fever of 100.4 degrees or greater without medication.

Students with one or more COVID-19 related symptoms that are outside of their normal baseline (e.g. allergies, asthma, etc.) are required to stay home until at least 24 hours have passed since the symptoms first appeared and the symptoms have completely resolved

• AND no fever has been present for at least 24 hours without medication
• OR an alternate diagnosis that explains symptoms after consulting with a healthcare provider.

FACE COVERINGS
Face coverings are required for all students in kindergarten through 5th grade in all common areas (hallways, classrooms, bus, main office, cafeteria, etc.), and during student arrival and pick-up.
Students and staff who cannot wear face coverings due to health reasons will be given an alternative option (face shields, etc.). To request this accommodation, please contact school administration at 720-972-5480.

All face coverings must align with the district’s student dress code policy.

**SICKNESS PROTOCOLS DURING THE SCHOOL DAY**

Students who become symptomatic during the school day will move to established locations within the school building, away from others, until picked up by a parent/guardian.

- Parents/guardians must pick up symptomatic students within 30 minutes of the call from school staff.
- Students with one or more COVID-19 related symptoms that are outside of their normal baseline (e.g. allergies, asthma, etc.) are required to stay home until at least 24 hours have passed since the symptoms first appeared and the symptoms have completely resolved
  - AND no fever has been present for at least 24 hours without medication
  - OR an alternate diagnosis that explains symptoms after consulting with a healthcare provider

**CONFIRMED POSITIVE CASES & CONTACT TRACING**

If a student or staff member tests positive, they will be directed to **self-isolate at home for 10 days**.

- Necessary contact tracing will be conducted in collaboration with the local public health agency, as necessary, for up to 48 hours prior to the person becoming symptomatic.

- Individuals identified through contact tracing as being exposed will be asked to self-quarantine for 14 days from the date of exposure. At a minimum, these contacts may include students and staff present in classes that the positive student or staff member was in for more than 15 minutes.

- School nurses will coordinate with district workplace coordinators and public health in this work.

- Families will receive communication regarding a confirmed positive or presumptive positive case within the school community on the same day of receiving confirmation.
SCHOOL CLOSURE GUIDELINES

School building closure decisions will be made in collaboration with local public health agencies (Tri-County Health Department and/or Broomfield Public Health). School and district staff will also work with public health agencies regarding isolation or quarantine, as necessary.

- Depending on the length of building closure, schools will transition to remote learning to minimize the impact on learning.
- Families and staff will receive communication regarding necessary closures or confirmed positive cases the same day of receiving a positive case confirmation.

DROP OFF/ARRIVAL AND PICK UP/DISMISSAL

To limit the number of people on school grounds and to allow for proper social distancing we will use a staggered start. Please arrive only at your scheduled time:

- **7:55-8:05** Last names starting with A-Ma.
- **8:00-8:10** Last names starting with Me-Z.

**Students will not be marked tardy as long as they arrive during the designated window.**

Students in kindergarten and first grade will be picked up and dropped off with teachers at a designated location by one parent/guardian or older sibling.

Parents/guardians (Grades 2-5) will remain in vehicles when dropping off and picking up students. Parents will not be permitted in the building to walk their child to/from class.

Parents/guardians who walk their child(ren) to school will be asked to drop them off and pick them up from a pre-assigned access point. Students line up in assigned distanced areas by class/grade and/or enter accordingly through identified doors. There will be a limited number of entrances and exits at the back of the school. We asked that your student only enters and exits from that location. Students will not be let into the front of the school. Parents will not be permitted in the building to walk their child to/from class.

Parents/guardians are required to wear a face covering when on school property and out of their vehicle.
EARLY DEPARTURE FROM SCHOOL

We want to remind you as part of our continuing effort to ensure the safety of all students, students will only be released to parent(s)/legal guardian(s) prior to the end of the school day. If your child will be checked out before the end of the day by someone other than a parent/legal guardian, you must contact the school office prior to the child being released and they must present a photo ID. If we have not heard from you in advance, we will attempt to contact you. If we are unable to contact you, the child will not be released and will remain at school until the end of the day.

