



***Bauder Elementary School
Parent and Student Handbook***

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Fort Collins, CO 80526**

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<http://bau.psdschools.org/>

In this School
We LAUGH...A LOT



We try our best

We support each other



WE NEVER GIVE UP

We always have fun

And, above all

We love.

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.

TO IDLE OR NOT TO IDLE?

Poudre School District has a district-wide 'no idling' policy for all district vehicles including buses during drop off and pick up times. Please do your part and help protect our children and environment by turning off your car engine when dropping off and picking your children up from school. According to the American Lung Association, high concentrations of carbon monoxide occur in areas with heavy traffic congestion, such as school drop off and pick up. Carbon monoxide pollution can be especially harmful to children. Please turn off your car engine; it's good for the air our children breathe, it's good for the environment and it helps save you money at the pump.

LIBRARY BOOK/TEXTBOOK CHARGES

Refer to district policy "Student Fees, Fines & Charges" (JQ) for further information.

In teaching students to be responsible, we should hold them accountable when they are given school property. In the event that a child loses a library book or textbook, fines will be charged. Students who are unable to pay the fines may be required to perform services equivalent to the amount due.

MEDICATION

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

Long term, short term, or over-the-counter medication (i.e. cough drops, Tylenol, etc.) must be in the original bottle and accompanied by written permission from the physician and the parent/guardian. A form is available in the office. All medications must be kept in a locked cabinet in the office. Bring medication to the office and the school nurse, health technician, or office staff will administer the medication. Students may not keep medication and administer it to themselves.

BUILDING USE

Refer to district policy "Community Use of District-Owned Property" (KF & KF-R) for further information.

District-owned property is available for use for community groups. If you are interested in using Bauder for a community group meeting, 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.

BAUDER HIGHLIGHTS

- 3 or 4 classrooms in each grade level with an average **class size of 22**
- 3 classrooms dedicated to Pre-Kindergarten (6 half-day classes)
- **Full Time Specials** including PE, Art, Music (w/ Orff instruments), Technology, and Social Emotional Learning
- **Additional teacher** at each grade level to provide enrichment and intervention
- Northern Colorado's First **Learning Garden**
- Gifted and Talented Program
- PSD After 3 Enrichment Classes including Guitar Classes, Language Classes, and much more (additional costs involved)
- Bauder is a state recognized **Wellness School** and **PBIS** School (focusing on positive behavior)
- Free **Universal Breakfast** Program for ALL students
- BASECamp before and after school care
- All 2nd-5th Grade Students are Assigned a **Laptop** for Classroom Use
- Bauder Broadcast Team
- Bauder Pride Choir (meets during the school day to optimize opportunities for students)
- Project Smile School (dental hygiene and oral health)
- After School Math, Reading, Spanish and Arabic programs...AND SO MUCH MORE!

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SEX OFFENDER REGISTRY INFORMATION AVAILABLE

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

- **List of Offenders living inside city limits is available at City of Fort Collins Police Services:** Information about sex offenders via Colorado Bureau of Investigations statewide sex offender list is available at <http://sor.state.co.us/> which will take you to the State of Colorado registry. Simply follow the steps and select the city or county of interest for the information which is maintained by CBI. The local Fort Collins sex offender registration list can also be accessed by going to the police station at 2221 Timberline Road and filling out a request form (no charge to view list; \$7.50 to purchase copy).
- **List of offenders living outside city limits in Larimer County is available from Larimer County Sheriff:** Residents can go to the Sheriff's Office administration building, 2501 Midpoint Drive, and view books with information and pictures of sex offenders at no charge. Residents can purchase a list for a fee of \$7.50 through the records department. A database is online at: <http://www.larimer.org/sheriff/sexoffenders/index.htm>
- **Colorado sex offenders registry from the Colorado Bureau of Investigation:** available online at <http://sor.state.co.us>

STUDENT RECORDS

Refer to district policy "Student Records/Release of Information on Students" (JRA/JRC) for further information.

It is essential for the school to maintain up-to-date family records. If any of the following items change during the year, please notify the school office immediately:

- Person to contact in an emergency
- Change of doctor
- Change of custody or guardianship
- Change of address and telephone (home or work)

SEVERE CLAUSE

Refer to the Student Rights & Code of Conduct Booklet for further information.

On occasion, a student may violate the rules of Bauder Elementary or the Code of Conduct outlined by Poudre School District in such a significant way that immediate action is required. This *Severe Clause* addresses willful and clear violations of the Bauder management plan. In these cases, corrective action is taken at once. The consequences of such Severe Clause violations may include a parent conference, temporary removal to the office, suspension, or other actions deemed necessary by the staff.

