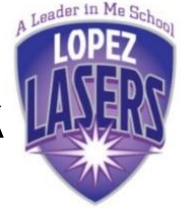




# Lopez Elementary, A Leader In Me School



## Parent/Student/Teacher Handbook 2022-2023

Phone: 970-488-8800

**Mrs. Cheryl Day, Principal**

Absence Phone: 970-488-8801

Fax: 970-488-8802

**Mr. Patrick Kind, Assistant Principal**

lop.psdschools.org

637 Wabash Street  
Fort Collins, CO 80526

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

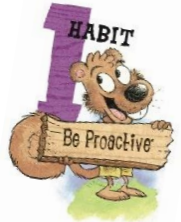
### A SPECIAL INVITATION TO WORK TOGETHER

As Colorado's first Leader in Me Lighthouse School, the entire staff welcomes parents and students to an exciting and challenging new year!

Our primary goal is the education of the whole child. We intend to provide the most effective and comprehensive program available for the academic, emotional, social and physical well-being of each child.

In keeping with this goal, the following information was developed to help parents, teachers and students work successfully as a team and to:

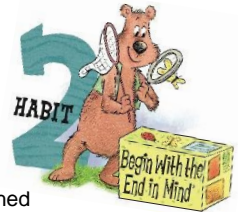
1. Provide parents, teachers and students with the same specific information to encourage school success.
2. Ensure that school is a safe and secure learning environment.
3. Help students to develop the leader within through the 7 Habits and Habit #8, Find your Voice.



**Please thoroughly read this handbook with your children.**

### BEFORE AND AFTER SCHOOL HOURS

- A. The first bell rings at 8:45 a.m. Classes promptly begin at 8:50 a.m. and dismiss at 3:28 p.m. Students are tardy at 8:50 a.m.
- B. Students can be on the school grounds no earlier than 8:35 a.m. Before this time there is no adult supervision. All students will wait on the playground or blacktop areas adjacent to their classrooms for the first bell. The parking lot and the front of the school are off limits.
- C. Students must leave the school grounds and go home before returning to use playground facilities.
- D. AlphaBEST, extended day childcare program, provides supervision for students before and after school hours. Call their office at 972-632-6573 or email [poudreco@alphabest.org](mailto:poudreco@alphabest.org) for information. Lopez AlphaBEST personnel can be reached at 488-8852.



### CLASSROOM CHECK-OUTS

- A. As part of our goal to emphasize the importance of school, please avoid scheduling dentist, doctor or other appointments during the school day.
- B. If it is necessary for a student to be checked out of school during the day, the adult picking up the student must sign her/him out in the office. The adult must be listed as a contact in our student information system.
- C. Please observe school hours when checking your child out for lunch. These times are subject to change in August:
  - Kindergartners have lunch 11:30 – 11:50 and recess 11:50 – 12:10 p.m.
  - 1<sup>st</sup> Grade students have lunch 11:45 – 12:05 and recess 11:25 – 11:45 p.m.
  - 2<sup>nd</sup> Grade students have lunch 12:15 – 12:40 and recess 11:55 – 12:15 p.m.
  - 3<sup>rd</sup> Grade students have lunch 12:40 – 1:00 and recess 12:20 – 12:40 p.m.
  - 4<sup>th</sup> Grade students have lunch 12:30 – 12:50 and recess 12:50 – 1:10 p.m.
  - 5<sup>th</sup> Grade students have lunch 12:10 – 12:30 and recess 12:30 – 12:50 p.m.
- D. As part of the district building security plan, all exterior doors will be locked during school hours. **All** visitors must ring the doorbell for access to the office, sign in and acquire a visitor's badge. The Lopez Crisis Response Team monitors safety drills and on-going safety concerns.
- E. Please keep in mind that work missed during absences, including vacations, cannot be adequately made up and represents an educational loss to the child. Most schoolwork requires direct teacher instruction within a classroom setting and with specific educational materials.
- F. In situations when work can be made up from an excused absence, it is the student's responsibility to get all the assignments. Assignments are due as follows: one day absent – one day to complete the work, two days absent – two days to complete the work.

