

Chipeta Elementary Student Handbook



Chipeta's Mission

"Together we are dedicated to inspire life-long learners within a safe and rigorous educational community."

Our Vision:

At Chipeta

We Care

We Learn

We Grow

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District 51 Board Policy Link

<http://www.mesa.k12.co.us/board/policies/boardpolicies-sectionJ.cfm>

Welcome to Chipeta

This handbook is a supplement to the Mesa County 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 Kindergarten through 5th grade, Monday through Thursday, from 8:55 am-4:00 pm.
- Fridays are early release days. School is in session from 8:55 am – 2:00 pm.
- The first bell rings at 8:50am and the tardy bell rings at 8:55 am.
- The school office operates between 8:25 am and 4:15 pm Monday through Thursday and between 8:25 am and 2:15 pm on Fridays.

Student Supervision

The playground is supervised every morning from 8:25 - 8:55 am. During this time, buses are arriving and unloading. Do not send your children to school earlier than 8:25 am since there is no adult supervision present on the grounds. The playground is also supervised during lunch recess and grade-level recess periods.

PTO – 1st Tuesday of each month at 4:15 p.m.

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 & Reporting 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 8:25 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 office attempts to make a personal call to the primary listed phone number. If no one is reached, the school phone system will send a reminder call to follow up with the personal call. If there is still no contact made to the office, the child may 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

Chipeta Elementary has a full time health assistant. Monday through Thursday, she is on duty from 8:25 am – 3:45 pm. On Friday, she is on duty from 8:25 am– 1:45pm. All elementary schools also have access to a registered nurse when needed.

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 health 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 take liquid medication at school, please bring 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 two miles from school. Where students are ineligible for school district transportation, the parent may contract privately with STA if it will not cause deviation from the existing routes and there is room on the bus. Information on specific bus numbers, bus stops and stop times for individual students is available at the school office, on District 51's website, and by contacting STA at [\(970\) 697-1050](tel:9706971050).

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. Incidents that happen at the bus stop and on the bus can be investigated by school administration, where consequences may be given by both the bus company and school administration.

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.
- During drop-off all parents are to drop-off in the loop ONLY. Do not use the bus loop or bike lane along playground.
- 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: Tablets, I-Pads, 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. If your child’s teacher has given permission for electronic devices in the classroom for learning, the devices are to only be used in the classroom setting.

Breakfast Program

Chipeta has a breakfast program that runs from 8:25 to 8:55. There is no cost for Chipeta students. Parents and staff may purchase breakfast for \$2.25

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 meal money in the cafeteria from 8:25am-1:40pm. Please use the main school doors and follow the check in process at the office. You may also pay via the internet or telephone. Call 1-866-393-4498 or simply log on to www.mealpay.com. It is helpful if lunches are purchased by the week or by the month, although students may purchase them daily. An adult lunch costs \$4.00 and a student lunch costs \$2.85. 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.

If you are planning on joining your child for lunch, please be sure to check your child's scheduled lunch time through your child or the main office. Please follow the check in process at the main office before heading to the cafeteria.

Free and Reduced Meal Application

Free and reduced lunch information will be available in registration packets. You may also apply online at <http://www.mesa.k12.co.us/food/freereduced.cfm>

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 to get a visitor badge before visiting a classroom. 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 school closing, 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 and Facebook page. The school district's communications department also sends texts and messages, so be sure to sign up for that service.

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 school and district information. Please take time to sit and discuss this information with your child. In addition, on the last Tuesday of every other month, a 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 throughout the year. There are three windows for conferences throughout the year: October, January and May. Progress report cards will be sent home at the end of each quarter, report cards are also accessible on ParentVue. Additional conferences may be initiated as needed by the parents or teachers throughout the year.

Homework Policy:

Parents should expect students to complete homework every night, Monday –Thursday. Homework must be done at home and turned in as expected by your child’s teacher. If your child does not have his/her homework completed and turned in, your child may have to stay in at recess and complete the homework to be turned in. Your child may also be required to call home and make parents aware that the homework was not completed at home. Homework is a practice opportunity to reinforce the skills taught and knowledge gained throughout the day. It will help create good study habits, strong work ethic, and helps reinforce responsibility in your child, which will also foster growth. Homework also gives you an opportunity to interact with your student and their learning.

Please take time to provide support at home to do homework with your child. All of these learning behaviors are very important for success in school and in life.

