

STOVE PRAIRIE ELEMENTARY



HANDBOOK 2011-2012



Educate...

Every Child, Every Day

Handbook: A book capable of being conveniently carried as a ready reference: MANUAL

The purpose of this handbook is to provide information regarding policies and procedures here at Stove Prairie Elementary. Poudre School District policies and regulations (including, but not limited to, those in the PSD Student Rights & Code of Conduct booklet) also apply at Stove Prairie and will control over our rules and procedures if there is any inconsistency or conflict. Although this handbook may refer to certain District policies and regulations, the actual language of the referenced policies and regulations will control over the language herein.

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POUDRE SCHOOL DISTRICT

POUDRE SCHOOL DISTRICT

*EDUCATE...
EVERY CHILD, EVERY DAY*

VISION

Poudre School District exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.

MOUNTAIN SCHOOLS MISSION AND BELIEFS



MISSION

The Mountain Schools will provide a challenging learning environment so all students will achieve to their highest potential.

BELIEFS

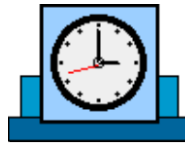
- A successful learning environment must include all stakeholders (students, staff, parents and community members).
- All stakeholders need to be involved in school improvement.
- We should work in collaborative teams.
- A multi-age classroom provides unique learning opportunities to meet individual needs of students.
- All people should be treated with respect.
- All people should be responsible for their actions and for contributing to the learning process.
- All people deserve to learn in a safe, supportive environment.
- New ideas and innovations should be encouraged.

STOVE PRAIRIE ELEMENTARY HOME OF THE STALLIONS!



As you enter Stove Prairie, you will see:

- Excited, engaged students who challenge themselves and each other.
- Students who are empathetic, respectful, healthy and well-balanced.
- Students who take ownership for their learning and actively strive to become dynamic thinkers.
- A community that communicates openly as an important partner, supportive of school goals and each other for the benefit of the children.
- Staff members who meet regularly to share ideas and support each other with questions and challenges.
- Staff members who demonstrate and share a love of learning!



SCHEDULES

PSD SCHOOL CALENDAR

Available on the PSD website at www.psdschools.org. The calendar for next year will go home with school supplies list on last day of school.

DAILY TIME SCHEDULE

School is in session 8:10-2:55 daily for k-5 students. Preschool students attend for any combination of Tuesdays, Wednesdays and Thursdays.

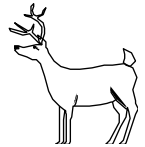
Parents who provide transportation should bring students to school by 8:05, when the bus arrives. Teachers need daily preparation time before school without having to supervise students. To pick up students, please arrive by 2:55 for dismissal.

SPECIAL CLASSES

Media / Library Check-Out	Mrs. Shockley	Monday	<i>Library books may be due.</i>
Physical Education	Mrs. West	Tuesday	<i>Students require appropriate shoes.</i>
Music	Mrs. Faulkner	Wednesday	
Art	Mrs. West	Thursday	

TEACHERS AVAILABLE

Classroom teachers are generally available 30 minutes before and after school, except for staff meetings and personal appointments. Email serves as the preferred and efficient method for communicating. They can also receive a phone call during their lunch time or during scheduled special classes. *See page five for the school directory.*



PRINCIPAL AVAILABLE

The principal works in the building weekly. You may use email or you may decide to call him directly at his extension. Given the responsibility of three schools, the principal may not be in the building when you call, but his phone will ring at all three sites.

OFFICE ASSISTANT AVAILABLE

The office remains open each day during the hours of 8:00-11:30 and 1:00-3:30. *See page 9 for procedures regarding "Notes (from Parents) for the Office."*

If you require forms, including those posted on the web site, please come to the office and let us help you. ☺



POLICIES

ATTENDANCE

Consult your copy of the Student Rights & Code of Conduct booklet/document, pages 12-14, to learn the PSD attendance policy.

Good school attendance is important at Stove Prairie Elementary because:

- ❑ Each student benefits when class begins with everyone present. The teacher can then devote school time to instruction.
- ❑ Lessons, discussion and learning experiences that take place each day are as valuable as the given homework assignments.

The shared goal of the State of Colorado and PSD is a 95% attendance rate. To attain this goal, a student can miss only 9 days during the *entire* school year. More absences may cause concern.

ABSENCE REPORTING

If your K-5 child is absent or tardy, please call the main number at the school to inform staff. Otherwise, to ensure the safety of your child, the secretary will make contact with you to verify, and thus excuse, the student's absence. We prefer you contact the school rather than the school having to contact you. Preschool families contact the preschool staff. *See page 5 for number.*

If you must take a student from school before dismissal time, please make arrangements in advance by sending an email or note to the teacher that tells who will pick up your child and when. Use the Student Sign-in/Sign-out sheet in the office to record this variance in the scheduled day and transportation of your child.

If your child will be absent from school for a special travel opportunity, please inform the teacher at least one week in advance to allow appropriate homework or plan to be prepared.

