

COYOTE RIDGE ELEMENTARY SCHOOL PARENT & STUDENT HANDBOOK



COYOTE RIDGE VISION STATEMENT

As a community, we are dedicated to preparing our students to be lifelong learners who strive to achieve their full potential.

COYOTE RIDGE MISSION STATEMENT

At Coyote Ridge, we provide a welcoming atmosphere which supports and encourages family and community partnerships. We are a collaborative staff using innovative and creative teaching practices to meet the needs and enhance the strengths of all students. Students develop their individual talents, critical thinking, and technology skills by actively engaging in the learning process. Staff, parents, and students share the responsibility for ensuring that our students achieve high standards, that they are globally minded, and are prepared to positively impact an ever-changing world.

**Coyote Ridge Elementary School
13770 Broadlands Drive
Broomfield, Colorado 80023**

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COYOTE RIDGE ELEMENTARY SCHOOL

Calendar for 2017-2018

August 10	District In-Service
August 11	Teacher Duty Day
August 14	Teacher Duty Day
August 14	Open House (3:30-5 p.m.)
August 15	District In-Service
August 16	First Day of Classes
August 21-25	Coyote Character Week
August 21	Back to School Night Grades K and 3 (5:15-6 p.m.)
August 22	Back to School Night Grades 1 and 4 (5:15-6 p.m.)
August 24	Back to School Night Grades 2 and 5 (5:15-6 p.m.)
August 24	Picture Day
August 25	PACK Assembly
September 4	NO SCHOOL: Labor Day
September 5	ASSESSMENT DAY: Students must attend individual assessment
September 22	Vision and Hearing Screenings
October 3	Picture Make-Ups/Retakes
October 11	Parent/Teacher Conferences (1:30 p.m.-7:30 p.m.)
October 12	NO SCHOOL: Parent/Teacher Conferences (7:30 a.m.-3:10 p.m.)
October 13	NO SCHOOL: Teacher Work Day
October 27	Falloween (6:00 p.m.-8:00 p.m.)
November 10	NO SCHOOL: Veterans' Day
November 20-24	NO SCHOOL: Thanksgiving Break
December 22	NO SCHOOL: Teacher Duty Day
December 25-January 5	NO SCHOOL: Winter Break
January 8	NO SCHOOL: Staff Development
January 9	Classes Resume
January 12	ASSESSMENT DAY: Students must attend individual assessment
January 15	NO SCHOOL: Martin Luther King Jr. Day
February 13	NO SCHOOL: Teacher Work Day / Parent/Teacher Conf. (3:00-7:30 p.m.)
February 14	NO SCHOOL: Parent/Teacher Conferences (7:30 a.m. – 3:10 p.m.)
February 15	NO SCHOOL: District In-Service
February 19	NO SCHOOL: Presidents' Day
February 22	Group Photos
March 26-30	NO SCHOOL: Spring Break
April 2	NO SCHOOL: Comp Day
May 4	ASSESSMENT DAY: Students must attend individual assessment
May 11	NO SCHOOL: Teacher Work Day
May 23	Last Day of School/5 th Grade Continuation (8:00 a.m.)
May 24	NO SCHOOL: Teacher Duty Day

Extended Day Kindergarten and Grades 1 – 5

7:35 a.m. – 2:30 p.m. M, T, TH, F

Early release – Wed - 1:15 p.m.

AM Kindergarten

7:35 a.m. – 10:40 a.m. M,T, TH, F

7:35 a.m. – 10:00 a.m. **Wed**

PM Kindergarten

11:25 a.m. – 2:30 p.m. M,T, TH, F

10:50 a.m. – 1:15 p.m. **Wed**

*First bell rings at 7:30 a.m., and the Tardy bell rings at 7:35 a.m.

Please do not drop students off prior to 7:25, as supervision will not be provided before that time.

ABSENCES

Absences must be reported on the Coyote Ridge attendance line. **The direct dial number is 720/972-5797.** This number may be called at any time to report an absence. Please leave a message, which includes the following:

- Name of person calling - Student's name
- Date (s) of absence - Reason for absence
- Teacher's name

ATTENDANCE GUIDELINES

0-10 minutes late	Tardy
11minutes-2 hours late	A partial absence
2-3.5 hours late	Missing half a day
Over 3.5 hours late	A full day of absence
Dismissed up to 10 minutes early	Tardy
Dismissed 11 minutes - 2 hours early	A partial absence
Dismissed from 2-3.5 hours early	A half day of absence
Dismissed over 3.5 hours early	A full day of absence

VACATION

Please remember that vacations are considered unexcused absences unless approved by the principal. ***Up to 5 days per school year can be excused by the principal. If you take more than 5 vacation days during the school year, the additional days will be considered unexcused.*** Vacation forms can be obtained at the front office and submitted to the registrar. Students that currently have excessive absences will not be considered for excused absence approval.

ILLNESS

If your child needs to stay home due to illness, we ask that you bring in a note from a doctor on the sixth day of absence. We will count five days excused by parents, and day six and beyond require a doctor's note to be excused. **Absences exceeding six days will be unexcused unless we have documentation.** An absence of one or two days in duration does not require a note, but we ask that you notify the office as to why your child is staying home from school.