We believe the primary benefits of this system include more consistency among teachers and a clearer understanding of expectations among students. **This system should set our students up for success.** They will know what is expected and feedback is immediate.

In the case that a child violates a Code of Conduct violation, the child will fill out a Code of Conduct Referral Form with the help of a staff member. This form will be mailed to the home for a parent/guardian signature, which will ensure complete communication between home and school. A phone call will be made prior to the mailing so that the parent/guardian will become immediately aware of the violation. A record of the form will be kept in the office.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Refer to district policy "Immunization of Students" (JLCB/JLCB-R) for further information.

A routine physical examination is good preventative medicine, and knowledge of your child's physical condition can assist us in educational planning. We recommend that a physical examination be obtained for all students entering Poudre schools. This report should be sent to the school health office when completed and it will become a part of the student's cumulative health record. **The Colorado Department of Health requires a completed card of immunization for all students in Colorado schools.** Any new or transfer student will be requested to show proof of immunizations or written exemptions notification before beginning school. Any student not in compliance within 30 days of starting school will be excluded from classes until proof of immunization is received. Incoming Kindergarteners *must* have proof of immunization before attending the first day.

WELCOME TO BAUDER ELEMENTARY SCHOOL!

The staff at Bauder is pleased to welcome you to your school. We are all dedicated to insuring that every family knows the valuable role they play in making our school a community school. In order to work for the success of all students, the participation of everyone in the Bauder community is needed. 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 child/ren with various learning experiences designed to accomplish all of our 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.

Our primary goal is to advance the physical, social, emotional, artistic, and cognitive development of the Bauder community.

Our mission is to actively involve the Bauder community by providing challenging learning opportunities leading to complex thinkers, responsible citizens, and life-long learners.

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

CURRICULUM

Bauder Elementary School uses a variety of curricula to meet the needs of individual students in each area of the Colorado State Standards. In Mathematics, we use the district adopted materials from EnVision Mathematics. In Literacy (reading, writing, spelling, etc.), we use the district adopted materials from Cengage, a National Geographic publication. For Social Studies, we use TCI. In addition to the resources listed above, individual teachers may supplement with other materials at their discretion to meet the needs of each child.

DAILY SCHEDULE

OFFICE HOURS 8:00 – 4:00

Students should not arrive at school before 8:10 a.m. as there is no supervision until then. Students should go directly to the playground areas.

Kindergarten through Fifth Grade:

8:45 a.m. – First Bell. Students enter the building through classroom and/or POD doors.

8:50 a.m. – Classes begin/Tardy Bell

3:28 p.m. – School dismissed

A.M. Pre-K Classes

8:40 a.m. – Classes begin

11:25 a.m. – Classes dismissed

P.M. Pre-K Classes

11:58 a.m. – Classes begin

3:28 p.m. – Classes dismissed

A nonprofit **B.A.S.E. Camp Program** (*Before and After School Enrichment*) is available for students before and after school. Call their office at 266-1734 for information.

FIND BUS SCHEDULE ONLINE & AT SCHOOLS

Parents can access the PSD BUS SCHEDULE listing bus stops and times for each school in several ways:

- On the PSD web site, www.psdschools.org (front page star says Bus Schedule will lead you to the online resource called “Bus Stop” that provides detailed information on bus stops, distances from school, and maps).
- Printed in local newspapers (Fort Collins Coloradoan in early August).
- At each school

PERSONAL APPEARANCE

Refer to district policy “Student Dress” (JICA) for further information.

Students should wear appropriate clothing to be comfortable and safe for all school activities. We are requesting that you as parents encourage your child to wear proper clothing. Halter tops, swim wear, spaghetti straps, short shorts, midriff shirts, T-shirts with obscene or racial comments or drug/alcohol slogans, any gang-related items, and other inappropriate clothing are not allowed. Hoods on hoodies should not be worn inside. The wearing of hats inside is reserved for special occasions and special recognitions. Should there ever be a question regarding a child’s appearance, we will notify a parent or guardian. Certain days are reserved for special occasions where students may wear a hat in school or pajamas for example. These days will be advertised in advance, otherwise students should adhere to the above dress code.

NOTICE OF NON-DISCRIMINATION

Refer to district policy “Nondiscrimination/Equal Educational Opportunities” (JB) for more information.

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.

VISION, HEARING & DENTAL SCREENING

Refer to district policy “Screening/Testing of Students” (JLDAC) for further information.

