

Chappelow K-8 Arts Magnet School

Student and Family Handbook

2020-2021



Christopher Kieffer, Principal
Jessica Oziah, Assistant Principal

2001 34th Street
Evans, CO 80620
(970)348-1200

www.greeleyschools.org/chappelow

Dear Parents and Guardians.

Whether you are new to our school or are returning for another year, I welcome you into the Chappelow family. The 2020-2021 school year promises new opportunities for learning within Chappelow's educational environment. We have a history of being a school of excellence, and we strive to continue that tradition this school year.

Chappelow Arts Magnet School, is the only K-8 school in the region that offers an integrated arts strand. From kindergarten through eighth-grade, Chappelow's students are immersed in meaningful, purposeful and rigorous daily instruction. Chappelow believes that an art-rich education is a key factor for academic success. Our K-4 students develop and grow through our **Arts Education Programs**. Taught by certified art educators, students are developing artistic literacy in music, theater, and visual arts. Our 5th-8th grade students continue their educational development in our **Artful Learning Program**. In this program, students develop deeper skills in selected art forms and are able to use those skills in focused creative expressions.

Parents and families are an important part of the educational team at Chappelow. You are an integral part of our learning environment, and we value your support and input as we strive to foster excellence everyday, for everyone.

Our office is open from 7:30 a.m until 4:00 p.m., Monday through Friday, and our staff is here to serve your needs. Thank you once again for your partnership and we look forward to working with you this school year.

Regards,

Christopher Kieffer
Principal

Chappelow Reopening Plan-July 2020

Student Arrival

Our campus will open at 7:50am for students to enter our building. Prior to entering the building, all students will need to have a temperature check completed at one of the assigned entry points, either with a handheld thermometer, or at one of the kiosks located inside the building. There will be locations marked at all of those entry points for students to physically distance while waiting for their temperatures to be taken.

The following additional arrival procedures have been implemented for this school year:

1. Starting at 7:50am students will enter the building through one of three locations:

K-2 will enter through the front doors.

3rd-5th will enter through the east doors located near the crosswalk in the east parking lot.

6th-8th will enter through the doors on the southwest side facing the front parking lot.

2. Upon entering the building, students will head directly to their classrooms. Breakfast will be served “Grab and Go” style in hallways for students to take to their classrooms.

3. First bell will be at 8:05am and the school day will begin at 8:10am.

Instructional Hours

We have adjusted our school hours slightly to support the use of student cohorts throughout the school day and dismissal. Our school day begins at 8:10am and ends at 3:15pm with a metered dismissal time (see the section below on the dismissal process).

In an effort to minimize the amount of contact between students and to limit the number of adults working with cohorts on a daily basis, we will use the following structure for instruction until further notice:

1. Kindergarten-3rd grade students will be cohorted the entire day, which means that they will be with their homeroom class of students during the school day. Specials teachers will push into those classrooms on a two week rotational basis.
2. 4th-5th grade student cohorts will move during the instructional day for content classes. Specials teachers will push into those classrooms on a two week rotational basis. For the beginning of this school year, we will be unable to offer band or orchestra to our 5th grade students. Should restrictions ease, we will examine options to return these options for 5th grade specials.

3. Middle school students will be in three separate cohort sections per grade level. Should all our middle level students choose to return to in-person learning, those cohorts will be 28-32 students each, depending on the total size of the grade level. Their daily schedules will include Math, Language Arts, Science, and Social Studies. Each student will also have two elective classes in their schedule. Cohorts will move during the instructional day for content classes.
4. Students who should receive above-grade level math instruction will have the ability to access that content. If this applies to your student, we will be in touch with specifics. Middle level students who were supposed to travel to a high school for their math instruction will receive that instruction via an online format while in a classroom with a middle level math teacher who can support their understanding of the content.
5. Unfortunately, for the beginning of this school year, we are unable to offer our ability-placed elective structure in middle school. Because these classes consist of students from across all three grade levels, we are unable to offer them in a manner that follows current state health guidelines. Instead each cohort will access one of our middle level specialists each day for their electives. Those teachers will rotate through the cohorts on a three week basis. Should restrictions ease, we will examine options to return to our varied and diverse elective options.
6. Students will be 3 to 6 feet physically distanced from each other while sitting in class and will be required to wear masks at all times while on campus.

Lunch and Recess Process

1. Students may either bring lunch from home or purchase a "Grab and Go" lunch from the cafeteria. The "Grab and Go" lunches will be picked up at different locations around the campus.
2. Students will either eat in assigned locations outside or in the classroom, depending on the weather. The cafeteria will not be used at this time for grade level groups to eat together.
3. Students will have designated areas on the field for recess. Students will stay in their cohorts and must wear masks during recess. The playground structures will be closed until further notice. All recess and "Vitamin D" breaks will be monitored by the classroom teachers.

