

The Mission of Chipeta Elementary School:

Chipeta Elementary is a community in which children develop strong character, meet recognized standards of excellence, and become resourceful problem solvers. The Chipeta staff strives to ensure that all students succeed academically, socially, emotionally, and creatively.

“A World Class Elementary School”

What makes a World Class Elementary School?

- A collaborative, caring community of learners that respects self, their connections to others and to the natural world
- An understanding of and commitment to children
- A commitment to personalize education to meet individual student needs
- An atmosphere of safety and security
- High academic achievement
- High expectations for behavior
- A primary curriculum with an emphasis on literacy and numeracy; an intermediate curriculum with emphasis on science, math, social studies and geography
- A K-5 curriculum rich in the arts
- Integration of a world language and world cultures
- Shared commitment to character (honesty, respect, responsibility, compassion, self-discipline, perseverance)
- Emphasis on accessing, analyzing, creating data and making decisions about that data
- Continually upgraded technology for student and staff use
- Instructional methods that reflect research about exemplary teaching and learning
- Practical application of skills so students learn to connect with and influence their environment
- Professional work environment for all staff
- Strong home/school/community partnerships
- Student academic progress facilitated by effective study skills and a love of learning

Chipeta Elementary School serves K-5 students and is located on the mountainside in northwest Colorado Springs. The Chipeta educational community is proud of its high level of student achievement, excellent staff, and involved families. As a service to our families, we provide the options for on-site day care, preschool and all-day kindergarten. Our Parent Teacher Association

is active in providing volunteers in the classroom, special events for families, and enrichment classes for students.

Chipeta teachers align our instruction with the Colorado state standards. Our test scores are considerably above state and district averages. Our District #11 curriculum includes chorus, band, orchestra, art and PE instruction. We offer enrichment programs for all students; intramural programs; and the services of District #11 Special Education, and Gifted and Talented resources.

STUDENT BEHAVIOR STANDARDS FOR ALL SCHOOLS IN THE CORONADO CLUSTER . . .

Being a student at Chipeta is a student's "job" in the same manner that parents have jobs at home and in the workplace. The qualities and behaviors which create success later in life are much the same as those expected at school. It is important for all of us (students, parents and staff) to know what is expected of students and then encourage and support them in being the best they can be. Each student should be aware of and demonstrate the following:

BE READY TO LEARN

- enter the classroom on time
- have necessary supplies
- have appropriate materials out and ready
- rarely be absent from school
- obtain missed assignments if absent
- take responsibility for my own learning
- begin independent learning activities without prompting

EFFORT AND PARTICIPATION

- demonstrate my BEST effort on every assignment
- participate actively in my own learning
- follow directions
- listen with respect to my teachers and peers
- share information and opinions during class discussions
- complete assignments to the best of my ability and turn assignments in on time
- review my work and ask myself or others how I can do better

RESPECT

- speak and act with adults and peers in a respectful and caring way
- encourage and help others to be successful
- follow classroom and school rules
- respect school, community, and personal property
- use speech free of profanity
- be polite and appropriate at all times (i.e. assemblies, performances, games, field trips, hallways . . .)

HANDLING MY PROBLEMS

- set up a time to meet with someone who can help
- ask for help in a calm way, when feeling frustrated
- wait patiently if help isn't immediately available
- take responsibility for my own actions

WELCOME TO THE 2005-2006 SCHOOL YEAR!

Welcome back to a new school year at Chipeta Elementary School! We are all dedicated to providing your child with a quality academic program in a nurturing and safe learning environment. Chipeta Elementary is a high-performing, academically enriched school. All staff members have received extensive training in exemplary instructional strategies. Colorado Student Assessment Program (CSAP) test scores consistently place Chipeta well above both local and state averages. In addition to a rich technology integration, Chipeta is known for its extensive arts programs with large visual arts; orchestra; band; and general music programs. We also serve as a Professional Development School for the University of Colorado at Colorado Springs.

Parents, you are encouraged to become as involved as possible whether as volunteers, participants in our Building Advisory Accountability Committee, or members of our PTA. Volunteers are always welcome. By making your presence known and by helping in the decision-making process, you are making an invaluable investment in your child's future as well as your child's school.