Children leaving early will be released only through the office. Parent or guardian will ring the bell in the vestibule. A staff member will greet you, check your identification and bring the student out to you. No parents will be allowed in the building at this time. Thank you for your understanding and cooperation.

VISITORS TO SCHOOL

Parent/guardian and visitor building access will be restricted and only permitted for a student in need of medical or social-emotional support, or on an emergency basis. Lunch visits will not be permitted this year. The school will notify parents when this policy has changed.

Visitors who fail to abide by district and school guidelines for visitors may be asked to leave school property and may be subject to future restrictions regarding school visits. Law enforcement or district security staff may also be contacted.

SECURITY INFORMATION

Malley Drive Elementary staff continues to do everything within our power to make this a safe and secure setting for your child to learn and our teachers to teach. Your support for the following procedures is appreciated:

For the safety of the students and staff at Malley Drive Elementary, the Adams 12 Five Star School District has installed a security system. The inside front doors will be locked at all times. This is required by Colorado State Statute and it is an Adams 12 Five Star School District Superintendent Policy.

During lockdown drills, fire drills, or tornado drills, we will post signs on the front door. We will be unable to greet you in the vestibule during this time. Please feel free to call our District Communication Center for more information at 720-972-4911.
SCHOOL CLOSURE/DELAY INFORMATION

**Closure**
Information on emergency school closures (due to severe overnight storms or other emergency situations) is available on local television stations and radio stations (KOA, KOOL 105, KHOW, and many others); please listen for announcements concerning Adams 12 Five Star Schools or Adams 12 School District. This information will also be on the district web site at www.adams12.org.

You may also call the district information number at 720-972-4000, then press 7 for school closure information. A decision for a snow day will be made by 5:30 A.M. If school is open, absences will not be excused due to inclement weather.

**2 Hour Delayed Start**
In the event of inclement weather, Adams 12 Five Star Schools uses a variety of resources to determine if conditions exist that warrant a 2-hour delayed start or closure of schools. The district closely monitors ongoing weather reports and works with a private weather forecasting service that has access to street-by-street weather information. The district also reviews road conditions and recommendations from the Colorado Department of Transportation, local and state law enforcement agencies and has school bus drivers and transportation personnel on the road monitoring conditions.

FIELD TRIP PERMISSION FORMS
Due to safety precautions because of Covid-19, all field trips will be postponed until further notice.

HOMEWORK
Due to the transfer of the Covid virus, we do not want paper to go back and forth between school and home. Therefore, this year we will not be sending home homework with our students. Teachers may ask students to read at home, use ST Math and/or use RazKidz for their homework.

BIRTHDAYS AND CLASS TREATS
Students providing birthday or special day treats are encouraged to consider non-food or healthy treats. Please take into consideration students who have special dietary needs. It is best to call your child’s teacher in advance to set up a time to bring in the special treats. All treats will be dropped off in the vestibule to a Malley Drive staff member. No parents, guardians or visitors will be allowed in the building at this time.
If your child’s birthday is during holidays or summer, just contact the classroom teacher to set a **date to celebrate** when school is in session. *Again, arrangements should be made in advance with the classroom teacher.*

**DELIVERIES AT SCHOOL**

In order to create and maintain an educational setting which values learning and to cause the least disruption to the school day, we ask that parents not send deliveries to students at school. These celebration deliveries often include balloons, flowers, teddy bears, etc., which are very distracting in the classroom and cannot be brought back home on the bus. Please help us maintain the academic environment by celebrating important family events at your home.

**NUTRITION SERVICES**

**Breakfast**

Breakfast will be served each school day from the cafeteria at Malley Drive Elementary. Students will enter in through their preassigned entrance. They will then go to their classroom and check in with their teacher. Students will get a grab and go breakfast from the cafeteria. They will eat in their classroom. This will help to keep students with their assigned cohort. Students are healthier, happier and more productive when they start the day off right by eating breakfast!