Dismissal Process

Our daily dismissal will be completed in three separate waves to support the process of keeping students in cohort groups. Students will be released in alphabetical order in three separate groupings to allow for the dismissal of siblings together and to keep students from meeting in larger groups while waiting for rides. If your children have different last names, please plan for them to dismiss based on the last name of the oldest child.

1. Our metered dismissal groups would be the following :
 - Group 1 (A-G) at 3:15 pm
 - Group 2 (H-O) at 3:20 pm
 - Group 3 (P-Z) at 3:25 pm
2. If possible have a pre-arranged meeting spot where your children should meet up to either exit the campus or enter your vehicle. We cannot over stress the importance of arriving on time. It will be imperative that students are not waiting outside to be picked up.
3. Please make sure your child(ren) knows how they are getting home, as we are required to limit the number of individuals in our front office at a given time.

Other Items

1. Volunteers will not be allowed on campus until further notice.
2. Mask must be worn at all times while on the Chappelow campus.
3. Parents and guardians can visit the front office for support, but we will not be allowing non-staff members elsewhere on our campus at this time. This supports the health and safety of our overall school.
4. All field trips, assemblies, and other large gatherings are cancelled at this time and will be until further notice.
5. **The information on our health office procedures and plan will be coming out in a separate communication.**

Our Mission Statement

Educating the whole child through the arts

Vision

Chappelow Arts Magnet School will develop the interests and talents of students in the arts, and enhance all disciplines through an integrated approach that allows students to achieve artistic and academic success.

School Contact Information

Chappelow Main Office (970) 348-1200

Chappelow Attendance Line (970) 348-1267

Fax Line (970) 348- 1230

Chappelow Website www.greeleyschools.org/chappelow

If you have any questions or concerns, your first contact should be with your child's teacher or staff member. If you need "general" school information, please visit our school website or contact the front office. For urgent, or immediate needs, please contact our front office and ask to speak with our Principal, Christopher Kieffer or Assistant Principal, Jessica Oziah.

School Hours

Kindergarten through 8th Grade 8:10 a.m. - 3:30 p.m.

First Bell 8:05 a.m.

Tardy Bell 8:10 a.m.

Metered Dismissal Process (begins at 3:15pm)

Group A-G at 3:15pm

Group H-O at 3:20pm

Group P-Z at 3:25pm

First bell rings at 8:05 a.m. and the tardy bell rings at 8:10 a.m. (Our morning supervision begins at this time). Please be diligent in the delivery and pick up of your children.

Middle Level Schedule

Period 1	8:15-9:07 a.m.
Period 2	9:09-10:02 a.m.
Period 3	10:04-10:56 a.m.
Period 4	10:58-11:50 a.m.
Period 5	11:52-12:44 p.m.
Lunch	12:46 -1:26 p.m.
Period 6	1:28-2:20 p.m.
Period 7	2:22-3:15 p.m.
Dismissal	3:15-3:30 p.m.

Home/School Communication

The partnerships of parents, students, staff, and community members are characterized by mutual commitment and collaborative effort. Parental involvement is one of the most critical variables in a student's successful education. Chappelow K-8 provides many opportunities for you to be a partner in your child's education.

To ensure reliable communication between parents and staff, Chappelow sends home a weekly Friday Folder with elementary students. This folder will contain your child's work, as well as relevant information from the school. Please review your child's folder each weekend, complete any necessary paperwork, and return it in the folder with your child to the classroom teacher on Monday morning. Parents of middle-school students should expect to receive information as it becomes available. Information for middle-school students is typically dispersed electronically; they do not take home Friday Folders.

A building newsletter is sent out monthly by email and posted on our school website under the Families Tab. We also use the Blackboard messenger system to send out email and text notifications. Please make sure we have your current contact information in the front office. We also use our school social media accounts to share the awesome happenings at Chappelow. Please follow us at:

Facebook

www.facebook.com/ChappelowAMS/

Twitter

<https://twitter.com/ChappelowAMS>

Visiting Campus

As a reminder, all visitors shall sign in at our kiosk using the Raptor System located inside our school office. After signing in at the kiosk, all visitors shall display their visitor tag while on campus. *(Cancelled till further notice due to COVID-19)*

Classroom visits must be pre-arranged with the classroom teacher 24 hours in advance. If you are planning to meet with your child's teacher, please contact them in advance to make sure they are available to meet with you. *(Cancelled till further notice due to COVID-19)*

Transportation Policies

Walking Students

All students are asked to cross the streets only at designated street crossings. Please instruct your child to look each way before entering any crosswalk or wait for the assistance of an adult assigned to guide them through the intersection.

For their safety, students who walk to school are asked to arrive no earlier than 7:50am. Chappelow is unable to provide adult supervision earlier than this time. *The only exception would be if a student is participating in a before-school activity that begins prior to 7:45am.* *(Cancelled till further notice due to COVID-19).*

Bicycles, Scooter and Skateboards

Students should dismount bicycles and walk upon reaching school property. Bikes are to be parked in the bike rack and locked. They are not to be ridden when school is in session or during the lunch hour. Bikes and scooters are ALWAYS to be walked on the sidewalk, bike paths, and by the buses. Skateboards/roller skates/roller blades and Heely wheels will not be allowed inside the school. Motorized scooters are not allowed on school property. Students riding bikes or scooters are required to wear helmets in accordance with state law.