BICYCLE SAFETY

Students may ride bikes to school with parent approval. Students are expected to walk bikes on the school grounds for their safety as well as the safety of the other students. Please park bikes in a safe place, yet allow access to the building. To avoid potentially dangerous situations bike riders shall not leave school until the bus has left the parking area. The school will not be responsible for loss or damage of bicycles brought to school.

CODE OF CONDUCT / STUDENT RIGHTS & RESPONSIBILITIES

The Student Rights and Code of Conduct will be distributed electronically for the 2011-12 school year. Families will have access to the Student Rights and Code of Conduct via the PSD website, through the Connect parent e-newsletter, and a limited number will be available in print at each school and at the district office for families that are not able to access it electronically. PSD implemented this change in 2010-11 to save paper, printing costs, and staff time.

The Code of Conduct handbook provides outlines of expected student behaviors in school. Each family has the responsibility to make yourselves aware of PSD policies and procedures. Parents will be immediately notified by a phone call and will receive a follow up letter if a student violates the Code of Conduct. Click on this link to go directly to it:

http://eweb.psdschools.org/schools/stoveprairie/downloads/Student_Rights_Code_of_Conduct_Elementary_Electronic_Booklet.pdf

This handbook will refer to the Code of Conduct guide for the policies that it includes.

COMMUNICATION

Notes, Newsletters & Thursday Folders

A great deal of our communication with home takes place on Thursday. Time-sensitive information may come home at any time. We send notes by email now, unless a parent requests paper notes, which usually go home in Thursday folders. These include monthly calendars for the school, permission slips for upcoming field trips, school and PSD news and PTO information.

The Mountain Schools Newsletter is published three times per year for all Mountain Schools families. This newsletter includes events, classroom news containing curricular activities (often written by the students), initiatives, editorials and public service information. Students may receive recognition for achievement. Our schools may have unique activities to report.

SECURITY NOTE: We publish our notes and newsletters on the school web site(s). If you prefer that your child's name or photo not be included complete the Parent Non-Permission form and submit it to the school (available in the office). The first newsletter goes out in October.

Each week, expect a Thursday Folder containing the completed weekly work of your child. Please look through the Thursday folder, respond as necessary and have your child return it to school on Friday.

Notes (from Parents) for the Office

Each morning when taking attendance, the classroom teacher will ask for notes for the office. At that moment, alert students will present any notes that they may have brought from home; such as a pizza order, written request for a bus pass, or any mail sent in by the parent. Each teacher sends one envelope with all correspondence to the office. The office assistant processes this all at once in the first hour of the school day, all neat and tidy. Thank you for participating.

Parent/Teacher Conferences

A conference may be initiated at any time by either the parent or the teacher. For all students, parent-teacher conferences are scheduled in the fall. Spring conferences are initiated as needed. Regular contact between home and school will help children realize that parents and teachers are in alignment regarding student goals, academic progress and social/emotional growth.

Report Cards

Student progress reports are issued quarterly. Mid-quarter reports are sent home with students halfway through each grading period to chart growth and alert parents of progress.

Student Records

All student records are held in strict confidence and are available only to those people considered by law to be "persons of interest." This is intended to protect your child's right to privacy and due process. Parents are welcome to look at their children's files at any time, if you provide your request in writing, complete with date and signature.

If you must withdraw your child from school, please give the school three days notice, so we can assure the return of books and other school materials. Upon notification, the school office assistant will provide you with the proper form that will accompany the student records to the Records Department. The information helps the Colorado Department of Education (CDE) track the student to know where funding is needed for that particular student.



DRESS CODE

Consult your copy of the Student Rights & Code of Conduct booklet, pages 14-15, to learn the PSD Student Dress code. Shoes must be worn at all times. *Each student uses the gym every day, (at least for lunch), so will require shoes that keep the gym floor bright and shiny.* ☺

Students will go outdoors for recess in all types of weather and need to dress appropriately. If it's windy anywhere, it's windy here. Please, help them remember to bring a windbreaker or coat, boots, mittens, scarves and a hat. Label all these items with your child's name. *Remember: Students must bring shoes to wear inside on the days they wear warm boots to school.*

Temperature Guidelines for Recess Gear:

49° and below = Coats, etc; 50°-59° = long sleeves; 60° and above = short sleeves OK

EMERGENCY CONTACT INFORMATION

Emergency information is kept on file in the school office. We use your most current contact information if your child becomes sick or injured during the day and needs to go home.

Neighbors, friends or relatives you designate as emergency contact people will be used in the event you cannot be reached. If you designate someone as a "release-to" contact, s/he can take your child from school without special permission, but will sign the child out during mid-day.

FIELD TRIPS

In the course of their time at Stove Prairie, students participate in a variety of field trips that provide unique learning opportunities. Every student going on a field trip must return a signed field trip permission form for that particular field trip. Thanks to our PTO's successful fundraising efforts, we traditionally have a fund to sponsor our trips, paying for student and staff fees and bus.

Sometimes, parent volunteers will transport students for a trip. Each time, the volunteer will complete the Volunteer Field Trip Driver Application provided by the classroom teacher, along with proof of insurance and valid driver's license. We keep these items on file in the office.