ATTENDANCE INTERVENTION

Step 1: 2-5 absences (excused or unexcused)

Parent/Teacher conference with student to discuss the student's developing attendance and the impact of academic performance concerns.

Step 2: 6-7 absences

Parent contacted by administration by phone or in person via written correspondence. Notification of concern about continued absences.

Step 3: 8-10 absences

Attendance School Contract Conference – conference with parents and student ongoing concerns. Development of Attendance Contract.

Please Note: Upon implementation of the School Attendance Contract, all absences should be marked unexcused unless parents/guardians are able to provide a doctor's notice for legal or family emergency.

BEFORE AND AFTER SCHOOL ACTIVITIES

We encourage all students to participate in before/after school activities at Coyote Ridge Elementary. It is important that students maintain academics in the classroom, homework assignments, and positive behavior. If students struggle to uphold Coyote Ridge Elementary behavior and academic expectations, they may not be allowed to participate. After school activities are simply an extension of the school day. Staff will work diligently with students and parents to support involvement because we believe it to be an important part of what we do to educate the whole child. Attendance is taken at before/after school activities, if your child will be absent please call the attendance line.

BEHAVIOR MANAGEMENT PROGRAM

We at Coyote Ridge Elementary School feel that school should be a safe and caring environment that promotes student learning. We recognize that every student has certain rights and responsibilities for their behavior at school. Students must learn and understand that they are responsible for their actions, in control of their behavior, and be willing to accept reasonable consequences for their actions. As we teach responsibility and fairness, we are molding the future of our community.

We recognize that students at Coyote Ridge may come from different backgrounds of what is acceptable and not acceptable behavior at school. We believe that it is important to take a positive stance with discipline by paying attention to desired behaviors. At Coyote Ridge, we have incorporated a PBS (Positive Behavioral Support) Matrix, which identifies behavioral expectations in all settings throughout the school. The four primary areas defined on our "PACK" matrix include Perseverance, Accountability, Courage and Kindness.

We also believe that student discipline is educational in nature. Students will make mistakes in judgment and actions from a lack of knowledge or understanding from time to time. This is a part of growing up and experiencing life. What is most important is that students learn from each experience to make better decisions in the future. This is why it is important to review the PACK Matrix with your child at home, so s/he has a clear understanding of Coyote Ridge behavioral expectations and how similar language and behavioral reinforcements might be used at home as well.

Positive rewards for appropriate behavior are included in the classroom in a variety of ways, for both the classroom as a whole and individuals as needed. Students are also recognized school-wide for appropriate behavior and making good choices via Positive Office Referrals. Students can individually earn Coyote Cash to spend on items or save them up for a drawing at the end of each month.

Possible classroom interventions:

Reflection sheets - completed by the student and brought home for a parent signature.

Reflection sheets must be returned the following school day.

Non-verbal warning

Verbal warning

Classroom behavior management programs

Move student's location

Note home from teacher signed by parent

Student calls home

Teacher calls home

Loss of special activities

Documentation of behavior patterns (time of day)

Behavior contracts

If a student is referred to the administration, appropriate consequences will be determined at the principal's discretion. A parent-teacher-administrator conference may be held. Possible interventions may include:

Call parents from the office

Student written letter of apology and/or explanation

Mediation with all students involved

Loss of privileges (Fun Friday, assemblies, field trips, etc.)

Behavior contract

Parent meeting

Parents attend school

In-school or out-of-school suspension

Parent, student, administrator meeting with discipline hearing officer

BIRTHDAY INFORMATION

Birthdays are a very important and special day for Coyote Ridge students. As we teach students about the importance of making healthy choices and how eating well will help them learn, it may be confusing when celebrations often involve sweets. We are asking for your support in our effort to create a healthier school environment by replacing sugary, high fat treats with non-food celebrations or more nutritious snacks. Here are some ideas:

- Non-food ways to celebrate: Bring in a book to share or donate and read to the classroom; Bring in a simple craft for each classmate to do; Bring pencils, stickers, stick-on tattoos, or other fun items to share; Bring in an item or person for show-and-tell.
- Healthier food options: Fruit kabobs; Fresh veggies with hummus or low fat dip; Tortilla chips with salsa; Graham crackers; Apples with cheese or dip; Yogurt parfaits; Popcorn necklaces; Granola bars (check with the school on the allergy guidelines).

Birthday treats will be shared the last 15 minutes of the school day in order to preserve the academic learning environment. Please let your child's teacher know a week in advance if your child would like to celebrate their birthday with the class. Please be aware that there are some students who do have food allergies so check with your child's teacher for information. Please refer to the Wellness Policy (code 3720).

At Coyote Ridge, we have a policy regarding birthday invitations. We request that invitations for birthday parties not be sent to school to be passed out. We know your child will be very excited for his/her birthday, but there is nothing more heartbreaking when one of our students sees invitations being passed out and he/she doesn't get one. It puts us in an even more difficult situation, when we are asked to pass out the invitations. Even though your child tries to do it discreetly, it always ends up hurting someone's feelings. We appreciate your understanding and your support.

