

## Welcome

On behalf of the staff, it is my pleasure to welcome you to CLPE! It is our goal that through the combined efforts of staff and parents, your child will achieve at high levels. We are confident that your active participation and support will help to establish a solid foundation for your child's future. Please join us for all school activities and take time to visit your child's classroom! We look forward to working with you and your child.

This handbook is intended to serve as a source of information and to help you understand the daily operation of the school. Please feel free to ask questions and/or share any concerns you have about your child or these policies. Open and continuous communication with you is our goal!

Sincerely,  
Roxann Hall  
Principal

The purpose of this handbook is to provide information regarding Cache La Poudre Elementary School as well as our school's rules and procedures. Poudre School District policies and regulations (including but not limited to those in the District's Student Rights & Code of Conduct booklet) also apply at Cache La Poudre Elementary School and are controlling over our rules and procedures if there is any inconsistency or conflict. Although this handbook may reference certain District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook.

**If you have any questions or concerns regarding policies in this handbook, please contact our principal Roxann Hall.**

## Daily Schedule

Playground supervision begins at 8:40 AM. Therefore, it is important for safety reasons that no students arrive at school before 8:40 AM. We appreciate your cooperation in this matter.

Grades 1-5: Monday - Friday	8:55 AM - 3:40 PM
All Day Kindergarten: Monday - Friday	8:55 AM - 3:40 PM
A.M. Kindergarten: Monday - Friday	8:55 AM - 12:00 PM

## Office Hours

The office is open from 8:00 AM until 4:15 PM. Check in with the office whenever visiting the school and get a visitors pass. The principal's door is almost always open. However, it may save time if you call for an appointment, as the principal may have other appointments or commitments.

### Pupil Departures/Early Check Out

In order to insure the safety of each pupil, all students are directed to go straight home after school and then proceed to other activities at their parents' direction. We request early notification to our office of missing children in order to begin tracing procedures rapidly.

If it becomes necessary to pick up your child early, please go to the office and sign the checkout sheet. To maintain a minimum of disturbance to the educational program, the office personnel will have your child sent to the office. A child will not be released to anyone except the parent or designee indicated on the contact section of the student record without a note. Please help us by keeping this information current in our files.

### Visitors to the School

From the Poudre School District Student Rights & Code of Conduct book, policy number KI:

All visitors to Poudre District schools shall be subject to the terms of this policy. Failure to comply with the terms of this policy may result in the denial or withdrawal of the visitor's authorization to visit the school, and/or referral of the matter to law enforcement.

- 1) As used in this policy, "visitor" includes any person who is not a member of the student body and who is not a member of the regular school staff, and who comes upon school grounds and /or enters a school building.
- 2) School visitation by individuals who are not District employees is a privilege, not a right which may be limited, denied or revoked by the District, principal, or principal's designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with the terms of this policy.
- 3) All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building.
- 4) Upon reporting to the office all visitors must state their business to a school official, who may request any confirmation of the visitor's identity or business, documentation, or other information the official deems necessary in the interest of securing the safe and efficient operation of the school. If the visitor is deemed to have legitimate business at the school, he or she may be authorized access to those parts of the school building and grounds necessary for that business. In such cases, the visitor: (a) may be required to sign in and out; (b) may be required to wear an identification badge, which must be prominently displayed at all times the visitor is at the school and which must be returned before the visitor leaves the school; and (c) may be required to be accompanied by a District employee for some or all of the visit.

### Phone Messages For Students

In case of emergency, parents can leave a message for their child with the office personnel. We request all phone messages be called in before 3:00 p.m. This is when bus permits and messages are delivered to the classrooms. Messages phoned in after 3:00 PM cannot be assured of delivery.

The school telephone is a business phone; therefore student use is limited to business matters. Please plan ahead and send a note to cover after school plans. Also, any articles that need delivered should be left in the office.

### Communications

Most school notes or other communications will be sent home primarily on Thursdays with the oldest child.

If you need to communicate with a teacher it may be necessary to leave a message. Many conferences, staff meetings, and committee meetings are held before and after school. The time before school is busy with preparation for the day, so please be patient if a staff member does not return your call immediately.

### Attendance Reporting

If your child will be absent from school, please call our voice mail attendance line at 490-3070 and leave a message. Office staff will call parents/guardians if a child is absent and a message has not been received from the parent/guardian regarding the absence. Absences of three or more consecutive days should be prearranged by the parent/guardian. Please write a note or send an email to the school principal stating the dates of the absence and the reason for the absence. It is up to the discretion of the principal to determine whether a prearranged absence will be excused or unexcused.