Each fall Health Services conducts a Vision and Hearing Screening for all K-3 and Fifth Graders. Fourth Grade students are screened if there is a concern. Students new to the district are screened as they transfer in throughout the year. If something is discovered during the screenings the school nurse or a district audiologist will notify you. If you have questions or concerns throughout the school year, please contact Health Services through the school office. Bauder also participates in Project Smile, which provides dental screenings and supplies for students to brush at school. Page 24

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. B.A.S.E. (Before and After School Enrichment) Camp will not be available after school if schools release 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, media outlets (listed above) and the PSD website (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.

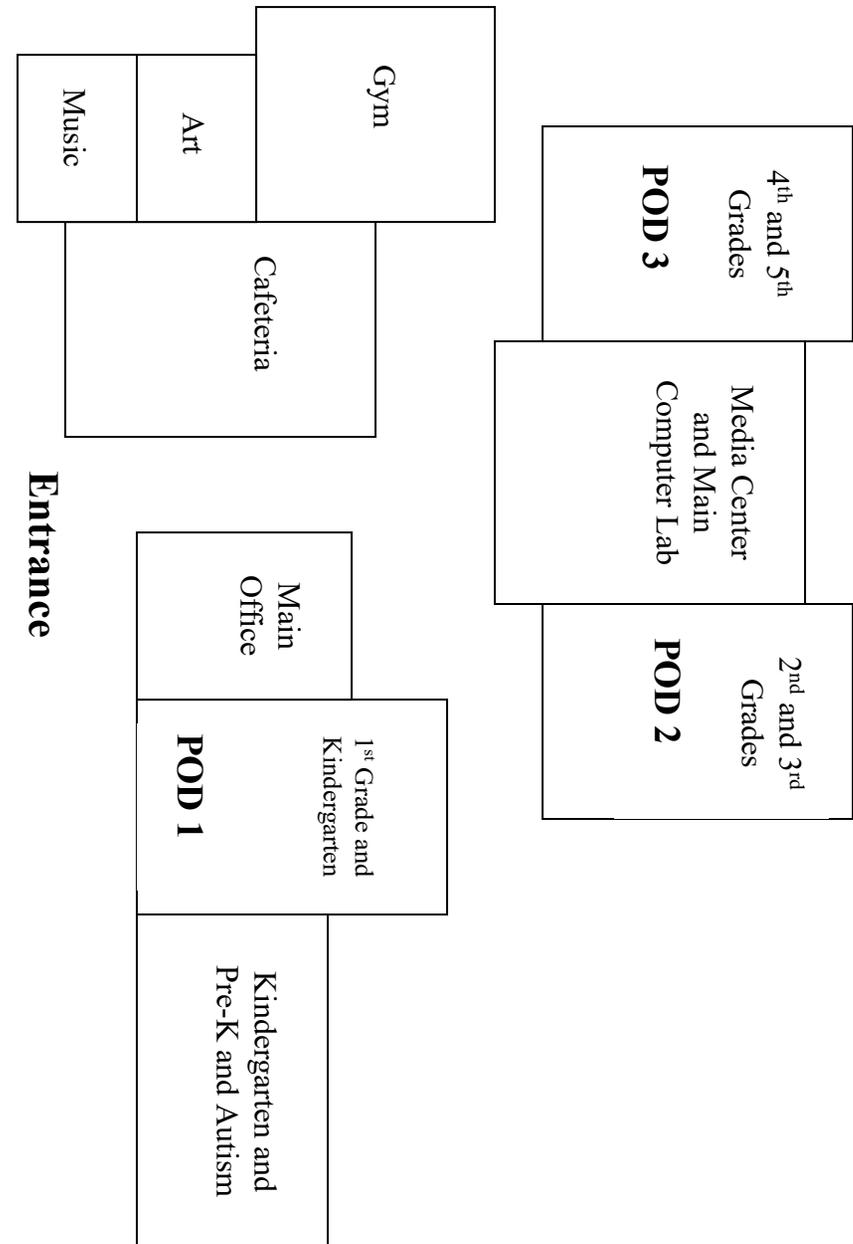
For additional information about the policy and procedures, contact Scott French, PSD director of transportation, at 490-3555.

SCHOOL BUS

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. All students are given bus rules each fall. The rules are to be read by both the student and parent, signed and returned to the bus driver. 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 without a bus pass.** A bus pass can be obtained by sending a written note or calling the office before 1:45 p.m. Please include student names, grades, teachers, and the bus number.

SCHOOL MAP



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 and Smartwatch use within the building is prohibited. Students may have cell phones at school if they are kept out of sight at all times, knowing that we cannot be responsible for loss or damage (see Valuables at School). **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.