At Chipeta Elementary, our priorities are academic achievement, high expectations, and a positive learning environment. The goal of Chipeta

Elementary School is to increase student achievement in all areas including the arts through:

1. Integrating learning technology and courseware in daily instruction and learning activities of students and teachers;
2. Applying specific and well-defined differentiated instructional strategies to meet the varied abilities and learning needs of students.
3. Providing students with functional personal strategies, methods and tools to manage their own time, resources, and environment.

Chipeta Elementary students are provided with a strong basic educational foundation set in a rich learning environment which promotes student responsibility, cooperation, higher-level thinking, and creativity. The academic program consists of a state-of-the-art literature-based reading curriculum and a challenging manipulative-based mathematics curriculum. Children with special education needs are provided with an array of intensive services. Students are offered a wide variety of student enrichment activities: gifted and talented programs; science and technology immersion programs; field trips; before and after school enrichment classes; full day Kindergarten option: Future Problem Solving; and numerous sports, arts and music opportunities. Chipeta Elementary offers busy parents the convenience of an on-site, private day-care program from 6:30 AM to 6:00 PM for students enrolled at Chipeta.

Chipeta Parent Involvement Policy

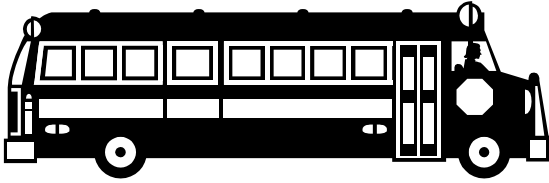
Parent involvement is a cornerstone for the success of our children. Opportunities shall be promoted for all those interested to continue the strong home/school/community partnership at Chipeta Elementary School. Participation in this partnership will be encouraged in the areas of school policy, student achievement, learning environment at home and school, school budget, extended learning opportunities, a safe and civil learning environment, and open communications.

We welcome your questions and hope that you will contact your child's teachers or the office staff should you have a concern. Best wishes from the staff at Chipeta Elementary School for a successful and productive 2005-2006 school year!

Sincerely,

THE ENTIRE CHIPETA STAFF
PTA
BUILDING ACCOUNTABILITY ADVISORY
COMMITTEE

has been contacted by the teacher or the school office.



GENERAL INFORMATION

ABSENCE AND TARDINESS. If your child has been (or will be) absent or tardy, please call in the information to the attendance line (328-5516). Your call will be recorded in the office. If we have not received a call by 8:30 am, we will call home to make sure your child is safe. Students are expected to complete all work missed when they have been absent from school. Unexcused absences may affect a child's report card grades. Although regular attendance is essential to school success, please do not send a child showing symptoms of an illness. Exhibiting symptoms of even the common cold is sufficient reason for keeping a child home since more serious diseases often begin with cold-like symptoms. Such precautions greatly assist in controlling communicable diseases at school. All district policies related to student attendance may be reviewed in their entirety in the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK**.

ADDRESS, PHONE, & OTHER EMERGENCY INFORMATION. It is vital that every child have on file current local emergency phone numbers where parents can be reached. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. Contact the school office if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year.

ARRIVAL AND DEPARTURE. Students should NOT arrive at school prior to 7:50 AM. Playground supervision is provided for students in grades one through five from 7:50 – 8:00 AM. Students will then be met by their teachers at 7:55 am and escorted to their classrooms. The tardy bell rings at 8:00 am. Students arriving after the bell rings must have a parent sign them into the office as tardy. Children are not to remain on the playground after the regular dismissal time and should go home immediately. Students will not be kept more than 20 minutes after regular dismissal time unless a parent

ASSIGNMENT NOTEBOOK. Each student in grades one through five will use a Chipeta Assignment Notebook, which is partially funded by Albertson's Community Partners, for the 2005-2006 school year. Replacement notebooks may be purchased for \$5. Academic achievement is our primary goal at Chipeta Elementary. In support of this goal, personal organization and responsibility are essential. Students are to keep their assignment notebooks with them at all times. They will be allowed daily classroom time to write in their Chipeta Assignment Notebook. As a home/school communication tool, parents are encouraged to review their child's notebook daily and to write comments as needed to the teacher.

