

Eyestone Elementary

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2018-2019 Parent Handbook

Eyestone Cougars



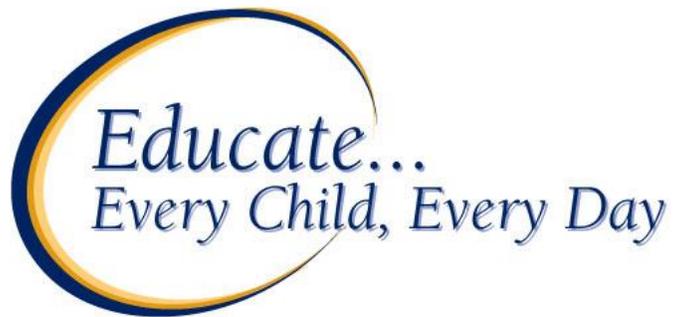
**Eyestone Elementary
2017-2018 Parent Handbook**

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Poudre School District Mission



THE MISSION OF EYESTONE ELEMENTARY IS TO PROVIDE

EDUCATIONAL EXCELLENCE IN A KIND, LOVING ENVIRONMENT



GENERAL INFORMATION

ABC's of Eyestone

As with any organization, there are many components to our school. Many of these components have names, and some of these names are abbreviated to simplify communication. Here is a list of some of the more common terms used at Eyestone.

ACCESS	The state's annual test given to ELL students to measure language progress and proficiency in English
CMAS	Colorado Measures of Academic Success - the state's annual test of English Language Arts and Math (given to all students beginning in the 3rd grade), Social Studies (4 th grade), and Science (5 th grade)
DAB	District Advisory Board – PSD committee with parent representation from all schools
DIBELS	A reading assessment that measures progress in student literacy skills
ELL	English Language Learners are students whose native language is other than English and have not yet achieved proficiency in English
Everyday Math	The Math curriculum used at all grade levels
FOSS	The hands on Full Option Science System is part of the science curriculum
G/T	Gifted and Talented; Typically defined as students scoring in the top 3% of academic assessments
IEP	Individual Education Plan: written for students in special education
MAPS	Measure of Academic Progress - Assessment given to students to measure progress of skills in reading and math
MTSS	Multi-Tiered Systems of Support – system of intervention delivery and tracking used to address individual student needs
OM	Odyssey of the Mind
READ Plan	Individual literacy plan written for students at risk in literacy skills
PSD	Poudre School District
PTO	Parent Teacher Organization - the partnership between parents and teachers to support students at Eyestone.
SAC	School Accountability Committee - Governing committee made of parents and staff members that make decisions on school initiatives.
SST	Student Success Team – identifies, monitors, and supports interventions for student concerns in health, academics, behavior, attendance (component of the MTSS system)
Unified/School Improvement Plan (UIP, SIP)	The School Improvement Plan is the yearly school plan that guides the school toward its yearly goals. The plan is submitted to the district and state and is used to design staff development, improve instruction, document school data, and guide the school toward its yearly goals.

The purpose of this handbook is to provide information regarding Eyestone Elementary, as well as our school'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 Eyestone 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.

ABSENCES

When a student is absent from school for illness or other reasons, the parent or guardian must call the **school attendance line at 488-8601**. This voice mail is available 24 hours a day. To insure the safety of your child, the office will contact your home or place of business as soon as possible if we have not received notice of your child's absence by 8:15 a.m. Please notify our attendance clerk of any prearranged absences, in addition to informing the homeroom teacher. The success of the whole child is important to the staff at Eyestone. It is extremely important for that success that students are in attendance every day. In order to help problem-solve attendance concerns we will notify you of accrued absences at 3, 6, and 10 days.

ARRIVAL/DISMISSAL TIMES

Students should not arrive at school before 7:25 a.m. unless attending BASE Camp. Students must stay on the playground until the bell rings at 7:45 a.m. Safety is a major priority and we want to be sure that staff members are present for supervision.

- 7:25 a.m. - Breakfast Bell rings**
- 7:45 a.m. - Entrance bell rings**
- 7:45 a.m. - All classes begin**
- 2:28 p.m. - School dismisses**

Upon departure, children are to go directly home. Exceptions to this are children who attend Base Camp, who will be staying after school by request of the teacher, or who will be helping with a particular adult supervised project. In each instance parents will be notified.

