Berthoud Elementary School

2018-2019 Student Handbook

S.O.A.R.

Safe
On-task and responsible
Achieve your best
Respect
PRINCIPAL’S MESSAGE
It is our belief that close cooperation between home and school is essential to promoting the best learning situation for your child. A relationship that is built on meaningful and respectful communication will benefit all of our students. Parents are encouraged to communicate with our school, to attend scheduled meetings, to volunteer, and to be involved in our school community.

SCHOOL MISSION
Personalized Learning at Berthoud Elementary will empower students through collaboration, choices, and a growth mindset, to become engaged and self-directed learners.

SCHOOL OFFICE
Principal Melanie Patterson
Secretary Terri Wetzel
Faculty Assistant Terry Ridout
Health Office Kara Gorsuch
Office Phone 613-7500
Attendance Line 613-7590
Office Hours 7:30 AM – 3:30 PM

SCHOOL HOURS
8:00 AM – 3:10 PM

BREAKFAST HOURS
7:30-8:00 AM (8:30 on Wednesdays)

KINDERGARTEN
Morning Kindergarten- 8:00-11:05 AM (9:00-11:35 on Wed.)
Afternoon Kindergarten- 12:05-3:10 PM (12:35-3:10 on Wed.)
All day Kindergarten- 8:00 AM - 3:10 PM

STUDENTS ARE ASKED NOT TO ARRIVE AT SCHOOL BEFORE 7:45 AM
Students should stay on the north and south sides of the building where adults on duty will be providing supervision beginning at 7:45 AM. Parents will be contacted if students regularly arrive at school before supervision is available.

STUDENTS ARE ASKED TO LEAVE THE SCHOOL GROUNDS IMMEDIATELY UPON DISMISSAL, unless involved in the Champions child care program or other prearranged after school activity.

ATTENDANCE
Regular attendance at school is necessary for each child to achieve maximum academic and social success. Students with good attendance generally achieve higher grades and enjoy school more. Should it become necessary for your child to be absent from school, please call the Berthoud Elementary Attendance Line (970) 613-7590 as soon as possible to inform us of your child’s absence. If your child is going to be late, you may also call the attendance line. Please contact us prior to 8:00 AM to indicate whether your student will need a hot lunch. Students arriving late to school are required to check in at the office before going to their classroom. Students not signed in by a parent/guardian will receive an unexcused tardy.

STUDENT MESSAGES
Please ensure adequate notice for the delivery of messages to your child. Delivery of messages that are not received prior to 2:00 PM cannot be guaranteed. Written notes or calls to the office are accepted.

TRANSPORTATION
Students must have transportation’s official permission form completed to ride a bus to a friend’s house. Please contact transportation regarding their guidelines in advance, at 970-613-5185. The completed permission form must also be signed by the school office personnel. The student gives the signed and completed form to the bus driver. Without this permission form, a driver will not let the student off the bus at a stop different than their own, or let a student ride the bus that they do not ride normally. All bus arrangements must be made prior to dismissal from school.

VISITORS TO BERTHOUD ELEMENTARY
Parents are welcome at Berthoud Elementary. You may eat lunch with your child in the cafeteria, volunteer when registered with VITAL or attend school events. All visitors must sign in at the office and wear a visitor’s badge. Visitors that have not registered through the district’s VITAL volunteer program will be asked to...
present their driver’s license. Please schedule time in advance to meet with your child’s teacher, to allow us to ensure adequate duty coverage before and after school. While younger siblings are welcome, they should be supervised by a parent at all times while on school grounds.

SCHOOL BREAKFAST PROGRAM
Berthoud Elementary participates in the Nutrition Services Breakfast Program. This is an optional program, and parents are encouraged to decide if they want their children to participate. Breakfast will be served daily, between 7:30 AM and 8:00 AM (and 8:30 AM and 9:00 AM on Wednesdays) in our school cafeteria. Students arriving for breakfast will enter through the main doors, eat breakfast and remain in the cafeteria until 7:50 AM.

FREE AND REDUCED MEALS
Applications for free and reduced breakfast or lunch are available at any time during the school year. These forms are available online (and in the office if you don’t have access to a computer), and should be returned to the office when completed. It is important to complete the application in full remembering to list all members of the household, their income, and social security numbers of family members over the age of twenty-one.

