

Parent Handbook 2018-2019

Zach Elementary School
3715 Kechter Road
Fort Collins, CO 80528
Main Phone Number: (970) 488-5100
Attendance Line: (970) 488-5105
Fax Number: (970) 488-5106
Zach Website: zac.psdschools.org
Facebook: facebook.com/zachelementaryschool

Introduction

Our school believes that we (parents, staff, students and community) will work together to ensure high levels of learning for all students. Together we inspire!

Mascot: Zephyrosaurus Dinosaur

Colors: Green/Gold

Namesake

Grace and Robert Zach began English teaching careers the fall of 1950 in Fort Collins and were instrumental in the success of programs like speech, debate and creative writing.

Core Knowledge Sequence

For the sake of academic excellence, greater fairness, and higher literacy, Core Knowledge provides a core sequence of topics that are coherent, cumulative, and content-specific in order to help children establish strong foundations of knowledge, grade by grade. The *Core Knowledge Sequence* is a detailed outline of specific content taught in English/language arts, history, geography, mathematics, science, and the fine arts.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organization holding collective bargaining or professional agreements with the Poudre School District are hereby notified that this school district does not discriminate on the basis of race, color, nation origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Student Information and Communication

School Hours

8:40am – Supervision provided for students on site

8:55am – First bell rings to bring students into school

9:00am – Instruction begins and students arriving are counted tardy

9:00am – 3:38pm - All Day Kindergarten through Fifth Grade

9:00am – 12:25pm - A.M. Kindergarten

*Note Kindergarten has a staggered start August 21st - 23rd.

Office Hours

School office hours are 8:30am to 4:00pm. The main entry doors are locked at all times. The phones are staffed during our office hours only. Families will not have access into the building after hours, unless for a pre-scheduled appointment.

Attendance Policy and Procedures

Our state accountability goal is to have a yearly average attendance rate of 95% or better. Students should not be absent for more than eight days per school year. Parents need to call each morning when their child is

absent or tardy. This can be done by leaving a message on the 24 hours attendance line, 970-488-5105.

Excused Absences:

Absences are excused if there is verbal or written communication made by or with the parent on the day of the absence.

Prearranged Absences:

Absences can be prearranged by a parent/guardian. Examples of absences of a serious nature include: Death in a Family, Religious Observation, Medical Appointment and Scheduled Family Vacation. It is up to the discretion of the building principal to determine whether a prearranged absence will be excused or unexcused. Factors include attendance history of the student and their academic status.

Long Term Absence:

If a student is absent more than ten consecutive days due to travel, the student will be dropped from the school's enrollment. It will be the responsibility of the parent to provide instruction during the absence. If there are extra materials available, parents may check out materials from Zach Elementary by leaving a deposit to cover the costs of the books if they are not returned or damaged.

Leaving the School During School Hours

If your child needs to leave during the day, please come to our office to check them out. Your child will not be called to the office until you arrive. Plan to wait 3-5 minutes for your child to arrive in the office. Parents must check their child in and out of school during school hours in the school office. If someone other than parents/guardians will be picking up a child, a phone call or a signed and dated note will be needed to support this. Students can be released to anyone listed as an **Emergency Contact**.

School to Home Communication

- Email communication from Principal
- School emails: Weekly memos and monthly newsletters
- Reverse Phone Calls: A pre-recorded phone call from Principal
- Friday Folders: Weekly hard copy communication from teacher
- Classroom Websites, Blogs or Newsletters: teacher may use any of these to communicate home
- Emails and Conferences: Can be initiated by either parent or staff member anytime

How Parents Should Address A Concern

Concerns involving your child, other students, building policies and procedures:

1. Contact your child's teacher
2. (If not resolved) Contact the Principal or Assistant Principal

Concerns involving a staff member:

1. Contact that staff member
2. (If not resolved) Contact the Principal or Assistant Principal

Concerns involving the Principal or Assistant Principal and/or district policies and procedures

1. Contact the Principal
2. (If not resolved) contact the Assistant Superintendent

All concerns will be addressed within a culture of civility. We will use the healthy goals of dialogue (to seek the truth, produce results, strengthen relationship) as a conversation guide.