### ABSENCE – ILLNESS AT SCHOOL

- A. To report an absence, phone the school attendance line (488-8801) before 8:45 a.m. An unreported absence will be followed-up by office staff. Improved attendance is a state mandated school goal. Good attendance correlates with high academic achievement. Lopez has been consistently among the highest attendance schools, with the majority of students meeting our goal of 95% or better attendance. To meet this goal, a student should not miss more than 10 days per school year. Attendance letters will be sent to students not meeting this requirement.
- B. State law requires parents and guardians to ensure every child of compulsory attendance age attend school as outlined in the Student Rights & Code of Conduct Book, i.e. Student Absences & Excuses (JH) and Truancy (JHB).
- C. It is sometimes a difficult decision as to whether or not parents should send their child to school because of illness. If a sick child may infect others, the school will trust the parents' judgment. The district requests that a child with a 100° or higher temperature be kept home.
- D. Generally, teachers feel that if a child is well enough to be at school, he/she is well enough to participate in recess. If a child is to stay in from recess, she/he must have a note from home explaining the reasons. This student will usually spend this time in the health office or front hallway supervised by office staff.
- E. Because of limited facilities, the staff can supervise sick children for only a short period of time. When a child becomes sick or is injured at school, a call will be made to the home, work or the emergency phone number for specific instruction. Under an assumed medical emergency and no parent/guardian is available, 911 will be called for assistance.

## IMMUNIZATION RECORDS

In compliance with the state law, all children in Colorado schools must have a complete and up-to-date immunization record on file in the school office. The required immunization dosages are 5 DTaP/Td/DTP (4 acceptable if 4<sup>th</sup> given after 4<sup>th</sup> birthday), 1 Tdap (tetanus, diphtheria, pertussis) required for all 6<sup>th</sup> & 12<sup>th</sup> graders, 4 IPV/OPV (polio-4<sup>th</sup> dose after age 4 years old), 2 MMR, 3 of 3 Hepatitis B Series, and 2 Varicella (chicken pox) for K & 7<sup>th</sup> and 1 Varicella for 8-12<sup>th</sup> graders. (Immunization of Students JLCB/JLCB-R)

## MEDICATION

School district policy requires that no medication, whether it is prescription or over-the-counter drugs, shall be given to a student by any school personnel, including the nurse, except on the written orders of the physician or dentist. All medication must be in a pharmacy-labeled container having the student's name, name of the drug, dosage of drug, name of physician, and current date. Prescription medication must also be accompanied by a note from the parent/guardian requesting the child be given the medication at school. Non-prescription medication can be administered only by a parent/guardian at school. It is the parents' responsibility to inform the teacher, nurse and health tech of special medical concerns. (Administering Medicines to Student JLCD/JLCD-R)

## HOMEWORK GUIDELINES

Your child's teacher will communicate their specific homework expectations. Homework is the daily link between home and school; it allows parents to maintain a regular connection with their child's academic progress. In addition to its academic value, completing homework on a daily basis helps to develop time management skills and a sense of responsibility.

- A. Type of Homework:
  1. Specific assignments.
  2. Completion of assignments begun in class and ongoing projects
  3. Reading 10-30 minutes per night, practice math facts, practice spelling.
- B. Parent Involvement:
  1. Provide a quiet place.
  2. Ensure a specific amount of work time every school night.
  3. Help your child prioritize extracurricular activities to place proper emphasis on academics.
  4. If there is not a specific assignment, have your child work on independent reading, math facts, spelling.
- C. Late or Missed Work:
  1. Late or missing work may result in a lower grade, but more importantly, it will result in an educational loss to your child.
  2. Each teacher will determine the consequences for students in his/her classroom.  
Examples of consequences:
    - *No grade accepted*
    - *Partial credit*
    - *Lower the grade each day the work is late (letter grades are given only in grades 4 and 5)*
    - *Incomplete*



- D. Stay on Track:  
To help prevent a student from falling behind, the following action will be taken when there are two or more late or missing assignments within a three-week period.
  1. Determination of the cause of missing or late work
  2. Parent/teacher/student intervention plan
  3. Use of recess time to make up work
  4. Before or after school time to complete work
  5. Loss of participation in special activities in order to complete work



## HOME/SCHOOL COMMUNICATION

Parent/teacher communication is important. Please help out by following these guidelines:

- A. Direct Teacher Contacts:
  - Plan to attend a formally scheduled parent conference in the fall.
  - If you would like to talk to your child's teacher, call the teacher in advance or leave a voice-mail message for the teacher to call you.
  - Remember that it is difficult for the teacher to talk to parents while at the same time managing and teaching a class. Conferences are most opportune before or after school hours.
  - If items must be dropped off for a child, please leave them in the office. This will help with the security of the students and with the continuity of the classroom lessons.
  - Please consult with your child's teacher before bringing in birthday treats or other food items. Foods brought into the school must comply with the PSD Wellness Policy and individual allergy and health care action plans.
  - Parents are most welcomed and encouraged to visit the classroom, volunteer to assist, or eat lunch (\$3.95) with their students. Send a note or call in advance. To help the students have as normal a day as possible, visitors such as siblings, relatives, or other out-of-town guests are discouraged during instructional hours.
- B. Friday Folder: This is a system by which teachers, parents and students communicate with each other on a weekly basis.
  - The student is required to bring the folder home each week to be reviewed and signed by the parent.
  - The folder is to be returned to the classroom the following Monday. This is a shared parent/student responsibility.
  - The folder should contain completed work from the week and any notes from the teacher or office.  
If there are questions about the contents or if the folder doesn't come home, contact the teacher.