BICYCLE RIDERS

When a child arrives at school with his/her bicycle, he/she should take it directly to the specified parking area and leave it there until ready to go home. For safety reasons, children are not permitted to ride their bicycles on the school grounds. **We encourage all students to wear helmets whenever riding a bike.** The school expects all bicycle riders to refrain from riding over the school lawn or private property. Children are expected to follow traffic rules applying to bicycle riders. Students must walk bikes until the backstop on the north side of the school, and may ride from there.

The District provides a limited number of bike racks, which may be used by bicycle riders. However, the District cannot and does not ensure that such racks are sufficient to safeguard the bicycles or that the bicycles will be safeguarded by the School District at any time. Therefore, students should provide locks for their bikes when coming to school.

CELL PHONES/WATCHES AT SCHOOL

Please remember that cell phones and electronic watches must be kept in the off position at all times and stored out of sight at school. If a cell phone or electronic watch is seen or heard, it will be confiscated and will have to be picked up by the parent. For more information please refer to the Superintendent Policy Code 5130.

DRESS CODE POLICY

Generally, it has been observed that there is a positive relationship between the performance/behavior of a student and the type of his/her dress. Students are expected to use good taste and judgment in their dress while at Coyote Ridge Elementary.

Dress that may be embarrassing, provocative, suggestive or perceived as threatening or intimidating to other students and staff, dangerous to a student's health or cause disruption in the class will not be allowed.

For more information on Dress Codes and the District's Safe Schools Policy, please refer to district policies and information in this handbook. Specifically, the following are prohibited (**Not Allowed**) at Coyote Ridge:

- Ø Hats, caps and sunglasses worn in the school building.
- Ø Tube tops, halter-tops, low cut "muscle" shirts, thin-strapped tops that reveal the underwear and tops that do not cover the midriff or that are transparent.
- Ø Combat boots and trench coats.
- Ø Clothing with offensive, belittling, obscene or suggestive language or pictures.
- Ø Shorts, skirts, and dresses worn above the **mid-thigh**.
- Ø Spandex tops, pants, dresses and skirts.
- Ø Pants or other clothing with holes.
- Ø Sagging pants too large for the natural waist size or pants that are so long or so wide they drag the ground or buckle around the feet.
- Ø Belts that hang below the natural waist.
- Ø Jewelry that poses a safety hazard or that is suggestive.
- Ø Hair coloring that is not considered "natural" hair color, which includes aerosol sprays or other hair coloring/tinting products.

Please keep in mind that the above Dress Code applies to Halloween as well. Please know that we are trying to be consistent with District 12 policy, not punish a child. You can help by checking to make sure your child is properly dressed before he/she leaves for school. If a child comes to school dressed in any of the above, we have a small amount of donated shirts and pants in the clinic that students can change into, or they may call home to ask for appropriate clothing. Thank you for your cooperation.

ALERT! EARLY RELEASE OF STUDENTS

Important Information

On very rare occasions, it may be necessary to release students early, due to bad weather or emergency situations. It is extremely important that the school and home work together in these times, in the best interests of student safety. Please make sure that the school has a current phone number where someone can be reached during the day. If a parent is not available, please make sure the school has the name and phone number of a responsible adult such as a neighbor or friend; someone who could pick up your student in your absence. In extreme conditions where it may be dangerous or impossible for walk-in students to walk home, they will not be released until a parent/guardian can pick them up. The school must know how to reach you or someone you've designated to notify of these conditions.

Following are the transportation procedures, important to all families whose *children ride the bus*.

***High school** students will be released first, and at just one dismissal time. The early release schedule for each high school will be published in the school newsletter and posted at the school. Bus routes will be different, so students must be familiar with the route schedules in order not to get on the wrong bus.

***Middle schools** will be dismissed next. However, all parents will be notified prior to students boarding the bus. Any student who cannot get into his/her house or go to a neighbor's will be kept at school until a parent/guardian can pick them up.

***Elementary schools** will be released last. Buses will not leave until all parents have been notified. Any student who cannot get into his/her house or go to a neighbor's will be kept at school until a parent/guardian can pick them up.

As you can see, making contact with a parent/guardian is of great importance during emergency situations. Again, make sure the school has a correct phone number. Also, consider making alternate arrangements for your student(s) should you not be available in an early release situation. Be sure to notify the school of those alternate arrangements, preferably by note.

EMERGENCY SCHOOL CLOSING/STORM SCHEDULE

Should inclement weather or emergency situations occur which would result in the closing of a school or schools in District 12 or an adjustment be necessary to the start or dismissal times of District schools, that information will be announced by local radio and TV stations. District officials make early morning notification to the radio and TV stations by 6:00 a.m. at the latest.

Please **DO NOT CALL THE RADIO STATIONS**. The district may be called at 720-972-4000 and pressing 7. The following stations will also have information: TV Channels **2, 4, 7, 9**; (AM radio stations) **KBRQ, KEZW, KHOW, KLZ, KOA**; (FM radio stations) **KAZY, KBPI, KOSI, KRXY, KWBI, KLTT AND KDKO**.

ENROLLING A STUDENT IN SCHOOL

Enrollment in Adams 12 Five Star Schools is a simple process:

Step 1: Check your address on our handy boundary locator to determine which school your student will attend. Our locator is online at http://www.adams12.org/en/boundary_locator.