BICYCLES, SKATEBOARDS, & IN-LINE SKATES. If a bicycle is ridden to school, it should be parked in the bike rack immediately upon arrival. Riding on the school grounds is prohibited for safety reasons. The school does not assume responsibility for damaged or stolen bicycles. **Skateboards and in-line skates are not to be brought to school.**

BUILDING ADVISORY ACCOUNTABILITY COMMITTEE. Our B.A.A.C. (Building Advisory Accountability Committee) is a group of parents, staff members and non-parents who represent the community's point of view at large. The BAAC concerns itself with the improvement of education in general, studies the educational needs of our school, monitors the implementation of our School Improvement Plan, and works closely with the principal. The BAAC works in cooperation with the principal and staff members to achieve excellence in education for all our children. Your involvement is welcomed. For more information, call the school office.

BULLYING. The implementation of a bully proofing program is mandated by the state for all schools in Colorado. The purpose of the bully proofing program at Chipeta is to create a safe and caring community. Bullying is

not tolerated at Chipeta or any other school in District 11.

BUSES. Acceptable behavior is required of students who ride school buses. For the safety of students, all bus rules must be followed. Bus drivers are required to refer all bus misconduct to the principal. The principal will then follow school and district guidelines in dealing with the infraction. After the second or subsequent infractions of bus rules, a child can be suspended from riding the bus for a period determined by the principal. By law, District 11 is not required to furnish bus transportation. A possible permanent suspension from riding the bus may result should problems continue. If you have a question regarding bus transportation, please call 520-2940.

Please note: If you wish your child to ride a bus on which your child is not regularly assigned, a parent permission note signed by the principal must be presented to the bus driver.

COMMUNICATION BETWEEN SCHOOL & PARENTS. It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school at any time and to contact teachers with concerns or questions. Appointments are always appreciated. To stay in touch with the classroom, please check the assignment notebook each day for notes, reading the parent and student newsletters, and using e-mail when available.

COMPUTER AND TECHNOLOGY USE.

As a staff and district, we continue to develop ways to implement teaching and learning technology to enhance the learning of all our students. The Chipeta vision is that all students will be able

- *to use technology as a tool to direct their own learning
- *to use technology to access information, apply it to solve problems, and create imaginative and innovative solutions to those problems
- *to use technology as a communication tool within the school and with home
- *to use connectivity to access and to interact with worldwide information

Through teaching students to use technology and thereby accessing the whole world of knowledge and

learning, we provide an additional support for students which enhances their academic achievement, motivation, and self-directed learning. This is a tangible step in preparing students for the world they will enter as adults. District Eleven has adopted a telecomputing policy which states that it is "the responsibility of the student and the parents with the assistance of the teacher and/or administration to ensure that telecomputing resources are not misused." Parents and students will be asked to sign a Colorado Springs School District 11 Acceptable Student Use Agreement during each school year.

CURRICULUM. Chipeta Elementary follows the curriculum approved by the Board of Education of School District Eleven and the Colorado Department of Education. Copies of all District Eleven standards are available for parents to view at school or at the District Eleven Administration Building. Please contact the school office for additional information.

DAY CARE AT CHIPETA. Adventure Club is an on-site, private day care program made available to Chipeta parents by Creative Play Centers. Regular hours of operation are 6:30 AM to 6:00 PM. This program is offered to all students currently enrolled at Chipeta, including kindergartners, for the convenience of their parents. For more information and schedule of fees, please call Adventure Club at 260-9714.

DISCIPLINE. It is the policy at Chipeta Elementary School that all students are to be courteous and to respect the rights and property of others whether on school property or engaged in a school-sponsored activity. Students shall conduct themselves at all times in a manner appropriate for their age and ability. All schools in District Eleven enforce the **STUDENT CONDUCT AND DISCIPLINE CODE** designed to meet the following objectives:

1. To ensure that every student in the district follows accepted rules of conduct and shows respect for and obeys persons in authority;
2. To foster sound educational practice and productive learning;
3. To develop in every student in the district a positive attitude toward self-discipline and socially-acceptable behavior;
4. To help every school in the district maintain a learning atmosphere which is safe, conducive to the learning process, and free from unnecessary disruption;
5. To communicate to parents and the community that unacceptable behavior by students will not be tolerated; and