Cold Weather Days

These decisions are made individually as the weather can change drastically between 8:30am and the rest of the school day. In general, the students will be kept inside if the temperature drops below 18 degrees. Wind chill and sunshine is always taken into consideration. In the morning, certain conditions warrant us to host indoor recess. For example, if it is raining or snowing heavily we automatically bring the students inside. Kids need movement and some time to run and play each day. We know that if kids dress warmly (winter coats, hats, gloves and boots) they can play outside on most winter days and be perfectly safe. Please make sure your child is dressed appropriately for being outside in the winter. In addition, if your child wants to play in the snow out in the field, snow pants and boots are required. If your child wears snow boots to school, please have them bring other shoes to change into once they arrive in the classroom. Remember to label

everything!

School Closure

If schools are closed, have a late start or an early release, parents will be notified by the PSD voice messaging system, through the PSD website at www.psd.school.org and other local media.

Bus Passes

A student can make a request to ride a bus home from school with another student. The request must be made in writing by the child's parents and turned into the school office before noon.

Student Visitation

Students not enrolled at Zach Elementary will be allowed to visit student relatives and friends only during lunch and lunch recess with Principal permission prior to visit.

Personal Communication Device (PCD)

Students may use PCDs at school when authorized by their teacher. Students shall keep PCDs turned off or dormant at all times they are in class and at all times they are attending education-related activities. "Dormant" means elimination of all vibration alerts, alarms, ring tones, flashes and other methods of notification of incoming messages. PCD's are not allowed at recess to promote wellness, physical activity and engaging with peers. **Other Electronics:** Electronics brought to school (i.e. iPod, eBook Reader) are the student's responsibility. Lost/broken items are not the responsibility of the school.

Parent Partnership

- **Visitors**
- During the school day, visitors need to sign in and out of the building and wear a visitor badge and lanyard during the entirety of their visit. All visitors are at the discretion of the Principal.

Volunteers

Child safety is the highest priority and therefore Zach requires all volunteers to register and receive an approved badge. If you have registered in prior years, you don't need to again, simply log into your profile to ensure everything is up to date. To register to become a volunteer please go to www.psd.schools.org

Class Observations

If you would like to observe your child's class/recess, please schedule with the teacher at least 24 hours prior and keep the visit to one hour or less. The observation is confidential, and you may not share information regarding other students to anyone. Pictures and videos are not allowed. We do not allow observations of classes other than your child's.

Parent Teacher Organization (PTO)

The PTO is an organization of parents and teachers who want to enhance every student's experience. Parental involvement is extremely important to the academic success of a child and we are very fortunate to have so many parents that are willing to volunteer within and outside the classroom. Go to the PTO web site for more information: <https://zachelementarypto.wordpress.com/>

School Lunches

Students can purchase a school lunch or bring a lunch from home. The menu for school lunches can be found online at <https://www.psd.schools.org/school-resources/menus-and-meal-info>. Access to pay for lunches can be found online at <https://www.schoolpay.com/>. Milk is the only available drink option. The only exception is for milk allergies, please see the school nurse for an exemption. All students also have access to water fountains and can bring a beverage from home. Child Nutrition mails home a newsletter prompting parents to apply for free and reduced meal benefits.

Homework

Homework provides extra practice of skills and reinforcement of what has been taught at school. Parents are encouraged to work with their children at home to practice skills taught at school. Teachers will determine the type of homework assignments that are developmentally appropriate for their grade level. Classroom teachers will inform parents of their homework expectations at the beginning of the school year. Home reading will be an expectation nightly at every grade level. In the case of illness, make-up work for students will be given to the child when they return to school. For an extended illness, please check with the child's teacher.