HEALTH OFFICE—ILLNESS

We will take the temperature of students who appear ill. If the temperature reaches 100°, parents will be called and the student will need to go home. If there is no fever, the student will return to class if possible. If symptoms persist, parents will be called. *See Guidelines on page 11.*

Upon returning to school, a student who has recovered from an illness will be expected to participate in all school activities, including recess. Parents of students with a chronic illness will need to inform their child's teacher of any unusual symptoms, circumstances or actions which the school needs to take.

HEALTH OFFICE—MEDICATION

Consult your copy of the Student Rights & Code of Conduct booklet, pages 38-43, to learn the PSD Medication policies and procedures. You will need to know them before you ever send *any* medication to school.

HEALTH OFFICE—INJURIES

Selected staff members have First Aid, CPR and medication training. In the event of an injury at school, staff will screen the student and determine the appropriate First Aid treatment for minor injuries. Treatments approved by Poudre School District include: soap, anti-biotic ointment, ice packs, and baking soda paste for bee stings. For a sore throat, we offer warm salt water to gargle.

If a student receives a bump on the head, parents will be called and an explanatory note will be sent home with the child. If an injury is of a more serious nature, we will call parents immediately, and any steps necessary for the safety of the child will be taken, which includes contacting outside medical personnel and filing an accident report.

WHEN TO KEEP YOUR CHILD HOME

General Guidelines:

- If your child is contagious to other children
- If your child is too uncomfortable to learn or participate in learning

Fever:

- Temperature of 100° or higher
- Must be fever free for 24 hours *without* fever reducing medicines, such as Tylenol or ibuprofen, (i.e. Advil, Motrin)

Diarrhea:

- Frequent watery stools

Appearance/Behavior:

- Unusually tired, pale or irritable, fever

Ear:

- Ear pain and/or drainage from ear, fever

Eyes:

- Eye drainage, redness and/or itching

Rash:

- Body or local rash especially with itching, red bumps, discharge

Sore Throat:

- Especially with fever, swollen neck glands and/or white areas on throat

Vomiting:

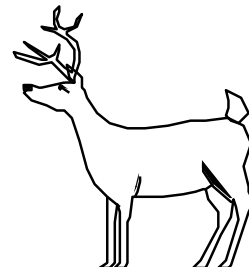
- Especially if your child vomits before leaving for school in the morning

Upper Respiratory Infections/Colds:

- If your child has a fever, large amounts of nasal drainage, a productive or dry cough that would be disruptive to your child and/or the class, and/or significantly uncomfortable and unable to participate in class

Consult with your health care provider if your child has:

- a serious burn,
- a cut that is split open or gaping
- a head injury that causes your child to have the following symptoms:
 - *Be knocked unconscious*
 - *Headache*
 - *Nausea/vomiting*
 - *Unequal pupils/blurred vision, double vision*
 - *Slurred speech/confusion/excessive drowsiness*
 - *Loss of muscle coordination, such as falling down, dizzy, walking strangely or staggering*
 - *Convulsions/seizures*
 - *Bleeding or discharge from ear/nose*



This information is for educational purposes. The Poudre School District Nurses and Health Technicians do not diagnose medical conditions. Please consult with your primary health care provider for questions about diagnosis, treatment or concerns. Our goal is to promote healthy environments for all students and staff. Thank you for your cooperation.

HOMEWORK

Homework will be assigned at the discretion of the classroom teacher. Homework assignments will be reasonable in length and difficulty. The purposes of homework are to practice recently acquired skills, provide extended learning opportunities and develop the habit of academic rigor.

Students are responsible for the completion and return of homework. Occasionally, students take work home because they have chosen to use their school time in an inappropriate manner.

As a parent you can:

- help your child learn to budget time in order to complete assignments.
- show an active interest and be supportive of quality work and homework completion.
- provide a quiet place for your child to work.

Teachers will allow adequate time for students to complete homework resulting from an absence.

All students are encouraged to read, or be read to, every night.

IMMUNIZATION

PSD Board Policy JLCB-R IMMUNIZATION OF STUDENTS states:

No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form.

To learn more details, visit the PSD website: www.psdschools.org Once there, choose Quick Links: Superintendent & Policies, then District Policies. Enter IMMUNIZATION in the search box. Click on STUDENTS to view the board policies for immunization.

INSURANCE

As an option to parents, Poudre School District has selected the Student Insurance Plan from UnitedHealthcare to make reliable coverage available to parents. Coverage may be purchased any time during the school year by visiting www.K12StudentInsurance.com.

LIBRARY

Students are encouraged to check out books on a regular basis. Each class schedules a weekly visit to the library for the purpose of selecting and checking out books. Students are expected to return books within two weeks before checking out additional books. Books that are due may be renewed to allow the student additional time to read them.

LOST AND FOUND

Unclaimed articles are turned in to the Lost and Found box by the water fountain in the front hall. We request that students not bring valuables to school, i.e. stereos, electronic games. Stove Prairie Elementary is not responsible for these items or items brought to school for Show and Tell.

