



2019-20 Timnath Family Handbook

**3909 Main Street
Timnath, CO 80547**

**PHONE: 488-6825
ATTENDANCE LINE: 488-6826
FAX: 488-6827**

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

Our Vision

Students, staff, and families at Timnath Elementary work together to achieve educational excellence!

Mission

Timnath Elementary School is a learning community of educational excellence that challenges and nurtures the heart, mind, and body of all students so they embrace life-long learning, are encouraged to reach their dreams, and are empowered to achieve their highest potential.

Absence

When a student is absent from school for illness or other reasons, a parent or guardian must call the school attendance line at 488-6826. This voice mailbox is available 24 hours a day. To ensure the safety of your child, the office will contact your home or place of business if we have not received notice of your child's absence.

Animals at School

The principal must approve all animals brought into the school building. It is necessary that we make sure that there are no allergies in the area for which the animals will be visiting. Please refer to PSD board policy ADG for more information. At pick-up and drop-off, please always keep your pets leashed.

Attendance

Our goal is to have our students here learning one hundred percent of the time. Of course, we understand that illnesses happen, and if that is the case, we want them to stay home and get well. Please see the Illness section of the handbook. There is simply no adequate way to compensate for missed instructional time when students are absent or tardy. Of course, there are opportunities to make up the work, but teachable moments cannot always be replicated outside the classroom setting. For this reason, families are encouraged to set a consistent routine early in the year for arriving on time and being at school every single day. In a similar fashion, we ask that you try to schedule appointments, vacations, or activities outside of school hours if possible.

Base Camp

Before- and after-school care is provided for children from the hours of 6:30 a.m.—6:00 p.m. at Timnath Elementary. Please call 490-3333 to contact the Basecamp office and register for the program.

Birthdays/Parties

If students wish to bring treats on their birthday or for a party, they may do so. Treats must be store bought and in their original packaging. Classroom teachers should be made aware of these arrangements several days ahead of time. Please ask the classroom teacher about any special needs that students in that class may have to accommodate for them. In lieu of food treats and to promote wellness, students also have option to choose a Celebration Bin, which has games and sports equipment for the class. Please contact the teacher if you are interested in that option.

Bus Passes

If your child needs to ride a different bus to or from school, he/she must have a bus pass from the front office. Please send a note with your student to the front office and a pass will be written. Please include your student's first and last names, who the student is accompanying, the date that the student will ride, and the bus number he/she will be riding.

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 suspicion to believe that a child has been subjected 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.

Class Placement

Parent input is welcome regarding the best learning environment for your child. However, we will not take requests for placement with a specific teacher.

Inclement Weather Policies and Procedures

In snowy or cold weather, each child should have appropriate clothes and shoes to wear outside. Proper attire for cold weather includes coats, mittens or gloves, boots, and covering for the head. Children at Timnath go outside for recess unless the weather is extremely cold (less than 10 degrees with wind chill). We also factor in other conditions when making the decision about outdoor recess such as how wet or icy it is, how much precipitation is coming down, if there is extreme wind, and/or if there is lightning in the area. We make each indoor recess decision just before the recess is scheduled to begin, and it's based on weather conditions at that time. If there is a change in the weather conditions during recess that meets our criteria for calling indoor recess, we will bring students in at that time. We may choose to do a shortened recess when the temperature is slightly below our 10-degree cut point, as long as the other weather conditions permit.

If we have indoor recess before school, we will put signs on the doors to indicate indoor recess, and we will direct students into the building to go straight to class or to breakfast.

If we have weather conditions at dismissal that require a modified dismissal plan, we will have bus riders line up in the gym to be walked to their bus when it arrives and it's safe to walk to the bus. Students waiting for parent pick-up will wait inside at the north end of the building and will be released to go to their parent's car when it's safe and when their car pulls up.

Communication

The Monthly Cub Reporter will be emailed and will appear on our website at <http://tim.psdschools.org/>. All other communication will be sent via email and phone unless otherwise specified.

Concerns

Concerns involving your child, other students, or 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 or assistant 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, and strengthen relationships) as a conversation guide.