Step 2: Pick up an enrollment packet at one of our school locations or download the forms from our website. You will need only one Household Information Packet and Individual Student Information Packets for each student.

Step 3: Complete your forms and gather the necessary documentation. Documentation includes: Parent/Guardian Photo ID; Child's Birth Certificate; Two Proofs of Residency; Immunization Records; and prior school records.

Step 4: Take your completed enrollment forms and all required documentation to your student's school.

NOTE: Kindergarteners **must** be 5-years old and first graders **must** be 6 years old **on or before** October 1st. *For exceptions, please see Superintendent Policy 5230.*

EXCUSED FROM PHYSICAL EDUCATION OR PHYSICAL ACTIVITY PROGRAMS

The physical education program and recess activities have many educational, healthful and social values. Therefore, the health service department **recommends** that **all** students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely participate in these programs.

FIELD TRIPS AND PARENT PERMISSION FORMS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips and provides the school with the assurance that you know about the activity and what it will entail. We will not permit a student to participate in a student activity or field trip for which a form has been sent home **unless the district form is returned to the school by the indicated date with the appropriate signature. Handwritten notes or phone calls cannot be accepted.** Students will not be released to parents/guardians from the field trip site unless prior written

documentation has been provided to and approved by the administrator at least one week in advance of the activity.

Chaperones are welcome; however, please follow the guidelines set by the classroom teacher as some field trips have limited space. To provide the safest possible supervision, parents/guardians may not bring siblings on field trips.

HOLIDAY PARTIES

Coyote Ridge will have parties for a winter holiday celebration and Valentine's Day. These parties will be the last hour of the school day. Healthy snacks will be provided in conjunction with the district wellness policy.

HOMEWORK GUIDELINES

Purpose of Homework: According to the research, the three purposes for homework are **practice, preparation, and elaboration**. Homework provides an opportunity to deepen understanding and enhance skills because it extends learning opportunities beyond the school day. Homework also sends the message that learning occurs outside the school setting. **[1]** Also refer to District Policy #6154 on homework.

Parent Role in Homework: Please see grade level guidelines for explanation of the parent role in homework.

Place to do Homework: It is beneficial for children to have a quiet study area at home complete with school supplies such as pencils, paper, a ruler, a dictionary, and anything else they might need while they do their homework.

Grading Homework: The way that homework is to be graded is determined at each grade level. Please see the grade level guidelines if you would like that information.

Time Limits for Homework:

The average time that students will spend on homework is approximately **10 minutes per grade level** (Third graders= 3 x 10 = 30 min.) This time limit does **not necessarily include the daily reading** that is required of students. If a certain grade level chooses to send unfinished class-work home to be finished at home, that work is not necessarily included in the "homework" time limit. If this is a grade level practice, it will be included in that grade level's guidelines.

Late Homework: Late homework will impact the student's Eight-Trait scores on the report cards. Please see grade level guidelines for further late homework expectations.

Missed School/ Excused Absence Make-up Work: Some concepts are not taught to the student before he or she is absent. If your student is sick, and you want to pick up his or her make-up work, the teacher will have that available to you the **DAY AFTER** the student is absent. Students will be given a period of the same number of days they were absent, plus one additional day to make up missed assignments, beginning on the next school day following the absence.

IMMUNIZATIONS: COLORADO MANDATORY IMMUNIZATION LAW

All children entering Colorado elementary schools for the first time (Kindergarten and out-of-state transfers) must show proof of immunization, and must comply with the immunizations requirements at the particular grade level. Exceptions may be made for personal, medical or religious reasons.

LIBRARY MEDIA CENTER

The library is the place where text, technology and literacy are concentrated. Use of the library and its resources promotes a deeper understanding of state standards and a greater appreciation of literature. Students, parents and community members are encouraged to volunteer and spend time in the library media center. Collaboration, team teaching, coaching and modeling are several strategies utilized to support instruction with classroom teachers. Teachers are encouraged to plan collaboratively and schedule time in the flexible schedule.

The library plays an integral role in preparing our students to become productive 21st Century Citizens. Students will learn to find information, analyze, evaluate and communicate information and ideas. All of these skills are needed to live and work in an information based world. Use of the library media center helps change dependent learners into independent, self-directed, empowered, lifelong learners.

There is a great variety of print and non-print material to support instruction including: culturally diverse, intergenerational, realistic, historical, fantasy fiction and nonfiction. Our collection and all Adams 12 School Library collections may be accessed online from the Coyote Ridge Website.

Classes can take advantage of the library for story time, book talks, genre themes and special presentations to appreciate literature and pursue a love of reading. Four computer stations are available for independent use. Students are encouraged to visit the library daily!

Students may be sent to the LMC to select materials or do research in groups of no more than four at a time. Please make sure that they each bring a library pass. If you want a larger number of students to come, you need to make prior arrangements with the media clerk. Scheduling groups so that they do not conflict enables your students to have access to both materials and personnel. The library staff welcomes the opportunity to assist students, parents and staff with their selections and research in the Media Center!