**Lunch**

Teachers will collect lunch money from students first thing every morning and will deliver it to the cafeteria to be put into student lunch accounts. Students are to give lunch and snack money to the teachers at that time. Lunch will be served in the cafeteria. To maintain proper social distancing students will stand in the lunch line 6 feet apart from each other. They will also be seated 6 feet apart from members of their learning cohort. They will not be mixed with other learning cohorts.

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at [https://www.payforit.net](https://www.payforit.net). Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify, applications must be completed annually and can be submitted online at [https://www.myschoolapps.com](https://www.myschoolapps.com). Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at no cost or reduced rate.
Additional detailed information about Nutrition Services can be found at [https://www.adams12.org/departments/nutrition](https://www.adams12.org/departments/nutrition), including current [menus], meal prices, free and reduced meal benefits, special dietary needs, and meal charge standard practice. You may also contact the kitchen manager at 720.972.5490.

**COMMUNICATION**

Communication between parents and school is of great importance to us. Please feel free to contact us with any questions or concerns that you may have. The Malley Drive Elementary staff is dedicated to home-school communication that shows strong commitment to our “shared responsibility” for student success.

**COMMUNICATION WITH THE CLASSROOM TEACHER**

- Two parent-teacher conferences are scheduled during the school year. If a parent needs more information between these times, teachers are available to set up individual conferences.

- Consider your child’s teacher as the first line of communication. Your child’s teacher knows your child better than anyone in the school and has information regarding what happens during the school day.

- Every teacher sets up an individual system through which they communicate with parents in an on-going manner, including take-home folders and/or student planners. Please make sure you understand how this works in your child's classroom.

  - Staff will return phone calls and e-mail within 24-48 hours.

**STUDENT TELEPHONE USE AND MESSAGES**

Malley's office staff will deliver emergency messages to students. We don’t call students to the telephone, as it is disruptive to the learning environment. Please assist us by making arrangements for after-school pick-up and daycare prior to your child leaving for school in the morning. Students will not be allowed to use the phone to make after-school social arrangements.

**COMMUNICATION FOR WHOLE SCHOOL INFORMATION**

The following are ways we will communicate whole school information to our community:

- A monthly letter from the Principal is filled with information regarding important upcoming dates and general information.

- Often, important information will be sent home with your child. Please remember to regularly check your student's backpack for any information that might be found there.

· Participate in any of the opportunities for parents, including our Parent/Staff Organization (PSO) or School Improvement Leadership Team meetings.

**PARENT CONCERNS**

When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Most problems, no matter how difficult, can be resolved in a climate of mutual respect and open communication. Sometimes it may be necessary to spend time and energy to seek a solution. If the problem concerns a specific teacher or a child’s performance in a specific class, talk with your child’s teacher first. This provides an opportunity to gather complete and accurate information about the situation and to focus on the solution and what is best for the student. If the problem is not resolved to your satisfaction, the next step is to contact the principal to make an appointment. The staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Parents and students are protected against wrongful conditions and disparate treatment. Therefore, all staff, students, and parents are expected to act in a manner that is respectful and focused on solutions.

There are several other options for parents to address concerns. These include a “Parent Response Form” contained in each monthly parent newsletter, a phone call, e-mail, or note/letter sent to the classroom teacher or administrator. No retaliation will occur against students or family members, or school personnel, who voice concerns or file grievances.

**RECEIVE TEXT NOTIFICATIONS FROM MALLEY DRIVE AND ADAMS 12**

1. Be the first to know. Receive priority alerts on your cell phone.
2. Text “YES” to 68453.
3. With this free service**, you will receive text messages notifying you of safety alerts, or other important information impacting the Adams 12 Five Star Schools system.
4. You can opt-out from alerts at any time. Reply with HELP if you need assistance.
MONITORING YOUR STUDENT’S PROGRESS

Communication between parents and teachers is a key to success at school. Malley Drive Elementary is on a semester attendance/grading period for Kindergarten through 5th grades. All students receive progress reports at the end of each semester in January and May.

CLASSROOM GRADING PRACTICES

Each classroom teacher maintains his/her grade report; please speak with your child’s teacher regarding classroom grading practices. A variety of assessments and grading standards are applied to all students. Assessments are based solely on demonstrated student progress and achievement of reasonable and clear standards. (Grades are not based on behavior.) Students are encouraged to persist in assignments.