BASE CAMP

BASE Camp is a before and/or after school childcare and enrichment program. BASE Camp is a non-profit organization that provides a safe, nurturing, and structured environment. Students may be registered on a full-time, part-time, or drop-in basis. Fees are assessed on a sliding scale based on the number of family members and gross monthly income. Call the program directly at 266-1734 for more information, or visit the office at 1224 E Elizabeth St in Fort Collins. Care is provided from 6:00 a.m. and after school until 6:00 p.m.

BIRTHDAYS

Students may bring treats for their birthdays; however they must be commercially prepared. No homemade food may be served in the classrooms. Teachers should be made aware of these arrangements several days ahead of time. Treats are typically served at the end of the day prior to school dismissal.

BREAKFAST SCHEDULE

Breakfast is served daily at 7:25 a.m. and the cost is \$1.45. There is no charge for students who qualify for free or reduced lunch. Students will go out to the playground when they are dismissed and come in to the building when the 7:45 a.m. bell rings.

BUSSING

The Poudre School District Transportation Office at 490-3232 establishes bus routes, pickup stations, and time schedules; however, questions may be directed to the school

office. Parents rightfully expect safe, efficient school bus service. However, it remains the parents' responsibility to extend full cooperation in seeing that the child obeys the bus regulations as established and also practices all recommended safety procedures.

BUS PASSES AND ALTERNATIVE RELEASE

A note signed by the parent/guardian must be sent to the office if your student is to ride a different bus or to get off at a different stop. A special bus pass will be written for your child to give to the bus driver (bus passes can be processed a maximum 5 times per student per school year). A note should be sent to your child's teacher if your child will be riding or walking home with another student or adult. Written bus requests are required no later than 1 p.m. so there is sufficient time to process before the end of the school day. Phone calls will not be accepted for the safety of our children.

CHECKING OUT OR ARRIVING LATE

Checking Out: **Before a student leaves school, an adult must sign the student out in the office.** We will then call the student to come to the office from the classroom. *We cannot call a student out of class to wait to be picked up for an appointment.* For the safety of our students please be prepared to show ID upon checking out a student.

Arriving Late: When arriving late to school (after 7:45 a.m.), **the student must check in at the office.** All students are marked absent if they are not in the classroom at 7:45 a.m. Teachers record attendance by computer right after the 7:45 bell rings. Checking in with the office is the only way to be sure your child's attendance record is maintained accurately.

COLD/WET WEATHER POLICY

In snowy or cold weather, each child should have appropriate clothes and shoes to wear outside. Proper attire for cold weather may include coats, mittens or gloves, boots, snow pants and covering for the head. Children at Eyestone will go outside for recess unless the weather is extremely cold or wet. This is typically for temperatures registering a wind chill factor at 10 degrees F and below. The Principal or Assistant Principal will determine when all children will remain inside due to extreme weather conditions. On days when this decision is made, green flags are placed on the fence in both the main and bus drop-off zones, indicating that students should enter the school through the main entrance and report to the gym.

DELIVERING AND PICKING UP STUDENTS

Parents are asked to drop off and pick up students on the **south side of the building.** Please pull forward as far as possible in the outside traffic lane (next to the sidewalk) and remain in your vehicle. If your child requires your assistance in entering/exiting your vehicle, **please be sure to park in one of the parking spaces** so as to not block traffic and personally walk your child to or from the sidewalk. Please refer to the Eyestone Parking Plan for more detailed pickup and drop-off information.

EMERGENCY DIMISSAL/LATE START/SCHOOL CLOSURE PROCEDURES

In case of an **early dismissal** from school due to severe weather, Eyestone Elementary School students will be released as per instructions from the information received at the beginning of the school year on the Early Dismissal Form and as per district policy. Please tune in to local radio and/or television stations for information

regarding weather and school release. It is extremely important that the school has current phone numbers and dismissal information for all students.

