



# Bauder Elementary School

## School Handbook

*The purpose of this handbook is to provide information regarding Bauder Elementary School, 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 Bauder 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.*

### Office Information:

Office Hours	7:45 AM – 4:15 PM
Principal	Mr. Stephen Boese
Assistant Principal	Ms. Emily White
Office Manager	Ms. Shawnee Durant
Secretary	Ms. Becky Kissler
Address	2345 W. Prospect Rd., Fort Collins
Office Phone	970-488-4150

Attendance Line: 970-488-4151

Please use the Attendance Line number to report ABSENT or TARDY students. This Number is a voice mailbox and is in operation 24 hours a day. This line will be checked for messages each morning by 10:00 AM.

School Hours  
9:05 AM – 3:43 PM M-F

# WELCOME TO BAUDER ELEMENTARY SCHOOL!

## **Bauder School Vision**

Bauder is an inclusive and welcoming community, where students grow academically, socially, and emotionally. Students and families feel loved, cared for, and respected. Students become confident learners who are willing to take risks and accelerate their growth.

### **We Believe...**

- In providing a safe environment
- In valuing and celebrating diversity
- In a supportive partnership between home, school, and community
- In support and guidance for students to become responsible, self-disciplined, independent learners
- In being prepared for working and learning in an ever-changing technological world
- In recognizing and celebrating student and staff achievements

The staff at Bauder is pleased to welcome you to your school. The main focus of Bauder is to prepare all students to be lifelong learners and productive members of society. We look forward to providing your children with various learning experiences designed to accomplish these goals. We believe each child is unique and the staff recognizes and respects the needs of each individual. We pledge to help each of our students to acquire and develop the knowledge and skills necessary to achieve academic and social excellence. In order to work for the success of all students, the participation of everyone in the Bauder community is needed. The Bauder doors are always open to you, and we look forward to your partnership.

## **DAILY SCHEDULE**

Students should not arrive at school before 8:45 a.m. as there is no supervision until then. Students should go directly to the playground areas or they may get breakfast.

### **Kindergarten through Fifth Grade:**

9:00 a.m. – First Bell. Students enter the building through classroom and/or POD doors.

9:05 a.m. – Classes begin/Tardy bell

3:43 p.m. – School dismissed

### **A.M. Pre-K Classes**

8:45 a.m. – Classes begin

11:20 a.m. – Classes dismissed

### **P.M. Pre-K Classes**

12:10 a.m. – Classes begin

3:40 p.m. – Classes dismissed

## **ATTENDANCE & TARDIES**

### **Student Attendance/ Truancy (District policy JH/JHB)**

Students gain the most from their education experience when they are at school consistently. Our goal is aligned with the state goal, which is to maintain a 96% rate of attendance for students each quarter. This equates to less than 9 absences in a year. Our instruction begins at 9:05 AM. We expect students to be on time each day. We appreciate your efforts in helping us achieve our goals.

- Always use the Attendance Line (970)488-4151 to report absent or tardy students. This voice mailbox is available 24 hours a day and will be checked each morning by 10:00 AM.
- A tardy student must be checked into the office by a parent or guardian.
- For the child's safety, parents will be called if the school has not been notified and the child is absent.
- If a student must leave school for an appointment, the parent/guardian must check-out the student at the office.

- Upon returning from the appointment, the parent/guardian must check-in the student at the office.
- If a child is absent and there has not been contact, the child will be marked unexcused.
- Family vacation times are discouraged while school is in session and are considered unexcused absences. Make-up work will be assigned at the discretion of the teacher.
- Lateness due to conditions outside the control of the parent or child (late bus, weather, etc.) will not be considered tardy. Any child who arrives in the classroom later than the 9:05 a.m. bell will be considered tardy.

### **Excused Absences**

The following shall be considered excused absences:

- A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
- A student who is temporarily ill or injured.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student is attending a District-sponsored activity with advance approval of school administration.
- A student who is excused by the parent or guardian for observance of a religious holiday.