LUNCH MONEY PROCEDURES
Please place lunch or breakfast money in a marked envelope. Children will give their money to their teacher, and it will be brought to the office. It is possible to pay online at myschoolbucks.com. If a parent plans to eat a school lunch with their child, they will need to contact the office before 8:00 AM to place their order.

CAFETERIA EXPECTATIONS
A large number of children come through the lunch line each day. Because of the number of children in the lunchroom at any one time, each class is assigned to a table. Parents may join their children for lunch, after signing in at the office. If lunch visitors are not registered through VITAL, they will be required to present their driver’s license prior to entering the cafeteria. Parents may bring lunch for their child, but are prohibited from bringing food for other children due to safety regulations. The cafeteria expectations are as follows:

- Use manners when interacting
- Talk quietly
- Walk at all times
- Do not share or trade food
- Clean your area before leaving
- Raise hands for dismissal

MEDICATION
Students who must take medications during the day must have parents provide the school with the medication in its original container/prescription bottle with a doctor’s note that includes dosage, storage instructions and the time to be given. A parent signature is also required. Students must come to the office for medication. The nurse/health aide logs all student medication given. Students are allowed to carry over-the-counter medication; Tylenol, cough drops, Advil, Tums, etc., if they have it in the original container, carry only one day’s dose, and have a signed and dated note from the parent with them. The student must self-administer this medication per district policy.

EMERGENCY INFORMATION
The office must have on file the student’s current home address and phone numbers, alternate phone numbers, and email address that can be used in emergency situations. It is imperative that the office is able to contact parents.

LOST AND FOUND
The school cannot be responsible for lost or stolen property. The lost and found bin is located in the hallway near the stairs to the gym. Please write your child’s name on apparel for easier recovery.

ANIMALS
Under no circumstances are animals allowed at the school without prior written approval of the principal. During drop off and pick up times, animals may not be anywhere on school grounds. Thank you for understanding that we must be consistent with this health and safety related policy.
INVITATIONS AND DELIVERIES
Invitations may not be brought to school, unless all children in the class are invited to an event. In an effort to limit disruption to learning, special deliveries (flowers, balloons, etc.) will be held in the office for the student until the end of the school day.

PERSONAL ITEMS AND TOYS
Berthoud Elementary staff encourages students not to bring toys, electronics, games, i-pods etc. from home. These items have a tendency to get lost, misplaced, or broken, and can also cause distraction or conflict between students. The school will not assume liability for toys and electronics brought from home. Arrangements can be made for parents to pick up these items from the school office or principal if they are determined to be a distraction to the learning environment.

CELL PHONES and WRIST PHONES
We ask that all adults turn cell phones off/silent when they enter the building, to prevent disruption to the learning environment. Additionally, **students may not use cell or wrist phones at school.** Cell phones and electronics must be powered off and out of sight upon arrival, and until students have exited the building at the end of the school day. The office will assist with necessary parent communication during the school day. Electronics and phones accessed without approval during the school day may be secured for the student until the end of the day by the teacher or the office. If you have further questions please contact the principal.

INCLEMENT WEATHER
Colorado weather is unpredictable. Please ensure that your child is prepared for changes in the weather. We have outdoor recesses unless the weather is extreme (15°, including the wind chill). Appropriate dress for snowy days includes hats, gloves, winter coats, and snow boots. Students will go directly to their classrooms upon arrival to school if an “inside day” is warranted by the weather conditions. The Annual Update in Infinite Campus provides the school with information about your preferences in the event of an early dismissal due to the weather.

BERTHOUD ELEMENTARY SCHOOL RULES

1. **WE EACH AGREE TO BE RESPONSIBLE FOR OUR OWN LEARNING.** This includes: being prepared for school each day; arriving to school on time and attending regularly; completing assigned work; and demonstrating the motivation and effort necessary to learn.

2. **WE AGREE TO NOT INTERFERE WITH ANOTHER PERSON’S RIGHT TO LEARN.** Some examples of actions that do interfere with this right: talking loudly in the classroom, halls, and lunchroom; running in the building; using play equipment in an unsafe manner; and bothering others when they are trying to listen or work.

3. **WE AGREE TO MAKE SCHOOL A SAFE PLACE BY PROMISING TO FOLLOW COMMON SENSE SAFETY RULES.** A few examples of things that we agree are unsafe include: physical aggression, fighting and wrestling; running in the building; throwing hard objects (rocks, baseballs, school materials or supplies); throwing snowballs; sliding on the snow and ice; and standing on or jumping off the swings.