### Attendance Policy

Every child who has attained the age of seven years and is under the age of 17 years is required to attend public school, with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

State law requires parents/guardians to ensure that every child under their 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. Poudre School District students are required to:

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

### Excused Absences

The following shall be considered excused absences:

- A student, who is ill, injured, or whose absence is pre-approved by the school's administrator. Prearranged absences shall be approved for appointments or circumstances of a **SERIOUS NATURE ONLY**, which cannot be taken care of outside school hours.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student who is excused by a parent/guardian for observance of a religious holiday.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

Please see the Poudre School District Student Rights & Code of Conduct book for the entire explanation of the attendance policies (JEA and JH).

### Tardiness Policy

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 students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

For the full District policy pertaining to Tardiness please see the Poudre School District Student Rights & Code of Conduct book.

### Pupil Medication

Medical treatment is the responsibility of the parent and the family doctor, so medications are rarely given in school. In most instances, the parent is urged to work out a schedule of giving medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give medication.

### Guidelines:

The school must have a Parents' Request for Giving Medicine at School Release and Indemnification Agreement signed by both the doctor and the parent on file to administer any prescription or over the counter medicine to a student. Any medication must come in the original container and have a pharmacist label with directions from a physician.

Please see Poudre School District's Student Rights & Code of Conduct book, policy numbers JLCD and JLCD-R for the full description of the district's policy on Administering Medicines To Students.

Immunizations The Colorado Department of Health requires a completed card of immunizations for all students in Colorado schools. This includes children entering an elementary school from a pre-school. The district policy states that any new or transfer students will be requested to show proof of immunization or written exemption notification. A student can be kept out of school if he or she does not have current immunizations.

### Health Services/Injuries

We have only limited health services available through our school. A health tech and a nurse are assigned to our school only part time. Our office staff handles all health problems during the remaining times.

Any school day your youngster complains of not feeling well, it is probably advantageous to keep him/her at home. If the child feels better during the day, bring him/her to school. This procedure will be better than the school calling you to come pick up a child who has come to school feeling poorly and feels much worse as the day progresses. Out of consideration for staff members and other students, any student who has a temperature will not be allowed to remain in the classroom. When the office notifies you that your child is ill, it is your responsibility to arrange for the child to be picked up.

It is the policy of the school to inform parents any time their child is injured seriously enough that medical attention may be required or in the case that a child may need close observation. Many times children hurt themselves during the school day and do not report their injury to a teacher or any other adult at school. Parents are requested to call the school office and advise us as to the nature and extent of the injury.

It is essential that we have the following information to do the best job possible in case of illness or emergency:

- a. Telephone number where parents may be reached, both home and work.
- b. Names and telephone numbers of relatives or friends who should be contacted if parents are not available.
- c. Name and telephone number of the family doctor.

Please help us by keeping this emergency information current.

### Recess/Sickness

We at CLPE consider recess an important part of the school day. We encourage our students to participate in all areas: fresh air, socializing, and a chance for exercise are very important at recess time. If your child is sick, he/she needs to be at home. After that, your child will be expected to participate in a full day's activities. A doctor's excuse will be needed for exceptions.

All children should come to school properly clothed for outside conditions. Children will not be permitted to stay in due to cold weather. The weather conditions under which students will stay in are as follows: Air temperature including wind chill of less than 15° F., heavy rain or snow, high winds, or lightning that is less than 3 miles away from the school. The principal or her designee will determine when all children should stay in due to extreme cold or wet weather conditions.

### Early Dismissal

It is the responsibility of every parent or guardian to communicate a plan with your child in case school is closed early due to inclement weather or other emergency. When school begins each year, a form will be sent home asking all families to file an early dismissal plan with the school. We need to know that your child knows what to do. Please make sure your child knows what to do and where to go in case school is canceled during the school day. If your circumstances change during the school year, please make sure that you give those changes to the school office. (Change of address or phone number, way to get home, etc.) We cannot accommodate large numbers of students calling home for instructions on what to do. Your advanced preparation will help ensure the safety of your child.

### Bicycles

An area is provided for the parking of student bicycles. The school is not responsible for damage or theft of any bicycle brought to school. Students who choose to ride a bicycle to school are required to fill out a bike permit and return it to the office. The school bicycle rules are listed on the permit. Students are expected to read and obey these rules if they plan to ride a bicycle to school. Bicycle riders should follow general traffic safety rules. Bicycles should not be ridden on school grounds, nor should there be more than one rider on a bike. Bicycle helmets, locks and licenses are encouraged.