## BRINGING THINGS FROM HOME

Students should obtain teacher permission to bring items, other than show-and-tell for the classroom or sports equipment for the playground. TOYS AND OTHER ITEMS DEEMED INAPPROPRIATE BY THE TEACHER ARE NOT ALLOWED AND MAY BE CONFISCATED AND KEPT UNTIL THE END OF THE YEAR. Any items brought to school are the responsibility of the student.

## BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

Bikes, skateboards and scooters must be dismounted when entering the school grounds. Riding the aforementioned will result in a safety violation. Rollerblades and rollerskates must be removed at the benches located in the back of the school, by the fence on Wabash, or by the bicycle rack near Troutman Park. Bicycle helmets may be kept in the classroom. Scooters may be folded and stored in the school as deemed appropriate by teachers. Heelies are not allowed at school.

## PHONE CALL POLICY

Students are permitted to use office phones for emergencies only with teacher permission (phone pass). Students are not permitted to use the phone to make social arrangements, call for homework, permission slips, or forgotten lunches. (Lunch charges are available on a limited basis only.)

## CELL PHONE POLICY

Lopez Elementary School rules prohibit the use of communication devices during school time. Communication devices that are used in violation of school rules will be confiscated and disciplinary action may be taken for such violation. Lopez Elementary School recognizes that electronic communication devices are commonly used by parents and their children to communicate with each other. These same devices also have the potential of disrupting the orderly operation of the school. We ask that parents call the school to communicate an emergency to their student. Students should have permission from their teacher to make a phone call from the office.



## ELECTRONIC DEVICE POLICY



Lopez Elementary School rules prohibit the possession and use of electronic devices on school grounds. This includes during breakfast and before school recess time. These electronic devices include, but are not limited to cell phones, tablets, electronic games, iPads and iPods. Electronic devices that are used in violation of school rules will be confiscated and disciplinary action may be taken for such violation. If your student brings an electronic device to school, he/she must leave it turned off in their backpack.

## SEX OFFENDER REGISTRY INFORMATION


State law (C.R.S. § 22-1-124) requires that all schools notify parents about how to access records on registered sex offenders

**List of offenders living inside city limits is available at City of Fort Collins Police Services:** Information about sex offenders via Colorado Bureau of Investigations (CBI) statewide sex offender list is available at <http://sor.state.co.us/> which will take you to the State of Colorado registry. Simply follow the steps and select the city or county of interest for the information which is maintained by CBI. The local Fort Collins sex offender registration list can also be accessed by going to the police station, 2221 Timberline Road, and filling out a request form. **List of offenders living outside city limits in Larimer County is available from Larimer County Sheriff:** Residents can go to the Sheriff's Office at 2501 Midpoint Drive to view books with information and pictures at no charge. A database is online at: <http://www.larimer.org/sheriff/sexoffenders/index.htm>.

## Lopez Elementary School RULE INFRACTION REFERRAL LADDER

### Procedures for Rule Infraction Referral

Rule Infractions include, but are not limited to, the following examples. Other infractions may be identified as outlined in the PSD Student Rights & Code of Conduct Handbook.