4. **WE AGREE TO SHOW COURTESY AND RESPECT TO EACH OTHER AT ALL TIMES.** Some examples of inappropriate behavior include: booing others; using obscene and profane language and gestures; interrupting repeatedly; ignoring adults in authority; choosing to not follow rules; talking loudly and disrupting others; name-calling, and using insults. Bullying will not be tolerated.

5. **WE AGREE TO RESPECT THE PROPERTY RIGHTS OF THE SCHOOL AND OTHER INDIVIDUALS.** Some examples of behavior that violates this
rule includes: intentionally dirtying bathrooms; throwing food; writing on furniture and walls; littering; stealing; defacing displays of student work; and using another person’s property without permission.

6. **WE AGREE TO BE PROBLEM SOLVERS.** Some examples of problem solving include: attempting to solve conflicts with others; working cooperatively with others toward a common goal; and trying to alleviate issues before they become problems.

**PLAYGROUND SAFETY RULES**

1. Stay within the boundaries of the playground at all times.
2. Be safe and be kind, keeping the rules in mind.
3. Use all playground equipment as it is intended to be used.
4. Follow the directions of those adults providing playground supervision.
5. Play games appropriately. The school will determine which games are allowed on the playground during school hours.

**STUDENT DISCIPLINE**

Berthoud Elementary sets high expectations regarding student behavior. Each staff member is committed to the goal of helping all children develop individual self-control and self-discipline, leading to maturity and responsible citizenship. The principal, staff, and students have established reasonable rules and guidelines for conduct with the above goal in mind. Rules and expectations regarding student behavior are regularly discussed and reviewed to ensure student understanding. It is our belief that in all situations, parents and the school must work together to ensure positive student development. The focus of discipline is to emphasize positive, responsible decision-making, and to provide an opportunity for teaching and learning. Consequences for poor student conduct can include a loss of privileges or service to the school.

We use a problem-solving approach to correct poor student choices that includes:

- defining the problem or incident
- determining the student’s role in the problem or incident
- identifying alternative behaviors
- developing consequences
- deciding how the problem can be corrected in the future

There are also situations when serious consequences for misbehavior are necessary. These situations may include, but are not limited to:

1) infringing upon the rights of others to learn
2) degrading a teacher’s status and efforts
3) actions which harm other students
4) interfering with the operation of the school

These actions will be subject to discipline, which may include possible suspension from school, by the principal or designee.

Students are entitled to due process, which requires notice of the charges against the student, and an opportunity to be heard.

These disciplinary procedures are outlined in Thompson School District’s DISCIPLINE CODE, which is available on the Thompson School District website.

**P.E. AND RECESS**

Outside recess and physical education are an integral part of the educational program. Fresh air and exercise help maintain good health and prepare children’s minds for learning. If your child is well enough to attend school, they will participate in P.E. and recess unless:

- The teacher receives a written request from the parent asking that the child remain inside for one day following an illness.
- A doctor’s written note excuses your child from P.E. or recess for medical or other health reasons.

**STUDENT APPEARANCE**

Students are encouraged to dress in a way that reflects pride in themselves and their school. Clothing needs to permit the student to participate in all school related activities, regardless of weather.
• Proper gym shoes should be worn for physical education classes.
• Hats and sweat shirt hoods should be removed when inside the building, unless part of a celebration or event or necessary for an individual due to special circumstances.
• Colorful hair dye, face paint, and removable tattoos are discouraged. Students will be asked to wash off dye or remove face paint and temporary tattoos.
• Students who wear shirts with inappropriate statements or pictures that cause, or have the potential to cause, disruption to the learning of others will be asked to wear the shirt inside out, or will be provided with another shirt if one is available.
• Straps on shirts must be at least 1 inch wide and skirts/shorts must appropriately cover private parts at all times, including when students are sitting or moving.

The staff and principal reserve the right to determine whether clothing is distracting, or inappropriate for the school environment.

STUDENT SAFETY
Student safety is essential, and parents are important partners. In an effort to provide ongoing safety for all students, parents are expected to follow the one-way traffic routes established in the parking lot and drop off zones.

• School bus lanes are reserved for busses only. Parents should not park, drive through, or walk students across bus lanes.
• Cars should not be parked in this drop off zone, as this prohibits others from safely dropping off children.
• Handicap parking is to be used by those that require the convenience of these spaces. They are not to be used by the general school community for dropping off students.
• All students must use designated crosswalks when entering the school Grounds.