In case of a **late start** due to severe weather, all district schedules (bus, school, etc.) are delayed 2 hours after the normal time. If your child rides a bus, his or her pickup time will be 2 hours after the normal pickup time. Students walking or being dropped off at school can begin arriving at 9:25 am and will come inside the building to the gym (inclement weather plan). Students qualifying for free/reduced lunch can obtain breakfast beginning at 9:25 am. Classes will begin at 9:45 am. Dismissal and afternoon bus routes will then proceed as normally scheduled. In the event of a **late start**, half-day morning kindergarten classes are cancelled. Half-day afternoon kindergarten will proceed as normally scheduled.

Decisions by the PSD superintendent regarding weather-related **school closures or late starts** are made by **6:00 a.m.** and **media** outlets are notified immediately. **The following radio and television stations, and PSD Web site www.psdschools.org**, also provide information about PSD school closures and early dismissals:

TELEVISION STATIONS:

Channel 2 WB2News-KWGN
Channel 4 NEWS4-KCNC
Channel 7 News-KMGH
Channel 9 9NEWS-KUSA

RADIO STATIONS

TRI 102 102.5 FM
KIIIX1410AM
KUAD99FM
KCSU90.5 FM
KJJJ 1170 AM (Spanish)
Denver radio KOA 850 AM and KOOL 105 FM

INSURANCE - STUDENT

PSD does not purchase student accident insurance to cover injuries due to accidents at school or during school-sponsored activities, such as athletic events and field trips. A voluntary accident insurance program is available through Nationwide and serviced by K & K Insurance Group. Families and students who do not have insurance may want to consider this resource. Coverage may be purchased anytime by completing the online application @ <http://www.kankinsurance.com/sites/K-12Voluntary/Pages/Home.aspx> Select "Enroll Now" then "K12 Voluntary" from the drop down menu to begin the application process.

LOST AND FOUND

Any article found on the school grounds can be turned in to a teacher, the office, or the lost and found area located in the hallway outside the gymnasium. In order to make sure that lost articles are returned to their proper owners, the student's name or phone number should be sewn or marked on sweaters, coats, lunch boxes, etc. Parents are encouraged to assist their children to be responsible for their own possessions. Three times a year (winter break, spring break, end of year) lost and found items that have not been claimed are donated to charity.

LUNCH PROGRAM

Students may purchase lunch on a daily, weekly, or monthly basis. Please make your check payable to Eyestone Elementary School. If you are paying for more than one child, please put each student's name and teacher on your check. Parents may also use their credit card to pay for meals online. There is no charge to register, but there is a \$1 transaction fee charged to partially offset the credit card processing fees. Website features include your student's account and low balance email alerts. To set up an account with SchoolPay, visit <https://psdschools.schoolpay.com>. Menus are listed on the PSD web site and in our newsletters. Lunch prices are also included on the menu. Cold lunch students may purchase milk or juice daily.

Students who forget their lunch money can call home for help or charge a lunch. Since we have no funding for this service, we can allow only two outstanding charges at a time. Parents

will be contacted by written note and/or phone call after 2 charges. If a child is in need of a third charge, he/she will be given a carton of 1% white milk, vegetables, and a dinner roll, bread or crackers, etc. We want children to assume responsibility for remembering their lunch money. Please notify the office or Food Services if you are temporarily unable to purchase lunches. Free/Reduced lunch applications are available online at www.psdschools.org or the Eyestone front office. Parents are welcome to eat lunch at school anytime during the year, however you must come to the office to receive a visitor's pass prior to entering the lunchroom.

Lunch Schedule

Grade	Lunch	Recess
K	10:45-11:05	11:10-11:30
1	11:00-11:20	11:25-11:45
Grade	Recess	Lunch
2	11:05-11:25	11:35-11:55
3	11:25-11:45	11:55-12:15
5	11:40-12:00	12:10-12:30
4	12:00-12:20	12:30-12:50

HOLIDAY PARTIES/Healthy Choices

Three parties are held during the school year. One in October for Halloween, one in December for diverse holiday celebrations, and one in February for Valentine's Day. As per district policy only prepackaged commercially prepared foods from retail stores are permitted to be served at school during parties and other school functions. Please note that the district is in the process of implementing a new Wellness policy that moves toward increased inclusion of healthy foods at school parties and other school-related functions. Look for information from your child's classroom teacher regarding how this will be incorporated in your child's classroom.