6. To allow for reasonable and appropriate physical intervention or force in dealing with disruptive students.

Students in District Eleven and at Chipeta Elementary are expected to obey the following general rules of conduct:

1. Students shall act in a manner that maximizes the substantial benefits of public education.
2. Students shall accept responsibility for their own behavior.
3. Students shall develop and use problem-solving skills to resolve conflicts.
4. Students shall follow established district, school, and classroom rules.
5. Students shall maintain academic integrity.
6. Students shall refrain from interfering with learning and teaching.
7. Students shall maintain appropriate dress and hygiene.
8. Students shall respect others.
9. Students shall respect the rights and property of others.
10. Students shall refrain from harming themselves or others.
11. Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
12. Students shall not use threats or intimidation against others.
13. Students shall not engage in unlawful or immoral activities.
14. Students shall refrain from carrying, bringing, using or possessing deadly weapons in school buildings, in or on district property, at school-sponsored events and activities, or in or on district vehicles.

The staff of Chipeta School is dedicated to positive yet firm and consistent discipline. Behavior problems are handled with dignity and tact and in a manner that does not create problems for others in the school. Most behavioral problems which develop are minor in nature and can be dealt with best by the classroom teacher. Consequences are imposed in order to teach students self-discipline and problem-solving skills. There is a strong connection between appropriate school behavior and the quality of the partnership between staff members, students, and parents. Thus, staff members will involve parents immediately if a student's behavioral problems either in or out of the classroom begin escalating or are

continuously troublesome. Students will be referred to the principal if a pattern of misbehavior or classroom disruption is demonstrated despite the best ongoing, cooperative efforts of the teacher and parents. Students will also be referred to the principal for further action should a sudden serious infraction occur. We ask that every parent review in detail the School District Eleven's **STUDENT CONDUCT AND DISCIPLINE CODE** which will be sent to the home of each student during the school year.

DRESS. All district policies related to student dress may be reviewed in their entirety in the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK**. "Student dress and appearance along with student conduct have a definite influence on class discipline and achievement even in the elementary school! When in the school during school hours, students shall be appropriately attired and groomed for the classroom. Dress, appearance, and behavior for special occasions and activities under the jurisdiction of the school shall be appropriate for these occasions. The application of this policy shall recognize the right of the individual student in dress and appearance restricted on the basis of health, safety, interference with work or contribute to disorder in the school or classroom. The student in the exercise of individual rights bears a responsibility toward the student with whom he/she shares a classroom or other group facility, the staff and the school. The exercise of this right shall not adversely affect the health or safety of another or the right of another to work without interference, nor shall it create or promote disorder in the school or classroom. Further, student dress or appearance which is considered by school officials to be vulgar, lewd, obscene, indecent or plainly offensive shall not be allowed in school buildings, in or on district property, at school-sponsored events and activities, or in or on district vehicles, regardless of whether the dress or appearance causes a substantial disruption. Any student who comes to school without proper attention having been given to personal cleanliness, dress or appearance may be sent home to be properly prepared for school or shall be required to prepare himself for the classroom before entering."

ENTRANCE AGE. A child entering kindergarten for the first time must be five years of age on or before September 15th of the current school year. A birth certificate or other document must be provided to the school to establish legal age. Children enrolling in first grade must be six on or before September 15th of the current school year. **NOTE--** All students are required to complete the immunization requirements as established by Colorado State Law. Forms are available in the school office.

FEES. Every effort is made to keep fees to a minimum. However, fees may be charged for instrumental music, for before or after-school sports programs, and for other special programs held before or after school. Small fees are also requested for many field trips.

FIELD TRIPS. Written permission from a parent is required in order for a child to be permitted to go on a school-sponsored field trip. A phone call from a parent granting permission cannot be accepted. Students are also asked, in most cases, to bring a small fee for each trip to cover the cost of transportation. A permission slip will be sent home prior to each trip, supplying parents with necessary information. The office discourages the use of private cars for field trips. However, should parent transportation be needed, parent drivers should come to the office prior to the day of the field trip to sign the necessary forms and to supply the office with a copy of a valid driver's license and proof of liability insurance. Every student in a private vehicle must be provided with and use a seat belt.