The National Safety Council recommends that children under nine years of age not be allowed to ride their bicycles to or from school. We ask that no student below third grade ride a bicycle to school.

### Animals at School

In the interest of the safety at school, animals other than those specifically brought for class purposes are prohibited on the school grounds during the school day. Any animal brought to school must be properly housed. Any animal found on the school grounds during class sessions is subject to impoundment by the Larimer County Animal Control Center.

### Birthday Parties

Realizing that recognition of each child's birthday is important to him/her and builds a good self-concept, we allow the last ten minutes of the school day for children to bring treats on their birthday if they desire to do so. Please write a note or leave a message for your child's teacher in advance so time can be set aside for the birthday recognition. Treats should be of a simple nature that can be distributed easily. Treats must be commercially prepared. All birthday celebrations at school will be held in the Flex Room. According to the Larimer County Health Department, no homemade treats can be distributed at school.

Invitations to birthday parties for children must be handled outside the classroom and outside the school day unless all children in the classroom receive an invitation. Parents names and phone numbers are not shared with the public. A family handbook is created by the PTO and includes those parents that wish to make their information public.

### Classroom Policy

In the classroom, teachers develop their own management system that fits the needs of their students and their teaching style. This information is shared with parents at the beginning of the school year. Parents should be aware of these expectations and communicate when they feel the need. Parents should expect to become involved when a pattern of inappropriate behavior exists.

### Homework Policy

Homework is an integral part of a child's learning process. It serves as a vital link between the school and family. We believe it is the responsibility of the family to provide the necessary support with an appropriate environment, conducive to successful studying.

The expectation level of assignments will rise in correlation to the students advancing grade changes. It is our intent to provide meaningful assignments that reinforce classroom instruction. With the cooperation of teachers, parents, and children homework will provide the basis for good study habits and foster self-discipline, organizational skills and responsibility. The following are suggested guidelines for grade level homework objectives. Days, times and assignments may vary.

- K - Monthly calendar activities
- 1st - Take home reading and occasional special projects

2nd - 15-20 minutes reading, math facts

3rd - 20-30 minutes reading, math, spelling, special projects

4th - 30-40 minutes reading, math, spelling, special projects

5th - 40-50 minutes reading, math, spelling, special projects

### Computer Lab

Each classroom is given the opportunity to use the computer lab each week. Most teachers use this time to reinforce the content standards and use the word processing program to enhance their students' writing skills. As a part of a classroom project, and under adult supervision, children may use the Internet for research projects. Students are not allowed in the computer lab unless accompanied by an adult. For the complete Poudre District policy please see the Student Rights & Code of Conduct book, policies IJNDA AND IJNDA-R.

### Equipment from Home

It is CLPE's intention to provide all the athletic equipment necessary for the school. Balls, bats, and other such equipment should be left at home. CLPE is not responsible for any lost, stolen, or damaged property that is brought from home.