SCHOOL PICTURES

Studio 5 Photography takes individual photographs of the students in the fall. Class pictures are taken in the spring.

STUDENT RECORDS

It is essential to have up-to-date family records. If any of the following items change during the year, it is the parents' responsibility to notify the school office of the following:

- a) Change of telephone (home, cell, work, pager, etc.)
- b) Change of emergency contact person
- c) Change of doctor
- d) Change of address
- e) Change of custody or guardianship. Legal court documents are required to be on file at school. If most recent court documents are not provided we cannot honor changes to a student's custody.

This information is for your child's protection should an emergency arise. In addition to the information shared at registration time and with the homeroom teacher, it is advisable for parents to inform our nurse and/or health tech of any special condition regarding the health of your child.

STUDENT TELEPHONE CALLS

Students may use the telephone in the classroom and/or office for **emergency calls only** and must have their teacher's permission or permission from the office. Phone calls will not be allowed to arrange after school play plans.

WITHDRAWING FROM SCHOOL

In the event that you are moving and will leave Eyestone, please notify your child's homeroom teacher and the office several days in advance. This will provide time for all records and information to be ready at the time of withdrawal. The State of Colorado requires a Notification of Withdrawal form to be on file. These forms are available in the office.

HEALTH AND MEDICATION POLICIES

HEALTH SERVICES AND INJURIES

If a child is ill, please keep him/her home. While attendance is important, it is in the best interest of everyone that sick students remain home. If a child is at school, he/she is expected to participate in all activities of the day.

Only limited health services are available through our school. School personnel will give emergency care to sick or injured students. If your child has a fever, has vomited, or has had a serious accident, you will be called immediately to come and pick up your child. Any student who has a temperature of 100 degrees and above, or who has vomited, will not be allowed to stay in the classroom. If parents cannot be reached, action deemed necessary by school personnel will be taken.

IMMUNIZATION AND HEALTH 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 health office. This includes proper shots for measles, mumps, rubella, (MMR), diphtheria-tetanus-pertussis (DTP), polio, Varicella (Chicken Pox) and Hepatitis B immunizations. Please call your doctor's office or our school health tech if you have a question about immunizations.

MEDICATION GIVEN AT SCHOOL

It is recommended that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication at school, these steps outline the process from PSD policy JLCD and must be followed in accordance with the PSD Code of Conduct:

1. All medicine must be furnished by the parent and given to the school's nurse or Health Tech. Students cannot transport meds! Prescription medications must be furnished in the original pharmacy labeled container. The container must be printed with the following information: student's name, name of the medicine, dosage, name of prescribing health care provider, date prescription was filled and expiration date.
2. A written request to administer medicine to the student and a full release must be signed by the parent or guardian. A separate written request and release must be signed for each medicine and for each change of dosage. All medicines shall be furnished to the school in the original prescription container with the correct name and

dosage. Written authorization by the student's healthcare provider or doctor must be submitted to the school.

3. Non-prescription or "over-the-counter" medicine (i.e. cough drops, aspirin, etc.) shall be in the original container with written authorization by the student's healthcare provider or doctor.
4. Medication will be stored in the office in a locked cabinet.
5. Prescription and non-prescription medicine will only be administered by the school nurse or authorized designee.
6. Do not send any medication in plastic bags, bottles, or in lunch boxes, etc.

Without meeting ALL of the above legal requirements, medication cannot be administered at school.

RECESS AND SICKNESS

The Eyestone staff believes recess to be an important part of every child's day. We encourage students to be out in the fresh air and participate in social activities and exercise. All children will be expected to go outside unless there are special circumstances. If your child is too ill to be outside, he/she should remain at home until fully recovered. If there are unique circumstances for your child not to be outside please call our health office to report the situation. That information will be passed along to the homeroom teacher.