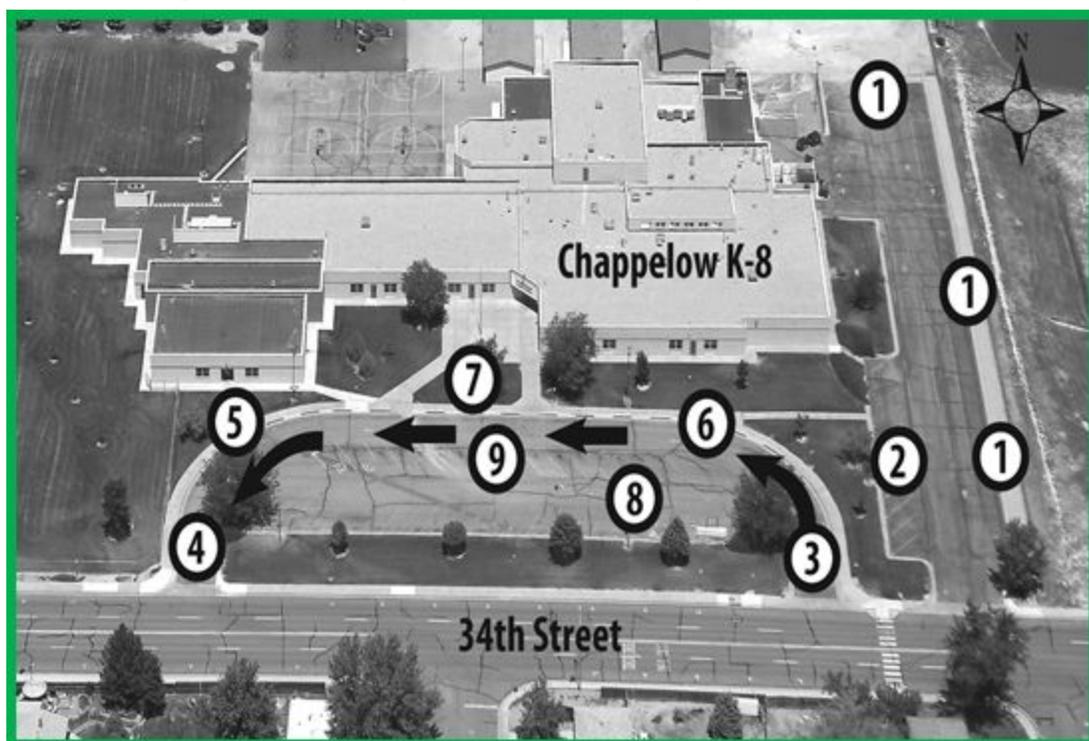
Pick-up/Drop-off Procedures

Creating a safe environment for all who enter our parking lot is a high priority. We ask your help by adhering to the following:

Only approved daycare vans are allowed to load and unload in the daycare van area (see map on next page). During drop-off and pick-up times, cars will *not* be allowed to utilize the van area. We issue a set number of daycare van passes each year to avoid overcrowding of this space. If you require a daycare van pass, please contact our front office.

O The east lot is reserved for staff parking. Parents are asked to NOT use this lot for drop-off or pick-up unless specifically approved by the front office. Students are unable to enter the building through the staff entrance on the east side of the building as that entrance is always locked.

O The south lot is for dropping off and picking up students. This is designed to be a “moving lane.” Please join the back of the line, slowly moving forward until you reach the school-designated drop off/pick-up location. After dropping off or picking up your student, please immediately proceed to the stop sign, where there is a right-hand turn lane. For everyone’s safety, you will only be permitted to turn right out of the south lot. **If you would prefer to walk your child into the building, you will need to find a parking space in the south lot. You must then park, exit the car with your child, and escort them across the crosswalk. Pulling into a parking spot only to drop off your child will not be permitted.** Cars left unattended along the curb are subject to ticket and tow by the Evans PD.



1. Staff parking
2. Daycare vans only
3. This is a one-way entrance into the front parking lot. A single lane will be formed.
4. Parent drop-off and pick-up exit. **Right Turn Only**
5. District busing area only.
6. This will become a slow-moving lane for drop-off or pick-up. Please be patient and move slowly along the curb to pick up your child.
7. Students will wait for parent pick-up in the front of the school. This procedure works better if your child is ready and waiting for his/her ride.
8. Parent and volunteer parking. Due to the size of our staff, this area may also be utilized by staff. Parents may park and walk to area #7 to pick up students. **Students will not be allowed to enter the parking lot without an adult.**

Morning Arrival Procedures

Please see the reopening addendum plan for our current arrive procedures.