Other Requirements of BOE 2.1 Policy: Treatment of Students, Parents, and Community Members:

- Notification to parents when a child is not meeting class/course objectives and expectations.
- Notification to student and parents if a student is not working up to potential with sufficient time to correct.
- Notification to parents if a student has unacceptable performance in trait areas of healthy, productive, creative, ethical, or good citizenship.

ONLINE CHECK-IN

Online check-in allows families to verify and update primary household and demographic information for returning students, at their convenience, from anywhere with an internet connection. Families can also update or add emergency contacts and update health information for all students in the primary household. In addition, families will sign off on mandatory forms, district policies and procedures.

Online check-in replaces the standard check-in process at schools. In order to receive class schedules before school starts, all students enrolled in eligible schools must complete the online process.
ASSESSMENT INFORMATION

At Malley Drive Elementary, student progress is documented using multiple assessment tools. Some measures are formal assessments and some measures are informal assessments.

Informal measures include teacher observations, checklists and anecdotal records. These measures are used in every grade level.

Each grade level uses formal assessments as well. These may include:

**KINDERGARTEN**
- PALS Phonological Awareness Literacy Screening (Spring)
- District Writing Sample
- DRA (Developmental Reading Assessment)

**GRADERS 1 AND 2**
- PALS Phonological Awareness Literacy Screening (Spring)
- MAP (Measure of Academic Performance) in Math & Reading
- District Writing Sample
- DRA (Developmental Reading Assessment)

**GRADERS 3, 4 AND 5**
- PALS Phonological Awareness Literacy Screening—3rd grade (Spring)
- MAP (Measure of Academic Performance) in Math & Reading
- District Writing Sample
- DRA (Developmental Reading Assessment)
- CMAS (Colorado Measures of Academic Success)

ATTENDANCE

Malley Drive asks the students and families to stay home when sick. Please use the district’s [When is sick too sick for school?](#) guidance.

Absences due to a confirmed positive case, an exposure, isolation or under quarantine will be excused. These absences will not impact a student’s status within the spectrum of attendance proceedings.

Remote learning will be available to all students who are sent home as symptomatic, have a confirmed COVID-19 case, are in isolation, or under quarantine.

The district’s student attendance policy will remain in place for the 2020-2021 school year as attendance laws have not changed.
Parents will continue to call their school’s attendance line to excuse absences as appropriate.

- **Please report absences in by 8:30 am**
  - Absences must be reported on Malley Drive’s 24-hour attendance line (720) 972-5498. Leave the following information: Name of person calling; student’s name; date(s) of absence; reason for absence; teacher’s name. This line is available 24/7.

  - **Absences can also be reported through email at:** malleyattendance@adams12.org

  - Students are considered tardy if they arrive after the 8:05 tardy bell. Tardies will only be excused by a doctor, dentist or other legitimate appointments that are provided to the school in writing.

  - Students who arrive after 8:50 a.m. will receive a partial unexcused absence for the day unless students provide a doctor’s or dentist’s note or other legal documentation.

  - Students who leave between 2:15-3:00 p.m. will be counted as an early dismissal (tardy). Students who leave prior to 2:15 p.m. will be counted as an unexcused or excused partial absence. We can change the dismissal to an excused partial absence if the student provides appropriate documentation to the school the following day.

  - If attendance and/or tardy concerns affect the academic progress of your student, the classroom teacher or administrator will notify you via phone, email, or written correspondence.

  - If school is open, absences will not be excused due to inclement weather

**These guidelines will be followed regarding daily attendance at Malley Drive Elementary:**

- After a student has 5 excused or unexcused absences or tardies, the classroom teacher will contact the parent via phone, email or written correspondence in Friday folder, planner, etc. and documentation will be provided to the attendance administrator.

- If a student has 2 additional absences and/or tardies, an Attendance Concern letter will be mailed home to the parents.

- If a student acquires 2 or more additional absences and/or tardies, a second Attendance Concern letter will be mailed home and all further absences and tardies will be unexcused without proper documentation.