VISION AND HEARING SCREENINGS

Each fall, Poudre School District conducts a Vision and Hearing Screening for all K-3rd, all 5th graders and Special Education students. Students in 4th grade are screened if there is a concern. Students new to the district are screened as they transfer in throughout the year. If we suspect a problem, the school nurse or district audiologist will notify you. If you have questions or concerns throughout the school year, please contact our school health office.

COMMUNICATION

At Eyestone, we welcome and encourage open communication between parents, teachers, and students. If you need to reach a teacher, feel free to call or email. Messages are expected to be returned within 24 hours. Please do not expect teachers to answer phones during instructional time. Staff e-mail addresses and phone numbers are listed in this handbook and on the PSD website under Eyestone Elementary School. If you would like to meet with your child's teacher, please plan in advance and make an appointment.

NEWSLETTERS AND NOTICES

Email notification: Email notification allows you to receive school and district communications (letters from the principal, PTO Newsletters, PSD news, lunch menus, etc.) in the most effective, least costly, and most environmentally responsible manner – paperless, and directly to your designated email address! You can confirm/change the email on file in Synergy (our district's student information system) through **ParentVue**. If you do not have access to ParentVue, please contact the school.

Text messaging: If you would like to have the option of text messaging available, you need to reply "yes" to the district's "opt-in" text that you will receive (This

text will come from “68453” not a PSD phone number.) Please note: message and data rates apply per individual cell phone plans. You can text STOP to “68453” at any time to stop receiving text messages from PSD and your child’s school.

As with emails, parents/guardians can confirm or change SMS numbers via **ParentVue**. However, the system will only recognize **ONE** SMS number per parent (each parent/guardian can have their own account in Synergy with multiple phone numbers and emails and 1 SMS number). If multiple SMS numbers are identified, the system will use the number that was most recently updated/entered.

Hard copy notification: Those who do not have the necessary access to a computer can receive hard copies by request. The documents will then be sent home in your child’s Thursday Folder rather than electronically. (Certain communications – particularly those from PSD – are only available through email notification.)

Thursday Folders: Each student brings home a communication folder every Thursday and returns it to school on Friday (or the next scheduled day of school). Classroom and grade level information, report cards, and any information not available electronically are sent home in this manner. Parent communications to the teacher, completed forms, etc. can also be sent *in* to school via the Thursday Folder. If information is coming home on a “one-per-family” basis, it will typically come home only in your youngest (or only) Eyestone student’s folder.

INDEPENDENCE DAY OCTOBER 1

Beginning Monday our students will walk themselves to class.

PARENT-TEACHER CONFERENCES

Parent/teacher conferences are scheduled in the fall (October) and spring (March). These are scheduled times for parents and teachers to meet, but feel free to contact your child’s teacher if you need/want to discuss situations that may arise.

GO TO THE SOURCE

Parents are encouraged to speak with their child’s teacher before contacting the principal, other teachers, or other parents to discuss a concern. Most issues can be successfully resolved in a friendly, respectful conversation. If you would like to meet personally with a teacher, please schedule the meeting prior to coming to the school site so that quality time can be devoted to your concerns.

PARENT INVOLVEMENT

PTO (PARENT TEACHER ORGANIZATION)

The Eyestone PTO is an outstanding support for our students, staff, and parents. Our PTO coordinates and runs many fundraising activities that provide additional revenue for the school. The PTO supports field trips and other enrichment programs that enhance the learning environment for our students. The PTO also hosts many school-wide activities that help to strengthen the family atmosphere at Eyestone.

We encourage your participation at our monthly meetings and school activities. Your participation in the PTO provides input into decisions that affect the school and your child's education. The Eyestone newsletter and website will contain dates and times of meetings and activities.

PARTNERSHIP IN POUFRE SCHOOLS

Volunteers are always welcome and appreciated at Eyestone. Prior to volunteering in the school, all volunteers must register on-line at www.psdsschools.org under the Volunteers and Partners link and receive district approval. If you do not have access to the Internet, you may use the computer in the Eyestone Media Center. District processing includes a background check and generally takes about 3-5 days.