Grading:

Report cards are sent home three times a year at the conclusion of each trimester.

Celebrations and Wellness

Wellness is an integrated focus for everything we do. Our teachers build in movement breaks, offer Running Club, and encourage active movement at recess. We offer healthy breakfast and lunch meals. We encourage every child to bring a water bottle to school daily. There are three times a year when parties are organized for school-wide participation. These are Halloween, Winter Celebration, and Valentine's Day. Parents are encouraged to work with homeroom volunteer coordinators to choose healthy snack and treat options for these three celebrations. For birthday celebrations, students are highly encouraged to choose "non-food" alternatives for celebration from the distributed list (e.g. extra recess, favorite dance with the class, etc.) If a student chooses to bring a food treat for a birthday celebration, then it must be in compliance with the allergen-free guidelines established by PSD. Only store-bought foods will be permitted in the classroom setting.

Safety

Morning Arrival

The Zach office opens at 8:30am, however the campus gates are unlocked, and supervision is provided beginning at 8:40am. Students should not arrive before 8:40am.

Bicycles, Skateboards, Scooters and Roller Blades

All bicycles, skateboards, scooters and roller blades are to be walked or carried onto school property. Bicycles are to be parked in the bike racks provided by the school and are off limits until school ends for the day. The school is not responsible for stolen bikes, so please have your child lock their bike.

Traffic Safety

We are a technology free driving campus! Please refrain from using your cell phone while driving on campus.

Crosswalk: There is a traffic director during arrival and dismissal times at Zach. We have staff crosswalk guards at the intersection of Kechter and Jupiter Drive. Staff are dressed in bright, reflective vests for optimum visibility. This intersection is the only designated school crosswalk with adequate supervision and protection.

We only cross north/south at Kechter. If you are needing to go west, please use the pathway that circles around the parking lots. Please do not use the former crossing located to the east of this intersection with your student. There are no traffic signs or lights, there is no adult supervision and this area is very dangerous due to blocked visibility by vehicles parked along the street, as evidenced by previous vehicle/pedestrian accidents.

Parking and Kiss & Go:

- Pull as far forward as possible in our Kiss & Go lane before stopping to drop off or pick up your student.
- Students need to exit on the passenger side.
- The Kiss & Go lane is a "no idling zone." Please turn off your car engine while you are waiting for your student.
- Do not get out of your vehicle to assist your student in the Kiss & Go lane. Instead, park your vehicle in the parking lot and then walk with your student across the guarded crosswalk.
- ADA parking follows federal law. You must have a disability license plate or placard to park in an ADA space for any amount of time.
- Fort Collins Police issue traffic violation tickets for any of the following, for off campus parking:
 - ✓ Parked or idling cars within 5 feet of a private driveway;
 - ✓ Parked or idling cars within 15 feet of a fire hydrant;

- ✓ Parked or idling cars within 20 feet of a crosswalk;
- ✓ At any other place where official signs or red curb markings are used to prohibit parking.

Drills

The school will run a variety of announced and unannounced safety drills throughout the school year. Drills include fire evacuation, lockdown and lockout. All staff are trained in the move-escape-attack module.

Dress Code

Students are expected to dress appropriately for all school activities.

- Shoes must be worn at all times.
- No clothing advertising the use of tobacco, alcohol, drugs, obscenity, violence, or disrespect.
- No hats worn in the building, except for religious purposes.
- Any dress that is disruptive to the educational process will not be allowed.

School Discipline

Our environment supports teaching and learning. Positive Behavior Interventions and Support (PBIS) is a systematic process of encouraging and recognizing positive behavior. The organizing theme for PBIS at Zach is ROAR. All conversations with students regarding behavior are tied to ROAR: Respectful, Organized, Attentive, Responsible. In addition to classroom reward systems, students showing various aspects of ROAR around the school may be given Golden Tickets, classroom ROAR Awards, Super Zeph Awards and/or Specials Charms. When a formal referral to the Principal has been made, consequences are determined, and parents are contacted. Only behavior that is a violation of the Poudre School District Code of Conduct will be noted on the permanent record.