Discipline

Our environment supports teaching and learning. Our goal is to use positive behavior interventions and the CUBS Code (Cooperate, Uplift and Care for Others, Be Responsible and Respectful, and Strive for Excellence) to create a healthy and safe school climate. When a formal referral to the assistant principal or principal is made and consequences are given, parents will be contacted. Consequences could include a warning, informal removal, written apology, school service (picking up trash on school grounds, helping a staff member, etc.), in-school suspension, or out-of-school suspension. In addition, Timnath staff and students believe in the power and effectiveness of physical activity. Staff are not to use physical activity as punishment (running laps, doing pushups, etc.). Additionally, the loss of physical activity (such as sitting against the wall or missing recess) is strongly discouraged. Staff are encouraged to make reasonable accommodations that protect and maintain students' need to move and play when possible. To keep all of our students and staff safe, the PSD Student Rights & Code of Conduct will be enforced, and there will be no tolerance for bullying, weapons, drugs, or fighting. To view an online version of the Code of Conduct please go to <https://www.psdschools.org/schools/school-registration/student-code-of-conduct>.

Dress Code

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with

individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn.
3. Beach or swim wear is inappropriate.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited.
5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
6. Students must not wear hats or dark glasses in the building without permission from an administrator.
7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed.

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools. Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

Early Dismissal of Students

Students are dismissed through the school office. You must come to the office to sign your child out. For safety reasons, we cannot allow them to wait in front of the building or to enter cars unless accompanied by a parent/guardian. You must send a note each time there will be a change in your child's dismissal. It is vital for parents to keep their emergency contact information current with the school office. If someone other than parents/guardians will be picking up a child, a phone call, email, or a signed and dated note will be needed. Students can be released to anyone listed as an emergency contact.

Ecoweek

Ecoweek is an independent learning opportunity for our 5th graders. Generally, parents are not included as chaperones unless the principal deems it necessary.

EMERGENCY DISMISSAL and SCHOOL CLOSURE PROCEDURES

In case of an emergency, PSD will communicate information and instructions directly to parents through the following:

- PSD Web Site (www.psdschools.org) or <http://tim.psdschools.org/>
- Automated phone message delivered to emergency contact number
- Email to all parents (sign up at www.psdschools.org)
- Local Radio and TV 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

If an emergency does occur, please **DO NOT**:

- Call the 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.

Field Trips

All grade levels may participate in field trips throughout the year. All chaperones that attend field trips must register through the PSD volunteer system and clear a background check. Please visit <https://www.psdschools.org/community/volunteers> to register.

Illnesses

It is the parents' and/or guardians' responsibility to keep children home when they are ill. These are the prevalent symptoms which should tell you to keep your child at home (depending on the severity and frequency, your family healthcare provider should be consulted): Temperature/fever above 100 degrees, sore throat, nausea/vomiting, swollen glands, skin rash/lesion, chills/headache, acute cold/earache, dizziness/faintness, diarrhea, excessive sneezing/coughing, severe pain, and/or watery discharge from nostrils or eyes.

Immunizations

No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. If there is failure to comply with the immunization requirements, the principal, or designee, will personally notify the parent/guardian or emancipated student.

Invitations

If your child is going to bring invitations for a party to be held at their home, he/she may bring them to school to distribute only if all children in his/her class are invited.

Lost and Found

Items that are lost at school may be reclaimed at the lost and found shelf in the gym corridor. Items not claimed at the end of each month will be donated to a local charity. Make 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.

Lunch and Breakfast Programs

Students may purchase lunch on a daily, weekly, or monthly basis. We encourage you to pay as much in advance as possible. Please make your check payable to Timnath Elementary School. You may also pay online at <https://psdschools.schoolpay.com>. Parents are welcome to eat lunch at school anytime during the year.

Breakfast prices (includes beverage):

Students=\$1.45, Adults=\$2.15, Free/Reduced=Free

Lunch prices (includes beverage):

Students=\$2.85, Adults=\$3.85, Free/Reduced =Free

Extra milk or juice-\$0.50

Medications: Prescription and Over the Counter

All medications, over-the counter and prescription, must be in the original bottle and accompanied by written permission form the physician and the parent/guardian. A form for this is available in the school office or online. Students are not to have medications on their person at school unless they are self-carry inhalers and have been approved by the health office.

