

# Chipeta Elementary Student Handbook



## Chipeta's Mission

Every one, every day, learning for life.

## Chipeta's Vision

- We will be an open, respectful, collaborative community of learners, who support each other by sharing knowledge, expertise, and inspiration in a positive, solution oriented environment.
- Our community will have a supportive system with high expectations that are common, consistent and rigorous, for both behavior and academics, for which all staff will be held accountable.
- We will establish positive supportive relationships among families, staff, students and our community.

Jayme Kyle , Principal  
Sue Dailey, Assistant Principal

950 Chipeta Avenue  
Grand Junction, CO 81501  
970-254-6825

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## **Welcome to Chipeta**

This handbook is a supplement to the Mesa Country Valley School District 51 Handbook. Please take time to read the handbook. It is designed to familiarize you with the goals of our school and some of the procedures and policies that we use to implement the goals.

### **School Hours**

- School is in session for grades K through 5 from 8:45 - 3:50 Monday, Tuesday, Thursday, and Friday.
- The first bell rings at 8:45 and the tardy bell rings at 8:50
- There are two half day kindergartens: 8:45 - 11:50, and 12:55 - 3:50.
- The school office operates between 8:00 and 4:30
- Wednesdays are early release days. School is from 8:45 – 1:50.
- Half day kindergarten on Wednesdays runs from 8:50 – 10:50 and from 11:50 – 1:50.

### **Student Supervision**

The playground is supervised every morning from 8:00 - 8:50 a.m. During the time buses are arriving and unloading. Do not send your children to school earlier than 8:00 a.m., since there is no adult supervision present on the grounds. The playground is also supervised during lunch recess and grade level recess periods.

### **PTO – 3<sup>rd</sup> Tuesday of each month at 4:30 in school library.**

All parents are invited to become involved in Chipeta's PTO. We realize that each parent will be able to commit different amounts of time and resources so we encourage you to support PTO if and when you can.

## **Early Dismissal**

As a general policy, children are dismissed from school during school hours only in case of an emergency. In such situations, a note should be sent to the child's teacher on that day and parents/guardians must come to the office to sign the child out of school. Please try to schedule routine medical and dental check-ups before or after school.

## **Attendance & Absences**

A child can never make up a day missed at school even though some assignments may be made up at a later date. The interaction and instruction that takes place in the classroom are equally as valuable as written assignments. Students should only be absent from school in the case of an illness, unusual family difficulties, or emergency. Other absences should be avoided and, in fact, may constitute truancy. If your child is absent for more than one day, please make arrangements to have his/her homework picked up.

When your child is absent, the parent is requested to call the school office between 8:00 a.m. and 8:55 a.m. to inform the school as to the nature of the absence. If the child is absent and no call has been made, the school will call to check on the child. If no contact is made, the child will receive an unexcused absence. Below are sections of the Compulsory School Attendance Act.

C.R.S. 22-33-107 Enforcement of Compulsory School Attendance.... (a) As used in this subsection (3), a child who is "habitually truant" means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year.

## **School Health Assistant**

Mrs. Winder is Chipeta Elementary's full time health assistant. She is on duty from 8:30 a.m. – 3:00 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday Mrs. Winder is on duty from 8:00 – 2:30p.m. Chipeta Elementary's RN is Megan Murray.

If a child becomes ill or injured at school, he/she will be cared for, and the parent will be notified. If your student has a fever of 100 degrees Fahrenheit we will call you so you can bring your child home. Simple first-aid will be administered, but no medication will be given unless the medication and written permission is on file with the office. The responsibility for further care rests with the parents or family physician. If your child vomits at home please keep your child home for twenty-four hours before sending him/her to school. If your child contracts strep throat, pink eye, chickenpox, or any other contagious disease, please inform the school health assistant or office staff at once.