SCHOOL INSURANCE

Parents have the opportunity to purchase school accident insurance for their children. Several options are available at minimal cost. Information about the school insurance program is sent home the first week of school. Information is also available in the school office. You may sign up for this program anytime during the year.

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 8:30, **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. After the bell rings at 3:28 PM students must leave the school grounds directly after being dismissed. 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.

DISTRICT COMMUNICATION WITH PARENTS Cont.

Student Snapshot: The Student Snapshot (formerly called the Parent Portal) offers parents a personalized look at their student's information, including a link to their student's academic growth information, PIV (Pinnacle Internet Grade Viewer) and fees (ie: lunch credits, athletic fees, etc...). Parents can now pay lunch fees online. We hope to make other fees payable online soon. The Student Snapshot can be accessed by clicking on the Student Snapshot button located on the "Parent" landing page. Parents must set up an account by clicking on the account link, located in the upper left of the login page. A unique activation code is required for each student a parent wishes to access. Activation codes are set up at your child's school and given to parents. Activation codes can also be generated in the Student Snapshot and emailed to the head of household (who is currently listed on the PSD student information database).

Information: 490-3020 or portalhelp@psdschools.org

Blackboard: Teachers can use the Blackboard online classroom system to post lessons, homework assignments, announcements and other information for students to access. Blackboard is located as a left-hand link on the "Students" landing page on the upper tool bar of the PSD website. Students are assigned Blackboard usernames and passwords, which parents must also use in order to view it.

Information: Ben Johnson, PSD Instructional Technology, benj@psdschools.org or 490-3436.

Volunteer Email List: By signing up on the volunteer email list, you will receive notices about volunteer opportunities at schools and in the district. To be on this email list, you must be a registered/cleared volunteer. To register, visit the Partnerships and Volunteers web page (www.psdschools.org/partnerships) on the PSD website and click the blue Register button under "Individual Parent/Community Volunteer." Once you're registered (enter a valid email address!) and have cleared the background check, you will receive emails from the school you have signed up for and/or weekly emails about district volunteer opportunities.

Information: Cyndi Gile, PSD volunteer coordinator, cynthiag@psdschools.org or 490 3208.

DISTRICT COMMUNICATION WITH PARENTS

Cont.

To sign up, visit the **E-mail Alert Sign-up** link located on slide show on the PSD home page and enter your address and school(s). **Although you may give your child's school an email address in the student information packet, you must sign up separately on the E-mail Alert Sign-up to receive PSD emails.**

Information: Deb Hooker, PSD Communications Specialist,
dhooker@psdschools.org or 490-3549.

SchoolMessenger Automated Phone System: PSD uses SchoolMessenger to call parents district-wide or parents at a specific school with emergency information or important upcoming events and opportunities. Parents can list **2 numbers (home and secondary number) for EACH household** (not per parent).

School calls: Secondary school student absence calls go to both phone numbers daily from middle schools and high schools. **Elementary schools** call parents **personally** about attendance/absence issues at the beginning of the day. Other non-emergency phone calls a school makes go **ONLY** to the first number listed for the household.

Emergency calls: Only the district can make emergency calls. It calls **BOTH** those phone numbers for each household.

