



My Path. My Future.

Odyssey Elementary Family Handbook 2023-2024 School Year

Odyssey Elementary School
6275 Bridlespur Ave., Colorado Springs, CO 80922
719-494-8622
www.d49.org/OES

Table of Contents

Principal Message.....	3
OES Mission, Vision, Motto Statement	4
School Information.....	5
Food Allergies, Health and Safety.....	8
Learning Culture.....	10
Students.....	12
Parents/Guardians.....	20
Staff Directory.....	23

Principal Message

Dear Odyssey Elementary Families,

Welcome to Odyssey Elementary School! We can't wait for the 2023-2024 school year to unfold, and we look forward to partnering alongside you as we unlock the profound potential of our students. It is genuinely a privilege to serve our families in District 49!

This Family Handbook serves as a guide for our learning journey. Not only does it contain valuable information regarding our school policies, but it also contains important District 49 policies, too. If you have any questions regarding information contained in our Family Handbook, please reach out to the school office for assistance.

Growing our students into young leaders that can pursue future pathways is our mission, and we recognize that parents have an integral role. A partnership between home and school maximizes the opportunities for students' success. By working together, our collaborative effort can provide a firm foundation during these elementary years. We strive to have open and honest communication with parents, so please feel free to contact your child's teacher or other staff when needed.

As Odyssey Elementary Comets, we are looking forward to seeing our students and staff shine bright this year. We are thrilled to have you onboard as we launch into a school year that is sure to be full of excitement, learning, and growth.

Sincerely,

Mr. Kris Levi

Mr. Kris Levi, Principal

Mrs. Amy Willis

Mrs. Amy Willis, Assistant Principal

Odyssey Elementary School

Odyssey Elementary School is dedicated to creating experiences that develop character and purpose through daily personalized learning opportunities that are second to none. To further this approach, students will have choice in how they engage, with options in methods, tools, and ways of demonstrating learning based on preference and need. Personalization will be enhanced through regular collaborative, experiential activities that utilize integrated technologies.

Mission:

Working together, we create a fun, safe environment that:

- Builds positive relationships
- Nurtures character development
- Engages all through choice
- Provides purposeful opportunities
- Fosters collaboration

Vision:

Inspiring students through caring relationships and meaningful learning.

Motto:

My Path. My Future.

School Information

School Hours:

Pre-School A.M. 8:30 a.m. - 11:30 a.m.
Pre-School P.M. 12:20 p.m. - 3:20 p.m.
Kindergarten - 5th grade 8:20 a.m. - 3:30 p.m.
Office 8:00 a.m. – 4:00 p.m.
Breakfast served 7:55 a.m.-8:10 a.m.
Soft Start/doors open 8:10 a.m.
First Bell will be 8:15 a.m.
Official Start at 8:20 a.m.
Tardy 8:25 a.m.

OES serves breakfast in the cafeteria starting at 7:55 a.m. for all students who wish to have breakfast at school. Students must be in the cafeteria before 8:10 a.m. in order to be served breakfast. Students that are not eating breakfast are welcome on school property beginning at 8:10 a.m. when we have staff outside to supervise. Doors open at 8:10 a.m. The first bell will ring at 8:15 a.m. and students are given 5 minutes to travel to the classroom before the second bell rings and school begins promptly at 8:20 a.m. Students who arrive after 8:25 a.m. will be required to be signed in at the front office and receive a tardy pass. Exceptions will be made on days when weather or other events cause a delay during morning carpool.

Drop off/Pick up: OES is a 100% ID check for all visitors in our building. We are asking all families to please update contact information in PowerSchool and add all family or friends that will or could potentially be picking up your students. We will not release students to anyone that is not on the approved pick up list. When coming to check out your student, please bring ID in. Reach out to the front office if you have any questions.

- **Please do not bring your student to school before 8:10 a.m. as there is no supervision. Students are not permitted on school property before 8:10 a.m. unless they are in a supervised program with a staff member.**
- This is a “Kiss and Go” drop and go only for students. To ensure safety for all, parents may not walk students into the building. If parents need to speak to someone in the school, we are asking that you make appointments to enter the building. Again, this is for the safety of everyone.
- OES staff will be at the designated grade level entry doors to greet students.
- Teachers will be at the classroom door to welcome students.
- Kindergarten enters through the preschool playground doors. Staff will be there to guide students in the right direction.
- 1st/ 2nd /3rd/ 4th /5th Grades enter through the main entrance door.
- DayCare/SSN buses--will come in through the back playground door.

- Late arrivals will enter through the front office (make lunch choice then) and be escorted to their respective classrooms.

If you drop your child off in the morning, please do not block the drop off zone in front of the building or leave your vehicle unattended in the drop off lane. The drop off lanes in front of the building are for dropping off or picking up students only. Please park in the parking lot or on the street if you need to walk your student in for any reason.

For safety reasons, please do not drop off or pick up your child in the outer lane. If your student needs extra help or assistance getting in and/or out of the vehicle, please park in the parking lot and assist your student into the building. **In order to accommodate all of our families in a timely manner, please fill in all available spots along the curb. Do not stop at the front door if there are available spots in front of you.** Our staff will ask you to please move forward. Please follow all staff directions as we are out there to keep all families and students safe.

We utilize the traffic lanes closest to our front entrance (Kiss and Go 1) as well as the two lanes that go through our staff parking lot (Kiss and Go 2). Again, regardless of which path you take, please make sure your child is released from the inside lane for the safety of all.