- If a student acquires 2 or more additional absences (unless the absences have been excused with proper documentation) and/or tardies a meeting will be scheduled and an attendance contract will be implemented. If a parent does not attend the
Building Attendance Policy

School attendance is one of the most important factors in a student’s ability to succeed academically and graduate from high school. The Colorado School Attendance Law of 1963 (CRS 22-33-101, et. Seq.) requires every child between the ages of six (6) and seventeen (17) to attend public school or an otherwise approved educational program. A student that has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year is considered habitually truant. The School District has a statutory obligation to refer cases of habitual truancy to the Juvenile Court of the 17th Judicial District. In addition, the legislation encourages each board of education to establish attendance procedures for identifying students who are chronically absent (missing more than 10% of the instructional time) regardless of whether the absence is excused or unexcused.

In the 2020-2021 school year Parents/Guardians will be allowed to excuse up to five (5) absences per semester. Any additional absences beyond that point will be marked as unexcused unless a Doctor’s note or Court Documentation is provided to the school.

Each student will receive an attendance concern letter if their attendance is less than the expected 90% rate regardless of the reasoning for the absences (excused or unexcused). Letters will be sent home every 25 days of school and will be based upon the criteria set in the chart below.

Habitual absences will result in the following process:
1. Notification sent home.
2. Scheduled meeting with administration.
3. Referral to District Truancy.
4. Referral to the Juvenile Court of the 17th Judicial District.

TARDY POLICY

Students are tardy if they have not either checked in with their teachers or are not in their classrooms between 8:05-8:20 a.m., which is when instruction begins. Students arriving after that will be marked tardy by the classroom teacher. If a student arrives after 8:20 a.m., they are required to check in at the office.

VACATIONS DURING THE SCHOOL YEAR

Please do not take family vacations during the school year. We realize that sometimes family emergencies arise and it is necessary for absences due to these circumstances. Please understand that extended, unnecessary absences create interrupted learning for
your student causing a hardship on your child. In the event that extended absences are necessary, please write a note to the attention of the administrator explaining the circumstances. The office must be made aware of these situations two (2) weeks prior to the vacation in order for the teacher to gather work that your child will miss while they are gone. Absences will be unexcused for vacations. Thank you for your continued effort in assisting us with providing your student with the highest level of educational opportunities possible.

HEALTH OFFICE INFORMATION

MEDICATION

If a student must take prescription medication during the school day, written instructions and authorization must be provided by the student’s physician. Medication request forms are available in the Health Clinic. We cannot give any over the counter medicines, such as aspirin, Tylenol, eye drops, ointments, etc. unless prescribed by a physician. Students are not allowed to keep medication with them (in their backpacks, lunch box, etc.) All medications must be in the original container, properly labeled with the name of the pharmacy, student’s name, doctor's name, and dosage clearly marked. ALL MEDICATION MUST BE KEPT IN THE CLINIC. Cough drops are not considered medication under Superintendent Policy 5141, and therefore, parent and physician authorization is not required for a student to have them at school.

PHYSICAL EDUCATION INFORMATION

P.E. ATTIRE

For the safety of all students we ask your child to wear appropriate footwear and clothing while in physical education (P.E.).

Flip flops, high-heeled shoes, and loose fitting slip on shoes can be hazardous to children when doing various activities that are performed in P.E. class.

Students need to wear shoes that will stay on their feet when they run or kick a ball. This will keep them and other students safe when participating in P.E. activities.

Girls wearing dresses are asked to wear shorts under their dress. Jewelry such as hoop earrings, can cause injury to your student and others.
STUDENT DRESS CODE

Our goal is to provide an environment where the focus is on learning. Therefore, Malley Drive Elementary students are asked to wear clothing that is consistent with the District Safe Schools Policy, appropriate for the school environment, does not pose a safety hazard on recess and in P.E. class, and does not distract from the learning environment. Camouflage and professional athletic team jerseys have been removed as restricted items.

There is an update to the Superintendent Policy 5060 regarding student dress code that went into effect in August 2020.