PERSONAL PARTY INVITATIONS

Please deliver invitations to personal parties for birthdays or other social functions away from school. The PTO provides an annual Family Directory to those who participate, which includes contact information. Thank you for helping to avoid hurt feelings of children who are not invited, but will endure the resulting constant discussions and the pain of exclusion.

PRESCHOOL

While housed on site at Stove Prairie, Base Camp manages our preschool program for 3- and 4-year-old children on Tuesdays, Wednesdays and Thursdays. Parents pay a fee to help cover the cost of the teacher and assistant. Preschool families join in many activities and events with the k-5 families, including the monthly Potluck held the first Thursday of each month, and receive many of the notes sent home.

RECESS

All students go to recess and should dress appropriately for all types of weather. *See page 10 for the dress code at recess.* Staff members will supervise them with three rules in mind:

1. Be safe.
2. Be respectful.
3. Be responsible.

The PTO has provided some delightful equipment for playground use. Students should include other students when playing games. If a student brings a personal item, it should be clearly labeled and shared if taken to recess. The school is not responsible for personal items.

Note: With wind chill, temperature must remain at 10° or above for outside recess.

SCHOOL CHOICE

Consult your copy of the Student Rights & Code of Conduct booklet, pages 57-62, to learn about the PSD School Choice policy and how it affects your family. *For bus, see page 17.*

SCHOOL FUNCTIONS

During school functions, parents will supervise their children, except during the time spent under the direction of the teacher. Parents will remove noisy family members to a cry area far away, so the audience and student attention will focus on the presenters and performers.

SCHOOL IMPROVEMENT PLAN

Using data revealed by test scores, school staff develops a new school improvement plan each year. Once created, parents can review the plan at the school or on the school's web site.

SCHOOL LUNCH AND SNACK

Students are responsible for bringing their own lunch from home. Microwaves are available for students to heat their food. Please send the appropriate items that students will need to heat and consume the meal. If necessary, we have a few nice bowls for soup. While the PTO provides plastic utensils, they are not recyclable.

Milk is available to students at the cost of 10-cents/carton, payable by the school year or the semester. Make checks payable to Poudre School District. On the check, let the lunchroom attendant know if you prefer chocolate or white milk for your child(ren).

On most Thursdays, parent volunteers bring pizza to those who have turned in an order by 8:30 Wednesday morning for \$1.50/slice with the choice of cheese or pepperoni pizza and a two-slice limit. Send only the exact amount of cash with each order, one week at a time. The fifth-grade students manage this program as a fundraiser for their class trip at the end of the year.

Students may bring healthy food and a drink for snack time, as directed by their teacher.

Parents provide a potluck lunch on the first Thursday of each month.

SCHOOL PICTURES

We have a photographer who comes up once in the fall for individual portraits. Each student has his/her picture taken. By submitting an order form with payment first thing that day, parents/families can purchase any of the various packages offered.

In the spring, the photographer returns to take an all-school picture with students and staff. Parents can purchase 5"x 7" and 8"x 10" prints with orders due by that morning.

SCHOOL SUCCESS PLAN

Stove Prairie Elementary staff believes it is our job to teach behavioral expectations to students. We don't rely on a large list of rules. Rather, we teach students to be safe, be respectful and be responsible. To be proactive, we teach the students what this looks like and sounds like within all school settings. Specifically, students can learn the value of these simple rules in the classroom, lunchroom, hallway, playground, library, restroom, and on the bus.

We understand that all people can learn from making mistakes in judgment. These mistakes can cause negative consequences or problems for others. When this occurs, it is the responsibility of the student creating the problem to correct the problem. Wisdom comes from good judgment. Good judgment comes from experience. Experience comes from making choices. Because of this, we look upon a poor choice made by a student as a learning opportunity. We try to stay positive with students in these situations and not get punitive. We want students to focus on correcting the problem and learn from their experience. We believe in natural and logical consequences, which are immediate and of short duration.

SCHOOL SUPPLIES

The school sends home a school supply list on the last day of school, posts the supply list at school over the summer, faxes it to stores that request it. *See list on page 16.* REMEMBER to:

- ❑ Replenish consumable items throughout the year.
- ❑ Label all supplies, lunch box and backpack.
- ❑ Please consider shoes when buying them—will they leave marks on the gym floor? Each student goes into the gym every day, at least for lunch.

SOCIAL SKILLS

At school, a student with good social skills will:

- ❑ Follow verbal instructions from staff members.
- ❑ Accept ownership for behavior.
- ❑ Disagree in an appropriate manner.
- ❑ Ask politely for help, explanations or instructions.
- ❑ Ask permission to use another's belongings.
- ❑ Accept "No" for an answer when a request is denied.
- ❑ Resist peer pressure from those engaged in inappropriate behavior.
- ❑ Report serious inappropriate peer behavior to a staff member/adult.
- ❑ Apologize after making a mistake that affects others.
- ❑ Volunteer to assist others when it appears they may need help.
- ❑ Comply with reasonable requests to share with or help others.
- ❑ Dress in clean clothing appropriate for school and the weather.
- ❑ Use appropriate language when speaking with peers and adults.