Student Fees:

Student fees are set by grade level teams/teachers and approved annually by the Board of Education. Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. Students shall be required to pay for materials that go into the classrooms, crafts or art projects that are above the basic requirements for the course and are to be retained by the student. These fees are published on the school supply list each year and can be paid via cash, check, or the online payment portal (StudentQuickPay.com). You can read the [Board Policy regarding student fees linked here](#).

Free & Reduced Plans: Families who were approved for benefits in the 2022-2023 school year in District 49 have a 30 school day grace period to apply for the 2023-2024 school year. **Every family must reapply annually.** You can complete your application either online or a paper form. You can locate the online form at: [\(Free and Reduced Application\)](#)

If you use the online application you will be able to receive your results immediately and print your approval letter and bring it to the front office.

Paper applications will be available at all District locations and can be turned in at all District locations when completed. You will be notified by mail of your child's status once the paper application has been received and processed at the Nutrition Department's central office. The Nutrition Department has 10 business days from the date the application is received at the central office to process it. Until notification you must provide your child with lunch or lunch money.

Only complete one application per family. The information you give will be used to determine or prove your child's eligibility for free or reduced-priced meals. This information may also be used for other state or federally funded school benefits.

Lunch menus are available on website at this address: [Lunch Menu](#)

Lunch: Due to safety and health guidelines, parents will not be allowed to have lunch with their students in the school. Parents are welcome to come and check their students out for lunch. Please call and schedule this with the front office.

Grade	LUNCH 2023-2024
K	10:50-11:10 am
1	11:10-11:30 am
2	11:30-11:50 am
3	11:50-12:10 pm
4	12:30-12:50 pm
5	1:00-1:20 pm

***Please note that if your family is approved for free or reduced meals they are entitled to one breakfast and one lunch per school day at their approved level. Any other food purchases will be charged at the Ala Carte rates.**

Meal Prices for the 2023-2024 school year:

Elementary Student breakfast- No Cost Elementary Student lunch- No Cost

Secondary Student breakfast- No Cost Secondary Student lunch- No Cost

Adult breakfast without milk- \$3.00 Adult lunch without milk- \$4.75

For Meal Charging Policy: [School Meal Payments](#)

Meal Payment System:

District 49's nutrition department uses an online payment system to help families manage their student's lunch accounts. The service allows families to check their student's balances, purchases and receive low balance reminders free of charge. If desired, the system can be set to automatically place money on a student's account

when the balance reaches a level that is determined by the parent or guardian, or place funds on the account as desired. The system can be accessed at:

[PaySchools Central](#)

BASE49 (Before and After School care). The before and after school program provides quality care on scheduled school days, as well as during early release and assessment and professional development days for working families. We provide daily hands-on science and art experiences, homework help, and movement activities (soccer, jump rope, basketball). Base 49 has a theme-based week composed of choices that engage diverse age groups. See the website for more information [BASE49 Before & After School](#) or contact Danielle Grimaldo Base 49 Program Manager Office: (719) 495-1182.

Enrichment Clubs: Students have the opportunity to engage in various afterschool clubs during the school year sponsored by OES. Watch the OES Weekly Newsletter via email for Club opportunities, including sign-up and meeting day/time information.

Field Trips: Field trips are educationally sound when they are planned within the objectives of the class. Such trips are encouraged as a means of expanding the educational opportunities for our students. All trips must be approved by the administration. Students participating in a field trip shall at all times be under the supervision of a teacher/chaperone and acceptable classroom conduct shall be expected of the students at all times. All school regulations will be observed and enforced.

Parents are encouraged and welcome on field trips as chaperones, but we ask that you leave siblings at home as they can interfere with your responsibility to supervise the students. Teachers will indicate how many chaperones are needed/allowed and communicate that as trips are planned. Additionally, parents must go through the [district volunteer process](#) in order to be a chaperone. Parents may not transport students to or from any field trips, with exceptions being made by school administration only.

Lost and Found: Structures and Procedures:

Parents will not be allowed to enter the building to look for lost and found items during 8:20 a.m.- 3:30 p.m. We will do our best to assist the student in locating any lost items.

Please clearly label all items of clothing, lunch boxes, backpacks, water bottles, and school supplies. A lost and found cart/bin will be in the west (playground) entryway. Small items, such as: glasses, keys, jewelry, etc. are kept at the front office. If you cannot find an item, please contact the front office. Unclaimed items are donated to a charitable organization at the end of each quarter.

Pets: For safety reasons, animals are **not** permitted on school grounds. Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Parents/guardians, we also ask that you do not bring dogs to school events, such as track day or when picking up children.

Secure Entrance: Structures and procedures for OES remain a 100% ID check for all visitors in our building. We are asking all families to please update contact information in PowerSchool and add all family or friends that will or could potentially be picking up your students. We will not release students to anyone that is not on the approved pick up list. Please reach out to the front office if you have any questions.

Late Arrivals / Early Pick-Ups

Late Arrivals:

- If a student arrives after 8:25 am for any reason (at any time of the day), a parent or guardian must walk them to the main entrance to sign them in for the day.
- Ring the main doorbell for assistance from our office staff.
- Please provide a reason for the tardy arrival so we can allocate attendance coding accurately.

Early Pick-Ups:

- If a student must leave class early, please plan ahead and allow at least 10 extra minutes for your child to be called out of class. For security reasons, students will only be called out of class when parents or guardians make their request in-person in the Main Office. Students will not be called out of class for early pick-ups after 3:15 p.m. to ensure students' safety and to minimize interruptions to instructional time and end-of-day wrap up.
- For security reasons, all staff members have been instructed NOT to release students from the classroom without notification from the office. For the safety of our students, we will request picture identification from anyone picking up a student early from school. Please notify anyone that may be picking up your child of this procedure. The child must be signed out at the office. The office will then notify the classroom teacher to send the child to the office. The staff at Odyssey Elementary requests that parents make appointments and schedule trips out of town during non-school hours.