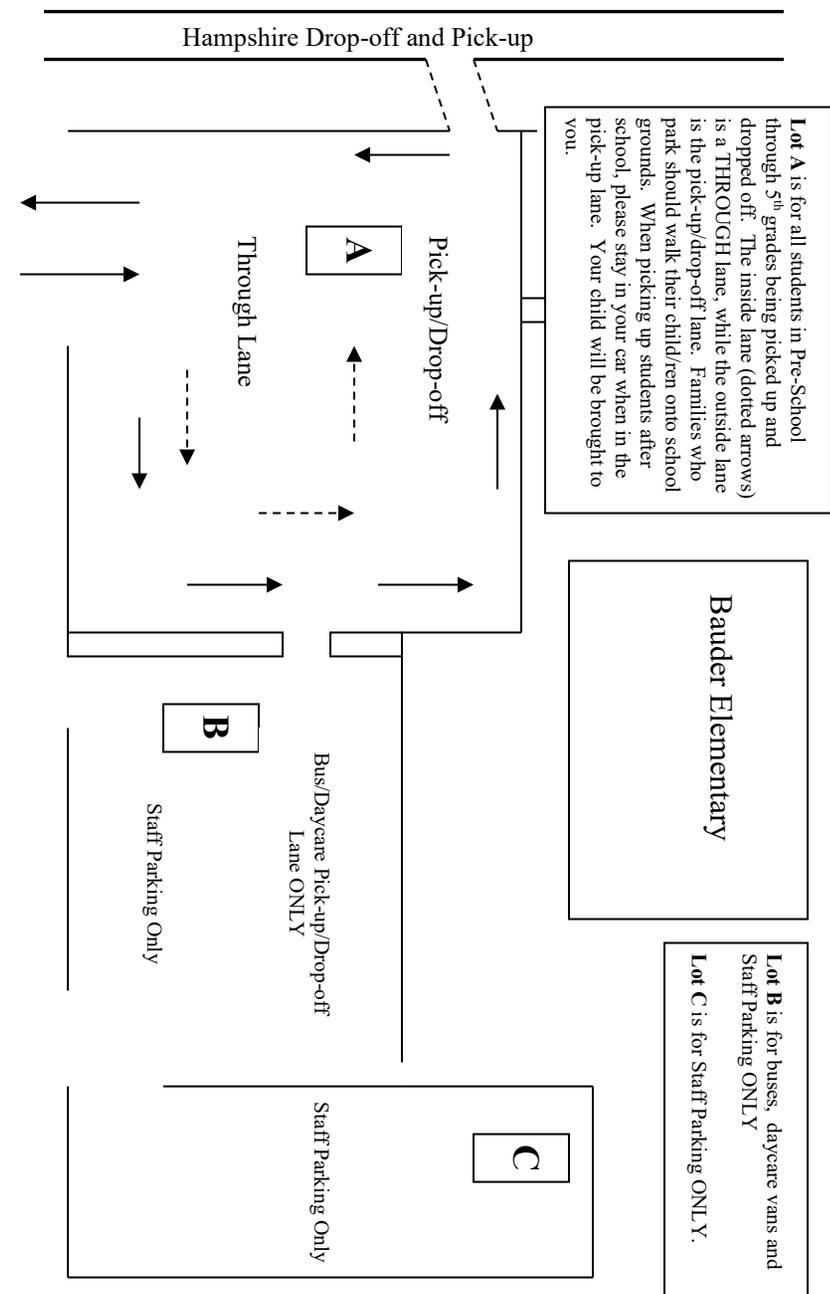
How parents update their phone numbers, or add the second number: Parents need to contact the school to update or add their home phone and a second phone number. Having 2 phone numbers on file ensures PSD and/or schools can reach parents in an emergency. These phone numbers are updated **DAILY** into the calling system.

Texting: Although PSD is not yet able to text, PSD is in process of collecting those numbers. Parents may add their number for texting on the Email Alert Sign Up.

Information: Amy Agnew, PSD Information Technology, amy@psdschools.org or 490-3404.

Pinnacle Internet Viewer (PIV): Parents and students can see daily grades, assignments and test scores. Teachers enter grades into their electronic grade book and PIV organizes the data for convenient 24/7 viewing. PIV is located as a left-hand link on the "Parent" landing page. Parents must know their student's identification number and PIN code to access it. Please contact your child's school if you have questions about PIV.

TRAFFIC PLAN



VALUABLES AT SCHOOL

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

STUDENT CLASSROOM ASSIGNMENT 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, ratio of boys to girls, ethnicity, academic ability, etc.

Parents may have input in this educational process by writing a letter or emailing the Assistant Principal, Angie McDonald at amcdonal@psdschools.org. This information will become part of the criteria for assigning the student into a classroom, however does not guarantee placement.

INCLEMENT WEATHER - OUTDOOR POLICY

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 before school and remain in the building over recesses. The principal, AP or designee will make the decision and an announcement will be made over the P.A. system.
- Teachers will use their own judgment about morning and afternoon recesses based on the above criteria.
- 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.

DISTRICT COMMUNICATION WITH PARENTS

Overview: Poudre School District uses many tools to proactively communicate with parents. Below is a brief description of each tool, how to sign up or access it and a contact for more information.

Note: *Although you may give your child's school an email address in the student information packet at the beginning of the year, you must sign up separately on the E-mail Alert Sign Up (to receive school and/or district emails) and again on the Volunteer Email list (for emails about volunteer opportunities). More information about these email lists is below.*

PSD Website (www.psdschools.org): For the latest and most accurate information about PSD, visit the PSD website. The PSD home page features current news, weekly school features, major district initiatives, curriculum information, district calendar items and videos. In addition, information about other resources like transportation, school safety, school lunches and more is easy to access. The website features a "Parent" landing page (located on the upper tool bar of the PSD home page) that includes a Student Snapshot feature that lets parents view personalized information about their child. *Information: Deb Hooker, PSD Communications Specialist, dhooker@psdschools.org or 490-3549.*

Emergency Communication: PSD uses many methods to communicate with parents in emergencies such as a school closure due to weather. In these situations, parents can expect PSD Communications to share timely, accurate information via the district website front page, SchoolMessenger phone messages, parent email, staff email, and through media outlets.