### **Early Departures, Late Arrivals, & Late Pickup**

Please make every effort to communicate after school plans with your child before school. This will eliminate unnecessary calls to the office and minimize classroom interruptions. Please call the office no later than **3:00 PM** to change after school pick up plans for your student. Parents are expected to come to the office and sign out a child who leaves before dismissal (i.e., medical appointments, lunch, and emergencies.) Parents must also sign the child in when they return from an appointment or are late arriving. For security reasons, please be prepared to show identification. We will only release students to parents/guardians and those designated as emergency contacts per parents/guardians.

Dismissal is at 3:43PM. Supervision is provided until 3:53 PM. If you are unable to make it by 3:43 PM, please call our office to let us know. If this becomes a pattern, a meeting will be requested by the principal to discuss after school care options. Parents who pick up after 3:53 PM must come in and sign their child out for our records.

## **COMMUNICATION**

We welcome and encourage open communication between parents, teachers, and students. If you need to reach a staff member, feel free to call and leave a message, and your call will be returned. We will not interrupt a teacher during instructional time unless it is an emergency.

**Communication Folders** – These folders go home with all students on Thursdays. Parents need to review all folder contents. To conserve paper, the bulk of our communication will go home with the youngest or only child in the family. Monthly newsletters will be sent with the Thursday principal's update.

**School Messenger Automated Phone/email System** is used by Bauder and PSD to call parents district wide or parents at a specific school. Bauder sends a weekly update on Thursdays through School Messenger, The Bauder school newsletter will be sent through School Messenger on the first Thursday of each month. You may also receive emergency information or important upcoming events and opportunities from PSD. If you are not receiving regular Thursday Updates through email, let the office know so that we can help figure out where the problem may be.

**SeeSaw/Class Dojo** online classroom system may be used by teachers to post lessons, homework assignments, announcements, and other information for students to access. Parents and students will be given usernames and passwords to access these sites.

**Bauder Website** – visit us at <http://bau.psdschools.org/> for current news and events specific to Bauder.

**PSD Website** – [www.psdschools.org](http://www.psdschools.org) for the latest and most accurate information about PSD, visit the PSD website. The home page features current news, district initiatives, curriculum information, district calendar items and videos.

**ParentVue:**When registering your student, you will be asked for an email address. PSD will send you an activation key once they have your email. Once you set up your ParentVue account you may log into the ParentVue site on the main PSD web page. You will be able to access and update your student's information, view report cards and attendance.

**Facebook – Bauder Elementary (Fort Collins)** also linked to the Bauder website.

**Twitter - @bauderbucks** also linked to the Bauder website.

**Parent/Teacher Conferences** - In October there are established Parent/Teacher Conferences. Our objective is to meet with every parent during this time. The conference will be scheduled at a time that suits both parents and teachers. Home/ school communication is a two-way continuous process. Parents should feel free to schedule a conference whenever a concern arises. At the same time, teachers appreciate good news feedback as well.

**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 update the information in Parent Vue or notify the school office of the following.

- a) Change of emergency contact person
- b) Change of doctor
- c) Change of address
- d) Change of custody or guardianship
- e) Change of telephone or email

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 to inform our health tech of any special conditions regarding the health of your child.

### **How parents should address a concern:**

*Concerns involving other students:*

- 1. Contact your child's teacher.**
2. Contact the principal.

*Concerns involving a staff member:*

- 1. Contact that staff member.**
2. Contact the principal.

*Concerns about building policies and procedures:*

- 1. Contact the child's teacher.**
2. Contact the principal.

*Concerns involving the principal:*

- 1. Contact the principal.**
2. Contact the Assist. Supt.
3. Contact a SAAC representative.

*Concerns about district policies and procedures:*

- 1. Contact the principal.**
2. Contact the Asst. Superintendent.