Lunch: Parents, please use the check-out process to pick your student(s) up for lunch off campus. Parents will not be allowed to come into the building to have lunch with their child. Weather permitting, you may sit outside at our picnic area.

Parent Meetings: We are asking families to call or email if you'd like to schedule an appointment with the Front Office or staff. Otherwise, guests will be helped through the intercom at the front door.

Odyssey has a video security system 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, talk with the greeter, then proceed to the front office to sign in. **Odyssey does a 100% ID check on all visitors. No exceptions.**

Weather/Dismissal: Parents may receive an email at home or work regarding school closures and delays. Log on to www.d49.org and click on the school closure button to register.

School Cancellation: If the decision is made to cancel school, parents are notified by one of the following ways:

- tuning into local radio and TV stations, which will be informed of a school closure by 5:00 a.m.
- using a computer or tablet to access the district **App push notifications:** You'll want to make sure you've downloaded the D49 app from the app store. District 49 sends 'push notifications' for closures and delays. Make sure you've downloaded the app and changed your settings to allow for 'notifications'.
[Download the D49 app.](#)
- [School District 49 Homepage](#)

Two-hour Delayed Start: If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the District 49 Superintendent may delay the start of school for two hours. The procedure will be as follows:

- Local stations will be informed by 6:00 a.m. that the starting time for schools will be delayed by two hours.
- The decision relative to whether school will be open, or closed, will be made prior to 6:00 a.m.
- If the decision is to delay school, the two-hour delayed starts will be honored and no additional radio announcements will be made.
- If the decision is to cancel school, local radio stations will be informed by 6:00 a.m.
- There will be no A.M. Preschool on delayed start days.
- The lunch schedule remains normal during regularly scheduled times.
- Odyssey Elementary School doors will open at 10:10 a.m. and school will begin at 10:20 a.m. (No breakfast will be served)

Early Release: If school is in session and a storm develops during the day, a

decision may be made to send students home early. Colorado Springs TV and radio stations will broadcast early dismissals and D49 will post it on their website, and on the [Download the D49 app](#) . Please make prior arrangements for your child's care if you will not be at home. Students will be released at any time to parents who feel that weather conditions warrant that their child should be taken home.

Food Allergies/Health/Safety

Food Allergies: Please refer to the nursing services page on the D49 website for the most up-to-date information.

Severe Peanut/Tree Nut Allergies: Our population of students includes some with severe, life-threatening allergies to any product containing peanuts or tree nuts (i.e walnuts, pistachios, cashews, almonds, coconuts, etc.). In order to assure their safety, please assign deliberate attention when packing student snacks and lunches. A comprehensive and regularly updated Guide of Snacks Free of Peanuts, Tree Nuts and Eggs can be accessed by clicking on <http://snacksafely.com/safe-snack-guide/>. (Please note: Although this guide also lists foods that are free of eggs, our environment only needs to be free of peanuts and tree nuts. Items containing egg are safe). Any food items with obvious peanut/tree nut ingredients will be temporarily confiscated and then returned at the end of the program day. These items may be consumed in the cafeteria but not in the classroom

Chocolate: Many chocolate candies contain peanuts or are made in factories that use peanut products.

Latex Allergies: Latex Balloons - please do not send your child to school with them or bring them yourself.

Health Assistant: Each elementary school has a health assistant in the office during the school day. In addition to their secretarial duties, school secretaries provide first aid and care to sick and injured students when the health assistant is not in the building. Health assistants are not nurses. They have received training in basic first aid, CPR, and medication administration only.

Registered Nurse: Nursing services will become more consultative. They will only be in the buildings to provide health services mandated by the State of Colorado such as immunizations, special education assessments, and special education staffing. They will coordinate the vision and hearing screenings and be available to teachers, parents, and students when there are specific health concerns that require assistance. [Nursing Services / Nursing Overview \(d49.org\)](#)

Medications: If your child must have medication of any type, including over the counter medicine, given during school hours, you have a few choices:

- You may come to the school, check your student out and give the medicine to your child at the appropriate time.
- You may get a medicine form from the school and have your doctor indicate on the form the drug, dose, and time to be given. The doctor's signature is also required.
- We also need a Pharmacy-labeled bottle containing the medication and instructions on how the medication should be given.
- Parent permission is also required for medications to be administered. A space is provided for your signature on the school medication form.
- You may discuss with your doctor an alternative schedule for medication so that it may be given outside of school hours.

Students are not allowed to carry any type of medication, including cough drops, on their person or in their backpack at any time.

SAFETY:

Address, Phone, & Other Emergency Information:

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. **Contact the school office as soon as possible if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year.** A change of student information form is available for your convenience in the office, should you need to update information.

Child Abuse or Neglect

Any school employee who has reasonable cause to suspect child abuse or neglect is required by law to report this immediately. The school principals or social worker must report the suspected abuse to the El Paso County Department of Human Services. The school is barred from contacting the parents before the authorities are called. If parents inquire, the only information the school can release is the name of the officer involved in the case.

Child Custody:

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Emergency Procedure Drills:

Fire drills, tornado drills, and lockdown drills will be conducted throughout the school year. Please remind your student that the purpose of these drills is to ensure the safety

of all students, staff, and visitors, and appropriate behavior is expected at all times.

Injuries:

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as it occurs. All head injuries, of any consequence, and illness at school will be reported to parents. An attempt to contact parents/guardians will be made first. If there is no response, the emergency number will be called, followed by the hospital if necessary. Please ensure expedient and proper care for your child by keeping your work and home telephone numbers current in the school office.