- **Section 2.2** now states “Tank top straps must be at least one inch (1”) wide at the narrowest point”.
- **Section 2.3** reads, “all attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.”
- **Section 2.4** reads, “shorts and skirts must be fingertip length when arms are resting at sides”

The following items or clothing are specifically prohibited...

- **Section 3.1** prohibits, “spaghetti straps and halter tops.”
- **Section 3.4** prohibits “exposed undergarments,” and
- **Section 3.6** prohibits “shirts with revealing necklines or armholes.”

Additional clothing that is not appropriate for the school environment include:

- Flip-flops
- Platform shoes
- Shoes with wheels
- Muscle shirts

If student clothing is not appropriate, parents will be called if alternatives are not available. Please see the District website for the student dress code policy (www.adams12.org).

SCHOOL AND PERSONAL PROPERTY

Students are encouraged to take pride in themselves and the school. Should loss or damage occur to school equipment or the building itself, the responsible individual will be contacted to pay for those damages or losses. Students are asked not to bring toys of any type (balls, trading cards, stuffed animals, Ipods, cell phones, etc.) unless it is for a special classroom activity. These items
should remain in student backpacks until needed for the class activity, and the student accepts the responsibility for keeping them safe. Items having value for one individual usually have an attractive appeal for others and, unfortunately, sometimes disappear. Cell phones must be kept off and put away in the student's backpack during the school day. The school is not responsible for these items. Lost and found items (coats, lunchboxes, etc.) are located in the Lost & Found bin in the cafeteria. Items will be donated to a charitable organization at the end of the year.

STUDENT PHOTOS AND VIDEOTAPING

If parents do not want their child(ren) to be photographed or videotaped for news media or school publicity purposes, please request an “opt-out Media Form” from the office. Return the completed form to the office and it will be marked on your child’s records.

RIDING BICYCLES, SCOOTERS AND SKATEBOARDS TO SCHOOL

Students may ride their skateboards to school, as well as a bicycle or scooter. Please remember that children are asked to walk their bikes, scooters and skateboards on school grounds for the safety of all children in and around school. Bicycles and scooters can be locked at the bike rack, but students who ride skateboards will need to keep their skateboards with them in the classroom, as they can not be locked up in the bike rack appropriately. Students are encouraged to wear helmets and follow all vehicle safety rules. Please know that we are not responsible for lost or stolen skateboards, bicycles or scooters.

INTERNET USE

Parents are asked to sign and initial a District Internet License for their child when their child registers at Malley Drive Elementary. Students use the Internet only under staff supervision. As stated in the License, "Any intentional violation of the District Wide Internet regulations may result in the revoking of Internet access privileges, school disciplinary action, and/or appropriate legal action." (See policies located on the district website, www.adams12.org)

ANIMALS AT SCHOOL

Along with our parents, our school staff wants to help ensure our students have a safe, caring and healthy environment in which to learn. In working to achieve that, we ask members of our community to not bring animals on school grounds. Pets pose health and safety concerns. If you walk your dog to school to pick up your child, please have your child meet you at a place off school property and away from other children. While a pet is familiar with its owner’s family, it may act differently around an unfamiliar group of students at school. If a pet becomes startled and acts aggressively, we’re concerned one of our students may be injured.
Also, we have many children with animal-related allergies; contact with a pet could cause serious health problems for the child. (Please let the school health aide know of any animal-related allergies your child might have.) Therefore, please remember the safety of our children and refrain from bringing your pet on school grounds.

**LUNCHROOM EXPECTATIONS**

Students will eat meals with their classroom cohorts.

Students will participate in recess with their grade level cohorts.

**Indoor recess will be held if:**

- Snow, rain, sleet or hail is falling
- Lightning is occurring
- Temperature with wind chill of 20° or less
- Playground conditions are poor (such as mud, snow, ice or standing water)

**Students should come to school prepared to go outside for recess.** During the colder months, please have your child wear warm coats, mittens or gloves, hats and waterproof footwear. A note from the doctor is required if a child needs to stay inside during recess time.

Recess time will be staggered based on student cohorts or cohorts will utilize separate parts of the playground.

Students will wash or sanitize hands before and after recess.