HOMEWORK GUIDELINES. The staff at Chipeta Elementary School recognizes the importance of studying at home as part of the learning process and of help in the development of good study habits. The Chipeta Assignment Notebook should be reviewed daily at home with students to determine their homestudy needs and assignments. Please contact the classroom teacher should your child continually exceed the recommended amount of homestudy time, particularly with respect to completing unfinished class work.

HEMESTUDY RECOMMENDATIONS:

1. **DAILY READING** - may include silent, oral or shared family reading.
2. **DAILY PRACTICE & REVIEW** - may include drill, practice and review in spelling, math or other content areas.
3. **ASSIGNMENTS & PROJECTS** - may include a variety of assignments by the classroom teacher in addition to the completion of unfinished regular classroom work.

Approximately 10 minutes per grade level beginning at kindergarten, (20 mins 1st, 30 mins 2nd, etc.) is recommended time for homework each night. Some teachers send weekly packets to be completed at times determined by the family.

PARENTS ARE ENCOURAGED TO HELP STUDENTS STUDY AT HOME BY:

1. Cooperating with the school in encouraging a positive attitude toward homestudy and academic achievement.
2. Providing your children with suitable study conditions and supervision.
3. Consistently reserving time for homestudy by not allowing telephone calls, television watching, or visitors during study time.
4. Encouraging your children without placing them under undue pressure.
5. Showing interest in what your children are doing without doing the work for them.
6. Developing an understanding of what your child's teachers expect homestudy to accomplish.
7. Checking your child's assignment notebook every day and understanding your child's classroom teacher's expectations for its use.

HOMEWORK FOR STUDENTS HOME ILL:

When a child is home ill more than one day, we will be happy to provide make up work on the second day. Parents may call the individual teacher to request homework.

INCLEMENT WEATHER PROCEDURE.

All inclement weather decisions are based on concerns for student, parent and staff safety. District Eleven will collect data at the earliest appropriate time, checking with the Colorado Springs Transit System, the U.S. Weather Bureau, the Colorado Springs Police Department, and four geographically located transportation staff members.

1. CANCELLATION FOR THE DAY

***DISTRICT ELEVEN WILL:**

- make the decision as to whether schools will be open and announce no later than 5:30 A.M. by calling 14 radio stations, 3 TV stations, and the newspaper,
- not penalize students if parents keep them home on questionable snowstorm days,
- cancel all after-school and evening meetings, activities, and community classes.

***PARENTS ARE EXPECTED TO:**

- be responsible for custody of students;
- listen to the news broadcasts on stormy mornings;
- check www.cssd11.k12.co.us for closures;
- decide whether to send students to school on threatening, stormy days.

2. DELAYED START

***DISTRICT ELEVEN WILL**

- decide to delay school by **TWO HOURS** and announce the decision on local TV/radio stations as early as possible. **THERE WILL BE NO A.M. KINDERGARTEN.**
- run buses on the same routes as normal but **TWO HOURS LATER;**

-not penalize students whose parents keep them home on days of inclement weather.

-Chipeta will begin at 10:00 on these mornings.

***PARENTS ARE EXPECTED TO:**

- be responsible for custody of students;
- there will be no a.m. kindergarten;
- listen to the news broadcasts on stormy mornings;
- check www.cssd11.k12.co.us for delays;
- decide whether to send students to school on threatening, stormy days;
- keep students at home for an additional 2 hours or make arrangements with day care providers to keep students an additional 2 hours.

3. EARLY DISMISSAL

***DISTRICT ELEVEN WILL:** -inform the same media, as stated above, **not later than 11:00 A.M.** that school will dismiss students early

- dismiss **ALL** students **TWO HOURS EARLIER** than normal;
- run buses on the same routes as normal but **TWO HOURS EARLIER**;
- keep buildings open as long as necessary to release all students safely,
- announce that if an early dismissal occurs, afternoon kindergarten, afternoon activities, and evening events will be cancelled.