Learning Culture

Our learners will be co-creators of their educational pathways, engaging in goal setting that is both individual and collaborative in nature. Mastery of standards and competencies will be demonstrated in multiple areas that reflect the attributes needed for success in today's world as well as in the future. A wide range of environments will be created that support authentic, hands-on learning enhanced by state-of-the art technologies. An innovative culture united with purposeful learning opportunities and personalized environments will promote the development of thoughtful problem solvers, ultimately enabling each learner to develop his or her internal compass to guide them through life.

Assessment: A wide variety of assessment types are used throughout the year to form a “body of evidence” that indicates instructional growth.

Assessment of student learning takes place for three reasons:

- **Instruction:**
 - Assessments are used in the classroom to show how well a child is understanding classroom lessons and tasks.
 - Both formal and informal assessments are used on a regular basis along with teacher observations.
- **Monitoring Student Learning:**
 - Some tests help teachers learn about specific student needs, so that appropriate instructional decisions can be made.
 - Screening instruments help teachers decide about a child's readiness for advanced learning tasks or about a child's need for academic interventions.
- **Program Evaluation and Student Achievement:**
 - Standardized and curriculum-based tests are used to consider schoolwide and grade level strengths and areas of need in specific curricular areas.
 - The results from norm-referenced tests are used to set school wide and grade level goals each year.
 - Selective information about individual student achievement also is available from norm-referenced tests.



Types of Assessments:

- Colorado Assessment Program:
 - The Colorado Model Content Standards are the foundation for state assessments in English Language Arts, math, science, and social studies and are assessed annually by the Colorado Measures of Academic Success (CMAS) test.. As a result, CMAS provides a series of snapshots of student achievement as students move through grades 3-10. For detailed information about CMAS, visit the CDE website at: www.cde.state.co.us and click on assessment.
- Assessment of Students' Abilities:
 - DIBELS 8th Edition takes a curriculum-based measurement (CBM) approach to assessing reading. It is intended for assessing reading skills from the beginning of kindergarten through the end of eighth grade. Because DIBELS subtests are timed measures, efficiency in reading skills is considered as well as accuracy. The subtests offered in specific grades are aligned to curriculum and instruction typical for each grade.
 - Star 360 is an online reading and math assessment taken monthly by all K-5 students.
 - Cognitive Abilities Test (CogAT) is taken only by our third grade students. This assessment may help identify giftedness in students.
 - Standards Based Report Card: Falcon School District 49 utilizes a quarterly report card that is aligned with Colorado State Standards and Benchmarks.

District Progress Reports:

- Standards-based reporting gives parents a clear idea of what specific skills their child is learning in reading, writing, math, social studies, and science.

Authentic, Hands-on Experiences: Learning is focused on a student-centered classroom. Teachers carefully facilitate opportunities inside and outside the classroom that engage students as active participants in the learning process. This helps them absorb and synthesize information at a deeper level, making connections between what they learn with what is happening in the “real world.”

Collaboration: We focus on 21st century leadership and life skills for students and create a culture of student empowerment based on the idea that every child can be a leader. We use elements of the *Leader and Me* by Stephen Covey that focuses on 8 Habits of Highly Effective Kids: *Be Proactive, Begin with End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to be Understood, Synergize, Sharpen the Saw and Find Your Voice.*

Core Instruction: The elementary school curriculum promotes skill development in core academic areas. The development of language-related skills is emphasized.

Students are provided many opportunities to apply learned skills through activities that require higher-levels of thinking, such as: creating projects, writing reports and preparing presentations. All students receive grade level Colorado Academic Standards based education using resources to support mastery. Core resources include but are not limited: Core Knowledge Language Arts (CKLA) and i-Ready Math.



Enrichment: Music, Physical Education, Art, and Library Education Programs supplement the academic curriculum. Our Learning Commons, which is a flexible library, offers teachers the opportunity to bring students into the library to enhance instructional learning. Our social worker offers whole class character lessons and instruction, as well as, small group and individual counseling as needed. Using the

community as a classroom, students go on various field trips. Special Education classes, Gifted and Talented Instructor/Consultant, English as a Second Language, and interventionists add to the educational programs and are available for eligible students.

Personalized environments: Learning that happens inside and outside the classroom is driven by empowering students through their strengths, preferences that aligns to the Colorado Academic Standards.

Problem-Solvers: Students are provided opportunities that teach them the ability to look at real life problems through different lenses and points of views.

Attendance/Tardy: Communication about your student's attendance is key! Our priority is student success, and good communication helps in keeping students successful. Please call the school as soon as possible if your student will be absent. If your student will be absent for more than two days, we will be glad to gather work for them to complete while at home so that they do not fall too far behind during their absence. Please call the Attendance Secretary at 719- 494-8622 to report an absence or email tammy.alesch@d49.org.

Please see the attached district attendance policy.

- **Daily Attendance:** Attendance is taken daily in half day increments. Students are considered tardy if they come in late but before 10:00 a.m. Students arriving after 10:00 a.m. will be counted as a half day absence. Students that are picked up prior to 2:00 p.m. will be counted as a half day absence. Students picked-up after 2:00 p.m. but before the end of the school day will be counted as an early release.
- **Late Students:** Students arriving after 8:25 a.m. must stop by the front office to receive a late pass. Tardies are documented and will be addressed if your

student is continually late. We strongly encourage students to be on time every day. When students are late, they can miss valuable classroom instruction and cause distractions to their peers' learning.