The front doors will be unlocked from 7:50-8:10 a.m. to allow students to walk to the playground and/or the cafeteria through the main hallway. If students are going to the playground then they will go to the left at the end of the main hallway. For students going to breakfast, they will go to the right at the end of the hallway.

All parents/guardians must sign in at the front office upon entering the building. If you need to escort your child to a classroom, the playground, or the cafeteria you will need to sign in and wear a name tag for the duration of your visit.

Attendance Policies

Absences

(District 6 Policy) Significant learning for all students is provided each time class is held in Weld County School District 6. This educational opportunity is provided as a result of in-class participation and high-quality instruction.

The benefit of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school, and absences are detrimental to effective learning. Excused absences include:

- Temporary illness or injury
- Pre-arranged absence approved by an administrator
- Extended absences due to physical, mental, or emotional disability

- School-sponsored field trips or activities
- Work/study programs under the supervision of the school
- Extremely inclement weather
- Emergencies, serious illness or death in the family
- Participation in religious observances
- Absences due to a student's being required in court in the custody of the court of law enforcement authorities

Please call (970) 348-1200 to notify the school of your child's absence. **The *absence will be "excused" by the school according to the guidelines above.** Students are limited to four (4) excused absences in a month or ten (10) excused absences in a year. If you know your child will miss one (1) or more consecutive days of school for something other than an illness, a pre-arranged absence form must be completed and approved by a school administrator. If your student misses more than half a day of school, they are not able to participate in after school events. Attendance letters will be sent home for students that have 4, 7 or 10 total absences during the school year. **(Please contact the front office due to requirements related to COVID-19).**

Pre-Arranged Absence

If you know in advance that your child will miss one (1) or more consecutive days of school, a pre-arranged absence form must be completed and approved by an administrator. Pre-arranged forms may be downloaded and printed from our school website. Please complete either an Elementary Form (K-5) or a Secondary Form (6-8) and submit that form to your child's classroom teacher so they may fill out their portion. Middle School students should take the form to each of his/her teachers. Once the form is completed by teachers, parents need to return the form to the front office for approval. It must be submitted to the front office for approval at least two (2) days PRIOR to the start of the pre-arranged absence. Parents, not classroom teachers, are responsible for the form's timely submission to the office.

Tardiness

We expect that all students will be in their classrooms and ready to work by 8:10 a.m. Students who arrive after 8:10 a.m. are considered tardy. **Habitual tardiness is defined as a third tardy in one semester. A lunch detention will be assigned after the third tardy incident, and additional interventions will occur after the third tardy.**

Checking Students In/Out

Students entering the school after 8:10 a.m. or returning from an appointment, must check in at our front office. If possible, please schedule appointments before and after school. Absences will be “excused” by the school according to the guidelines for excused absences.

Please come into the front office to sign out your child. **Be prepared to show identification.** Your child will then be sent from class. We will not call your child to the office prior to your arrival, so please plan accordingly. **Only the individuals listed as additional contacts on your child’s data base form will be allowed to pick up your child, unless you have contacted the front office 24 hours in advance.** The front office staff may ask for proof of identity if the pick-up person is unknown to our school staff.

Please also know that we are legally required to release a child to his/her biological parents **UNLESS** a court has issued an order forbidding or limiting that parent’s contact with his/her child. If our front office does not have a copy of restraining orders or custody/parenting paperwork on file, we are required to consult your child’s birth certificate to verify the identity of a biological parent. Please make sure to provide our front office with the most recent custody/parenting orders or a restraining order that pertains to your child.

Academic Policies

Report Cards

Report cards are intended to encourage student improvement and keep parents informed about their child's development.

We urge parents to ask questions if you need clarification or more information about your child’s progress. Report cards are issued four times a year. Parents of students who are not making acceptable progress will be contacted. If you feel you need to confer with a teacher, please schedule an appointment with the teacher. Middle school grades are updated on a weekly basis on Infinite Campus. Guardians of students are issued a username and password to access those in-progress grades online. If you need your username and password, please contact our front office.

Conferences

Conferences are an important part of your child's educational process. Formal conferences are held twice a year. The time for each conference in grades 4-8 is 5 minutes per teacher, Kindergarten-3rd grade conference times are 15 minutes; however, some conferences may be scheduled for a longer period of time.

In the event that more time is needed, the teacher and parent should reschedule the conference for a more convenient appointment. Informal conferences may be arranged with the classroom teacher for a time that parents and the teacher are mutually available. (Updated conference information will be sent out in early September with our new COVID-19 processes).

MTSS Team

Parents of students who are at risk due to behavior, academic, and/or physical limitations may be asked to meet with the building level MTSS (Multi-Tiered System of Support) team. A flyer and recommendation sheet is sent home to parents after an initial discussion among the MTSS Team. After MTSS recommendations have been followed, parents may be encouraged to explore further district evaluation. Such assistance is granted through a signed referral. After an evaluation has been made, a staffing (meeting) is held. All adults who are involved with the student meet to determine the most appropriate educational program for the child.