***PARENTS ARE EXPECTED TO:**

- listen for an early dismissal announcement **no later than 11:00 A.M.**;
- make sure students know what to do and where to go if dismissed early;
- know that **ALL** students will be dismissed **TWO HOURS EARLIER** than normal;
- know that buses will run on regular routes but **TWO HOURS EARLIER**;
- not rely on the telephone to make last-minute arrangements for their students. (Lines are often tied up or not working properly during storms.)

LOST AND FOUND. All lunch boxes and articles of clothing should be well-marked with the child's name for identification. The lost and found area is located by the back stairs on the first floor. Small items such as glasses, keys, jewelry, etc. are kept in the school office. If you cannot locate an item, please check the lost and found area. Unclaimed items are donated to a charitable organization at the end of each quarter.

LUNCHES. Chipeta Elementary School has a hot lunch program. All children in grades one through five may eat lunch at school. The lunch charge for 2005-2006 is anticipated to be \$1.80 per day, but was not yet finalized as of the writing of this document. Students also have the option of ordering Domino's pizza at a cost of \$1.65 per slice, or \$2.25 for a slice of pizza and a drink. Children who do not eat a hot

lunch, but stay at school during the lunch period must bring a sack lunch. Milk may be purchased at school (50 cents or 55 cents if chocolate milk is available). **Money for lunches will be collected by the lunchroom manager each morning and should be sent in an envelope with the child's name, grade, and teacher listed on the front.** You may also pay for lunches using the on-line payment option. Visit the D-11 website at www.cssd11.k12.co.us/fns/payonline_procedures for more information. Parents are encouraged to send checks for more than one lunch at a time if possible. Credit will be given for unused lunches. Additional items may be purchased with cash only on a daily basis from the snack bar window. Such items include juice, crackers, Teddy Grahams, etc. Students may not leave the playground during the school day without written permission from a parent and approval of the principal. Parents who wish their children to go home regularly for lunch should inform the office in writing.

MEDICATION/First Aid. Please note that Chipeta Elementary only has a nurse on-site one day per week. If your child must take medication of any kind during school hours, the school must be provided with a note from a doctor stating the following information: student's name; name of medication; dosage; time medication is to be administered; and how long the student is expected to be on the medication. (A form is available in the office.) A form must also be signed by the parent giving approval for medication to be administered at school. Medication **must** be in the original Rx bottle and will be kept in a locked cabinet in the school office. No medication may be kept by students in their desks. Should your child have a chronic condition requiring immediate or self-medication, a conference should be arranged with the school nurse and other staff members to develop a workable solution. **STUDENTS MAY NOT HAVE IN THEIR POSSESSION ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION INCLUDING COUGH DROPS.**

Note: First Aid treatment is limited to washing and bandaging wounds, and/or applying a cold compress. Due to possible allergic reactions, the school is not able to apply topical antibiotic ointments.

PARENT NEWSLETTERS, STUDENT NEWSPAPER & OTHER NOTICES. *The Chipeta Eagles*, our parent information newsletter, is sent home with all children every other month. School activities are announced in advance in the newsletter. Other special notices will be sent home as needed by the office. In addition, classroom teachers send a newsletter home with students at least monthly.

PARKING LOT AND STUDENT DROP-OFF AREAS. We ask that parents park as well as pick up and drop off students on the south side of the building along Ramsgate Terrace. This area offers a safe, curb side area for students to get in and out of your vehicle. Please do not leave your vehicle parked along the curb. Please enter this area from the south-east driveway and exit from the south-west driveway onto Ramsgate Terrace. Parents should not drop off or pick up children in the front of the school. This area is reserved for buses and other deliveries.

PARTIES. Room parties are scheduled at various times during the year. Please contact the classroom teacher if you are able to help in any way. Parents may make arrangements with teachers for students to pass out treats on their birthdays to their classes at the end of the school day.

PETS. Children should not bring pets to school. Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Parents, we also ask that you do not bring dogs to school events such as Track Day or when picking up children. Students may show their pets in the classroom if parents have made special arrangements with the teacher and bring the pets at a predetermined time.

PHONE SYSTEM. Chipeta's main phone numbers are as follows:
Main number: 328-5500
Attendance: 328-5516
Staff Mailboxes: 328-5599
FAX: 260-8825

A complete list of staff mailbox numbers will be sent home with each student the first day of school.