- **Student Wellness and Attendance:** If your student has a doctor's appointment, we always appreciate a doctor's note for our records. If your student has had a fever, vomiting, diarrhea, or undiagnosed rash in the last 24 hours they must stay home until they are symptom free without medication for 24 hours.

Student Attendance/Tardy Regulations—Board of Education Policy: **[BOE Policy - Section J: Students](#)**

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent or guardian to ensure that every child under his or her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school.

For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit:

- Satisfy all academic requirements, and
- Exhibit good attendance habits as stated in this policy.

Absences may be classified as either excused or unexcused. In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal any penalties imposed as set forth in the regulation.

Classifications of Absences

Excused absences

Excused absences are defined as:

- Absences because of temporary illness or injury.
- A student who is absent for an extended period due to physical, mental, or emotional disability.

- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity.
- Absences by those who are in the custody of court or law enforcement authorities.
- Absences determined by school administration to be excusable, such as doctor's appointments or appointments with outside agencies.

Excessive excused absences will require verification from the appropriate doctor, dentist, agency, etc. Parents or guardians must notify the appropriate attendance office within 48 hours (excluding weekends) when their child will not be in school. When the absences have been deemed excused by school administration, students are expected to make up work and will be allowed 2 school days to make up work for each day of absence. For example, if a student is absent for 2 days, he or she will be allowed 4 days to make up work. Students under a block scheduling system will be allowed two school days to complete make up work for each day of school they missed. All major projects are due on the day specified. Out-of-school suspensions will not count as absences, and work may be made up for partial credit only, unless the building administrator has determined otherwise.

Absences because of doctor's appointments, outside agency appointments, or juvenile court appearances may be considered excused with appropriate documentation of the appointment. The absences may be considered unexcused until the appropriate documentation has been provided to the school's administration. At that time, the school's administration may deem the absences to be excused. If appropriate documentation of the appointment is not provided to the school, the absence may remain as unexcused.

All students will be allowed no more than 10 days of excused absences per school year. Absences for elementary school students will be documented in half day increments. Absences for secondary school students will be documented in class periods. Once students have exceeded the approved number of excused absences, and there are more absences, written documentation from a practitioner or agency may be required in order for the absences to not only be considered excused, but to also address the reasons for the excessive absences. The absences may therefore be considered unexcused until the appropriate documentation is provided to the school's administration.

P rearranged Absences

Family vacations during school time are strongly discouraged, as they are counted towards total student absences which may exceed the specified limit and may become unexcused absences. Vacations should be planned for times when school is

not in session. Parents are encouraged to follow the district approved calendar for scheduled breaks. A written request for a prearranged absence should be made at least a period of time equal to the length of time the student will miss school and presented to the school's administration. For example, a one day absence would require a one day notice. All assignments are due prior to the period of absence unless otherwise specified by a teacher. Excused or prearranged absences in excess of district designated number of allowable absences may become unexcused.

Weather

Parents and guardians are expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather. When the district makes the decision to close school, or have a delayed start to the school day due to severe weather, the student will not be penalized for the duration of the closure.

School-sponsored Activities

Absences incurred when students miss class because of participation in school field trips, musical performances, student conferences, or other school-related activities will be considered excused. Teachers and administrators will be provided with a list of students participating in such activities at least 48 hours in advance. Assignments are to be completed and turned in prior to a school sponsored trip unless otherwise specified by a teacher. Administrators or teachers may refuse a student the right to participate if academic, behavioral and attendance expectations are not being met.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absence exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving an unexcused absence will be notified by the district of the unexcused absence whenever possible. When students accumulate 3 days or more of unexcused absences, a letter will be sent to the parents and guardians notifying them of the school's concern. If after a further period of time, there is no significant improvement in the student's attendance, or the student's attendance continues to accrue in unexcused absences to a total of 5 days, the parents or guardians will receive another notification in writing. If upon further days of unexcused absences totaling 7 days, the district will file a notice of non-compliance with the attorney's office and El Paso County courts. Finally, if the student continues to demonstrate unexcused absences which have accrued to 10 days, the school will file a petition with the attorney's office and El Paso County courts. When a petition gets filed, the student is mandated to appear in truancy court.

In accordance with state law, students with excessive absences may be designated as “habitually truant” and shall be reported to the Colorado Department of Education. When a student demonstrates excessive unexcused absences, the student, parents and school working together are to determine the cause of the absences. The school may use site-based teams to address academic and behavioral concerns, use an attendance contract with the student and parent or guardian; make referrals to outside agencies if deemed appropriate to remediate the causal factors for the unexcused absences. In accordance with the law, the district may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students with unexcused absences are expected to make up work and will receive partial credit towards the earned grade.

Any student who has been absent from class for 10 or more consecutive days of unexcused absences in any one school year, except for reasons of expulsion, out-of-district placement, excused long term illness and death shall be considered a “dropout” and shall be reported to the Colorado Department of Education by the district. However, if the student returns back to school by re-enrolling, is in attendance at the end of the school year, enrolled in another school with appropriate proof of enrollment including an approved home school program, online school program, or appropriate proof of enrollment in another school district, such student is not considered a dropout and shall not be reported as such.

Student and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the board as conditions for granting such exception.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absence, may be placed on an attendance contract and/or referred for truancy proceedings. A student who has excessive tardies may be designated as “Habitually Tardy” and the administration may impose penalties associated with such designation.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the

student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

General procedures for penalties for tardiness or leaving school early as defined as an “early out” are as follows:

- On the fourth tardy and early out, the teacher will contact the parent or guardian.
- On the fifth tardy and early out, or an accumulation of five tardies for any and all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the parent will be notified. At that time, the student will be notified of the consequence for further incidences of tardiness.