Eligibility

In order to be eligible to attend or participate in Chappelow sponsored events, including, but not limited to: middle level dances, musicals, plays, end-of-year field trips, etc., students must meet the following requirements related to academics, behavior, and attendance.

Students must maintain grades in all classes that reflect adequate academic responsibility. Students with an F grade will not be eligible to participate. Likewise, students with more than 2 D grades will not be eligible to participate.

Whenever possible, students will be provided opportunities to earn their eligibility by working with their teachers to raise their grades to an acceptable level for eligibility. Teachers will not be required to immediately update grades to achieve eligibility for students. Activities will occasionally be based on the grades earned for a past grading period. In those cases, students cannot be provided with opportunities to change the grades earned.

Students must also be in good disciplinary standing to be eligible. Generally, the requirement will be no in-school or out-of-school suspensions inside the eligibility window. Excessive lunch detentions and/or classroom removals may also be considered at the discretion of the school principal.

Students who meet the definition of chronically absent inside the eligibility window will also not be eligible to participate. Chronically absent is defined as 4 or more unexcused absences in a one month period. Habitual tardiness may also be considered and is defined as more than 3 unexcused tardies in a semester.

The use of the above eligibility requirements is at the discretion of the staff member responsible for that event and with the approval of the school principal. The above requirements may also be altered for certain events at the discretion of the staff member responsible for that event and with the approval of the school principal, but such alterations will always be communicated to students and parents/guardians in a timely manner prior to the event.

Students participating in sports for other middle schools are subject to the eligibility requirements of those schools. Chappelow has no authority in those decisions.

Homework

Our goal at Chappelow is academic excellence, everyday, for everyone. Our teachers are continuously collecting and analyzing academic data to make instructional decisions and to facilitate growth in each student. In order to accomplish this goal, we rely on our families to help reinforce academic concepts at home including:

Reading- 20 minutes per night, plus 10 minutes of other content by grade level (Ex. 3rd Grade: 20 minutes of reading + 30 minutes of other content)

If your child is exceeding the recommended homework time due to frustration, behavior or other issues, please let your child's teacher know right away.

All daily homework should be an opportunity to review and practice skills learned in school.

Late and Missing Work

All classroom work turned in past the due date is only eligible for 50% credit for two weeks past the due date. After that two week period, and up to the end of the quarter, an assignment may be turned in, but will only be worth 1 point.

For example, an assignment is due on March 5 and is turned in March 7, the HIGHEST possible grade for that assignment is 50% of the designated points. If that same assignment is not turned in until May 21, the HIGHEST possible grade for that assignment is 1 point of the designated points.

Exceptions to this policy will be made for students who have a formal plan (IEP, 504, etc.) that specifies allowances for flexible work completion dates or if a special circumstance exists that the parent or guardian of the student has communicated to and approved by the teacher (i.e. death in the family).

Students who are excused absence (please see list of district approved absences under attendance policies in this handbook) on the day an assignment is due will be allowed one extra day for each day absent to complete and turn in that work. So, if a student misses 2 days of school due to illness, he/she will be allowed 2 extra days to complete and turn in the work missed.

Students whose absence is unexcused on the day an assignment is due will not be allowed any extra time for that assignment and the late work policy will apply.

TECHNOLOGY USE AGREEMENT

Weld County School District 6 encourages students to employ the Internet and electronic communications, such as email, to help them with their schoolwork. Using the school computers and the Internet is a privilege, not a right. Students are expected to follow these rules:

- Use the Internet only when the teacher has given permission.
- Tell the teacher immediately if you have unintentionally accessed inappropriate material while using the Internet or electronic communications.
- Only use your name and password to log on, never someone else's.
- Keep others' personal information private while using the Internet or electronic communications unless specifically approved by the teacher or counselor.
- Never arrange face-to-face meetings with people met on the Internet or through electronic communications.
- Treat technology equipment and the district network respectfully. Failure to do so will result in cancellation of privileges and may lead to school disciplinary action and/or legal proceedings.
- Only use licensed software provided by the school.
- Do not load personal software onto the computer.

Students who do not follow this policy may lose access to school computers and face disciplinary and/or legal action.

Parents are always welcome to visit Chappelow and observe students using computers, the Internet, and electronic communications. Please make arrangements with the school in advance.

This entire policy on student use of the internet and electronic communications (JS) is available on the District web site under BOARD – BOARD POLICY MANUAL.

Student Email Accounts

Greeley-Evans School District 6 will provide a free email account for every student. Having an email account will allow students to email teachers questions and receive classroom updates. Depending on the teacher, students may also be able to turn in assignments using email.

All students will receive training on appropriate use of email before teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record. Parents are encouraged to use Common Sense Media resources to learn how to support their children as they navigate the online world. Resources can be accessed at www.common sense media.org.

If you do NOT want your student to have a district provided email account, you may fill-out a “Student Electronic Mail (email) Opt-Out Form” in the office of any district school. Otherwise, your child will be assigned a school email account.