LOST AND FOUND ARTICLES

Every effort is made to return lost articles to the rightful owner. All children's clothing should be marked for easy identification in the event of loss. Assistance is given by the office regarding lost and found items. Unclaimed clothing, lunch boxes, etc. will be kept in a convenient location, available to children if they have lost something. Items such as, jewelry and watches are kept in the office. At varying times during the school year, unclaimed articles are displayed and, if unclaimed, given to worthy organizations. Students taking school texts or library books home accept the responsibility of their care. If such books are lost or damaged, the student will be charged accordingly.

NUTRITION SERVICES AND STUDENT WELLNESS

Superintendent's Policy 3700 and its subsections describe the District's commitment to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each school's kitchen or administrative office. Information may also be found on the District's website under the parent resource link.

À la carte/Extra Entrée:

Students may still be hungry after our lunch or yours. To satisfy that hunger, we offer three options:

1. A second full meal for the regular price AND an additional \$.45
2. A second full entrée in addition to the first meal. The extra entrée cost is an additional \$1.50.
3. A variety of à la carte selections which consist of sensible snacks are available. Students must purchase a lunch, an entrée, or bring a sack lunch before purchasing à la carte snacks.

MEAL PRICES FOR THE SCHOOL YEAR

Lunch	Daily	Weekly
Elementary School Paid	\$2.50	\$12.50
Reduced – Grades PK-5th	\$.40	\$2.00
Milk	\$.60	\$3.00
Adult Lunch with milk	\$3.60	\$18.00
Extra Entrée \$1.50 daily or \$7.50 weekly *prices subject to change		

Student Meal Accounts:

All schools use a computerized meal system. Payments into the meal account can be via check, cash, or online payments using your desired major credit card. Similar to a bank account, money in any of these three forms is “deposited” into individual student accounts. “Withdrawals” are made when students purchase meals, and extra entrées and snacks. The computer signals each account when there are two prepaid meals remaining in the student’s account, and we remind students in a variety of ways to remember to bring money. Students may not share account numbers because the federal government will only allow one reimbursable meal per day. Students who share their lunch numbers for meals show up on the “Double Card Usage” report and will be charged the meal price PLUS an additional \$.45 to pay Nutrition Services for the federal reimbursement that cannot be claimed.

Online Credit Card Lunch Payments

You may add money to your child’s meal and snack account via the Internet using a certified, secure, third party provider called School Payment Solutions. This site allows parents to make payments into their child’s account via the web. Once an online payment is made, a deposit will be made to your child’s account. The payment amount and an additional small transaction fee (\$2.75 for the first child & \$1.00 for each additional student) will be charged to your credit card or checking account.

Getting Started

Go to <https://www.payforit.net> and click on LOGIN for instructions on how to set up an account. For assistance with your child’s student I.D. number, please call the kitchen manager at your school. Online payments made after 6:00 a.m. will not show up in your student’s account until after lunch. Because online lunch balances may be up to 24 to 48 hours old, contact your kitchen manager for exact balances.

Parental Controls

If you want to limit your student's daily expenditures, or do not want your student to purchase an extra entrée or à la carte items, contact your kitchen manager. She can make a note in your student's account.

Charge Policy

The school district has a different charge policy for each level (elementary-2 charges, middle-1 charge, and high school-no charges) which has been adopted at all schools. Unpaid charges place a financial strain on Nutrition Services. Did you know Nutrition Services is an enterprise fund that does not receive general fund support for routine operations, and thus, must generate funds through student and adult sales, snack sales and federal and state reimbursement in order to pay operating expenses and fees to the district? Unpaid charges reduce revenue that affects the ability to pay outstanding bills and employee salaries. Uncollected charges may result in higher meal prices for all other students.

The school district has a charge policy for each level:

Elementary – 2 Charges · Middle – 1 Charge · High School – No Charges

1. When two prepaid lunches remain in an account, the cashier will remind the student or ask him/her to voluntarily stamp his/her hand with the "Need Lunch Money" stamp.
2. When one prepaid lunch remains, step #1 is repeated.
3. With the first meal charge, we provide a full meal and again, suggest your student stamp his/her hand with the "Need Lunch Money" stamp.
4. With the second meal charge (elementary only), the cashier repeats step #3.
5. After the charge limit is met, a complimentary meal is given. A complimentary meal consists of a salad or veggie, fruit, dinner roll and milk. The student is again reminded to bring money or stamp his/her hand. Two complimentary meals will be provided free of charge.
6. Auto calls are made during the week to remind parents of student charges.

Free and Reduced Priced Meals - If you believe your children qualify for free or reduced priced meals, we encourage you to apply only at www.applyforlunch.com for mean benefits.

PARENT/TEACHER CONFERENCES

Conferences are held twice a year, once in October and February. This is an important time to learn of your child's progress and to ask questions of the classroom teacher. We strive to have 100% participation for both conference sessions. Please refrain from scheduling vacations during conference times.

PARENT TEACHER ORGANIZATION (PTO)

The Coyote Ridge Parent Teacher Organization is the official voice of the parents, which serves as a two-way communication between school and community. This is one of our most vital communication systems for good public relations and support for our total program. The parents of the community serve as a liaison for the community to voice any concerns or recommendations or to ask questions regarding the operation of the school or any part of the instructional program. The Coyote Ridge Parent Teacher Organization is an advisory council and should not be viewed as a decision-making body.