## **GENERAL INFORMATION**

### **Student Classroom Assignments**

Our goals are:

- To assign the student to the class where he/she will be most productive and will develop to his/her fullest potential.
- To keep all classes at each grade level balanced in terms of numbers, academic ability, special needs, etc.
- Parents may have input in this educational process by writing a letter or emailing the administration, Emily White at [ewhite@psdschools.org](mailto:ewhite@psdschools.org) or Stephen Boese [sboese@psdschools.org](mailto:sboese@psdschools.org). You may make a teacher or friend request, but not both. This information will become part of the criteria for assigning the student into a classroom, however, does not guarantee placement.

### **Homework**

Bauder does not have a policy that requires homework. This is an individual teacher decision. However, internally Bauder does not support punitive action if homework is not turned in. Homework can be of benefit to students. We encourage parents to read with their children often and work with their child on any work assigned. We also want families to have balance in their lives and not consume their at-home time with schoolwork.

### **Bauder Behavior Support/Social Skills**

At Bauder Elementary School we believe that a positive learning environment is an essential key to ensuring the highest quality of education possible. For this purpose, we stress a non-punitive framework called Positive Behavior Intervention and Support (PBIS). It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. We identified 5 positively stated, easy to remember expectations that align with the positive school climate we aim for. The expectations are:

- **Be responsible**
- **Understanding**
- **Cooperative**
- **Kind**
- **Safe**

We teach these expectations explicitly throughout the year and we celebrate students when they exhibit them. We recognize their positive behavior with Bauder BUCKS, student celebration assemblies, and classroom celebrations.

On occasion a student may need a reminder of the expected behavior. This “Redirection” allows a student to correct the behavior. If they need a second reminder, they may be given a “Refocus” form to fill out. This is done in another location where another adult can talk through the behavior with the child. They then return to class. If a behavior continues or is severe enough, a student will receive a referral. This referral process helps us make sure

that students are receiving the individualized and targeted support they need to be able to meet the behavior expectations here at Bauder. It is our practice to inform parents and guardians when a student receives a referral.

## **Wellness School**

Bauder Elementary is designated as a Wellness School. We have various initiatives in place that focus on student, staff, and community wellness. Staff focuses on movement throughout the day and stresses the importance of nutrition and sleep. Our physical education program teaches students the value of nutrition and fitness as a lifelong pursuit. Our Social Emotional Learning (SEL) program helps students acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel, and show empathy for others, establish, and maintain supportive relationships, and make responsible and caring decisions. Emotional and physical wellness is a priority at Bauder Elementary.

## **Celebrations at Bauder**

Celebrations include such events as Halloween, Valentine's Day, and student birthdays. As a wellness school, we try to provide balance between healthy food and sweet treats at these celebrations. We also must be aware of potential food allergies and restrictions in the classroom. **Therefore, we require that you confer with your child's teacher before bringing food items for celebrations. If you send in treats for your child's birthday without consulting with the classroom teacher first, we may need to send the treats back home.** By request of the Larimer County Health Department, no homemade foods are allowed at school.

Home birthday party invitations: Invitations for home parties may only be distributed at school if every student in the class receives one. If your child is only inviting some students to a home party, please make other arrangements for delivering invitations. The school cannot give out home phone numbers or addresses. The Bauder PTO does have a family directory that could be used to help with home party invitations.

## **Telephone Calls and Cell Phones**

Students will be permitted to use a school telephone for important or emergency calls approved by their teacher and the office. **Permission will not be given for phone use to make social arrangements with friends.** Cell phone use within the building is prohibited. Students may have cell phones at school if they are always kept out of sight, knowing that we cannot be responsible for loss or damage. **Students are welcome to use their cell**



**phones before or after school hours and off school grounds.** If students need to make a phone call on school grounds, they should use a school phone.

### **Valuables at School**

All students are advised not to bring valuables, toys, electronic equipment, sports equipment, jewelry, or other personal items to school. If students do choose to bring items from home, we cannot accept responsibility for the loss or damage of these items.