Safety and security is our first priority and families should have no expectation of privacy when using district issued email accounts. Acceptable use of email falls under the Board of Education policy governing student use of the Internet and electronic communications and will be monitored to ensure compliance. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information that:

1. Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
2. Contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings.
3. Harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district’s nondiscrimination policies.
4. Uses inappropriate or profane language likely to be offensive to others in the school community.

5. Is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. Contains personal information about themselves or others, including information protected by confidentiality laws.
7. Uses another individual's Internet or electronic communications account without written permission from that individual.
8. Impersonates another or transmits through an anonymous remailer proxy.

High Quality Instruction

At Chappelow, we are proud of the teachers who deliver high-quality education to your child. Under the No Child Left Behind Act, we must meet federal rules related to teacher qualifications. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you.

At any time you may request:

- Proof that the Colorado Department of Education (CDE) has licensed or endorsed your child's teacher for the grades and subjects taught.
- Proof that CDE has decided that your child's teacher may teach in a classroom without being licensed or qualified under state regulations due to special circumstances.
- The teacher's college major; proof of advanced degrees, including the subject of the degrees.
- Information concerning the services provided by teachers' assistants or similar paraprofessionals and these assistants' qualifications.

Our staff is committed to helping your child develop the knowledge and critical thinking skills he or she needs to succeed in school and beyond. That commitment includes ensuring that our teachers and paraprofessionals are all highly skilled.

To request the above information, please complete a Teacher Request Form. Human Resources will process all written requests within thirty (30) days of receipt. You will be provided with written information by mail. Human Resources will not provide information over the phone.

1. You may request this information at the District 6 Human Resources Department (3rd floor) at the Administration Building, 1025 9th Avenue.
2. You may obtain this form through the District 6 website (www.greeleyschools.org). It will be located under Human Resources, Teacher Qualification Request Form.

Health Services

District 6 **School Health Clerks** who are the main caregivers in health offices in all districts and charter schools. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. They are available to answer questions and are able to contact School Registered Nurse Consultant at all times. Health Clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other training as needed for specific student health needs.

District 6 has **School Registered Nurse Consultants** who work as a team with health clerks, school administration and staff to provide physical, mental, and social support to help children learn. School Registered Nurse Consultants are trained with an RN-BSN and have obtained School Nurse licensure through CDE. School Nurses are responsible for preparing health care plans, documenting health histories, collaborating with a special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Illness/Injury, Emergency Information

Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parents/guardians will be contacted and in extreme cases, 911 may be called.

Emergency information – PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE.

Medications

If your child must have medication of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:

- Parents/Guardians may come to school and give it to their child at the appropriate time.
- Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
- Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.

Medications of any sort (over the counter or prescription) are not to be in the possession of students, except for those with written authorization from their health care provider, their family **and** school registered nurse consultant.

For Health Service forms and information please visit:

<https://www.greeleyschools.org/Domain/2582>

Health Questionnaire / Students with Health Concerns

Health questionnaires - It is extremely important that parents/guardians complete the annual health questionnaire and Emergency Information form.

Students with known health concerns – School Registered Nurse Consultants write Health Care Plans (HCP) for students that require specific procedures at school.

All students who have diabetes, seizures, severe allergies, severe asthma or who have any medication (prescription or over the counter) in school should have a HCP. Other disorders may also have specific precautions which would require a HCP. PLEASE contact the school Health Clerk or School Nurse if you have concerns about your child's health.

Students with Severe Asthma, Severe Allergies, Seizure Disorder or Diabetes – forms are available from health office or on health services website for physician completion:

<http://www.greeleyschools.org/Page/13266>

Immunizations

Immunizations are an important part of our children's health care and Colorado Law requires that children going to school be vaccinated to prevent vaccine-preventable disease. **Students are not permitted to attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.**

If parents have concerns about immunizations and vaccine safety, visit

www.ImmunizeForGood.com.

The Colorado Immunization Program's website is located at www.ColoradoImmunizations.com.

Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

Screenings

Hearing and vision screenings are conducted annually by health services staff including District Audiologist. The following grades are screened: Pre-K, K, 1, 2, 3, 5, 7, and 9, all new students, and students with special education needs – per the State of Colorado guidelines.

Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily at school.

Students who do not pass vision screening will receive a “referral” for follow-up care. Students who do not pass hearing screening will continue to be monitored by school audiologists.

Loaned Clothing

The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes at your earliest convenience.

Parent Health Resources

Health office staff are happy to assist parents in finding health information and access to health care.

School Wellness

Research shows that children perform better in school when they eat healthy and are physically active. To support academic achievement and healthy living, District 6 offers exciting wellness opportunities for both students and employees. Please visit www.greeleyschools.org/wellness.

School Conduct

Discipline Philosophy-PBIS

Chappelow follows the components of Positive Behavior Intervention & Support, or PBIS. This school-wide discipline program emphasizes total-school support systems. This encompasses proactive strategies for defining, teaching, as well as supporting appropriate student behaviors, thereby creating a positive school environment. The continuum of positive behavior support for

all students within the school is evident in both classroom and non-classroom settings, such as in hallways and on the playground.