PTA. The Chipeta PTA is an active and busy organization. PTA promotes parent involvement in the education of children and a close relationship between parents and the school. Your membership in the Chipeta PTA supports not only the school but your own children. Look for additional information that will come home with your children throughout the school year about the many wonderful PTA activities for parents as well as students.

RECESS AND CLASS PARTICIPATION. All students are expected to take part in all regular classes such as physical education, health, music,

and even recess. If there is a concern about course content or a medical reason for a child to be excused from a class, please send a note to the teacher or contact the principal by phone. If a child is able to return to school after an illness, the child, except in very special cases, should be able to take part in all school activities --including recess and physical education classes.

RECORDS AND STUDENT FILES. Records for each student enrolled at Chipeta Elementary are maintained in the school office. These confidential records contain test data, achievement test results, attendance information, grades, etc. These records are open to a child's parents and are regularly updated. Please fill out an information update form to notify the office immediately of any changes of address, telephone number, health concerns, emergency information, etc.

REPORT CARDS AND CONFERENCES. Conference days have been scheduled throughout School District Eleven at the end of first quarter -- October 27th & 28th. However, conferences may also be requested at any time by parents should concerns develop regarding the progress or behavior of your child. The staff at Chipeta Elementary is committed to providing a quality education for all students. Communicating with parents about the progress of students is important to student progress. Teachers at Chipeta keep parent informed about school progress not only during conferences but through phone calls to parents as well as notes in the Chipeta Assignment Notebook.

SCHOOL HOURS FOR 2005-06. Playground supervision for grades one through five will begin each school day at 7:50 AM. The first bell will ring at 7:55 am. Students are tardy after 8:00am. Students are expected to line up quietly in a location designated by their teachers and then will be walked to their respective classrooms. Students must leave the playground promptly upon dismissal each afternoon before the final bell rings at 2:40 PM.

STUDENT HOURS (Grades 1-5)	8:00 to 2:30
KINDERGARTEN (A.M.)	8:00 to 10:45
KINDERGARTEN (P.M.)	11:45 to 2:30
FULL DAY KINDERGARTEN	8:00 to 2:30
OFFICE HOURS:	7:30 to 3:30

SCHOOL IMPROVEMENT PLAN 2005-2006. Chipeta students will continue to increase academic achievement in math, reading and writing

as measured by the Colorado Student Assessment Program (CSAP), and Adams 50.

We will continue to beautify the exterior of the facility through painting and landscaping improvements, thus providing an enhanced context for learning. We will also concentrate on common area rules; pedestrian/vehicular safety; and academic achievement.

SCHOOL SUPPLIES. A list of suggested school supplies for students is available in the school office. These supplies are listed by grade level. **Individual teachers may have additional items needed for their respective classes throughout the school year. Please do not purchase "trapper keepers" or 3-ring binders unless specified by an individual teacher.** All students in grades one through five will use the Chipeta Assignment Notebook daily. Replacement charge is \$6. These notebooks will be available from classroom teachers the first day of school. All students in grades 2 through 5 are asked to have a pocket calculator to keep at school. If a family is financially unable to purchase all of the requested supplies, our principal or counselor will assist.

STAFF PERSONAL SECURITY AND SAFETY. "The following district procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making false allegations of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. The same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises, on school vehicles, or at school activities.

1. The teacher or employee shall notify the building principal or designees as soon as possible.
2. The teacher or employee shall contact the local law enforcement agency to report the incident.
3. The teacher or employee shall follow up and file a written report with the principal, the superintendent and the board.
4. The principal or designee shall insure that the local law enforcement agency has been contacted, shall conduct an informal hearing after

receipt both of the report and adequate proof of the charges, and shall suspend the student for at least three days but no more than 10 days with possibility of further disciplinary action in accordance with established procedures.

5. The superintendent or designees may initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred.
6. A copy of this policy shall be distributed to each student and posted in each school building."

TAKING STUDENTS EARLY FROM CLASS IS DISCOURAGED. However, if a student must leave class early, please send a note to the teacher stating the time the child should be dismissed from school. For security reasons, all staff members have been instructed **NOT** to release students from the classroom without notification from the office. Parents should come to the office to sign out their child. The staff at Chipeta Elementary requests that parents make appointments and schedule trips out of town during non-school hours.