### **Dress Code (policy JICA)**

Students should wear appropriate clothing to be comfortable, safe, and non-distracting for all school activities. Inappropriate clothing and appearance can be disruptive to our primary goal of teaching and learning. District policy states that apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school is prohibited. We expect that parents will take responsibility for their children's appearance.

Examples of inappropriate clothing not allowed are halter tops, swimwear, short shorts, midriff shirts, open sided shirts, sagging pants, any gang-related items, or T-shirts with obscene, racial, sexually suggestive, or drug/alcohol slogans. Hats and hoods that do not obscure a student's face or ears are permitted. Shoes with wheels are not to be worn unless the wheels have been removed.

Should there be a question regarding a child's appearance, the classroom teacher, counselor, or principal will notify a parent/guardian and the student will be expected to change his/her clothing. Usually wearing a shirt inside out or wearing an item from the health office clothing will suffice for the day.

## **HEALTH SERVICES**

Only limited health services are provided within the school setting. We have a Health Technician and other office staff who assist with health care whenever needed. Our School Nurse is available on an “on call” basis and visits the site one day a week.

It is our policy to inform parents when a child has a fever, has had a serious injury, or has had an injury to the head. Otherwise, we are dependent upon the child reporting his/her injury. A child with a temperature over 100\*, who has vomited or has diarrhea will not be allowed to return to class. Parents/guardians will be contacted and asked to pick up their student if the student comes to the health office during the school day and has thrown up or has a fever of 100 or above. In the absence of vomiting or a fever the child will be allowed to rest and then return to their classroom. If further medical attention is needed, parents will be asked to come to school and make those decisions. We must have updated emergency names and phone numbers in the event we cannot reach a parent/guardian. Parents should keep the school notified of illnesses and/or injuries.

## **Medications**

*Refer to district policy “Administering Medicines to Students” (JLCD/JLCD-R) for further information.*

School personnel (including the school nurse) are NOT permitted to administer any medication, including over-the-counter drugs, without WRITTEN and SIGNED permission from the physician AND the guardian. The medication also needs to be in the original container. Permission forms are available in the health office. Once this form is completed it must be kept on file with the school nurse in the health office. All medications must be kept in the health office. Students may not have any medication in their possession while at school (including throat drops and cough drops.) Students who need to carry asthma inhalers may do so only with WRITTEN permission from a physician.

## **PARENT/GUARDIAN INVOLVEMENT**

### **School Accountability and Advisory Committee (SAAC)**

The make-up of this team includes school administration, certified staff members, parents, and community members. The SAAC team’s primary responsibility is to provide recommendations for their school’s academic goals and action plans, which are included in the school's Unified Improvement Plan (UIP). All meetings are open to the public. Please refer to the website for dates and times.

## **PTO**

The PTO raises funds to support the student experience and our school. They also organize activities to help build our school community, connecting students, families, teachers, and staff. All are welcome to participate! You can find out more on the website:

<https://bau.psdschools.org/parents/pto-bauder>

## **Volunteers in Poudre School District (VIPS)**

The VIPS program provides support to the staff and students of Bauder. They help in many different capacities, like field trips or doing clerical work for teachers. All volunteers are required to fill out a district VIPS application which is available on-line at the Poudre School District website ([www.psdschools.org](http://www.psdschools.org)). Once the background check is performed you will be notified by the district that you have been approved to volunteer. Please check with your student's teacher regarding available volunteer opportunities.

## **Visitors**

Parents are welcomed and encouraged to visit Bauder. Lunch is an appropriate time to spend with your student here. Classroom visits are to be approved by the classroom teacher and the principal. We expect all visitors to sign in at the office and wear a Visitor's Badge. This policy allows us to maintain security for your children.