Upon accumulation of 10 tardies and early outs, the student will have an administrative conference and may receive further disciplinary consequences. At that time parents/guardians will be called and an administrative conference will be held to establish an attendance contract. The contract will include the consequences for further occurrences of tardiness, including a possible designation of being “habitually tardy”. After this conference, the behavior will be considered “insubordination,” and consequences will be assigned accordingly including a referral for truancy. This exhibit supports Board policies JH, JH-R and JHB. The following criteria is set forth to maintain established protocol regarding the number of unexcused absences a student has and is aligned with the procedures that are enacted accordingly. Parents are encouraged to review their child’s attendance on a regular basis.

Absences are measured and recorded at the secondary level in period absence increments while absences at the elementary school level are measured and recorded in half-day increments. The set number of absences varies according to the level of the school (i.e. elementary, middle and high school). However, the procedures set forth are aligned with the same number of “days” regardless of the school level. For example, due to the block schedule at a high school, a student may miss 16 periods (i.e. 4 days) with unexcused absences before their parents receive a letter, yet an elementary student may miss eight half-days (i.e. 4 days) of unexcused absences before their parents receive a letter.

Truancy

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. “habitually truant” shall be defined as a student of

compulsory attendance age who has four unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

Penalties

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. The administration shall develop regulations to implement appropriate penalties for truancy.

See District website for more in-depth information about attendance.

Behavioral Expectations:

The staff of Odyssey Elementary is dedicated to positive and consistent discipline management. Behavior problems are handled with dignity and tact and in a manner which does not create problems for others in the school. Most behavioral problems which develop are minor in nature and can be dealt with best by the classroom teacher.

Consequences are imposed in order to teach students self-discipline, problem-solving skills and restore relationships. There is a strong connection between appropriate school behavior and the quality of the partnership between staff members, students, and parents/guardians. Thus, staff members will involve parents/guardians immediately if a student's behavioral problems (either in or out of the classroom) begin escalating or are continuously troublesome.

Students will be referred to the MTSS (Multi-Tiered Systems of Supports) Committee if a pattern of misbehavior or classroom disruption is demonstrated despite the best ongoing, cooperative efforts of the teacher and parents/guardians.

Students will also be referred to the administrative team for further action should a sudden serious infraction occur. We ask that every parent/guardian review in detail the Falcon Student Conduct and Discipline Code found on the D49 website, or available in hard copy from the front office.

PBIS Behavior Expectations:

At Odyssey Elementary School, our goal is to provide clear expectations for our students and to reinforce positive behavior. Our students understand that our expectations help maintain a safe and orderly environment in which they can learn and develop character. With our focus on character education, positive behaviors, and student achievement, we will build leaders and productive citizens.

Students will set behavioral goals and work to earn points through a schoolwide Class Dojo App. Class Dojo points are centered around the 7 Habits and students will work to

pick from a prize choice board.

The Leader in Me

Leader in Me is a CASEL-endorsed Social-Emotional Learning process where students learn personal and interpersonal effectiveness by applying The 7 Habits of Highly Effective People® to their academic and personal goals:

- Habit 1 - Be Proactive - *Having a Positive Attitude*
- Habit 2 - Begin With the End in Mind - *Planning Ahead/Work Completion*
- Habit 3 - Putting First Things First - *Attendance*
- Habit 4 - Think Win-Win - *Being Kind and Cooperative*
- Habit 5 - Seek First to Understand, Then to Be Understood - *Actively Listening*
- Habit 6 - Synergize - *Working Together*
- Habit 7 - Sharpen the Saw - *Learning New Thing*

This aligned development provides students with the skills needed to be lifelong learners and leaders. Daily lessons and Leader in Me components are integrated throughout the day by their classroom teacher.

Homework:

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student's Responsibilities:

- All homework assignments by listening during instruction, asking questions when something is unclear, and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up for any missed homework that the teacher requires.

Teacher's Responsibilities:

- To provide purposeful homework.
- To provide clear directions and instructions.
- To implement a system for routinely checking homework.
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects. In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

Moving(Enrolling): We welcome parents who enroll new students, and invite them to visit the school's main office. If you must withdraw your child from Odyssey, please send a note or call as soon as you know you are leaving. Records may be brought up-to-date and sent upon request from the new school. On the day your child will withdraw, a parent/guardian should come to the office for final processing. Should you move out of the Odyssey attendance neighborhood, we hope that you will remember your experiences at Odyssey as being positive and rewarding for both you and your child!

Class Celebrations:

Structures and Procedures at OES limit the number of people in the building. Room parties are scheduled at various times during the year. Please contact your child's classroom teacher if you are able to help in any way.

If you would like to celebrate your child's birthday, please contact your child's teacher to determine which treats would be the most appropriate. **Classroom parties or treats need to be approved by the teacher. Please submit your request to the teacher at least 2 weeks in advance.** Be sure to check with your child's teacher to make arrangements.

D-49 is currently observing the advanced guidelines of the [D49 Wellness Policy](#) and we ask your help in ensuring the following guidelines are followed:

- Snacks and birthday treats must be under 100 calories, less than 4 grams of fat, and less than 9 grams of sugar per serving. **CUPCAKES ARE NOT ALLOWED** for birthday celebrations.
- All treats shared with other students during birthday celebrations and class parties MUST be store bought, prepackaged and have nutritional value information on it. Homemade treats will not be permitted.
- There are 4 occasions during the year (one per quarter) that the calorie, fat and sugar content policy is waived for classroom parties. The 4 occasions are: Fall Party, Winter Party, Valentine's Party and End of School Party. Party treats must still be store bought, prepackaged and have nutritional value on them.
- Great Non-Food Celebration Ideas: pencils, glow sticks, stickers, books, Post-Its in fun shapes, Playdough, stress balls, seeds for planting, lead a dance break.