PARKING LOT PROTOCOL

Rules of the Road

- Do have your kids ALL ready to go when you are at the front of the school
- Do pull all the way forward to the end of the kindergarten playground, **all the way**

- Do wait until you've passed the fire hydrant to let kids out of the car
- Do keep the line tight. The more cars we can empty at a time, the faster it goes for all
- Do have your kids exit from the right side of the car
- Do exit by turning right out of the parking lot even when no one is coming (even one left turning car can dramatically slow the line; plus, **it's illegal to turn left during the specified times**)
- Do feel free to park if there are spots open, but you won't be able to exit until after the second bell rings and Hug and Go is cleared (cones will be placed on the north exit side of the lane)
- Do be respectful and courteous of all people in the parking lot
- Do stay off your cellphone while in the parking lot
- Do share the rules of the road with your friends and caregivers. Let's work together!

Please help us to keep our kids safe during this high congestion time.

Parking on the Street

- You may park along the east side of Broadlands Drive to drop your child safely on the sidewalk and then they may walk into school.
- Please do not drop your student on the west side. It is not safe for them to cross the street.
- You may also park along Maroon Circle and students can walk down the sidewalk directly to the school crosswalk.

The Bus Lane

- After all the busses arrive and the cones are removed, you may use the bus lane to drop off your child.
- Please pull all the way forward before letting your child out.
- Students should always exit the passenger side of the car.
- Please do not park or get out of your car when using the bus lane.
- Students may enter the back of the building.

Students must use the crosswalks. Students may enter either the front or the back of the building in the morning. If parents would like to enter the building they must check-in at the main office through the main entrance. Students crossing at the entrance of the parking lot will instead be directed down the sidewalk to the crosswalk located at the center of the parking lot. Here they will cross safely with a crossing guard. Parents and students need to walk their bikes through the crosswalk.

AFTERNOON PROCEDURES

Hug-and Go Lane

- You may pull through the hug-and-go lane after school to pick your child up in front of

the school.

- Please pull all the way forward to allow additional cars into the hug-and-go lane.
- **Do not park your car or leave it unattended while in the hug-and-go lane, it is designated for continuous traffic flow.** When a vehicle pulls out, pull forward to fill that space.
- You may only make a right hand turn when leaving the parking lot. Please adhere to the crossing guard.

Parking on the Street

- You may park along Broadlands Drive or any adjacent street and walk over to pick up your child.
- Please use the crosswalks in the center of the parking lot and adhere to the direction of the crossing guard.

Bus Lane

- After the busses depart you are welcome to pick up your child in the bus lane.

PETS

We want to assure that students have a safe and healthy learning environment. **To that end, we ask members of our school community to refrain from bringing pets anywhere on school grounds as they can pose health and safety concerns.** Thanks for your cooperation.

PLAYGROUND RULES

Please take time to review the following playground rules with your child(ren). For the safety and welfare of all students, these rules will be consistently enforced on the playground at all times.

Students are not allowed on the playground equipment before school.

Stay inside of the cement ledge around the perimeter of the wood chips.

Gum and food are prohibited on the playground.

Tether balls are only played with using hands.

Soccer balls, kick balls, and footballs are to be played with on grassy areas only.

Gymnastics are not allowed on the playground or on the equipment.

Students should only be on recess when properly supervised by school personnel.

Students shall not be permitted to leave school grounds during recess times except to retrieve playground equipment. In this case, students shall receive verbal permission from the playground supervisor before leaving the grounds.

Students shall not re-enter the building during recess unless the playground supervisor gives permission.

Field games involving running (soccer, touch football, tag games) should be played in the grass area of the playground and not on or around the playground equipment.

Court type games (basketball, tetherball) should be limited to areas designated for these activities.

Organized games shall be played for fun, participation and skill development. Aggressive behavior and unsportsmanlike conduct shall not be allowed.

The throwing of snowballs, rocks or other dangerous projectiles is not allowed.

Students shall not be allowed to slide on snow or ice.

Students climbing the playground equipment should use the ladders and steps. For safety sake, no jumping down from high equipment or climbing up slides is permitted.

Swings:

Children are to use swings one at a time and take turns.

Swinging must go back and forth.

No standing or jumping in or off of the swings

Slide:

One person at a time to go down the slide, waiting for the previous person to move away from the slide.

Climb up the slide using the stairs

Go down the slide on your bottom

Students around the slide must stay clear of the slide landing area, keep objects off the slide and do not pound on the slide.

Bars:

Students should swing under the bar, not climb on top.

“Baby drops” and climbing on top the bars are not permitted.

Equipment:

Students may play with equipment that is provided by the school. Students should not bring equipment, games, etc. from home for recess.

Hoverboards: Students may use hoverboards to get to and from school, but hoverboards are not to be used for any reason during the school day on school grounds.

Skateboards:

Skateboards and roller skates/roller blades are **NOT** to be used on school grounds. Skateboarding and roller skating/roller blading require special protective equipment plus designated areas for use. The school cannot provide either of the above.

READINESS TO LEARN

Children vary in their degree of readiness to pursue an academic program. How rapidly each child will learn once he/she starts will depend to an extent upon his/her health, regular attendance, his/her ability to attack a piece of work and remain firm until it is completed, and his/her attitude toward the teacher and studies.

