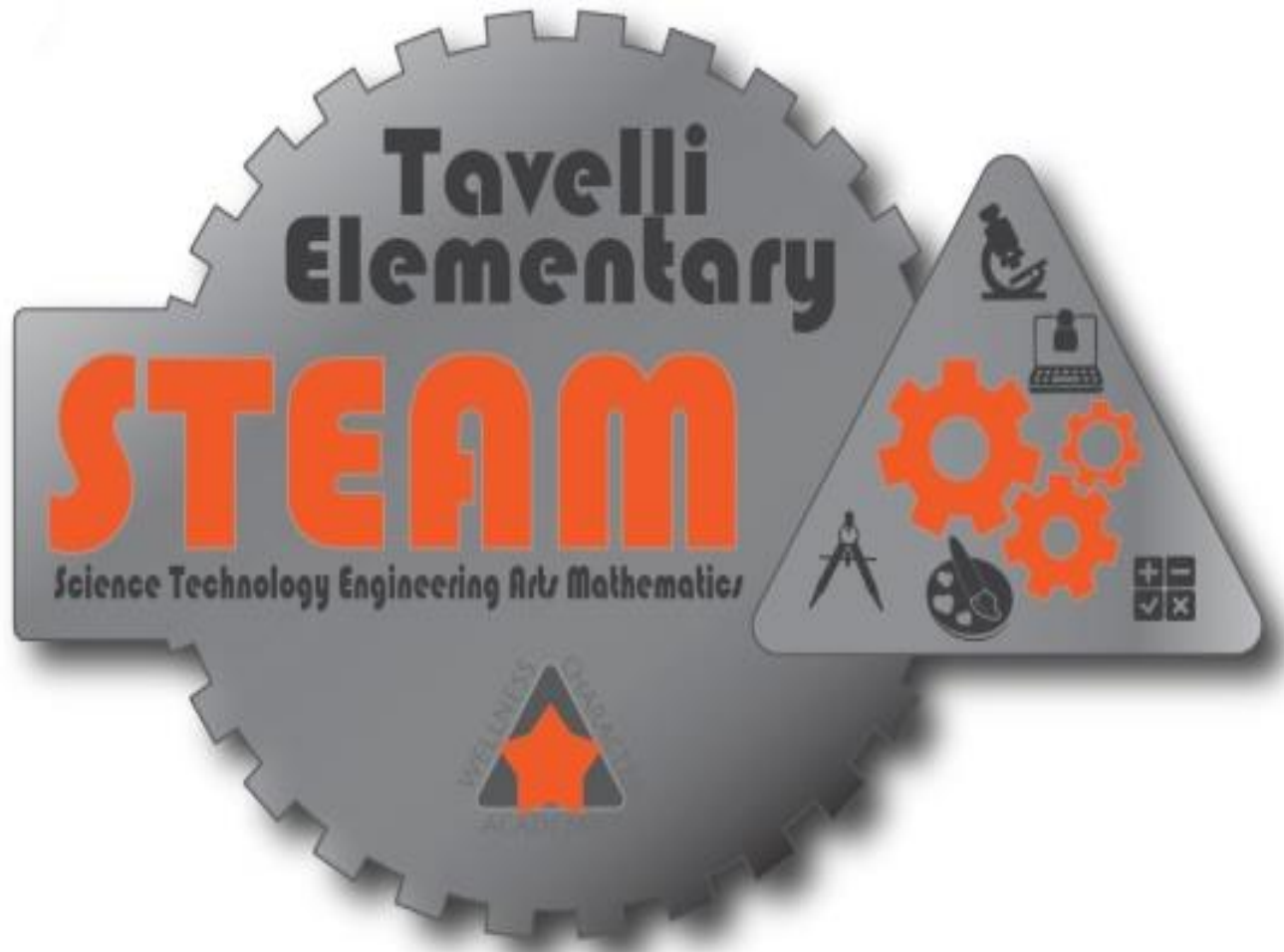


Tavelli Elementary Parent Handbook

Please read and review this handbook with your child/ children. It is important that you understand the information that is included. We will post this on our Tavelli Website. If you would like a paper copy, you can request one at the office.



GO TIGERS!!!!

Tavelli Elementary School Handbook

2022-2023

The purpose of this handbook is to provide information regarding Tavelli Elementary School, as well as our school's rules and procedures. Poudre School District policies and regulations (including, but not limited to those in the District's Student Rights & Code of Conduct booklet) also apply at Tavelli Elementary School and are controlling over our rules and procedures if there is any inconsistency or conflict. Although this handbook may reference certain District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook.

Office Information

Office Hours	8 AM – 4:00 PM
School Hours	8:50AM- 3:28 PM
Principal	Ms. Hendricks
Asst. Principal	Ms. Woods
Office Manager	Ms. Foreman
Address	1118 Miramont Drive, Fort Collins, CO 80524
Office Phone	(970) 488-6725
Fax Number	(970) 488-6727
Web Site	https://tav.psdschools.org/

Attendance Line: (970) 488-6726

Please use the Attendance Line number to report **ABSENT** or **TARDY** students. This number is a voice mailbox and is in operation 24 hours a day. This line will be checked for messages each morning after 9:00 AM.