### Lost and Found

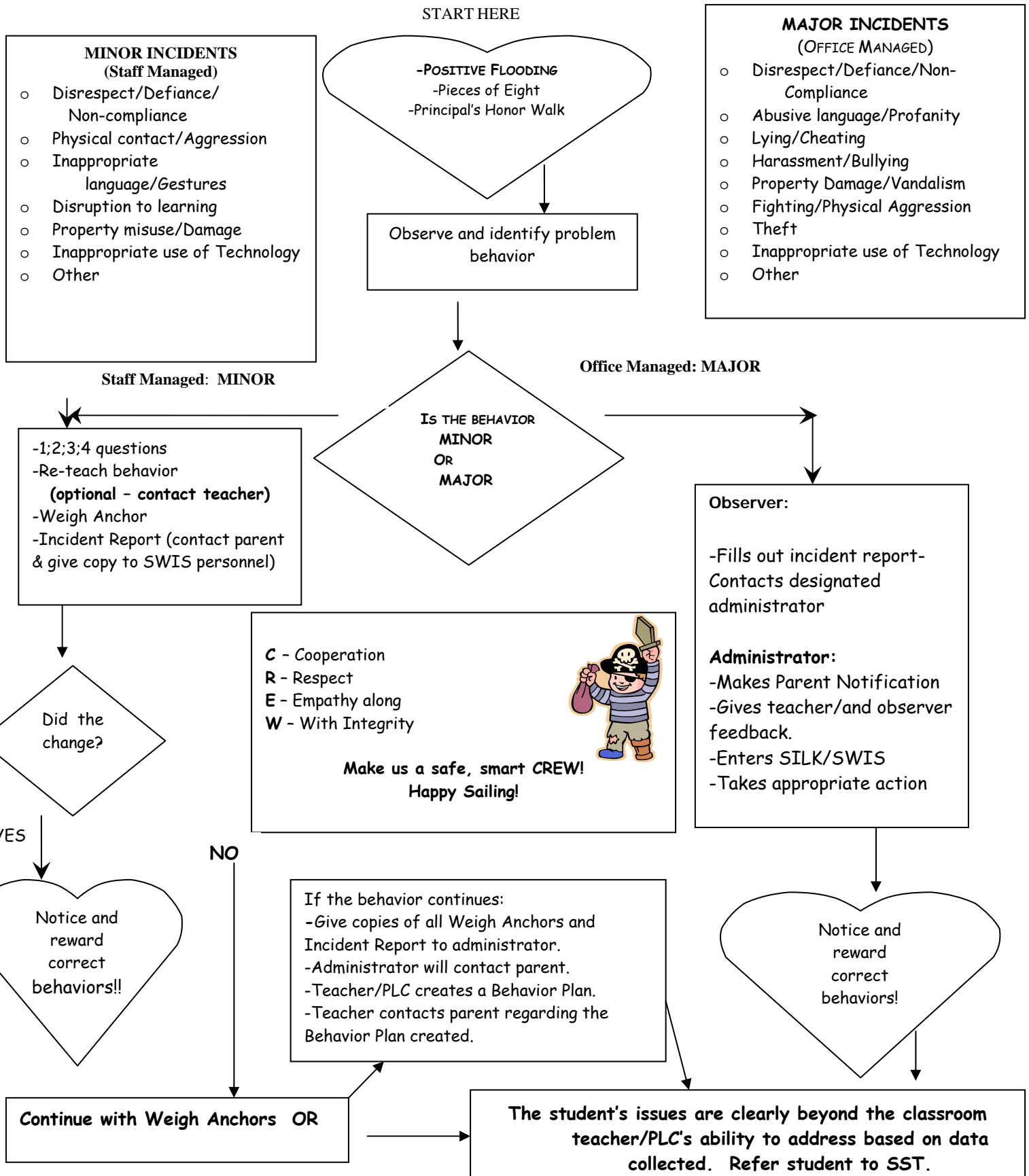
Please help us by clearly labeling all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots, etc. with your child's name. Many mix-ups occur during the year and an unbelievable amount of clothing goes unclaimed each year. Please check the lost and found frequently for any lost items. Due to limited space, we donate lost and found items to charity on the 15<sup>th</sup> of each month.

### Discipline Plan

Current research reveals that effective schools have a safe and orderly environment. Our environment at CLPE does enhance teaching and learning. However, in an effort to improve our educational environment, and to teach children responsibility, we have implemented a school wide plan to support positive behavior. This support plan is shown on the chart below.

# CLPE PBIS C.R.E.W. Chart (5:1) - Student Behavior Support Process

As a member of the CLPE Crew: We will build respectful relationships by directly teaching behavioral expectations. We will practice and re-teach as needed to reinforce positive behaviors, prevent potential misbehaviors, and problem solve with students.



## Dress Code

From the Poudre School District Student Rights & Code of Conduct book, policy number JICA:

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

- 1) Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare. To avoid injury and disease, shoes, sandals, or boots must be worn in the building.
- 2) Beach or swim wear is inappropriate.
- 3) Dress that causes or is likely to cause disruption of the educational process is prohibited.
- 4) Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
- 5) Pupils must not wear hats or dark glasses in the building without permission from an administrator.
- 6) Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos, and badges, which by virtue of color, arrangement, trademark, or other attribute is affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICF, Secret Societies/Gang Activity and Dress.)

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools. Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

## Playground Rules

### 1. Slides

Slide on bottom, one person at a time, feet first.

### 2. Swings

- a. One person at a time, sitting up straight.
- b. No jumping out of swings.
- c. NO TWISTING, OR SIDEWAYS SWINGING.
  - NO UNDER-DUCKS.
  - Push from behind only
  - No leaning back or upside down on swings.

### 3. Monkey bars/Uneven bars

- a. No sitting on top of monkey bars.
- b. Two people maximum on uneven bars at a time.
- c. No standing on the uneven or monkey bars
- d. Don't tie clothes to uneven bars

### 4. Grass Areas

Play chase, tag, and football, softball and soccer.