Please make sure PSD has your correct email (see *E-mail Alert Sign Up* below) and phone numbers (see *SchoolMessenger Automated Phone System* below). Also, familiarize yourself with the 3 weather closure processes below or visit: www.psdschools.org/department/communications. *Information: Danielle Clark, PSD Communications Services 490-3427.*

E-mail Alert Sign-Up: By signing up to receive PSD and school email, you will receive critical emergency information, the monthly community e-newsletter and important information about district initiatives and current news. You will receive e-news about parent/teacher conferences, calendar changes and other important updates from your child's school.

EMERGENCY DISMISSAL

Refer to district policy "School Closings & Cancellations" (EBCE) for further information.

Any decision to close school due to bad weather will be communicated to the local radio stations before 6:30 a.m. Specific school bus routes or attendance areas will be named as closed. If it is determined that school is to be closed during the day, every effort will be made to provide advance notice to parents. Notice will be provided to the local radio stations as early as possible. Parents will be given an Early Dismissal Plan to return to school. It is critical that we have this form and that it be kept up-to-date. During an emergency situation, PSD will communicate information and instructions directly with parents through the following:

- PSD Web site www.psdschools.org
- Automated phone message delivered to emergency contact number
- E-mail to all parents (sign up at www.psdschools.org)
- Local radio and T.V. stations
- PSD Channel 10 (Comcast and US Cable)
- Parents may call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.

It is vital for parents to keep their emergency contact information current with their school.

If an emergency does occur, please DO NOT:

- Call your child's school. School personnel will be occupied with taking care of students and will most likely not be able to answer the phone. Call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.

Go to your child's school. Parents arriving at the school will cause unnecessary congestion and hinder school personnel from taking care of students. Parents will receive information and instructions on how to pick their children up via the methods listed above.

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. Some teachers are comfortable receiving calls at home, while others are not. Individual teachers will let parents know their phone preferences early in the year.

Communication folders go home with all students on Thursdays (though some teachers send home daily communication). Parents need to review all folder contents. In an effort to conserve paper, the bulk of our communication will go home with the youngest or only child in the family. PTO and Principal Newsletters go home over email or can be accessed on the website. Please sign up for this by going to the Bauder homepage.

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 and school 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.

SCHOOL ACCREDITATION COMMITTEE (S.A.C.)

The Bauder SAC Team was formed to establish and clarify the function of the district's goal of site-based management. The make-up of this team includes a certified staff member, parents, and community members. The SAC team's purpose is to establish and oversee accountability goals and facilitate communication between staff, students, parents, and community. All meetings are open to the public. Please refer to the calendar on the website or the Principal's Newsletter for dates and times.

COMMUNICATION METHODS

Below is a brief description of each tool and how to access it and/or sign-up.

Please note: *Although you may have provided an email address on the Student Enrollment form, you must sign up separately on the E-mail Alert Sign Up (to receive school and/or district emails) and again on the Volunteer Email list (for emails about volunteer opportunities). Please update when numbers change.*

PSD Website – 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.

Bauder Website

Visit us at <http://bau.psdschools.org/> for current news and events specific to Bauder.

E-mail Alert Sign-Up

Receive communications from our Principal, Brian Carpenter, and information from the district. To sign up, visit the E-mail Alert Sign-Up link on the PSD home page

<http://eweb.psdschools.org/emailsubscription/> and enter your address and school(s). This is linked through the parent portal on the Bauder website as well.

Sign up to receive hardcopy communications

Forms will go home the first couple weeks of school to sign up to receive copies of newsletters and school flyers.

Follow us on Facebook

Bauder Elementary (Fort Collins) Also linked to the Bauder website.

Follow us on Twitter

@bauderbucks Also linked to the Bauder website.

SCHOOL CLOSURES DUE TO WEATHER/ROAD CONDITIONS

If schools are closed due to inclement weather and/or questionable road conditions, parents should tune in to local radio and television stations, or go online to PSD's website at www.psdschools.org to find out about school closures the morning of the day in question.

Media outlets are informed if schools are closed. No announcements by the media or on the PSD website means all schools are open as usual.