In our efforts to maximize our limited time for the teaching and learning process, we encourage you to follow these suggestions to reduce or eliminate classroom interruptions:

- Schedule visits ahead of time.
- Leave items for students (i.e., lunch, a forgotten book) at the front office.
- Conclude personal communication with teachers before the bell rings. Please respect the need for teachers to attend meetings and perform supervisory duties before and after school.
- When possible, leave messages for the teachers through the office, leave a voicemail, or send an email. Email addresses are in the school directory and on the school website.
- Former students who would like to visit need to schedule ahead of time with teachers they wish to see.
- If you are at school to pick your child up early, you must checkout through the main office, again for security purposes.
- Parents waiting for their child's dismissal should wait outside the building in the designated dismissal areas.

## **SAFETY AND SECURITY**

## **Building Security**

Bauder Elementary School will strictly enforce the security of our building. All outside doors will remain locked during the school day. Everyone must enter through the front office doors, sign in, and get a nametag to wear, even if they are staying for a short time. Staff members will report anyone seen in the building without a nametag to the office. Please understand that this is a precaution for the safety of our students.

## **Safety Drills and Procedures**

Schools are required to have safety drills for fire/evacuation and lockdown. Fire drills are timed for how fast we exit the building as well as how fast we can account for every child and staff member. We also practice a severe weather drill.

A LOCKDOWN would occur if students/staff were perceived to be in imminent or potential danger. We expect students under the adult leadership to find the nearest room where they can be locked safely inside. During drills we also post a sign on the front door for visitors who may arrive during this time. We do not answer the door or telephone during this time. Students are trained to be extremely quiet and out of sight during this drill.

Another level of lockdown, which we call SECURE, would occur only when the external doors need to be locked and potential danger is not imminent (such as an incident in a nearby shopping mall.) At this time, all staff and students are secured inside the building, safe from external elements. Communication is given to staff so they can continue with teaching inside the school and with any safety measures that may be recommended.

We inform our community through email in advance of any lockdown drill. Fire drills are listed on our school calendar.

## **INCLEMENT WEATHER - OUTDOOR POLICY**

All children are expected to come to school properly dressed for changing outside conditions. In Colorado, temperatures can become cooler as the day progresses. Children will have outdoor recess unless it is 15\* or lower, or excessively wet. The principal or designee will determine when all children should stay inside due to extreme weather conditions. Bauder Elementary recommends that all students arrive at school prepared for the changing Colorado weather and climate. The following guidelines may be used to help students and parents prepare for the weather:

- Students should plan to be outdoors for daily recess breaks and wear appropriate outdoor clothing for the day. The clothing would include coats, hats, gloves, and boots.

- If the temperature is 15 degrees or colder, factoring wind chill, students will come into the building at 8:35 a.m. and remain in the building over recesses. The principal or designee will make the decision and an announcement will be made over the P.A. system.
- There will be times when the temperature is below 15 degrees, and we will have students go outdoors for shorter periods of time. These times typically occur when students have been indoors over a period of recesses.

## **SCHOOL CLOSURE/DELAYED START/EARLY RELEASE**

The PSD website ([www.psdschools.org](http://www.psdschools.org)) will provide information about PSD school closures.

A decision about weather-related school closures is made by 5:30 a.m., and media outlets are notified immediately. **Parents should NOT call schools, district offices, or broadcast media.**

Note: When PSD schools are closed, AlphaBest (Before and After School care) will be closed.

## **DELAYED START PLAN FOR SCHOOLS DUE TO WEATHER/ROAD CONDITIONS**

Should the need arise due to inclement weather and/or questionable road conditions, Poudre School District may implement a delayed start of all schools by 2 hours. The following is important information for parents regarding notification of delayed start, as well a refresher on school closure and early release plans.

- **Delayed start decision:** A decision about delayed start will be made by 5:30 a.m.
- **Parent notification:** visit the PSD website at [www.psdschools.org](http://www.psdschools.org). Please do not call schools, district offices, or broadcast media. **No announcements on the website means** all schools are open as usual.
- **Bus pick up times:** Buses will pick up students at bus stops 2 hours later than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. Please ensure your child is dressed warmly in anticipation of a potentially longer wait time. Parents are encouraged to walk their children to bus stops and avoid walking along the roadways. Sidewalks are safer even if these areas are not cleared of snow.