## **Medication**

The form, "Request for Medication to Be Given at School," must be completed, signed by the physician and parent, and be on file in the school before a prescription medication can be administered by the school nurse assistant or trained staff. Forms are available in the school office and at most physicians' offices. New forms must be completed each school year or when the prescription has been changed by the doctor. The school is required by the state to have a doctor's signed order, the parent's signature and a properly labeled container in order to give prescription medication at school. Please check with your physician regarding the necessity of giving medication during school hours.

Prescription medication must be in the original container labeled by the pharmacist. Over the counter (non-prescription) medication supplied by the parent in the original container may be given only with a parent's signature on the permission form. This includes cough drops. If it is necessary to send liquid medication to school, please send a dosage spoon with the medication. A parent must bring the medication to school and medications which are not completely used, or picked up by the parent, will be discarded at school.

**Students may not carry medication of any type to class.**

## **Transportation**

Children may ride scooters & bicycles to school. Scooters & bicycles must be walked on the school grounds. Bicycles should be locked to the bicycle rack. Roller blades may be worn to school, but are not allowed on school grounds. Students must change into their shoes at the edge of school property. Students may not ride skateboards or rollerblades on school grounds. "Heelys" must be removed while a student is on school grounds. Please remember that the school cannot be responsible for any personal property brought to school.

## **Bus Transportation**

Bus transportation is provided to children in the Chipeta attendance area who live more than one mile from school. Where students are ineligible for school district transportation, the parent may contract privately with First Student if it will not cause deviation from the existing routes. Information on specific bus numbers, bus stops and stop times for individual students is available at the school office, on District 51 website <http://www.mesa.k12.co.us>/or at First Student Contract Services, 241-1570. It is our hope that you stress to your child the importance of proper conduct at the bus stop and on the bus. We want to be sure that every Chipeta student has a safe and happy ride to and from school.

## **Parking and Pick-Up**

- The pick-up/drop-off loop is located in front of the school on Chipeta Avenue between 9th and 10th Street.
- Vehicles in the "pick-up/drop-off loop should continue to pull forward filling spaces vacated in front of them.
- To keep the line moving we ask drivers to stay in vehicles.
- Please do not park on 10th and Chipeta Avenue in the bike lane.
- Students should exit their vehicles on the right side onto the sidewalk. Parent may remain in their vehicles.
- When dropping off, please make sure your child makes it safely into the supervised areas before leaving.

## **Electronic Devices**

Please leave all electronic devices at home: MP3's, I-Pods, Game Boys, PSP's etc. We recognize that there are family situations that require students to have cell phones. Cell phones may only be on before and after school. They must be turned off during school hours and be left in your student's backpack. They are not to be brought out to recess. Students who need to make a phone call during the day may do so in the office. If an electronic device is confiscated from a student they may pick it up at the end of the day. If students repeatedly violate this policy parents will be required to pick up cell phones from the office.

## **Cafeteria**

### **Breakfast Program**

Chipeta has a breakfast program that runs from 8:00 to 8:30. There is no cost for Chipeta students. Parents and staff may purchase breakfast for \$1.75.

### **Lunch Program**

We serve lunch for those who wish to purchase it. Students may purchase a hot lunch, or may bring a lunch prepared at home. Children bringing a lunch from home may purchase white or chocolate milk. If a student has any food allergies or is allergic to milk we will need a note from their physician stating the problem. Juice substitutions will not be made without such a note.

Personnel from the Food Service Department will take lunch money at the entrance to the lunchroom by the cafeteria in the morning from 8:45 a.m. to 9:00 a.m. You may also pay via the internet or telephone. Simply log on to [www.mealpay.com](http://www.mealpay.com) or call 1-866-393-4498. It is helpful if lunches are purchased by the week or by the month, although students may purchase them daily. An adult lunch costs \$3.25 and a student lunch costs \$2.00. We encourage parents and students to purchase their lunches before school or via phone or internet to keep the lunch line moving smoothly.

To avoid the loss of sack lunches and lunch boxes, please put your child's name on them.