- ❖ **Students are not to arrive before 8:30 AM: Any child arriving before 8:30 AM must make special arrangements with the school's principal. Children are not allowed on the playground before 8:30 AM or after school, as there is not supervision.**

TAVELLI ELEMENTARY

Dear Students and Parents,

Welcome to Tavelli Elementary School!!

We are so excited about our STEAM focus. **S.T.E.A.M.** is an acronym for **Science, Technology, Engineering, Arts and Mathematics**. A **STEAM** school focuses on these subjects to help our nation's youth gain the skills required to succeed in today's challenging world. This includes the ability to think critically, solve complex problems, and drive advancements in science, math, and technology, while using the Arts to look at learning and problem solving with a creative lens.

S.T.E.A.M is an effort to help prepare our students for our workforce for tomorrow. All sectors of the workforce--from entry-level jobs to more advanced positions are requiring workers to have a greater capacity to think critically, work independently, and apply an ever-widening set of skills required for the workforce.

Our faculty and staff hope that the 2022-23 school year will be both educationally profitable and enjoyable. It is our desire to work together to help each child grow to his/her fullest potential. We know that parents are an integral part of our educational process and to obtain this goal we desire to work cooperatively and make communication between home and school a priority. Our students thrive in a rigorous learning environment where high expectations are evident.

This handbook is intended to communicate answers to the most frequently asked questions and to provide written communication of our school's guidelines, expectations, and policies. Tavelli is a PBIS school is a school where we believe all students will follow the **Tavelli Motto: Do your best, Do what is right, Respect others, self, and property**. Tavelli school rules are implemented for the physical safety and well-being of our children and to ensure a smoothly operating school with an optimum learning climate.

The faculty and staff at Tavelli are wonderful and dedicated professionals who are excited and eager to work with your children this school year. They believe in building relationships with you and your child. Teachers differentiate lessons. Our schedule allows a time where enrichment and intervention learning activities can take place. The Spark Lab is another exciting opportunity for our students. We invite you to visit our school any time throughout the year. We have many activities during the year for you to participate in, and we always encourage you to visit the classroom or have lunch with your children. Please check out our website for these dates. TOGETHER we can achieve great things.

As your child's principal, I look forward to working with you and making this a most productive and enjoyable school year. I welcome you to Tavelli and please feel free to stop by my office any time. My office is always open, and I would love the opportunity to talk with you. Thanks for sharing your children with us.

Respectfully,

Christine Hendricks, Principal

Tavelli Behavior Beliefs

We, the Tavelli community of students, staff, and families, believe that...

...relationships are at the heart of all behavior,

...behavior is learned and can be taught,

...consistent teaching & recognition of expected behavior lowers the possibility of unexpected behavior, and

...we must give respect in order to receive respect.

We, the Tavelli community of students, staff, and families, agree to:

Do our BEST,

Do what's RIGHT, and RESPECT others, self, and property.

Faculty and Staff

Principal – Christine Hendricks
Assistant Principal -Shirley Woods
Office Manager- Linda Foreman
Secretary/Office Clerk- Jane Spomer

Preschool- Susan Aronson
Preschool Paraprofessional- Jennifer Cavarra

Kindergarten- Liz Boeck, Emily Lehman, Jennifer Perkins, Abby Reynolds

Grade One – Naomi Gomez, Lizzie Taft, Jackie Vasquez, Evan Daldegan

Grade Two – Stephanie Merrill, Karen Iverson, Kim Olsen, Lizzie Revay

Grade Three – Rachel Nelson, Lisa Evans, Christina McKay, Haley Unruh

Grade Four – Katy Dermody, Ara McKelvey, Sarah Schooley, Kelsey Sullivan

Grade Five- Julie Bolton, Cori Coleman, Angie Trybe, Haleigh Alexander

Art-Katie Robinson
Music- Tara Sparks
Physical Education – Brad Deal

Media Specialist – Rob Deakin
Science – Lisa Musante

Integrated Services- Sarah Noehl and Stefanie Gotthold
Speech- Elise Tobler
OT- Kelli Tolooee
School Psychologist- Lisa Vencill

Interventionist Teachers – Megan George, Kit Garofalo
Interventionist Paraprofessional- Elsabe Van Nieuwenhuizen
MTSS/Coach/GT-Deb Buggle
Math Interventionist/Coach- J. Pearson

Counselor-Sarah Good

ESL/ELA – Kit Garofalo

Nurse- Sarah Johnson
Health Tech/Para- Monica Smith

Custodians – Alexis Ortiz, Tyler Bibbey

Cafeteria- Bobbie Appleby, Tom Hunter, Paulette Stevens

Paraprofessionals- Vivian Vasquez, Joan Belleau, Julie Lang, Greg Gilmore, Jody Hersh, Alex Duncan, Nina Frazier, Sarah Harris, Osvaldo Sifuentes, Savannah Robinson, Bailey Deal, Meredith McCann, Addison Shreiner

Daily Schedule

Students are not to arrive before 8:30 AM: Any child arriving before 8:30 AM must make special arrangements with the school's principal. Children are not allowed on the playground before 8:30 or after school, as there is not supervision.