SOLVING PROBLEMS

We teach the expectation to all students that they should be problem-solvers. It is important for staff and parents to model this same behavior for students. If concerns or problems arise over the course of the school year, it is important to first contact the person or people involved in the immediate situation. Try to solve the issue together. The following suggestions have been created to problem-solve with the person closest to the concern. Please remember that if the first step does not result in an acceptable solution, the next step should be followed.

Who can you call? With whom do you start?

Concerns involving other students:

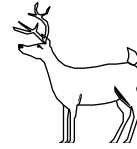
- Contact your child's teacher.
- Contact the head teacher.
- Contact the principal.

Concerns involving a certified staff member:

- Contact the teacher.
- Contact the principal.

Concerns involving a classified staff member:

- Contact the supervising teacher.
- Contact the head teacher.
- Contact the principal.



Concerns involving the principal:

- Contact the principal.
- Contact the Assistant Superintendent of Elementary Education.

Concerns about school policies and procedures:

- Contact your child's teacher.
- Contact your principal.
- Contact your SIT (School Improvement Team) representative.

Concerns about district policies and procedures:

- Contact your principal.
- Contact your SIT representative.
- Contact the Assistant Superintendent of Elementary Education.

Concerns and/or questions about the curriculum presented:

- Contact your child's teacher.
- Contact the building principal.
- Contact your SIT representative.
- Contact the Assistant Superintendent of Elementary Education.

STUDENT RECOGNITION

Students receive recognition for achievements at periodic awards assemblies, held three times per year, on Potluck day. We will announce student names in the Mountain Schools Newsletter.

In May, each school selects the Outstanding Fifth Grade Student. We recognize the winner of this award as a student who achieving or giving best effort toward academic success and exhibiting commendable citizenship throughout his or her educational career. This news also goes into the Mountain Schools Newsletter, as well as the local paper, The North Forty News.

Stove Prairie School Supply Lists

FOURTH AND FIFTH GRADE SUPPLY LIST

- ___ 1 zippered **nylon** pencil pouch or box for daily classroom supplies
- ___ 20 #2 pencils with erasers (only bring 3-4 to school at a time)
- ___ 1 large pink pearl eraser
- ___ 2 correcting pens, red, green, blue, purple, etc... (not black or gel pens)
- ___ 3 single-subject notebooks or composition books
- ___ 1 set of washable markers (Crayola or Roseart, in traditional colors, please)
- ___ 1 large glue sticks
- ___ 1 set of colored pencils (minimum 12 colors)
- ___ 1 ruler
- ___ 1 scissors
- ___ 2 highlighter markers (yellow or pink only)
- ___ 1 organizer or binder with folders. I HIGHLY recommend an accordion folder with at least 5 slots.
- ___ 1 box of crayons (Size: 24-32)
- ___ 1 pair of gym shoes
- ___ 1 ** large box of facial tissues
- ___ 1 ** container disinfecting wipes
- ___ water bottle

OPTIONAL: 1 ream of copy paper

**** Items to be collected by the teacher on the first day of school.**

Additional items may be requested by your child's teacher.

Label ALL items with child's first & last names with a permanent black marker.

Items needed at home: (Do not bring these to school)

Dictionary and Thesaurus, Protractor, Compass

2-3 Supply List

- Backpack
- * Crayons (24-count)
- Lunch box
- * Sharpened Colored Pencils
- Supply Box
- Sharpened #2 Pencils with erasers
- 8-pk box Washable Markers
- Red checking pen
- * Glue (stick)
- Ruler
- Scissors
- * 2 ea boxes of facial tissues
- 3 ea wide-ruled comp notebooks
- 3 ea 2-Pocket Folders
- Water Bottle
- OPTIONAL: 1 ream copy paper

For all students for Art:

- 2 glue sticks
- Set of water color markers (wide or thin)
- 9"x 11" spiral-bound sketch book

K-1 Supply List

- Backpack—large enough for projects
- Lunch Box—insulated, keeps food cold
- Small, Plastic Supply Box—6"x 9"x 3"
- 4 Pocket Folders—students like kind w/picture
- 1 Primary Composition Notebook
- 2 boxes 24-count Crayons (name on each)
- Sharpened Colored Pencils (Crayola good)
- Scissors—child-sized Fiskars
- * 1 box Sharpened Plain Yellow #2 Pencils
- Personal Pencil Sharpener w/cover
- 1 large Pink Eraser
- 8-pack box fat Washable Markers
- * 2 bottles ea 4-oz White School Glue
- 4 Glue Sticks
- 1 box slider-top Storage Bags—Gal/K & Qt/1st
- * Kleenex or Tissues

Mark all supplies with child's name, unless noted.

Gym shoes are required on P.E. day.

Shoes that leave black marks are not allowed.

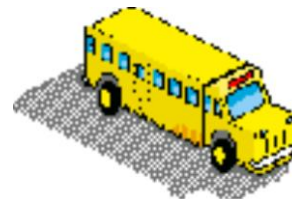
STUDENT TELEPHONE CALLS

Use of the telephone by students is discouraged. It interrupts instruction. We recognize there may be times when you must communicate with your child at school. We will honor those times. A student's after-school plans should be arranged prior to arrival at school.