The degree to which you become involved is entirely up to you. Field trip sponsors, library helpers, and resource speakers are a few of the areas listed. Some situations and areas occur on a one-time basis, while others occur regularly for longer periods or for the entire school year. **You must be signed up as a volunteer to accompany your child on a field trip.** Hopefully, you will consider becoming a Partner with Eyestone Elementary. It is an excellent opportunity to become closely involved in the education of your child and allows the staff to offer many activities and experiences to students that otherwise might not be possible.

POLICIES

AFTER SCHOOL ARRANGEMENTS

After school arrangements should be made before your child leaves home in the morning. It is very difficult to get messages to the students during the day regarding changes, and it disrupts classes. We understand emergency situations arise, but appreciate limiting changes to your child's schedule for their wellbeing. Students will not be allowed to use the school phone to arrange an after school visit to a friend's house.

ANIMALS/PETS ON CAMPUS

For our students' safety, and in accordance with district policies, animals are not permitted on school grounds except by special permission from the school principal.

ATTENDANCE

Regular school attendance helps build good work and study habits and also benefits the student's learning process. Colorado law requires regular school attendance for students between ages 7-17.

Visits to the dentist, doctor, orthodontist, etc. should be scheduled outside of school hours when possible. We do realize the difficulty in scheduling these types of appointments, but the less a child's school day is interrupted, the better.

The student is expected to make up assigned work that was missed due to absences. If requesting homework for a sick child, please call the teacher. Assignments will be prepared and ready for pick up the NEXT DAY. This policy was set to give the teacher time to prepare the assignments. Class work can be picked up from the school office.

BICYCLES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS

Bicycles: It is strongly recommended that primary-age children not ride their bicycles to school alone or for long distances. Upon arrival, students will dismount at the crosswalk, walk bikes while on school property, and store bikes in the bike racks provided by the school. Upon dismissal, students will walk bikes to the crosswalk zone and then mount bikes only when fully across and out of the crosswalk zone. It is recommended that all bicycles be licensed with the police and locked in the racks. The school will not

accept responsibility for the loss or damage to bicycles brought to school. All riders are requested to wear helmets!

Rollerblades, Wheelie Shoes, Scooters, and Skateboards: Students (and parents) are not to use roller blades, wheelie shoes, skateboards, etc. on school property. Upon reaching school grounds, all scooters, skates, etc., should be dismounted or removed. All items will be stored in classrooms or other designated areas during the school day.

CELL PHONES AND ELECTRONIC DEVICES

We understand the role of technology and cell phones in your family's lives. We also recognize the responsibility and etiquette accompanying cell phones. If you feel your child must have one, please use the following guidelines:

- Phones shall be turned off and kept in their backpack during the school day.
- Phones should not be out during the school day.

Consequences for misuse:

1st Offense: Teacher warning.

2nd Offense: Phone will be taken and parent will be asked to come in for a conference. The student and parent assume full responsibility for phones brought to school.

COMPUTER AND INTERNET USAGE

Students will have access to computers and can apply for an Internet account. PSD has many filters and screening programs on the Internet to protect children from inappropriate sites. The Code of Conduct has more specific details about appropriate computer usage. A form is sent home with each student on the first day of school allowing parents to opt their child out from internet usage if they wish.

DISCIPLINE AND CODE OF CONDUCT

The State of Colorado has prescribed specific guidelines for suspension and expulsion. Poudre School District has developed a Code of Conduct based on state law and input from parents in our community. The Code of Conduct document is available online at the district website. At the beginning of each school year, each family receives access information for the online document or receives a hard copy if adequate computer access is not available. Families also complete and submit a form (one for each child) to the school confirming that they have access to the electronic or paper document.

DRESS CODE

Eyestone encourages our students to take pride in their appearance. We are convinced that how students present themselves affects their attitude and the overall school environment. We ask that parents help in making sure students are appropriately dressed for school. Please use the following guidelines for acceptable clothing:

- Clothing that represents students in a positive manner.
- Shorts can be worn at appropriate times and chosen in good taste. They must be at fingertip length or longer with arms at the side.
- Shirts must always cover the midsection, even when hands are raised.
- Hats may be worn outside, but not in the building.