Free and reduced lunch information will be available in registration packets. Forms will be available in the office also. The forms must be filled out each year for qualification.

If you are planning on joining your child for lunch, please call the office (254-6825) before 9:00am so we can order the lunches needed.

## **Visitors**

Parents are encouraged to visit their children's classroom or any of the district's other instructional facilities. This is one of the best ways to help out at school. Visitors check in at the office before visiting a classroom to get a visitor badge. We value your expertise and involvement. By volunteering you are showing your child that you value education and you support our school. Please be sensitive to the learning environment when visiting. Thank You!

## **Emergency Schedule**

Inclement weather or other factors may result in closing school, delayed opening, or early dismissal. Close contact is maintained with the district transportation office, bus company, highway department, weather bureau, and news media. Closing decisions are made as early as possible. School closing will be announced over local radio stations, on the news, and posted on District 51 homepage. <http://www.mesa.k12.co.us/>

Please complete the emergency/enrollment form very carefully. Complete, accurate information, including home and work phone numbers, is very important! If there is a change of address or phone number, inform the school promptly.

## **Telephone Messages**

We will deliver emergency/urgent messages to your child. If at all possible, arrangements for any changes in your child's routine should be made before they come to school in the morning. Students will not be allowed to use the telephone for permission to go home with a friend.

## **School Communication**

In an effort to assist you and your child with important information and school news we have established "Tuesday Folders". Each Tuesday your child will bring home a packet of letters, classroom information, etc. Please take time to sit and discuss this information with your child. In addition, on the last Tuesday of the month, a monthly newsletter will be sent out regarding important school news and upcoming events in the next month.

## **Progress Reports and Conferences**

The Chipeta staff is committed to communication between students, teachers, and parents. Student progress is reported through formal parent-teacher conferences twice a year. Fall parent conferences are scheduled in October. Spring Conferences will be held in May. Progress report cards will be sent home at the end of each quarter. Additional conferences may be initiated as needed by the parents or teachers throughout the year.



## **Dress Code**

School is your child's "workplace" and therefore we ask that they dress appropriately. Children should dress according to the weather. If it is cold, please send your child to school with warm clothing. Any clothing which is deemed inappropriate or distracting will not be allowed to be worn at school. This includes hair of unnatural colors (pink, blue, purples etc.), piercings (other than ear), or distracting accessories, including "heeleys" (tennis shoe roller skates). Please help your child make choices that will be conducive to a positive learning environment. We ask that students not wear tank tops, half shirts, crop tops, short shorts (shorts should be near end of fingertips/mid-thigh or longer), bike shorts, sagging pants, or slogans promoting alcohol, tobacco, drugs, sex, or violence. Please make sure all coats, hats, and gloves are labeled with your child's name. Our school policy is that no hats or hoodies be worn on heads in the building. Let's keep our focus on student learning.

## **P.E.**

We ask that students wear close-toed tennis shoes for P.E.

## **Student Recognition**

Chipeta is a Positive Behavior Support (PBS) school. We strive to have a school environment that is positive. We endeavor to be safe, healthy and caring. These elements help provide an atmosphere essential for academic success. The Chipeta Behavior Expectations require each student to be:

Respectful  
Responsible  
Safe

We have developed a matrix that outlines the desired behavior in each school setting as it pertains to these three school-wide expectations. It is our goal to establish and maintain an effective school environment that maximizes academic achievement and behavioral competence of all learners. Students can earn red feathers for following our school expectations. Once a student has earned 10 red feathers she or he is eligible for a monthly bicycle drawing and will be publicly recognized in our monthly assembly.

## **Playground**

Children are allowed to bring their own playground equipment, with the exception of hard bats and baseballs, to play with on the playground. No electronic devices including Nintendo DS's, I-Pods etc. will be allowed at school. All items brought from home must be clearly marked with the child's name. The school cannot be responsible for items lost or stolen. Safety is of prime concern and we reserve the right to exclude any items we deem unsafe or inappropriate.