Students will not be required to wear a face covering when participating in recess out

Grab and Go lunch will be provided for students to easily access in the cafeteria.

**MEAL OPERATIONS**

Hand sanitizer stations will be placed at the start of all serving lines. Hand sanitizing/washing will be required before entering the cafeteria.

Cafeteria tables will be rearranged to provide for physical distancing.
Food sharing will not be permitted. Shared water dispensers will not be provided. Students are encouraged to bring water bottles or can purchase water bottles. Disposable water cups will be made available to any student at no cost.

Signs will be on the floor to provide for safe distancing in the serving area.

Disposable paper products will be used. Individually-wrapped cutlery sets and condiments will be provided. Serving lines will be sanitized between student cohort use.

MEAL SERVICE FOR REMOTE STUDENTS • Meals will be available to students and families learning remotely at locations across the district.

BUILDING EXPECTATIONS AND DISCIPLINE POLICY

The Malley Drive staff is committed to helping all students develop appropriate social behaviors and good citizenship skills. Clear, timely, and consistently applied methods help provide a safe learning environment in which all children can learn. The Malley Drive staff is committed to the Positive Behavior Intervention Support or PBIS Program for developing and implementing a positive behavioral system.

This program has eight practices of school-wide Positive Behavior Intervention Support which are:

- Establish Administrative Leadership
- Develop Team-Based Implementation
- Define Behavioral Expectations which are concrete positive behaviors that every student can remember
- Teach Behavioral Expectations
- Acknowledge and reward appropriate behavior
- Monitor and correct behavioral errors
- Use information for decision making
- Build parent collaboration
Primary Discipline Responsibilities

Primary responsibility for discipline will rest with the instructional staff:

¨ Classroom teachers will handle incidents within the classroom and transition times

¨ Outside the classroom, any teacher will discipline a child who is inappropriate and may not be under the direct supervision of his/her regular teacher

¨ Major or on-going infractions will be referred to the school administrator

Positive Reinforcement Programs

Mustang Bucks—Students will receive “Mustang Bucks” for academic achievement, positive behaviors, good citizenship or any other behavior that positively represents the Malley Drive expectations. The Mustang Bucks will be turned in for rewards at our Mustang Corral on a regular basis.

Stang Stamps—Classes earning Stang Stamps have opportunities to earn positive rewards such as extra recess. As classes, they decide on their reward once they receive stamps in increments of 10.

Positive Office Referrals—Students are nominated by staff members for Positive Office Referrals when they go above and beyond Malley’s expectations. They will receive a scented pencil and eraser.

Consequences For Inappropriate Behavior

Malley Drive teachers use refocus time and other teacher directed behavior management strategies for inappropriate behavior. More serious infractions such as:

¨ Hurtful physical or verbal behavior

¨ Defiance of authority

¨ Inappropriate language or gesture

¨ Destruction of school or personal property

¨ Disrespectful behavior toward peers or staff

¨ Continuous disruptive behavior
AT MALLEY DRIVE ELEMENTARY WE:
Make safe choices
Demonstrate Respect
Exemplify Excellence

MALLEY DRIVE EXTRA CURRICULAR ACTIVITIES AND PROGRAMS

Students at Malley Drive Elementary have the opportunity to participate in extracurricular activities at various times throughout the school year. These activities may be held before or after school and require parent permission to participate. It is the parents/guardians responsibility to provide transportation to or from the activity. Students should be punctual and/or picked up promptly when the activity ends. During the 2020-2021 school year, co-curricular activities will be held virtually.

Co-Curricular Opportunities (varies each year)

<table>
<thead>
<tr>
<th>Art Clubs</th>
<th>Lions Club Relay</th>
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<tbody>
<tr>
<td>Basketball</td>
<td>Hockey</td>
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<tr>
<td>Battle of the Books</td>
<td>Honors Choir</td>
</tr>
<tr>
<td>District Art Show</td>
<td>Juggling Club</td>
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<tr>
<td>Dodgeball</td>
<td>Kickstart Club</td>
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<tr>
<td>Drama Club</td>
<td>Kindness Club</td>
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Gifted and Talented Program
Malley Drive offers extension activities to those students identified as Gifted and Talented (GT). These activities are offered in a small group setting at various times throughout the school year. Students are referred to the GT Program by their teacher and/or parent based on observable GT characteristics or behaviors. Students exhibiting such characteristics are tested in the fall or spring.