Playground Rules

General Expectations

- Always follow directions given by any adult
- Respect all school equipment, belongings and property
- Be respectful to all students and adults
- Walking on blacktop, equipment and woodchips; ok to run in the field

Group Games

- All games are open to everyone
- Use flags or one-hand touch, no tackling
- Sportsman-like conduct is expected at all times
- All forms of tag are allowed on the field only

Play Equipment

- Use playground equipment as it was intended; playing tag on equipment is not appropriate
- If students choose to bring their own equipment (label it!) and if it goes over the fence, the student will be able to retrieve it after school. The school is not responsible for any lost or stolen personal play equipment brought to school.

Swings:

- Push safely from behind
- Stay seated and swing straight

Immunization Records

In compliance with the state law, all children in Colorado schools must have a complete up-to-date immunization record on file in the school office. Exceptions to immunizations must be completed on an annual basis. Students without immunizations or exemptions cannot attend school.

Medication

All prescription medication must be in the original bottle and accompanied by written permission from the

physician and the parent/guardian. Over the counter medications such as cough drops, Tylenol, etc. whether long-term or short-term, require a permission slip signed by a physician and parent/guardian and must be in the container in which they were purchased. Forms are available in the school office. All medications must be kept in a locked cabinet in the school health office. Students may not keep medications in their lunchboxes, desks, coats, etc. and administer them to themselves. Exceptions to this rule apply with respect to asthma, food allergy and anaphylaxis health management, in accordance with state law and PSD policy. "Self Carry" forms are available in the school office.

School Insurance

Accident and dental insurance is made available by Poudre School District at a cost. The student is covered the moment the premium is paid. The school district provides the insurance services and receives no part of the money.

Use of Drug Dogs

Please be informed that drug dogs may be used if there is reason to believe that drugs are in our school or on our school property.

School Resource Officer (SRO)

Each PSD school has an assigned Police officer called an SRO that supports us with safety protocols. You may see the SRO's car parked at the school; this is nothing to be alarmed about.

Child Abuse and Neglect

All public-school employees are required under Colorado law to report child abuse or neglect to the county department of social services or to a local law enforcement authority. This duty occurs when the employee has reasonable cause to know that a child has been subjected to abuse or neglect or the employee has observed circumstances or conditions that would reasonably lead to abuse or neglect. Upon such report, an investigation shall occur. The employee making the report is not allowed at any time to contact parents/guardians about the report. Employees making the reports in good faith shall not have any civil or criminal liability, nor shall their employment be affected.

Student Records

It is essential to keep the following information up-to-date for your child:

- Work and home telephone numbers of parent/guardian
- Name and number of an emergency contact person or persons
- Name and phone number of family doctor
- Any court order (restraining or custody)

Property

Lost and Found

A lost and found item will be in the designated "lost and found" area. Items not claimed at the end of each month will be donated to a local charity. Be sure to label all coats, lunchboxes, sweaters, etc. If an item has a child's first and last name on it, it will be returned to the child.

School Property

Students will be expected to pay for any damage to school property as a result of neglect or abuse. Students will be expected to pay for lost or damaged technology, books and/or materials.

Pets at School

For the health and safety of students, pets are not allowed on school property during school hours. We are a family friendly community and recognize that dogs are a part of some of our families. Please be aware of the following if you choose to bring your dog to campus.

- Dogs must be on a leash
- Dogs of any size are not allowed inside the building
- Dogs are allowed on campus, however not allowed in the fenced area from 8:40am-3:45pm
- Do not allow your dog to lick another child, unless you have the parent's okay. We have children who are allergic to dog dander and saliva and it's our duty to safeguard them.
- Clean up after your dog's potty break