### 5. Blacktop

Play basketball, four square, hopscotch, tether- ball, jump rope, and wall ball.

### 6. King Ping-a wall ball game-play with students in same grade level only.

## General Safety Rules

- a. Absolutely no tackling, or rough housing.
- b. Please walk on all cement areas, including sidewalk.
- c. Keep sand off of all equipment and off of each other!

Always be respectful to adults, peers and equipment

Examples:

- Don't throw things! (sticks, sand, rocks, etc.)
- Don't push each other -Take turns on all equipment
- Slow down - Keep hands to yourself

But most importantly, HAVE FUN! Our goal is to make sure the playground is a safe and fun place for your children to play. Thanks for your support.

## **Lunch Facilities/Cafeteria Rules**

Our lunch facility provides a balanced diet hot meal program. Those who wish may bring a sack lunch. Regular milk, chocolate milk, apple juice, and orange juice are available. Students may pay for meals several ways. Children may bring money to school and give the money to their teacher when ordering their meal in the morning. Also, money may be put on their student account, which will be debited when your child gets their meal. Checks for your child's account should be made out to CLPE and may be turned into the cashier. PSD has a new online payment program. This allows parents to pay for lunches from home. Please visit <https://www.schoolpaymentsolutions.com/login.aspx> to use this feature.

Although students may buy a lunch on a daily basis, it is preferable that students bring a check for a multiple number of lunches. This saves the lunch clerk time and helps move the lunch line along at a steady pace. A student may not purchase lunch if he/she has outstanding lunch charges.

### **Cafeteria Rules:**

**Use a soft voice at all times. Keep your hands and feet to yourself.  
Keep your food on your tray or in your mouth. Walk at all times (no running).  
Be as courteous as you would in any restaurant. Clean up when you leave.  
Once you find a seat you may not switch seats.**

### **Bus Loading Zone--No Parking**

**It is especially important that cars do not use the bus drop-off or pick-up area between the two schools. This area is for buses only. Please drop off your children on the east side of the school. As you drive through the parking lot, please watch for children. Please see the Map of traffic flow on page 16.**

**It is important all children that are picked up by car be picked up on the east side by of the school. We do not want children running or walking through the parking lot to meet a car. They need to wait for parents to pull up in their car and then will be released to that parent or designated person. Children may only cross the parking lot at the cross walk. If parents choose to park their car, please walk to the school and meet your child before walking them back to your car. Please be patient while waiting to pick up your child(ren). We want to avoid any serious accidents. Help us keep all children safe during the school's dismissal. Students in line to ride the bus will not be released from the bus line to anyone without a note from the office. This insures that only adults designated to pick up a child are allowed to do so. Therefore if this is something you will need to do, stop at the office first to get the appropriate paperwork.**

### **Parent Teacher Organization (PTO)**

**The PTO functions as a fund-raising organization. The money raised by PTO events is used to benefit CLPE. All parents are encouraged to become involved with the PTO. PTO meets on the first Tuesday of the month.**

### **School Property**

**Except when caused by accident, pupils will be held liable for damage or loss to school property. Parents are liable for any school property loaned to pupils and also for willful**

damage while in their possession. The school district will describe and enforce rules for the care of textbooks, library books, and for the collection of money in payment for willful or negligent damage to or loss of these materials.

### Community Use of District-Owned Property

From the Poudre School District Student Rights & Code of Conduct book, policy numbers KF and KF-R:

District-owned property is available for use for community groups.

It is governed by district policy (Community Use of District-Owned Property (KF & KF-R). Please contact Customer Service at 490-333 for information or visit the district website ([www.psdschools.org](http://www.psdschools.org)) and search for "Information About Use of District Property" to obtain the customer service website.

Parents can access the PSD BUS SCHEDULE listing bus stops and times for each school in several ways:

- On the PSD web site, [www.psdschools.org](http://www.psdschools.org) by Aug. 7 (front page star says Bus Schedule will lead you to the online resource called "Bus Stop" that provides detailed information on bus stops, distances from school, and maps.
- Printed in local newspapers (Fort Collins Coloradoan in early August). At each school after August 10.

### Bus Rules

From the Poudre School District Student Rights & Code of Conduct book, policy number EEAE-C-R:

The following regulations govern students who ride Poudre School District buses. Students will be responsible for knowing and following these rules.