Good work habits are very important and need to be established early. A child who finds school difficult may make splendid progress because of his/her ability to work. On the other hand, a child who learns easily may not do well because he/she cannot persist at the task.

As your child’s first teachers, you, the parents, have information and perspectives about your child’s/children’s’ needs. Our staff is interested and available to meet with you. If you have concerns or information about your child’s educational needs please call to schedule a conference.

RECESS

Because of the temperate Colorado climate, children are generally sent outside for recess. Children should be dressed appropriately for the season, and should wear warm clothing and boots during cold and wet weather. Students will go outside unless the temperature drops below 20 degrees fahrenheit.

Recess is considered part of the elementary school curriculum, and it is expected that all students will participate. Exceptions to this policy are children who have either temporary or chronic conditions which would be adversely affected by exercise or climatic conditions. If your

child has a chronic condition which should make him/her an exception to the policy, this fact should be noted in the proper place on the registration health inventory and confirmatory information should be provided to the school by a physician.

If your child has a temporary condition, which would warrant his/her not participating in recess, please provide the school with a written note from the prescribing physician. Exceptions to this policy should be addressed to the building administration.

REPORTING CHILD ABUSE

1.0 The school employee having knowledge of the matter shall immediately report to Adams County or Broomfield County Department of Social Services or local law enforcement.

1.1 Reports of abuse by a parent or someone in a child's home should be directed to Social Services.

1.2 Reports of third party abuse should be directed to local law enforcement.

2.0 As soon thereafter as possible, the employee shall notify a building administrator.

3.0 The reporting individual shall promptly follow any oral reports to Adams County or Broomfield County Department of Social Services or local law enforcement with a written report prepared by the appropriate employee setting forth in as much detail as possible information required by statute or the appropriate agency.

4.0 Should the suspected abuse involve a district employee, the building principal shall notify the Assistant Superintendent for Human Resources or Superintendent immediately after oral notification of local law enforcement or receipt of notification of a report from an employee.

4.1 The form entitled, "Child Abuse Report to the Adams / Broomfield County Department of Social Services or Law Enforcement Agency," is included as an Exhibit to this policy/procedure and may be used, but is not required, for making written report.

SAFEGUARDS

Encourage your child(ren) to go directly to school and return home immediately after school is dismissed. If your child chooses to visit to a friend's home after school this should be pre-arranged, and communicated between the families. Students are not allowed to make these arrangements during the school day.

Please discuss and remind your child(ren) frequently throughout the school year to:

Never accept rides from strangers. Never accept gifts, candy, etc.

Always report to their teacher, police officer, bus driver, or parents any strangers seen loitering on foot or in a car, near schools, playgrounds or other places where children assemble.

If walking to/from school, walk with friends or walk closely to groups of other children.

When approached by a stranger, be polite, but do not walk closer to them or their car.

When bothered by a stranger, try to remember what they look like or, if in a car, try to remember the license number.

SCHOOL DAY ROUTINE

Classes will be in session from 7:35 a.m. until 2:30 p.m. on Monday, Tuesdays, Thursday and Friday. On Wednesday, classes for Extended Day Kindergarten and Grades 1-5 will be in session from 7:35 a.m. to 1:15 p.m.

Students are not permitted on school grounds earlier than 10 minutes prior (7:25 a.m.) to the convening of classes. Walk-in students should also plan on arriving between 7:25 a.m. and 7:30 a.m. at the front of the building. **The first bell will ring at 7:30 and the tardy bell will**

ring at 7:35. Bussed students enter through the back (north side) of the building. Students may not use the playground prior to 7:25 a.m. Afternoon kindergarten students are not permitted on the school grounds until 11:20 a.m. prior to the convening of classes. Parents and daycare providers **SHOULD NOT** leave children unattended. Please wait until the teacher opens the door to let students into the classroom. Upon arrival, students should go directly to their homeroom. Students arriving in the classroom after 7:35 a.m. will be counted tardy. Late students must enter the building through the front doors and receive a pass from the office. When dismissed, students must be picked up promptly.

Coyote Ridge has a BASE program (Before/After School Enrichment). Students need to be registered to attend the program. Hours are 6:30 a.m. to 7:30 a.m. for before school care and students in the after school program must be picked up by 6:00 p.m.

SCHOOL TELEPHONE

We understand that on occasion there is a change in routine or circumstances please try to make arrangements with your children before they leave for the school day. We will only deliver emergency messages to your children.

The office telephone number is 720/972-5780. If there are questions pertaining to your child or the school, please call us. **The office phone is not for personal use of students except in emergencies.** Please make effort to communicate transportation arrangements and play dates with your child prior to the school day.

STANDARDS-BASED GRADING

Adams 12 Five Star Schools values research-based innovation and improvement. We foster those ideas in our students, and we apply them in our work. We know standards, accountability and clear feedback are some of the most important aspects of today's education environment. Research by leading education experts across the nation has demonstrated that one of best ways to address those aspects is through a standards-based education environment and standards-based grading (SBG). **We want students, parents and educators to all know where each student is on his or her learning trajectory, and standards-based grading does that.** As the name implies, grades (scores) will be based on each student's level of understanding with respect to state and district education standards.