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.**

The PSD website (www.psdschools.org) and the following radio and television stations will provide information about PSD school closures. We will notify Spanish radio stations KGRE 1450AM and KJJJ 1170AM for Spanish speaking families.

Note: When PSD schools are closed, B.A.S.E. (Before and After School Enrichment) Camp will be closed.

Television Stations (Comcast Cable channels are listed below; channels vary by provider):

Channel 2, CW2 Colorado/KWGN-TV
Channel 4, KCNC4 Denver/CBS4 Denver
Channel 5, CBS 5 (Northern Colorado)
Channel 7, 7News KMGH
Channel 9, 9News KUSA
Channel 10, PSD public access TV (avail. Comcast and U.S. Cable)
Channel 13, Fox 31

Radio Stations:

| | | |
|--------------|--------------|---------------|
| KCOL 600 AM | KOA 850 AM | KUAD/K99.9 FM |
| KCSU 90.5 FM | KOOL 105 AM | KIS 96.1 FM |
| KFKA 1310 AM | PAW 107.9 FM | KRFC 88.9 FM |
| KGRE 1450 AM | QOF 1410AM | KKQZ 94.3 FM |
| KJJJ 1170 AM | KUNC 91.5 FM | TRI 102.1 FM |

Other Media:

Fort Collins Coloradoan: www.coloradoan.com

Northern Colorado Tribune at www.greeleytribune.com

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 or tune in to local radio or television stations to find out about delayed start the morning of the day in question. Please do not call schools, district offices, or broadcast media. No announcements by media and 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.
- **Kindergarten and Early Childhood programs:** Morning-only kindergarten programs and morning Early Childhood programs are cancelled when there is a delayed start schedule. Afternoon kindergarten and afternoon Early Childhood programs will run on normal schedules. Full-day kindergarten and full-day Early Childhood programs will start 2 hours later than normal.
- **Before- and after-school childcare:** B.A.S.E. (Before and After School Enrichment) Camp will open as normally scheduled for students attending these programs. If your childcare provider is other than B.A.S.E. Camp, contact them for start times.
- **School dismissal times:** School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at schools.

BUILDING SECURITY

Bauder Elementary School will strictly enforce the security of our building. All outside doors will remain locked during the school day, except the front office double doors. Everyone must enter through the front office doors, sign in, and get a nametag to wear, even if they are staying for 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.

VISITORS

Parent, family, and community members are welcome and encouraged to visit anytime. A note or call to the teacher in advance is greatly appreciated if you want to meet with them. Please check in at the office when you arrive. Per district policy, you will be asked to sign in and wear a visitor's nametag. If you are at school to pick your child up early, an adult who is on their contact list, 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. This reduces confusions and congestion in the hallways.

VOLUNTEERS IN POUDBRE SCHOOL DISTRICT (VIPS)

The VIPS program provides support to the staff and students of Bauder. They help in many different and exciting capacities, such as helping in the classroom, doing clerical work, or being a friendly face in the lunchroom. 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) Training sessions are available throughout the school year. All volunteers are required to sign in at the entrance and wear VIPS nametags to identify themselves to the staff and students. We also ask our volunteers to keep a record of their hours spent at Bauder. If you are interested in volunteering, please call our office at 488-4150 for information.

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 main fundraiser is a walk-a-thon, and our physical education program teaches students the value of nutrition and fitness as a lifelong pursuit. Emotional and physical wellness is a priority at Bauder Elementary.

UNIVERSAL BREAKFAST

Bauder is proud to be able to offer a free universal light breakfast program for ALL students who attend Bauder Elementary. A simple breakfast with a food item and drink is provided each morning during regular school hours. Parents who do not want their children to participate in this program will have an opportunity to opt-out. Typically, breakfast will be served in classrooms beginning at 8:50 in the morning. The design of the program allows students to eat and learn so that learning time is not disrupted.

CELEBRATIONS AT BAUDER

As a wellness school, we try and provide balance with how we manage celebrations. Celebrations include such events like Halloween, Valentine's Day, student birthdays, etc. Bringing treats for your child on their birthday is absolutely fine, but please be aware that district policy asks that half of our foods offered to students should be healthy. To help mitigate this, Bauder has a variety of blenders and a large popcorn machine that can be used by families for celebrations. Please note that parents should confer with the classroom teacher beforehand, as some teachers prefer other forms of celebrations. **By request of the Larimer County Health Department, no homemade foods are allowed at school.**

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 school work.

ATTENDANCE POLICY

Refer to district policies "Student Absences & Excuses" (JH), "Compulsory Attendance Ages" (JEA), and "Truancy" (JHB) for further information.