Unacceptable clothing:

- Any article of clothing that portrays (by word, graphic, or picture) pornographic materials, references to drugs, tobacco, alcohol, profanity, racial/ethnic slurs.
- Short shorts
- Spaghetti straps, halter-tops. Straps must be three fingers wide.
- Tube tops, half shirts. Midriff must not be showing.
- Wallet chains or chains of any kind worn on the outside of the clothing.
- Clothing that portrays or relays a gang related message.
- Pants that hang below the waist

We encourage students to wear appropriate footwear, especially on PE days. Students wearing improper clothing that is disruptive to the learning environment will be asked to change or cover the clothing. If necessary, a student may be asked to call for replacement clothing. Please refer to the PSD Code of Conduct for more details about dress code policy.

NONDISCRIMINATION/EQUAL OPPORTUNITY

The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 La Porte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620.

HARASSMENT AND DISCRIMINATION

Harassment is defined as any behavior that: “Demeans the ethnicity, race, culture, religion, national origin, gender, or handicapping disability of individuals or groups and/or creates an intimidating, hostile, or demeaning environment for education will be considered harassment and/or discrimination.” Students who feel they have been subjected to such behaviors should report the incident immediately to the principal, teacher or counselor. Any student who engages in conduct defined above will be required to attend a meeting with his/her parent(s) or guardian(s) and the principal or designee. The student will be subject to disciplinary action as outlined in Poudre School District policy. This policy is in the Code of Conduct.

HOMEMADE FOODS IN THE CLASSROOM

As per district policy **homemade food items and snacks are not permitted in schools with the intent of sharing these with others**, including classroom parties, birthday celebrations, potlucks, etc. Under Colorado’s State Health Department regulations for school food service, only prepackaged commercially prepared foods from retail stores are permitted for these purposes.

HOMEWORK

Homework is an important part of your student's development. There are several reasons for assigning homework.

1. To reinforce concepts that have been introduced and practiced in school.
2. To do work that can be done more effectively at home than at school.
3. To complete work that student did not finish in the allotted time.
4. To make up work missed because of an absence.
5. To assist a student in acquiring progressively better home study techniques.

At Eyestone we follow the Board of Education guidelines for assigning homework. The amount, length, and type of homework will vary according to individual needs of the student and the class or course selected. The amount of homework assigned will be less in the primary grades and gradually increase as student's progress through the grades under professional discretion of the classroom teacher. Each teacher will communicate with parents about specific homework expectations and provide a copy of the Eyestone Homework Policy at scheduled Back-to-School Nights.

PARKING

Please use the visitor's parking spaces provided in front of the school on the south side of the building. (Note that designated handicapped slots are available, by law, only to those displaying the proper identification.) Some parking is also available in the angled slots on the west side of the building, although no traffic is allowed to move in this area during bus loading/unloading times. Overflow parking during large events is available along Wilson Ave. and on the east side along 6th St. Please refer to Eyestone Parking Plan for further details.

PARTIES OUTSIDE OF SCHOOL

To avoid creating significant disruptions to the learning environment, individual invitations for outside parties and events should not be passed out at school unless all students in the class are being invited.

PERSONAL PROPERTY FROM HOME

All students are strongly urged not to bring valuables, toys, sports equipment, trading cards, jewelry, electronics and other personal play items to school. The school will not accept responsibility for the loss or damage of such items. Special precautions or arrangements can be made with the classroom teacher if brought for "show and tell."

SCHOOL PROPERTY

As per district policy students will be expected to pay for lost or severely damaged books and equipment that are a result of neglect or abuse.

TREATMENT OF STUDENTS, PARENTS/GUARDIANS & GENERAL PUBLIC

Community Use of District-Owned Property (KF & KF-R) (Elementary, Junior High, 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) and search for “Information about Use of District Property” to obtain the customer service website.

VISITORS/VOLUNTEERS

ALL parents and visitors must enter the building through the **FRONT** main entrance, check in at the office and put on a visitor/parent badge while in the building. Please be aware that all persons needing to enter the building after checking in must now be admitted through the secondary security door by office personnel. If no one is immediately present to admit you, please ring the doorbell located on the outside of the office doorway and wait for assistance.

Before and after school visits and/or meetings must be arranged in advance with the teachers.