TRANSPORTATION

PSD School Buses

Consult your copy of the Student Rights & Code of Conduct booklet, pages 7-9, to learn the PSD policy for Student Conduct on School Buses.



Bus Passes

For a one-day change of pick-up/destination point, we will issue a Bus Pass upon receipt of a note, signed and dated by the parent. The student turns it in to the teacher at the beginning of the day to be included with other notes for the office. *See Communication on page 9.* Even a non-bus student may ride the bus to a destination somewhere along our route, # 4014, so far as the last stop at Cache la Poudre Elementary and Middle Schools. If your child will need a bus pass more than 5 times in the school year, please inform Transportation by completing one of the following:

Space Available and Alternative Transportation Applications available August 1

The application process for 2011-12 space available transportation and alternative transportation remains unchanged. Applications will be available on the PSD website and at the transportation office beginning August 1.

Requests are processed on first-come, first-served basis and are based on the space available on existing bus routes. Parents are encouraged to apply as soon as applications are available.

Application process overview:

- Parents must reapply for space available and/or alternative transportation every year.
- Applications will not be accepted until August 1.
- Only current year, 2011-12, applications will be accepted.
- The application review process begins October 3, and families will be notified as soon as a determination is made.
- A separate form must be filled out for each student.
- Parents are responsible for providing student transportation until they are notified by the PSD transportation department that there is a seat available for them on a bus.

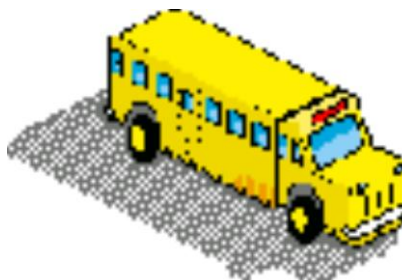
Mountain Schools parents may contact the principal if you need any help with your arrangements.

Parents should be aware that the Transportation Department cannot assign students over the PSD Transportation capacity limits. Limits are based on age group of the students and size of the bus.

Applications will be available on the PSD website August 1 at www.psdschools.org. For more information, contact the transportation routing department at 490-3155.

Parent Drivers—Mileage Reimbursement

Students who do not have bus service have their parents drive them to and from school. If your family lives within our attendance area, you may be eligible to receive reimbursement for miles driven on county-maintained roads between home and school. Contact the office assistant here at school for more information.



USE OF DISTRICT-OWNED PROPERTY

- ❑ 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 490-3333 for information or visit the district website (www.psdschools.org), choose About Us at the top left, then Department Listing and choose Customer Support Center to obtain the customer service website.

<http://www.psdschools.org/department/customer-support-center>

VISITORS TO SCHOOLS

Consult your copy of the Student Rights & Code of Conduct booklet, pages 68-69, to learn PSD's definition of a visitor and policy for visitors.

VOLUNTEERS

To learn more details, visit the PSD website: www.psdschools.org Once there, choose the Superintendent & Policies > District Policies > K-School-Community-Home Relations > KJ – VOLUNTEERS. For more information regarding volunteers at Stove Prairie, see page 20.

WEATHER-RELATED SCHOOL CLOSURE—PSD Mountain Schools

On severe-weather days when schools are open, parents are reminded to expect delays in school bus service and to help dress children appropriately for potential longer waits at bus stops.

Because the weather is often different in the Mountain Schools area, schools may be closed here and open in Fort Collins. If one or more of the Mountain Schools are the ONLY closure, this information will be posted on our website only:

<http://www.psdschools.org/schools/stoveprairie/>

As in the past, parents will receive a telephone message, now via PSD's automated program.

PSD SCHOOL CLOSURE AND WEATHER-RELATED PLAN

Please review the information below regarding three school closure situations, if needed, because of weather or other reasons:

- (1) 2-hour delayed start,*
- (2) school closure, or*
- (3) early release.*

Note:

- If all schools are open, no calls/emails will be made to parents, no announcements by the media or on the PSD website. Please do not call schools, district offices, or broadcast media.
- If schools are closed, parents and staff will be notified by email and the PSD voice messaging system, and on the PSD website at www.psdschools.org.
- Please keep your email and phone contact information current.
- When PSD schools are closed, B.A.S.E. Camp will be closed.
- If schools are running a delayed start schedule, B.A.S.E. Camp will open as normally scheduled.

Should the need arise because of bad weather and/or questionable road conditions, PSD may implement a delayed start of all schools by two hours. The following is important information for parents regarding delayed start, as well as a refresher on school closure and early release plans:

Delayed Start of Schools Because to Weather, Road Conditions

Should the need arise, the **delayed school start time will be 2 hours**, for all schools.