Expectations for Students:

- Always do your best work!
- Understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignments.
- Hand in assignments on time.
- Complete any work missed due to absences.
- Talk to your parents and your teacher if you are having difficulty with the homework.

Expectations for Parents

- Support our Chipeta Homework Policy.
- Support your students’ progress on homework.
- Provide a time and place to complete homework assignments with limited interruptions.
- Contact the teacher with questions or concerns about homework.
- Encourage learning on the weekends and over holidays. This may include extra reading, visiting a museum, and participating in meaningful conversations together.

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. Please make sure all coats, hats, and gloves are labeled with your child's name. Students need to wear close-toed tennis shoes to avoid playground injuries.

Any clothing that is deemed inappropriate or distracting will not be allowed to be worn at school. 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.

Our school policy is that no hats or hoodies be worn on heads in the building. Other possible distractions such as piercings (other than ear), or distracting accessories may have to be removed. Please help your child make choices that will be conducive to a positive learning environment and keep the focus on student learning.

P.E.

We ask that students wear tennis shoes on P.E. days.

Student Recognition

Chipeta is a Positive Behavior Intervention Support (PBIS) 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 to support our vision: **We Care, We Learn, We Grow**, require each student to be:

Respectful
Responsible
Safe

We have developed a template 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 will be allowed on the playground. 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.

General Playground Expectations:

- Follow the directions of the adult and go to the adults for problem solving.
- Be honest and play fair.
- No Wall Ball!
- Please do not kick/play with balls near the fence or building walls.
- Balls are allowed on the field and the concrete top only (not woodchips or playground equipment).
- Do not play on sidewalks or in front of the door.
- Avoid areas where orange cones are placed.
- Woodchips, rocks, grass, twigs, etc. stay on ground.

Playground Equipment:

- **SWINGS:** Sit on swings, hands on chains.
 - ✓ No jumping out of swings, no twisting or swinging sideways.
 - ✓ Count 100 swings before your turn starts.
- **SLIDES:** Go down one at a time in a sitting position.
 - ✓ Feet forward.
 - ✓ Avoid slides when icy.
- **OTHER PLAYGROUND EQUIPMENT:** Make safe choices.
 - ✓ Jumping off equipment is NOT permitted.
 - ✓ Students are not allowed to stand on any bars.
 - ✓ No physical rough housing.
 - ✓ Take turns.

Football and Soccer:

- If an adult sees a student tackling or other unsafe behaviors, that student sits out of the game for 5 minutes. You may have the student walk the 5 minutes with you.
 - ✓ 2nd time pull the student from the sport for the day.
 - ✓ 3rd time, or a pattern of daily occurrences, then student is sent to the office.

Tag

- Tag on the grass only.
- Tag with one finger, nice and easy, on the shoulders and back.
- Tagger is always right!
- If students are seen playing unsafe tag or are running on concrete, woodchips, or playground equipment, they are to sit out of the game for 5 minutes. You may have the student walk the 5 minutes with you.
 - ✓ 2nd time pull the student from the game for the day.
 - ✓ 3rd time, or a pattern of daily occurrences, then student is sent to the office.

Foursquare Rules:

- Server bounces ball, then hits it underhand to any square.
- The ball must bounce only once in the square and then that player hits it to another square.
- The ball must bounce before being hit to the next square.
- The ball must be struck with an open underhand.
- Players waiting to enter the game should line up 3 feet from the game and not disrupt play.
- First player in line is the judge.
- Stepping on or over the line is a foul, causing the player to be out (except when stepping out of your own square D).
- Square A is always the server.
- If the ball hits on a line, it is an out for the hitter.
- If the ball is made to bounce over an opponent's head, it is an out for the hitter.

Tetherball Rules:

FOULS:

- Hitting the ball with any part of the body other than the hands.
- Stopping continuous play by holding or catching the ball.
- Touching the pole with any part of the body.
- Touching or hitting the rope.
- No climbing of the pole or adjusting of the rope and chain are allowed.

PENALTY:

A player who commits any of the fouls listed above forfeits the game to his opponent. Play stops immediately after a foul has been committed.

SCORING:

The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

A	D
B	C

At the Bell/Lining UP

- When the bell rings, stop play immediately. Walk to your line up area.
- Stand and/or walk in line quietly. No pushing or crowding in lines.
- Please keep the playground clean and use the trashcans provided.
- Do not bring personal items from home unless requested the teacher. These unauthorized items will be taken from students and given to the principal. Toys are not allowed. The school is not responsible for lost or stolen items.