For the safety of our students and staff, Poudre School District Board Policy requires all volunteers to register on line and obtain district approval. Go to PSD’s web site, www.psdschools.org and click on the “Volunteers and Partners” link.

SCHOOL SAFETY AND SECURITY



School Safety and Security

The two highest priorities in our schools are student learning and student safety. The purpose of this document is to describe and delineate different types of responses and actions that schools may apply in the interest of student and public safety.

Lockdowns and Lockouts

Definitions:

- **Lockout** – All doors to the school (including the front entry) are locked, and no individuals are allowed to enter the building
- **Lockdown** – All doors to the school (including the front entry) are locked, and no individuals are allowed to enter or leave the building

Communication

- **Poudre School District website** – Please refer to this site as your primary source for information, rather than to the individual school, as school personnel will be focused on

coordinating response efforts. District personnel have the time and resources to post and update communications and gather pertinent information from law enforcement, etc. In addition, district phone/technology systems are less likely to be affected in emergency situations.

- **School email notification** – Individual schools will send out a communication via school email lists. (Timing for this will vary, as the primary focus for school staff will be on coordinating site response efforts. Electrical systems may be compromised, particularly in weather-related scenarios.)

Parent Responsibilities

All persons on district property are expected to comply with building and district regulations and policies. Failure to do so compromises student safety and is a violation of state law and district policy (KFA – Public Conduct on District Property). Laws and policies are enforced in Wellington by the Larimer County Sheriff’s Department and Poudre School District Security.

- If there is a **lockdown**:
 - Do not attempt to leave the building if you are already inside
 - Do not come to the school site
 - If you find the doors locked in a lockdown, please leave the site immediately. (For safety purposes in a tornado lockdown, individuals may be brought inside but will not be allowed to leave.)
 - No students will be released while a lockdown remains in place
 - Do not call the school. Phone lines will be needed for response coordination.
- If there is a **lockout**:
 - Please check in with the office before attempting to leave the building if you are already inside
 - Do not come to the school site
 - If you find the doors locked in a lockout, do not attempt to enter the school
 - Do not call the school. Phone lines will be needed for response coordination.

Reverse 911

The Larimer County Sheriff’s Department has the capability to send out reverse 911 calls to some or all residents in the community. They may choose to do so for a variety of situations and purposes, from those presenting possible danger to residents and schools/students to observational, “lookout” types of scenarios (missing persons, etc., which do not affect schools in terms of a response). The following applies only to the types of reverse 911 calls that affect the schools:

- Whenever possible, the Larimer County Sheriff’s Department notifies schools and district security prior to sending the reverse 911 message
- School administration acts with district coordination to initiate an appropriate school response, based on the specific information
- School administration will send out a message regarding the school’s response via the school email contact list. (Timing may vary based on circumstances.)
- School responses may or may not involve a lockdown or lockout, depending on the purpose of the reverse 911 and on information provided by the Sheriff’s Department or district

- If the school is not in lockdown or lockout, you may call the school if you have questions or need more information, and you may come to the school site as usual
- School responses may differ, based on the timing and type of information received in the communication flow, location, or other factors
- Each school will send a follow-up email once a situation is resolved

Additional Information

“In Case of Emergency” brochure for PSD parents:

[https://eweb.psdschools.org/documentlibrary/downloads/Security and School Operations/Crisis Response and Management/In Case of Emergency Crisis Brochure.pdf](https://eweb.psdschools.org/documentlibrary/downloads/Security%20and%20School%20Operations/Crisis%20Response%20and%20Management/In%20Case%20of%20Emergency%20Crisis%20Brochure.pdf)

Spanish version:

[https://eweb.psdschools.org/documentlibrary/downloads/Security and School Operations/Crisis Response and Management/In Case of Emergency Crisis Brochure es.pdf](https://eweb.psdschools.org/documentlibrary/downloads/Security%20and%20School%20Operations/Crisis%20Response%20and%20Management/In%20Case%20of%20Emergency%20Crisis%20Brochure%20es.pdf)

***For a complete list of PSD policies, please visit the District’s website @
psdschools.org***

***This handbook will be revised each year.
If you have suggestions, please let us know.***