Chappelow students are expected to behave in a way that demonstrates:

Personal Responsibility

Respect

Integrity

Determination

Empathy

Students seen modeling appropriate behaviors are opportunely awarded PRIDE tickets. PRIDE tickets can be used to say the pledge, buy in classroom reward stores, participate in school wide special events or daily reward drawings.

Discipline Guidelines

(Minors vs. Majors)

Minor

Low level student behaviors that a teacher can address using discussions, “buddy rooms”, conferences with the students and/or contact. If the student does not correct the behaviors it could lead to a minor office referral. Minor referrals are intended to redirect behavior. Examples are listed below, but are not limited to:

- Attitude/Tone
- Non-Compliance
- Computer Misuse
- Disrespect
- Defiance
- District Dress Code
- Classroom Disruptions
- Inappropriate Verbal Language/Gestures
- Continual Horseplay
- Property Misuse/ Littering
- Tardy to class
- Refusal to work
- Classroom or building expectations (PRIDE)

Possible Actions (classroom redirects, teacher-student talks, informal teacher detentions, moved to “buddy room”, parent contact, behavior contract and referral for repeated violations)

Major

Is a code of conduct violation that causes emotional or physical safety concerns for staff or students and interferes significantly with the opportunity to teach and learn. Examples are listed below, but are not limited to:

- Continual Vulgar Language
- Alcohol/Drug/Tobacco
- Arson/Combustibles
- Continual Disrespect
- Continual Defiance/Disobedience
- Continual District Dress Code Violations
- Continual/Significant Disruptions
- Fighting/Physical Aggression
- Inappropriate Computer Use
- Cheating/Forgery
- Theft (School and Private)
- Continual Unexcused Absences
- Violation of criminal law
- Harassment/threats
- Damage to school/private property
- Gang or gang like activity
- Weapons
- Habitually Disruptive (Administration Only)

Possible Actions (conference with admin/counselor, parent contact, formal school detention, parent conference, behavior contracts, in-school suspension, out of school suspension, and expulsion). In accordance with district policy.

Cell Phones/Electronic Policy

Due to daily classroom disruptions, misuse of social media and an overall misuse of cell phones during the school day, all electronic devices and cell phones must be turned off (Door to Door) during the school day. All electronics must be turned off and be safely stored either in backpacks or in the pockets of their clothing during the school day **(7:50am-3:30pm)** unless students are otherwise permitted and directed by a staff member. We have also provided storage pocket charts in each middle level classroom, so that students can safely store their cell

phone while in the classroom. Use of electronics in the classroom is always subject to the teacher's permission and supervision. Electronics are forbidden from use in the cafeteria during breakfast, lunch or outside during recess. We respectfully ask that parents, staff, and visitors refrain from using cell phones within the building unless absolutely necessary. If you need to contact your child during the school day, please contact our front office. Chappelow is not responsible for theft, loss, or destruction of students' electronics. *****If your child needs to use a personal cell phone for documented medical or educational needs (504 or IEP) during the school day, please contact the front office.**

Electronic Violations

Students who violate Chappelow's electronics policy will have their devices confiscated and stored in the office. The first time a device is confiscated, the student may collect his/her device after school. The second time a device is confiscated, a parent/guardian will need to be present for the device to be collected. The third time a device is confiscated, a parent/guardian will need to collect the device. The student will then be required to either not bring his/her device to school OR check it in and out of the front office each day for the remainder of the school year.

If a student chooses to use his/her cell phone to inform a parent/guardian that they are not feeling well and need to go home, the use of the cell phone will be considered a violation of Chappelow's electronics policy and will be counted as a confiscation of the device.

If the parent/guardian removes the student from school based on the call or text from the student, the absence will not be excused.

If a student is feeling ill, the student needs to go to the health office and allow health office staff to determine if the student meets the qualifications to be sent home according to the policies laid out in the Exclusionary Protocol adopted by District 6. Questions about Exclusionary Protocol should be directed to the school nurse consultant. Parents may also view this protocol on the District 6 website under Departments: Health Services.

Playground Expectations

Students are assigned an area to report to before school. In order to ensure a safe playground, Chappelow follows these playground rules. Please support us by discussing with your child the reasons for these expectations. **Playground equipment is for students in K-4 only. All playgrounds are closed till further notice due to COVID-19**

General

Remain outside the building unless permission from a Duty Teacher is obtained.

Go inside for the restroom and drink *only* with the Duty Teacher's permission.

Refrain from spitting.

Eat all the food in the cafeteria, not on the playground.

Outside

Stay where a supervisor can see students.

Stay away from classroom windows.

Stay within the fenced school boundaries.

Refrain from throwing rocks, sticks or sand.

Inclement Weather

Go inside immediately if thunder or lightning is present.

Choose not to slide on ice.