- **Delayed start decision:** A decision about delayed start will be made by 5:30 a.m.
- **Parent notification:** Visit the PSD website at www.psdschools.org or tune in to local radio or television stations to find out about delayed start the morning of the day in question. Please do not call schools, district offices, or broadcast media. No announcements by media and on the website means all schools are open as usual.
- **Bus pick up times:** Buses will pick up students at bus stops 2 hours later than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. Please ensure your child is dressed warmly in anticipation of a potentially longer wait time. Parents are encouraged to walk their children to bus stops and avoid walking along the roadways. Sidewalks are safer even if these areas are not cleared of snow.
- **Drop-off and arrival times:** Parents dropping off students, students who walk, and students driving to school should arrive 2 hours after their regular arrival times. Please do not arrive earlier.
- **Kindergarten and Early Childhood:** Morning-only kindergarten programs and morning early childhood programs are cancelled when there is a delayed start schedule. Afternoon kindergarten programs and morning Early Childhood programs will run on normal schedules. Full-day kindergarten and full-day Early Childhood programs will start 2 hours later than normal.
- **Before- and after-school childcare:** B.A.S.E. (Before and After School Enrichment) Camp will open as normally scheduled for students attending these programs. If your childcare provider is other than B.A.S.E. Camp, contact them for start times.
- **School dismissal times:** School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at schools.

School Closures Because of Weather, Road Conditions

If schools are closed because of inclement weather and/or questionable road conditions, parents should tune in to local radio and television stations, or go online to PSD's website at www.psdschools.org to find out about school closures the morning of the day in question.

Media Outlets are informed if schools are closed. No announcements by the media or on the PSD website means all schools are open as usual.

A decision about weather-related school closures is made by 5:30 a.m., and media outlets are notified immediately. **Parents should NOT call schools, district offices, or broadcast media.**

The PSD website (www.psdschools.org), radio and television stations will provide information about PSD school closures. We will notify Spanish radio stations KGRE 1450AM and KJJD 1170AM for Spanish-speaking families.

Note: When PSD schools are closed, B.A.S.E. Camp will be closed.

Early Release of Schools Because of Weather, Road Conditions

If the weather forecast suddenly changes to adverse conditions, PSD may put into action an early release. Parents are urged to please develop a plan for the possibility of your student's early release to your home. B.A.S.E. Camp will not be available after school if schools release students early.

When PSD makes a decision to close schools earlier than the regularly-scheduled release times because of inclement weather and/or questionable road conditions, parents will be notified by phone. **In addition, media outlets and the PSD website (www.psdschools.org) also will communicate early release information.**

Parents are urged to make sure family contacts and telephone numbers are current at your child's school for such an emergency.

For additional information about the policy and procedures, contact Mr. Fox, PSD Director of Transportation, at 490-3555.

TELEVISION STATIONS:

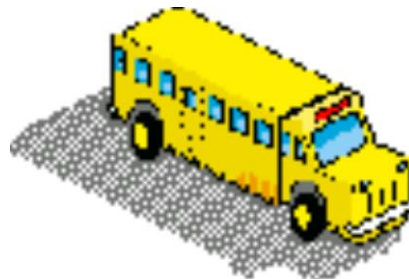
Channel 2 CW2 Colorado/KWGN-TV
Channel 4 KCNC4 Denver/CBS4 Denver
Channel 5 CBS 5 (Cheyenne)
Channel 7 7News-KMGH
Channel 9 9NEWS-KUSA
Channel 10 PSD Public Access TV
(available on Comcast & US Cable)
Channel 13 Fox 31

NEWSPAPER:

www.coloradoan.com

LOCAL RADIO STATIONS:

KPAW 107.9 FM The BEAR
KUNC 91.5 FM
KFAK 1310 AM
KCOL 600 AM
KGRE 1450 AM (SPANISH)
KKQZ 94.3 FM
KQLF 97.9 FM
KRFC 88.9 FM
TRI 102 102.5 FM
KIIX 1410 AM
KUAD/K99 99 FM
KCSU 90.5 FM
KJJD 1170 AM (SPANISH)
KSME 96.1 FM
Z94.3 94.3 FM
Denver radio stations: KOA 850 AM
KOOL 105 FM



PARENT INVOLVEMENT



PARENT-TEACHER ORGANIZATION (PTO)

PRESIDENT	Krista Moreshead	484-1233
VICE-PRESIDENT	Kim Whitin	493-7029
SECRETARY	Kathy Kendall	472-0217
TREASURER	Tammy Wilgers.....	214-4080
VOLUNTEER COORDINATOR	Mary Starkweather	222-4827
SAC REPRESENTATIVES	Kim Whitin	493-7029
<i>See page 22 to learn about SAC</i>	Krista Moreshead	484-1233



The Stove Prairie PTO helps to meet the increasing needs of our small mountain school. Contributions include: monthly potluck lunch, refreshments for various annual parties, seasonal programs (including Fifth Grade Recognition), and the Stove Prairie Winter Festival.

The purpose of the PTO is to provide support to all students at Stove Prairie. Meetings are held at 12:30 on the first Thursday of each month (after Potluck at 11:30) at the school. Each family provides the food.

On the other Thursdays without Potluck, parent volunteers bring pizza to those who ordered it. *See page 13 to learn about lunch and snack.*

Since 1976, the PTO has organized the Stove Prairie Winter Festival, which is held the first Saturday of every December. This annual fund-raiser is the largest contribution we make to the school. The event includes the sale of local arts and crafts, food, and a hand-made quilt (in the form of a raffle). We offer a silent auction, country store, and even a visit from Santa Claus! Parents work together to prepare for and hold this event, so we encourage everyone to help however you can. Please sign up at Back to School Night or call the PTO President, and let her know how you can help this year.