Education is an on-going process, which requires regular attendance. Participation in classroom activities is the nucleus of your child's learning process. Your child's success in school depends on interaction with students and teachers. Make-up work cannot substitute for this interaction and direct instruction; therefore, it is critical for each child to attend school every day unless he or she is ill. Below the bullets are highlights of the policy:

- Parents need to call each morning when their child is absent or tardy prior to 8:30 a.m. The attendance line is *always* available, day and night.
- 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.
- Family vacation times are discouraged while school is in session, and is considered an unexcused absence. 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 8:30 a.m. bell will be considered tardy.

THE IMPORTANCE OF SLEEP

5 facts you may not know about sleep:

- 1) Sleep is just as important as diet and exercise
- 2) Bad dreams can become more frequent if you don't enough sleep
- 3) If it takes you less than 5 minutes to fall asleep, you are probably sleep deprived
- 4) One of our biggest sleep distractions is access - 24 hour access to the internet and electronics
- 5) Stress, physical or mental illness, living or sleeping arrangements, family history, diet and exercise habits can all cause insomnia in adults and children

ATTENDANCE POLICY cont.

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.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused Absences

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner so the parent/guardian can address the problem.

BAUDER'S LEARNING GARDEN

In the spring of 2014, Bauder received a grant from The Kitchen Community to create Northern Colorado's first Learning Garden. The garden is located on the east side of the building and is open to the community throughout the year. Currently there are over 150 Learning Gardens located across the country. Learning Gardens are designed to be places kids want to play and teachers want to teach, thereby helping to decrease childhood obesity, improve academic performance, and strengthen communities. Students at Bauder interact with the garden each year by helping to choose the plants that will be grown, planting, and caring for the plants. Teachers use the garden to help teach Colorado Academic Standards throughout the year. During the summer a community committee is responsible for the watering and care of the garden. If you would like to be involved in this, check out our watering site at <http://bit.ly/16BauderLGAug> or contact our Wellness Coordinator at 488-4150.



BAUDER BEHAVIOR SUPPORT/SOCIAL SKILLS

At Bauder Elementary School we believe that a positive learning environment is the essential key, which ensures the highest quality of education possible. For this purpose, we stress a non-punitive, teaching and modeling behavior plan called Positive Behavior Support (PBIS). “Teach To’s” and social skills are taught and modeled throughout the year on an on-going basis. There are a total of 12 social skills students will learn and practice, for example; how to follow instructions, how to apologize, and how to start a conversation. Students are taught to work through behaviors in order to match the expectations listed below.

- **Behave responsibly**
- **Use your manners**
- **Cooperate with others**
- **Keep safe**
- **Succeed**

Because we are the Bauder Bucks – an acronym was created to help students learn the expectations here. We want to recognize positive behavior when students model it, so we created paper “BUCKS” that we give to students when they are caught modeling expected behavior. It is important to note that these “BUCKS” are not rewards for behavior, but recognition of behavior. Too often we bring attention to negative behavior without recognizing positive behavior. Each week we randomly draw these “BUCKS” out of a basket. The selected students in grades K-2 are recognized by wearing a “Follow the Leader” shirt and students in grades 3-5 are recognized by wearing a hat of their choice indoors.

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 are 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 the rest of the class. If a student receives three refocuses in a given week, they are directed to Academy.

ACADEMY

Academy is a classroom environment where the student completes make-up work missed while filling out their refocus forms if applicable, discusses the forms, and learns positive social skills in behavior management. It’s offered during the school week and fits into the grade level schedule

SOCIAL EMOTIONAL LEARNING

At Bauder, students will learn the Social Explorers (K-2nd grade) and Super Heros Social Skills(3rd-5th) curriculum , which helps students succeed socially and academically. Students will develop a strong foundation for learning and help create a common language of understanding and communication among students, teachers, and families. These skills will help students get the most out of school. The program features fun, interactive lessons packed with activities. Students learn self-regulation skills that help with academic tasks, plus how to calm themselves down, appreciate others’ points of view, think critically, and solve problems peacefully.

If you have any questions about our SEL program, please contact our Assistant Principal, Angie McDonald, School Counselor, Stephanie Learner or Robyn Franklin, SELTeacher.

SAFE 2 TELL

The focus of Safe2Tell Colorado is to make sure that every Colorado student, parent, teacher, and community member has access to a safe and anonymous way to report any concerns about their safety or the safety of others. To make a report, call 1-877-542-7233 from anywhere, 24 hours a day, seven days a week. The call is free. You also may make a web-tip or download the Safe2Tell mobile app at <http://safe2tell.org>.