Wear boots for snow.

Stay off of the tops of snow mounds.

Neither make nor throw dirt balls, rocks, or ice.

Games

Use good sportsmanship.

Not engage in rough behavior (which will automatically result in removal from the game).

Use cones to designate soccer and football goals.

Be aware of games in progress, not walking through them.

Balls

Never throw balls against the building.

Place balls in tubs when students are finished with them.

Bars

Never sit or stand *on top* of the bars.

Never jump from the bars.

Swings

Swing facing forward on their bottoms.

Bullying Policy

The Board recognizes that bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made. Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying are encouraged to report it to the school principal. School principals shall take appropriate steps to educate students about ways to prevent bullying. The superintendent shall develop a comprehensive program to address bullying at all school levels.

Policy JICDE

Student Dress Code

A safe and disciplined learning environment is essential to a quality education. District-wide standards on student attire encourage school pride and unity, and help students' concentrate, reduce discipline problems, and improve school order and safety. The Board recognizes students' right of expression through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom, to the educational process, to the environment or to the maintenance of a safe and orderly school, that presents health or safety concerns, or that contains lettering or symbols that are obscene or profane. A student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In

this case, there shall be no further penalty. This dress code has been reviewed and is supported by the Council of Student Representatives.

Greeley-Evans School District 6
Non-Negotiable Universal Student Dress Code Expectations

- Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators.
- Tattoos, clothing or accessories that display drugs, including any marijuana reference, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times.
- No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions).
- Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building.
- Trench coats are not permitted anywhere on school property.
- Soled shoes or sandals must be worn at all times (For example, no “bedroom” slippers or similar footwear).
- No exposed undergarments, inappropriately sheer, tight or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted.
- No shaved or notched eyebrows (Absent a verified medical condition).
- No red or blue belts or shoelaces.
- No clothing or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81.
- No solid red or solid blue shirts (Other than designated school uniforms).
- No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts.
- No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket.

Inclement Weather Plan

If the following weather conditions are occurring, then our campus will implement our inclement weather plan (heavy rain, snow, sleet, hail, and/or temperatures below 17 degrees with unsafe wind-chill levels).

Unless the weather is inclement, children will remain outside until school begins. If for medical reasons your child must stay inside, please send a note from your doctor. During severe weather we will have the children enter the building to their designated area until the first bell rings for school to begin. If there is inclement weather during the day, the children will remain in their classroom during recess times. When District 6 decides to delay the opening of school or cancel a school day, the decision will be made with the safety of our students in mind. The decision will be made by 6:30 a.m. Listen for school announcements on KFKA 1310 AM, KVV5 1170 AM, KGRE 1450 AM, and KUAD 99.1 FM. The Denver television stations will also have information if school will be closed. There will also be a message on the main District 6 Facebook Page or website (www.greeleyschools.org).

Food Service Policies

Please see the COVID-19 reopening plan for new processes.

Nutrition is an integral part of learning. A hungry child does not learn. We encourage students to participate in the hot lunch program. We also encourage students to eat breakfast at school each morning. Breakfast is served daily from 7:45-8:00. Students wanting breakfast must be in the breakfast line by 7:55. Students are still expected to be in their class by 8:05.

Our Hot Lunch Program provides a well-balanced meal. The school district is making every effort to keep the cost as low as possible. Parents wishing to join their students for lunch may purchase a school lunch at the adult price.

Regulations allow for substitutions in the food components of the basic meal requirements. If individual students are unable to consume the required food because of medical or other special dietary needs, a statement from the physician must be sent to the school office. An example would be substituting for milk in the case of a child with lactose intolerance. A statement from a recognized medical authority, including recommended substitute foods, must support such an exception. The statement should be maintained on file in the school.

Regulations allow for certain other variations in the food components of the basic meal requirements on an experimental or continuing basis in schools where there is specific evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

If your child participates in the hot lunch program but is not able to eat certain foods, the school principal and/or secretary must have a written note from the doctor stating the food item and the length of time it cannot be consumed.

Information concerning free or reduced price lunches is available from the office for those whose financial hardship makes participating in the hot lunch program difficult.

Lunch may be prepaid any morning prior to the start of school. Students are encouraged to take their money to the lunchroom first thing in the morning. Students will not be allowed to charge more than 2 meals. Students will receive milk and a roll until the account is brought current.

Milk is available for purchase for those students bringing sack lunches or for those students desiring extra milk.

Parents, who wish to eat with their child must check in with the front office upon arrival.

Please visit the District 6 Nutrition Services page for meal pricing, menus and additional information. www.greeleyschools.org/Domain/817

VOLUNTEERS

We involve many volunteers in our schools to support our students in their learning. If you are volunteering on a daily basis, or for a one-time event, all volunteers will need to complete an application on the district website. Once your application is completed, along with a background check, it allows us to identify volunteers by need. You can access the volunteer site directly at: getinvolved@greeleyschools.org

No campus volunteers till further notice due to COVID-19.