Standards-Based Grading Guiding Principles

- The primary goal of grading and scoring is communication.
- Grading and scoring are evaluations of what a student knows and is able to do based on clearly established standards.
- Grading and scoring should be timely, accurate, specific, and fair.
- Grading and scoring are key in the instructional process so that teachers and parents can provide the appropriate support.
- Grading and reporting are one of the educator's most important responsibilities.
- Grading and scoring need to provide information and evidence that students can use for self-evaluation.

Standards-Based Education Assessment and Grade Reporting Tenets

1. Grades and assessment scores must be based solely on achievement of standards. Factors such as effort, growth, attendance, behavior, and attitude will be reported separately.
2. Student learning for the identified report card criteria will be evaluated based on district rubrics, proficient/advanced student work samples, and checklists.

3. In order to make valid, reliable judgments, multiple varied assessments will be used to grade on a standard/essential outcome. Written responses, oral responses and performance-based assessments are all considered acceptable forms of assessment.
4. A student's level of achievement of a standard/essential outcome at any given time is best approximated by trends evident in his/her most recent assessments. In order to determine the student's current level of proficiency with respect to the standard, teachers use professional judgment based on evidence (Wormeli, 2009). Grades then are not the results of the mean of all assessments. Assessments of student progress include: Measures of Academic Progress (MAPS) assessment for reading and math grades K-5. Grades K-3, Phonological Awareness Literacy Service (PALS) using leveled text; letter sounds, blends and digraphs. There is a PALS Plus component for grades 4 & 5. Teacher created assessments; PARCC in literacy and math (3-5) and CMAS for social studies (4) and science (5). READ plans are written in grades K-3 for students demonstrating a significant reading deficiency.
5. The use of zeroes for missing or incomplete assignments is misleading. In the context of a standards-based grading system, a zero indicates the lack of any knowledge or skills. Therefore, a zero for missing or incomplete assessments/assignments does not accurately represent a student's level of knowledge in regard to the standards.
6. Multiple opportunities allow students to demonstrate their level of competence with respect to a standard. This requires additional learning on the part of the student, and possibly additional teaching by the teacher before another opportunity. In these situations, teachers need to be aware of what needs to be quickly re-assessed or if a particular concept can be reassessed later as part of a spiraling learning process. Wherever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards.
7. Homework, when used as practice, is not calculated into trend data that is used to formulate a student's overall understanding of a standard. This is not to say that all formative work will not be included in the calculation of a student's score. Care should be taken by the teacher to ensure that any evidence gathered to assess a student's achievement accurately addresses the standard.

STUDENT ACHIEVEMENT PROGRAMS

Perfect Attendance - Students who have no days affected per trimester are eligible for Perfect Attendance. Perfect means that a student will have no absences or tardies.

Positive Office Referrals - Positive Office Referrals can be given by any staff member to recognize students for exhibiting any of the four traits Perseverance, Accountability, Courage and Kindness (PACK). Specific information about the student can be written on the referral. The student may then come to the office where he/she will make a phone call with administrative assistance to parents/guardians regarding the positive actions that have been exhibited. There is no limit to the number of times a student can receive a Positive Office Referral.

STUDENT EARLY RELEASE, CHECKING – OUT

Student safety is the overriding concern in this policy and procedure. All persons entering the building must ring the doorbell at the front entrance, identify themselves and their business with the school. School officials will then allow entry into the school. All persons entering the building during the course of the school day **must** check in at the office. Going directly to the student's classroom is not permitted. **Volunteers, observers, and parents must present a valid**

driver's license to be scanned through the Raptor system. Parents/guardians of the child(ren) **must sign the In/Out Sheet** located at the front desk when taking or returning student(s) during the school day. Those entering the building must obtain and wear a visitor or volunteer badge at all times. Parents/guardians may not take other children out during the school day without prior written approval from their parent/guardian.

When taking your child(ren) for an appointment, please do not ask that we have the students waiting at the office. It is important for them to be participating in the classroom activities. We will call the student(s) from the classroom while the parent is signing them out. Please allow time for this in your planning.

Students will not be allowed to check themselves out or return home once on the school property. If a student is required to stay beyond the student's normal hours by school personnel, the school personnel shall seek parental permission or the detention will be delayed for one day so that parental permission and transportation can be arranged.

TOYS

Toys, Fidget Spinners and Pokemon cards are not allowed at school unless special arrangements have been made with the classroom teacher. If students bring toys to use in BASE before or after school, the toys must be put in a backpack and remain out of sight during the school day. If children have toys out during the day, they will be confiscated by the teacher and returned to the student or to the child's parent at a later time.

VOLUNTEERS

Please be aware that all volunteers working in any capacity at Coyote Ridge (even if it is just one time) must submit driver's license and sign confidentiality agreement with classroom teacher. All volunteers must be approved prior to volunteering at Coyote Ridge Elementary. This is to ensure that all volunteers are safe to work with students.

WITHDRAWALS

The child should bring a note to his/her teacher at least 2 weeks in advance of withdrawal stating where the parents are moving and the address of the new school. Also notify the school office; return all books and school materials. Please pay any fines due and request a refund for money in child's lunch account.