### At the Bus Stop

- 1) Students must be at the bus stop no later than five minutes before the bus is scheduled to arrive.
- 2) Students must be out of the roadway either on the sidewalk or on the shoulder of the road as the bus approaches the stop.
- 3) If a student causes damage to personal or public property at a bus stop, the student and his or her parents/guardians shall be responsible for it.
- 4) Students must cooperate with the bus operator and follow directions the first time they are given.
- 5) Students must stay seated and face forward with their feet in front of them. They must display courtesy and respect for other passengers.
- 6) Students must keep the noise level down. Screaming or other loud distractions will not be permitted. Students must be silent at railroad crossings.

### Bus Transportation After School Dismissal

After school is dismissed for the day, buses will pick up students according to the transportation routing schedule set annually by the director of transportation services. Buses will leave the school no earlier than five minutes after the final dismissal bell. Buses will leave the school no earlier than five minutes after the final dismissal bell. Buses will not return to school to pick up students arriving late at the loading zone.

### Student Assignment to Bus Stops

1. All eligible students will be assigned to a bus stop by transportation services. Students must be picked up and dropped off at their assigned stops.
2. Students wanting to bring a guest on the bus or to get off at a stop other than the one to which they are assigned must bring a note to the school office from a parent or guardian requesting this service. Requests will be honored provided students are well behaved and the bus does not become overloaded. The principal or designee will issue a bus pass to be given to the bus operator by students requesting this service. Bus operators will accept only official bus passes issued by the school office or transportation services; they will not accept notes from parents or guardians.
3. \*Bus passes will not be written for the afternoon route on bus 1019 or 1121 as they are full and will not be able to accommodate additional students.

### Unsafe Items On the Bus

In accordance with Colorado Department of Education (CDE) regulations, items brought on board by students will be subject to review by the bus operator who will determine if such items would endanger the lives, health, or safety of the passengers and bus operators. Bus operators are authorized to refuse transportation of items they determine to be unsafe. Items not allowed on board buses include firearms, explosives, flammables, knives or other sharp instruments, weapons, animals (except as permitted by law and Policy ADG), glass containers or other items that can break or shatter, skateboards, roller blades, boom boxes or any radio without earphones, tobacco products, illegal drugs (as defined in Policy JICH), coolers over eight quarts in size, laser pointers, and any other items or projects that cannot be held on a student's lap or stored in a book bag or backpack.

### Severe Weather May Delay Buses

Students should expect and dress for delays in bus service in severe weather.

### Weather Related: Delayed Start, School Closure, and Early Release

If schools are closed due to extreme weather or other situations, parents should tune in to local radio, television stations, or go online to PSD's Web site to find out about school closures the morning of the day in question. Media outlets are only informed if schools are closed; no announcements by the media means schools are open, as usual.

A decision about weather-related school closures is made by approximately 6:00 a.m. and media outlets are notified immediately. Parents should not call the schools, district offices, or broadcast media. The following radio and television stations and PSD Web site will provide information about PSD school closures. We will notify Spanish radio station KGRE, AM 1450 and KJJD, AM 1170 for our Spanish speaking families.

#### Television stations:

Channel 2 WB2News-KWGN  
Channel 4 NEWS4-KCNC  
Channel 7 7News-KGH  
Channel 9 9News-KUSA

#### Local Radio Stations

BEAR 107.9 FM	KOA 850 AM
KUNC 91.5 FM	KIIX 1410 AM
KCOL 600 AM	KUAD 99FM
KGRE 1450 AM (Spanish)	KCSU 90.5 FM
TRI 102.5 FM	KJJD 1170 AM (Spanish)

PSD WEB SITE: [www.psdschools.org](http://www.psdschools.org)

In case of an emergency:

During an emergency situation, PSD will communicate information and instructions directly with parents through the following:

PSD Web site [www.psdschools.org](http://www.psdschools.org)

Automated phone message delivered to emergency contact number

E-mail to all parents (sign up at [www.psdschools.org](http://www.psdschools.org))

Local radio and T.V. stations

PSD Channel 10 (Comcast and US Cable)

Parents may call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.

If an emergency does occur, please DO NOT:

- Call your child's school. School personnel will be occupied with taking care of students and will most likely not be able to answer the phone. Call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.
- Go to your child's school. Parents arriving at the school will cause unnecessary congestion and hinder school personnel from taking care of students. Parents will receive information and instructions on how to pick their children up via the methods listed above.

To idle or not to idle?

Poudre School District has a district-wide 'no idling' policy for all district vehicles including buses during drop off and pick up times. Please do your part and help protect our children and environment by turning off your car engine when dropping off and picking your children up from school.

**Revised 09/2011**