TELEPHONE USE BY STUDENTS. Students may use school telephones to contact parents with teacher permission or in case of an emergency. In the event of early dismissal because of weather or other emergencies, the plans parents have designated for their child and which have been placed on file in the school will be followed. Arrangements for such emergency situations should be reviewed regularly at home with all children as phone lines are often unavailable or malfunction during storms.

TOYS AND PERSONAL ITEMS. Toys or other personal items should not be brought to school by students. Toys will be taken from students at school as will other items causing a problem or distracting students from their educational program. These items will be held by the teacher or the principal until picked up by parents.

VISITORS. Parents are encouraged to visit school at any time. If you would like to see a specific activity or discuss a specific aspect of the school program, the principal or other staff members will be happy to meet with you.

Please make an appointment during non-instructional time should you want to confer with the teacher about your child's progress. You are also invited to bring friends or relatives to visit the school. Children not enrolled at Chipeta Elementary may not

visit the school unless accompanied by an adult. **WE ASK THAT ALL VISITORS TO THE SCHOOL CHECK IN AT THE OFFICE BEFORE GOING TO THE CLASSROOM AREA.**

VOLUNTEERS. We encourage parents, relatives, friends, and community members to volunteer their time at Chipeta Elementary. The PTA has a volunteer coordinator who helps match volunteers with jobs that need doing. Please contact your child's teacher, the school office, or the PTA volunteer coordinator. We ask that all volunteers check in at the office, wear a badge and log in their time upon leaving. We also request that you do not bring siblings to school during your volunteer time.

WALKING HOME. Students are encouraged to use the safest and most direct way home from school or from bus stops. Parents should teach their children an agreed-upon route and walk with them several times throughout the school year to assess the safety of their children's behavior and to reteach as needed. Traffic officials indicate that pedestrian safety is largely a result of education. Students are expected to use the street light when crossing Flying W Ranch Rd. and to go directly home after school.

WEATHER. Please make sure that your child is dressed for our changing Colorado weather. A warm morning does not necessarily mean a warm afternoon. By School Board policy, students will not be outside for recesses if the temperature/wind chill factor is below 15° or if it is wet with rain or snow. If your child must stay in from recess for a medical reason, please make arrangements with the office.

WEAPONS AND WEAPON LOOK-ALIKES AT SCHOOL. Our school district is dedicated to providing a safe learning environment for all children. In District Eleven that means **zero tolerance for weapons and items that mimic weapons in all our schools.** Be aware that this policy affects even elementary-age children! We need your assistance in helping every child from kindergarten through grade twelve understand our expectations and consequences for bringing to school weapons or objects that mimic real weapons. The following district policy and all other policies related to student behavior may be reviewed in their entirety in the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK.** "In School District Eleven, any student

with a weapon in school, on or off school property and at all school-sponsored and related activities, whether or not the student uses or intends to use the weapon to cause bodily harm, will be immediately suspended and referred to the Office of Student Discipline Services for consideration of expulsion." This includes mace, pepper spray and other dangerous chemicals or substances. Students will also be referred to the Office of Student Discipline Services for consideration of expulsion for having in their possession objects that **substantially mimic real weapons including such objects as pocket knives and water pistols.** Laser pointers are not permitted at school. Please review with your children the consequences of bringing such objects to school. Times have changed and we must do everything possible to protect our children now and as they grow older. We are proud of the safe school environment we have at Chipeta and believe it contributes to the high level of academic achievement at our school. We greatly appreciate your continued assistance with this issue and all other matters related to student conduct and discipline.

WITHDRAWING & ENROLLING. We welcome parents enrolling students in the school office. If you must withdraw your child from Chipeta, please notify the school office a few days in advance of your move. If you are moving to another school in District Eleven, all records will be transferred when you enroll your child in the new school. If you are moving out of School District Eleven, the new school will need to write or FAX (260-8825) Chipeta Elementary for records unless you wish to carry those records with you. Should you move out of the Chipeta attendance neighborhood, we hope that you will remember your experiences at Chipeta as being positive and rewarding for both you and your child!