Office Hours

School office hours are 7:15 a.m.-2:45 p.m. The main doors are always locked. The phones are staffed during office hours only. Families will not have access into the building after hours unless for a pre-scheduled appointment or school event.

Parent-Teacher Conferences

Formal parent conferences will be scheduled in the fall each year. If you wish to conference with your child's

teacher at another time, please contact her or him to schedule an appointment.

Parent Teacher Organization (PTO)

The Timnath PTO is an outstanding support for our students, staff, and parents. We encourage your participation at our meetings and school activities. Monthly newsletters will contain dates and times of meetings and activities. Please call the school for more information on how to become involved in parent groups.

Personal Property

Children are encouraged to leave any items of value at home. We will not be responsible for lost or stolen items. Toys, iPods, MP3 players, Pokémon cards, headphones, handheld games, etc. are not allowed during school hours.

Picking Up or Dropping Off Students

Parents are asked to use the north parking lot when dropping their child off in the morning or picking up in the afternoon. Please use the north entrance, follow the arrows and drive around the perimeter of the parking lot. Please do not allow children to run across the street or bus lanes without an attending adult. For the safety of all children, please pull your vehicle up as far as possible along the curb. Once your child is in or out of the vehicle, please exit so other cars can pull forward. Buses will use the south entrance. Please try to stay away from the bus lanes.

Retention

In general, the well-being of the individual student and the well-being of the group shall be the determining factors. Retention shall be used sparingly. When considering retention of a student, the teacher shall confer with the student's parents/guardians well before the end of the school year. The teacher then may recommend retention based on the body of evidence. The principal shall review each individual case before approving retention.

School and District Property

Any damages to district or school property by students must be repaired or replaced by the students.

School Hours

Our school hours are 7:45 a.m.—2:23 p.m. Children who are transported to school other than by bus should arrive between 7:25 a.m. and 7:45 a.m. There are no staff assigned to supervision outside of those times, so please help keep our students safe by dropping off and picking up within those supervised hours.

School Resource Officer

Each PSD school has an assigned police officer called an SRO (School Resource Officer) that supports us with safety protocols. You may see the SRO's car parked at the school for routine purposes.

Student Messages

End of day messages are delivered to students at 1:45 p.m. each day. If you have an end of day announcement for your child, it must be called into the office before 1:45 p.m. to ensure delivery to the classroom.

Telephone Calls

All personal cell phones are to remain off during the day and are to be stored in a child's backpack, not in the classroom. If children need to make phone calls, they must get permission from a staff member before calling.

Timnath Elementary School Accountability Committee (TESAC)

The Timnath School Accountability Team consists of the principal, certified staff, classified staff, parents, and

community members. They will create the school improvement plan, make budget recommendations, and meet quarterly to review school progress. Please contact the principal if you are interested in participating.

Use of District Facilities

District-owned property is available for use by community groups. It is governed by district policy (Use of District Facilities-KF). Please contact Customer Service at 490-3333 for information or visit the district website at <https://www.psdschools.org/community/facility-rental>.

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.

Vacations During the Year

Parents are strongly encouraged not to schedule vacation during school days, in order to avoid disruptions to the education process. Parents are asked to advise the school of their plans and to inquire about related deadlines for make-up work. Be aware that teachers are not required to make long-range assignments for vacationing students.

Visitors

All visitors must sign in through the front office and wear a visitor badge or a volunteer badge in order to be in the building. If you do not have a badge on you will be asked to return to the office to sign in. Please refer to district policy KI: Visitors to School. Thank you for your support and partnership in keeping our building safe. Students not enrolled at Timnath Elementary will be allowed to visit student relatives and friends only during lunch and lunch recess with principal permission prior to visit.

Volunteer Guidelines

All volunteers must register through the district to be cleared to volunteer in any PSD school. Please inquire at our office for more details or visit <https://www.psdschools.org/community/volunteers>. All volunteers are background-checked prior to acceptance.