Multi-Tiered System of Supports (MTSS) Our MTSS Team is a team of educators and parents who develop strategies and interventions to meet the academic, behavioral, and/or emotional needs of every student in the regular education classroom. The framework of MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful.

Any staff member or parent who has concerns about a student's performance is encouraged to refer the student to MTSS. Ongoing meetings are held regularly where concerns are discussed, progress is monitored, and strategies and interventions are designed. The MTSS may consist of the following: Regular Education Teacher, Special Education Teacher, Social Worker, School Psychologist, Speech Therapist, School Nurse, Counselor, Dean, Principal and/or Assistant Principal, Parent/Guardian, and Other grade level teachers.

Technology: Students have access to technology tools at all grade levels. Kindergarten uses iPads while 1st-5th grade use Chromebooks. Technology is a wonderful resource for our students to learn. We ask that you support us in teaching and helping our students understand the importance of using technology appropriately.

Toys and Personal Items:

Students should not bring toys or other personal items to school. Items will be confiscated if they cause problems or distractions and disrupt the overall educational process. These items will be held by the teacher, or sent to the main office, until picked up by a parent. If it is necessary to bring a cell phone to school, the phone should be turned off and in the student's backpack, and only used before and after school. Please see our student cell phone policy for specifics. OES will not be responsible for personal items that are lost, stolen, or broken.

School Attire:

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

If the student cannot promptly obtain appropriate clothing on the first offense, an administrator shall request the student change into loaned clothing, if available, and notify the student's parent/guardian. On the second offense a more serious consequence will be administered, and a conference with the parent/guardian shall be held. On the third offense, parents will be contacted, and the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. Classes missed as a result of clothing related offenses are considered excused; however, the student may be required to make up class time missed.

Unacceptable items:

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other similar clothing **shorter than mid-thigh length.**
2. Sunglasses, hats, hoodies or scarves (do-rags) on the head worn inside the building.
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, chest, and breasts, or permits undergarments to be exposed.
4. Tank tops or other similar clothing **with straps narrower than 2 inches in width.**
5. "Sagging" pants and/or wallet chains.
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons.
 - Sexual inferences in words or symbols.
 - By virtue of color, arrangement, trademark, or other attribute, denote membership in gangs that advocate drug use, violence, or disruptive behavior.
 - Are obscene, profane, vulgar, lewd, or legally libelous.
 - Threaten the safety or welfare of any person.
 - Promote any activity prohibited by the student code of conduct.
 - Create a safety hazard for the student or others.
 - Otherwise disrupt the teaching-learning process.

Exceptions:

The district respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical grounds.

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities

(such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee may develop and adopt school-specific dress codes that are consistent with this policy.

Parents/Guardians

Communication:

Between School & Parents:

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to call or email the school to contact staff members with concerns or questions. Please make an appointment to visit with a classroom teacher or staff member if you would like to speak to them.

Daily Communication Folders/Planners:

Students will bring home reminders, school communication, and class work in folders or planners on a daily basis. Parents are asked to review nightly and follow grade level guidelines.

Newsletters:

The Odyssey Weekly Newsletter will be posted online at the school's website at: www.d49.org/schools/OES. If you do not have computer access, you can request a paper copy from the school by calling 719-494-8622. School activities are announced in advance in the newsletter. Other special notices will be sent home, as needed, by the office.

Parent/Teacher Conferences:

Two conferences will be held during the school year. The first set of conferences will be in October; and the second set of conferences will be in February. These conferences provide an opportunity to discuss your child's progress with the classroom teacher. All parents are requested to attend. Feel free to call the school and make an appointment with the teacher, social worker, dean, assistant principal, or the school principal anytime the need arises. Only when a child feels that there is understanding, appreciation, and active cooperation between home and school can each student do their best work.

Reaching Staff by Telephone & Email:

In order to speak with a staff member at OES, we ask that you call 719-494-8622 and, when prompted, enter the four digit extension of the person you are trying to reach. You may also contact staff members via email, as this may lead to a faster response. All staff members regularly check their messages, and return phone calls in a timely manner. We will return your phone call or email within 48 business hours.

To allow our teachers to spend time with families they will not respond to emails after 7:00 p.m. or before 7:00 a.m.

Report Cards:

Report cards are accessible on PowerSchool. Please be sure that you set up your parent portal to receive your child/children report cards. Please review report cards with your child and make goals for achievement for the upcoming grading period. Any time you have questions about your child's progress, we will be happy to schedule a conference. Please use the following link to set up your parent portal: [Parent & Student Portal / PowerSchool Parent & Student Portal \(d49.org\)](https://d49.org/Parent%20StudentPortal)

Telephone Use by Students:

Students may use a school telephone to contact parents/guardians, with teacher permission, or in case of an emergency. Please help by ensuring that your child has homework, books, supplies, lunch, and special activity money, and has made after school plans before coming to school. In the event of early dismissal because of weather or other emergencies, the plans parents/guardians have designated for their child, and which have been placed on file in the school, will be followed. Arrangements for emergency situations should be reviewed regularly at home, with all children, as phone lines may be unavailable, or malfunction, during storms.

Cell Phone Policy:

Any cell phones (or any electronic devices) that is seen, heard, and/or are used during the school day without permission will be confiscated and can be picked up in the front office. PLEASE DO NOT CALL, EMAIL OR TEXT YOUR CHILD'S CELL PHONE DURING SCHOOL HOURS. This causes a disruption in the learning environment and your child's phone will be taken.