Level	Definition	Examples	Procedures
<b>Minor Infraction</b>  	Behaviors that do not require administrator involvement, do not significantly violate rights of others, do not put others at risk or harm, and are not habitual	<ol style="list-style-type: none"> <li>1. Inappropriate language, verbal or non-verbal teasing, name calling</li> <li>2. Physical contact or horseplay, pushing, shoving, tackling</li> <li>3. Defiance, disrespect, non-compliance</li> <li>4. Misuse of property or equipment</li> <li>5. Behavior detrimental to a safe school/learning environment</li> <li>6. Citizenship: lying, dress code violation.</li> </ol>	Minor infractions not requiring Infraction Referral Form: <ol style="list-style-type: none"> <li>1. Staff member will inform student(s) of rule infraction and describe expected behavior to student(s)</li> <li>2. Staff member will appropriately re-teach the expected behavior and may or may not assign a consequence.</li> </ol> Infraction Referral Form Action by Homeroom Teachers: <ol style="list-style-type: none"> <li>1. Debrief event and re-teach appropriate school-wide behavior expectation and determine appropriate consequence if warranted.</li> <li>2. On 2<sup>nd</sup> referral form, teacher and parent will discuss an intervention plan with the child.</li> <li>3. On 3<sup>rd</sup> referral form (habitual), teacher and parent will revise the intervention plan and may involve administration to develop a Student Success Plan.</li> </ol>
<b>Major Infraction</b>	Behaviors that do require administrator involvement, significantly violate rights of others, put others at risk or harm, and are habitual	<ol style="list-style-type: none"> <li>1. Profanity, verbal harassment, obscene gestures, intimidation</li> <li>2. Physical aggression/ contact towards others</li> <li>3. Blatant disrespect/ noncompliance</li> <li>4. Willfully destroying or stealing property or equipment of value</li> <li>5. Cheating</li> <li>6. Leaving school grounds without permission.</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform student(s) of rule infraction and provide due process.</li> <li>2. Complete Infraction Referral Form and take student(s) to office immediately to:               <ul style="list-style-type: none"> <li>• Review specifics of event and record information.</li> <li>• Determine appropriate consequence and/or discipline/intervention plan.</li> <li>• Inform parent(s) and discuss discipline/intervention plan.</li> </ul> </li> <li>3. 2<sup>nd</sup> major rule infraction, administration, teacher, and parent will create and implement an intervention plan.</li> <li>4. 3<sup>rd</sup> major rule infraction, administration, teacher, and parent modify Behavior Intervention Plan.</li> <li>5. 4<sup>th</sup> major rule infraction will result in consequences identified in Behavior Intervention Plan.</li> </ol>
<b>PSD Students Rights &amp; Code of Conduct Infraction</b>	Behaviors that violate district, city, and/or state policy or laws	<ol style="list-style-type: none"> <li>1. Illegal substance</li> <li>2. Dangerous weapons</li> <li>3. Vandalism, destruction of property</li> <li>4. Blatant behaviors resulting in immediate suspension or expulsion, as outlined in <i>Student Rights &amp; Code of Conduct Handbook</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Inform student of rule infraction and complete Infraction Referral Form.</li> <li>2. Take student to office immediately (Administrator).</li> <li>3. Investigate incident according to PSD Code of Conduct.</li> <li>4. Inform parent (s) and/or appropriate PSD Support Personnel and follow PSD Code of Conduct procedures.</li> </ol>

Rev. 6/8/2010

## LUNCHROOM EXPECTATIONS

- Lunchroom infractions may result in a student being required to eat lunch at a table separate from the rest of the students.
- Infraction Referral Forms can be given to students in the lunchroom at the discretion of supervising adults.
- Classroom teachers will make a recommendation to students regarding the need for a coat for noon recess.
- A student who neglects to bring his/her coat for lunch recess will be required to get a pass from an adult in the lunchroom in order to return to the classroom.

## BUILDING EXPECTATIONS

Students may not be in the building before the bell rings in the morning, during recess and lunch hour, and after school unless involved in an organized activity. Also, students may not be between the inner and outer doors of the entryways at these times. Students may be in the building if they have a building pass initiated by the teacher or have made special arrangements. Please dress appropriately for the Colorado weather.

## WEATHER – LATE START or EARLY DISMISSAL

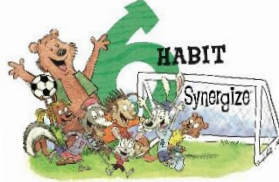
During extreme inclement weather, students will report directly to classrooms at 8:35 a.m. In such cases “weather flags” will be posted along each side of the building and an announcement will be made over the outside intercom or by the duty teacher.

If necessary due to inclement weather and/or questionable road conditions, PSD may implement a delayed start time of two hours for all schools. Buses will run on a two-hour delayed schedule. A robocall from PSD will communicate a delayed start or cancellation or go to [www.psdschools.org](http://www.psdschools.org) when in doubt.

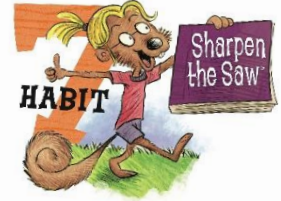
In the rare case that school may be dismissed early due to a weather warning, etc., we will follow your child’s usual dismissal plan, e.g., ride the bus. Please contact the front office if you need to make other arrangements.

## COMMUNITY USE OF DISTRICT-OWNED PROPERTY (KF & KF-R)(Elementary, Middle School, High School)

- 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](http://www.psdschools.org)) and search for “Information About Use of District Property” to obtain the customer service website.



*The staff would like to thank you for reviewing this handbook and discussing it as a family.*



## The 8 Habits® Tree