- **Drop off and arrival times:** Parents dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. Please do not arrive earlier.
- **Early Childhood programs:** Morning Early Childhood programs are canceled when there is a delayed start schedule. Afternoon Early Childhood programs will run on normal schedules.
- **Before- and after-school childcare:** AlphaBest (Before and After School care) will not be open in the morning for students attending these programs. If your childcare provider is other than AlphaBest, contact them for start times.

## **EARLY RELEASE OF SCHOOLS DUE TO WEATHER/ROAD CONDITIONS**

If the weather forecast suddenly changes to adverse conditions, PSD may put into action an early release. Parents are urged to please develop a plan for the possibility of your student's early release to your home. AlphaBest. (Before and After School care) will have an early pick up time after school if the school releases students early.

When PSD makes a decision to close schools earlier than the regularly scheduled release times due to inclement weather and/or questionable road conditions, parents will be notified by phone. In addition the PSD website ([www.psdschools.org](http://www.psdschools.org)) also will communicate early release information.

**Parents are urged to make sure family contacts and telephone numbers are current at your child's school for such an emergency.**

## **BUS TRANSPORTATION**

Parents must request bus transportation on the PSD website or through their ParentVue account. PSD has a bus scan-card system. After the first day of school, schools will hand out scan cards to students approved to ride the bus. The scan card has the name of the student, bus stops, and a unique QR code. They are attached to the students' backpacks. Students will scan on and off the bus.

- Parents can download the "Zum" mobile app and track where their student is during transportation.
- If students lose their scan card during the school year, they can request a replacement in the front office.

### **School Bus Conduct**

*Refer to district policy "Student Conduct on School Buses" (EEAEC & EEAEC-R) for further information.*

Parents and guardians rightfully expect safe, efficient school bus service. Riding the school bus is a privilege. Students should be at their bus stop about five minutes before the designated pick-up time, not earlier. All students are expected to behave in a safe and courteous manner while waiting at the bus stop and while riding the bus. Transportation has its own disciplinary process. Inappropriate bus behavior may result in suspension of a student's bus privilege. **Students are not allowed to ride a different bus route or ride home with a friend.**

## **DROP-OFF/ PICK-UP OF STUDENTS**

We encourage families to walk and/or bike to school, and we offer bus service for students who qualify. When walking students to and from school, please drop off and pick up outside the classroom door on the playground. Staff is on duty beginning at 8:45 a.m. , **please do not have your child on campus prior to this time, as there is no supervision.** If you are dropping off and picking up by vehicle, these are the options. 1) Our **East** parking lot is our main drop off and pick up location. Please stay in the right lane and follow the flow of traffic, drop your student off at the gates and a staff member will help direct them safely around the building. After school pickup is similar, students will be waiting at the gate with staff, who will make sure your child gets safely to you. Please do not leave your vehicle. 2) **Fuqua** Street - either side of the street is available for drop off and pick up. A crossing guard is there for assistance. 3) **Hampshire** Street - students can walk up or down the hill to the opening in the fence. 4) **Coventry** Street – students can use the sidewalk to and from school. Please be respectful of our neighbors and avoid blocking driveways. Students must leave the school grounds directly after being dismissed. Only students accompanied by an adult may remain on the playground. If you happen to be a little late, your child will be waiting in the main office. No visitor vehicles should enter into the front parking area designated for buses and daycare vans, unless you require a handicap space, as this creates traffic flow problems and safety issues for our children.

## **Bicycles, Roller Blades, Shoes with Wheels, and Skateboards**

Students must walk bikes and scooters, carry skateboards and remove roller blades when they arrive at school. Our walkways are too busy for students to safely use wheels while on campus.

# Traffic Plan