The festival produces funds to support student field trips, classroom needs and to purchase items such as library books, media equipment, playground equipment, etc.

PTO NOTES ON POTLUCK

Potluck lunches are held on the first Thursday of school each month starting at 11:30 (on the second Thursday in December and January this year) Everyone is welcome and encouraged to attend! If you are unable to attend the potluck, please send your prepared dish to school with your oldest child attending Stove Prairie or drop it off at school before the potluck begins. *Please note that children cannot carry glassware on the bus.* All items should be clearly labeled "Potluck Dish" and delivered to the kitchen before 11:00 ~ 10:30 if food will need to be reheated. If, for any reason, you are unable to send your dish, please notify PTO President, Krista Moreshead at 484-1233, or leave a message for her at the school (no explanation necessary). The PTO provides juice and water for beverages at the potluck.

When we have them, awards assemblies and other parent/community events will be held just prior to potluck, beginning at 11:15. Please plan to attend! Remember that all students are served before the parents, although adults are welcome to get a plate for their preschoolers and/or toddlers at any time. This ensures that there is plenty for the kids to eat. We also encourage you to join us for the monthly PTO meetings immediately following lunch. We look forward to sharing these events with you!

IMPORTANT HEALTH DEPARTMENT RULES

Parents **MAY NOT** contribute game or home canned foods for Potluck, since these items have not been federally or locally inspected and approved. Hot food must be served at 140°, cold food at 45°.

Potluck Hosts/Hostesses

A minimum of 2 hosts/hostesses are needed each month unless otherwise noted. Please sign up at a PTO meeting or by calling/emailing Krista Moreshead (484-1233) krista@leachman.com if you can help.

PTO Host/Hostess Duties:

- ◆ Hosts/hostesses call everyone on the Potluck list a week in advance to remind them of the date, time, and their dish.
- ◆ They arrive at the school on potluck day by 10:30 to get any food ready that is in the kitchen and set up tables and chairs.
- ◆ They make the juice, wrap silverware in napkins, get out plates, cups, etc.
- ◆ Set up 2 long tables at front of gym (along the kitchen wall) for the food, the small round table for desserts, and four rows of 2 long folding tables lengthwise for kids and parents.
- ◆ Fill the silver basin with hot, soapy water and place on a chair by the kitchen (for dirty silverware).
- ◆ The juice dispenser is in the PTO shed, along with extra paper goods the PTO provides.
- ◆ Decorate as desired.
- ◆ You are also responsible for clean-up after lunch, but everyone is expected to help.
- ◆ After lunch wash, rinse, and return the juice dispenser to the shed **WITHOUT** the lid on so it will dry.

Note:

Stove Prairie is given an exception from the school district for our monthly Potluck only. For this event we encourage as much food as possible to be homemade.

However, cookies or finger food for evening events must be store-bought as mandated by Poudre School District for all normal school events.

In recent years, people Stove Prairie, and all of PSD schools, strive to promote wellness for all. Please provide healthy foods at school events whenever possible.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

Representatives from each of the Mountain Schools serve on this committee. It has been identified by the State Department of Education as an integral part of each school. The committee's make-up includes staff members, parents and community members. The SIT for the Mountain Schools helps determine goals for staff and students. It reports on these goals annually to the state, district and our school/communities. SIT focuses primarily on issues that affect the academic achievement of students. Future goals must be aligned with Poudre School District and the Accreditation contract with the State Department of Education.

VOLUNTEERS IN POUUDRE SCHOOLS

To learn more details, visit the PSD website: www.psdschools.org. Under Quick Links, choose Superintendent / Policies > District Policies > K—School-Community-Home Relations > KJ – VOLUNTEERS

Volunteers are an integral part of the instructional program at Stove Prairie Elementary School. Volunteers assist individuals and small groups of students. Volunteers can also be helpful in the media center, office and preparing instructional materials. Please call the office, contact the VIPs coordinator or talk to your child's classroom teacher if you are interested in volunteering. All volunteers must register with PSD.





STOVE PRAIRIE SCHOOL SONG

As they came over the mountain--looking for their gold,
They came upon a valley with riches quite untold.

Amid the rugged mountains with grasses thick and green,
Walked two old timers who sought this land unseen.

As they began to search for gold, they saw an old black stove.
They did find, to their surprise, they weren't the first to rove.

Here we sit amid this scene; so happy are we--
To have this pure and fresh land. How lucky can we be?

You will find, when you live here, a world full of joy,
The prairies and the wildlife you must not destroy!

With lovely, peaceful evenings and days so sunny and bright,
Live happy families in the land of the eagle's flight.

Time has passed since first they found this prairie land so fair.
You may wander near and far, it's still beyond compare!

!!!!!! STOVE PRAIRIE !!!!!!

written in 1973
by Amy Dreves and Colleen Fitzgerald,
Stove Prairie Students





Mountain Schools Students:

Climb to success!



Stove Prairie Colors:

Blue and White

Mascot:

White Stallion