- 1st offense- the student picks up the item at the end of the day
- 2nd offense- the parent must pick up the item and sign for it
- 3rd offense- and beyond becomes insubordination and appropriate consequences will occur.

If you need to reach your child please contact the front office to have a message delivered to them.

Visiting the School: Parents are an important part of our school. However, classroom teachers are unable to discuss your child's progress during instructional time. Please make an appointment during non-instructional time, should you want to speak with the teacher. If you need to visit for any other reason please contact the front office.

School Advisory Committee (SAC): Our SAC is a group of parents, staff members, and non-parents 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 school, monitors the implementation of our School Improvement Plan, and advises the principal. The SAC works with the principal and staff members to achieve excellence in education for all our children. Odyssey

Elementary SAC meets monthly. Your involvement is welcomed and encouraged. For more information call the school office.

Volunteers: Structures and Procedures for OES:

VOLUNTEER OPPORTUNITIES IN DISTRICT 49

Volunteers are an important and integral part of our education system and community. They work alongside our staff and students to assist in achieving their success by providing support and enhancements to our academic, athletic and other programs. There are many ways you can get involved with District 49; volunteering is an excellent way to engage in our schools!

To become a volunteer, you will need to complete the application which also includes a criminal background check. The application will ask you to enter in your information, school preferences, and which volunteer function you are wanting to provide support. At the end of the application, you will be asked to complete a criminal background check. You will be required to provide each address you have lived at, along with the dates you lived there, for the past ten years. If a background check is completed between July 1 and Feb 28, the background check is valid through June 30.

- If a background check is completed between March 1 and June 30, the background check is valid until June 30 of the following year.

For example, if a background check is completed August 17, 2021, it is valid until June 30, 2022. If a background check is completed March 23, 2021, it is valid until June 30, 2022. If you volunteer for multiple school years, you will need to complete a new background check and pay the associated fee for each year you volunteer based on the parameters listed above.

Please allow at least 72 hours for your background check and volunteer application to be reviewed and approved.

All personal data and background check information remains confidential. As part of standard school safety practices, all volunteers and visitors to District 49 schools must provide a photo ID each time they visit any district facility.

If you have visited the Human Resources department in the past to physically have your fingerprints rolled to be a volunteer, you do not need to complete a background check as listed above; that background check is valid indefinitely.

If you have any questions regarding the volunteer process or to verify whether or not you are an approved volunteer, please contact the Human Resources department at 719-495-1100.

Please note, it is recommended that this application be submitted using a tablet, computer, or laptop. Mobile devices may cause formatting issues.

Complete your online **application** here: [**Start Application**](#)

OES Staff List and Teams			
Admin and Certified Staff		Classified Staff	
Administrative Team		Front Office Team	
Kris Levi	Principal	Kirstin Sirmans	Administrative Secretary
Amy Willis	Assistant Principal	Tammy Alesch	Attendance Secretary
		Melissa Stevenson	Health Para
OES Support Team		Paraprofessional Team	
Mike Cleary	Dean of Students	Katherine Nunn	Learning Lab & Library Para
Kimberly Waktins	Instructional Coach	Nicole OChart	SLD Para
Trinity Wedde	Family Liaison Representative	TBD	SLD Para
Ellie Lambert	Lead Interventionist	Lyndsey Matthewson	SSN Para
		Elizabeth Rodriquez	SSN Para
Kindergarten Team	1st Grade Team	Madison Jones	SSN Para
Samantha Pellow	Anne Dulzo	Mandy McDowell	SSN Para
Kayla Wilson	Sandy Rael	Melissa Reger	Reading Interventionist
Lauren Thrower	Courtney Moffat	Lena Martinez	Reading Interventionist
		Christine Makowsky	Reading Interventionist
		Denise Kirby	Preschool Para
2nd Grade Team	3rd Grade Team	Tyra Horsburgh	Preschool Para
Wallisa Stearman	Krissy Spencer	Sheila Kelly	Math Tutor
Mills Poole	Rebecca Dillahunty	Barb Colby	Reading Tutor
Elsa Cambra	Amy Roberts		
4th Grade Team	5th Grade Team		
Elizabeth Arnett	TBD		
Julie Tucker	Lacey Witt		
Kennedy Goodson			

Discovery Team		Building Support Team	
Nick Mimmo	Physical Education Teacher	Corneliu Muresan	Building Manager
Rhonda Cameron	Music Teacher	Marilyn Walker	Custodian
Drew Romigh	Art Teacher	Floyd Pineda	Custodian
Exceptional Learners Team		Hohlt Koehn	Crossing Guard
Ashley Ortiz-DePolo	CLDE Teacher	Jana Clark	Lunch Monitor/Crossing Guard
Abby LeBaron	Gifted and Talented Teacher	Natalie Helbling	Lunch Monitor
Tara Yates	Preschool Teacher	TBD	Lunch Monitor
Anne Wade	SLD Teacher K-5	Olga Martinez	Nutrition Services Manager
Rhoni Goslin	SLD Teacher K-5	Elisa Evans	Nutrition Services
Jessica Williams	SSN Teacher	Ken Long	Nutrition Services
		Itinerant Team	
		Linda Ross	School Nurse
		TBD	Speech
		Brad Dunagan	School Psychologist
		Jade Sharrer	Lead Occupational Therapist
		Jill Miller	Occupational Therapist
		TBD	SPED Deaf/Hard of Hearing Teacher
		Rachel Smith	Occupational Therapist