English as a Second Language Program
The Adams 12 Five Star Schools English-As-A-Second Language (ESL) program exists for the purpose of serving the basic needs of English Language Learners (ELL). This includes the four language strands of listening, speaking, reading and writing. For all levels, K-12, a screening test is available in each school to identify potential ESL students who meet the criteria for eligibility in our ESL Program.

Students participating in the ESL program receive ESL instruction every day for 45 minutes in order to develop proficiency in English.
**Significant Support Needs Program**
The Significant Support Needs Program (SSN) provides intensive special education and related services while supporting the spirit of Least Restrictive Environment. The criteria used to receive SSN placement is not disability based, but rather based on the individual instructional/support, programming needs, and required level of support needed for activities of daily living as the student interacts with the curriculum.

**Before and After School Enrichment Program (B.A.S.E.)**
Adams 12 Five Star Schools Before and After School Enrichment (BASE) Programs serve elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and BASE Programs frequently have a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development.

For more information about our school's BASE Program contact the BASE Site Director at #720-972-5497 or https://malley.adams12.org/base.
For more information about our district BASE Programs https://www.adams12.org/programs/base.

**Malley Community Posse**
For the 2020-2021 school year, we will be holding these meetings virtually starting in January 2021. We invite all parents/guardians to be involved in our PSO. Meetings are held on the 3rd Thursday of each month in the Library.

Times to be announced through School Messenger and on the School Marquee.

Some of our MCP fundraisers/activities include:
- Fall Fundraiser
- Box Tops for Education
- Rockies Tickets
- Skate Parties
- Spirit Dining Nights
- Holiday Shop

MCP Fundraisers Support:
- Field Trips
- Special Classroom Needs
- Library Subscriptions
- Student Rewards
- Family Fun Events
- Field Day
HOW CAN PARENTS SUPPORT STUDENT SUCCESS?

**Support Learning for Every Child Every Day**

► The most important contribution parents can make is to send children to school every day ready to learn.
► Make sure your child is healthy, well-rested, and has a good breakfast.
► Make sure your child is here and on time, as good attendance is one of the most important indicators of student success.
► Spend time with your child discussing what is being learned at school. Create a quiet space at home for your child to do his/her homework.
► Attend school functions and parent teacher conferences.
► Make time regularly for family activities.
► If possible, volunteer in the classroom or at whole-school events.

**Support MCP (Malley Community Posse)**

Malley Community Posse (MCP) is the equivalent of what is traditionally known as PTO or PTA. It is a group of parents that encourages all parents to participate when they can. The MCP mission statement is: *To positively support students, teachers and staff for a successful learning experience at Malley Drive Elementary.*

► MCP sponsors many activities, including social functions and fundraisers.
► MCP is an accessible resource for administration and staff to get ideas and feedback on school issues and to find parent representatives for various committees.
► MCP meets once a month in the school library. This format allows for communication with staff, administration, and other parents.

**To get involved with MCP:**

► Attend meetings.
► When events come up, sign up to volunteer to help. Everyone’s help is needed and welcomed in any capacity.
► Check the marquee on the front of the school, the school website or the school newsletter for upcoming events.

**Support School Improvement**

► Malley’s School Improvement Team (SIT) consists of staff and parents who focus on improving instruction and the development of the complete child through goals, data gathering, and frequent monitoring of student progress.
► Parents and community members are welcome at the four meetings held throughout the school year in the late afternoon and evenings. Please see the Malley Mustang newsletter for a meeting schedule.

► On a District level, each school has a District School Improvement Team representative. This team meets the second Thursday of each month at 7:00 p.m. at the ESC.

► The School Improvement Team will meet four times a year. Please check the monthly parent newsletter for dates and times.

Please contact the school administration at (720) 972-5480 if you are interested in supporting students through the School Improvement Team.