School begins at 8:50 AM. Dismissal for walkers or students being picked up by parents, day care, etc. is 3:28 PM. Bus students will be dismissed at 3:28 PM.

Grades 1-5:	Monday-Friday	8:50AM-3:28 PM
Full Day Kindergarten:	Monday- Friday	8:50 AM-3:28 PM
Kindergarten:	Monday –Friday	8:50 Am-3:28 PM

Breakfast/Lunch/Snacks

Your Child Nutrition team will be providing customers nutritious breakfast and lunches each school day at the best meal value in Northern Colorado! Breakfast meal prices are only \$1.50. Lunch meals are only \$3.15 for paid student customers. Students that have filled out free and reduced applications [Free and Reduced Meals | Poudre School District \(psdschools.org\)](https://psdschools.org) and qualify will continue to receive meals at no cost. If this applies to your student, please complete the free and reduced applications. USDA requires that applications are renewed annually, and they do expire after the first 30 days of the new school year

Snacks

- Please send 1-2 snacks to school with your child along with a water bottle.

Breakfast

- Students will eat in the cafeteria and then go outside to the playground
- Menus are published monthly

Lunch

- Students will eat in the cafeteria and then go outside to the playground
- Menus will be published monthly
- Parents/guardians are allowed to eat with their child in the cafeteria. All visitors need to check in at the office and get a badge. Parents eating lunch with their child will sit at the designated guest table with their child.
- Parents are welcome to eat with your child in the front garden after they check into the office.

Hands will be washed with soap in the classroom

Lunch Schedule:

5th Grade 11:00-11:20
Preschool 11:25-11:45
3rd Grade 11:25-11:45
2nd Grade 11:50-12:10
4th Grade 12:10-12:30
Kindergarten 12:30-12:55
1st Grade 12:55-1:20

Tavelli Wellness

Happy Birthday Celebrations

- We encourage our students to participate in movement activities instead of birthday snacks. All food must be individually wrapped and store-bought.

Classroom parties

- Balance of treats vs healthy foods
- Food must be stored-bought and individually wrapped
- Nothing Homemade

Social Contracts

Every classroom has a Social Contract. The Social Contract is not a set of rules! A social contract is defined as "an agreement of behaviors." This agreement is constructed through questions that allow students to respond and discuss how they want their class to run.

The social contract is a fluid document that the class reviews on a regular basis. Everyone signs and agrees to their classroom class social contract.

Clubs at Tavelli

Dream Team

- Before school tutoring

Running Club

- Grades K-5

Little Kids Rock

- Guitar lessons for grades 4-5

Odyssey of the Mind

- Grades K-5

Battle of the Books

- Grades 3-5

Arrival and Dismissal:

Start Time: 8:50

End Time: 3:28

Starting the 22-23 school year we will be going back to our drop-off and pick-up practices prior to our Covid protocols. We are making these changes due to the amount of lost instructional time during the school day. Our staff feels this instructional time is too important to our student's learning and growth.

Morning Drop off: Some procedures have changed!

- If you arrive at school after 8:50 please bring your child to the main entrance/office door. Our start of school bell rings at 8:50. We do not want students outside classroom doors or on the playground once our staff returns to the building to start classes.
- All buses will use the designated bus lane in the front of the building on Miramont. This will no longer be a parent drop-off in the front from 8:30-9:00.
- We still have 4 buses for Tavelli. Therefore, there will be many cars picking up students in the back loop.
- When you arrive at school, continue to pull forward and stay close to the cones and curbs to allow more distance in the thru lane in the back loop.
- Drive slowly and use caution in out loading and unloading areas. Please watch for other cars, students, and staff.
- We will **Not** be loading or unloading students on the driver's side of the car. This is dangerous and unsafe due to approaching cars. Please have your child ready to unload on the passenger side. The safety of our students and staff is our top priority.

- Remain in your cars, this will help make drop-off quicker.
- Please do not drop off before 8:30. Students go directly to breakfast or the playground. Staff will be on outside duty beginning at 8:30.
- **Please be patient as we will have a lot of cars dropping off students.**
- There **WILL NOT** be a crossing guard on Greenmont. We ask that you drive slowly on our neighborhood streets and watch for children.
- Please do not park in front of our neighbors' driveways. We want to be courteous to our neighbors.
- We will have traffic control in the morning for vehicles turning on or off Lemay.

Afternoon Dismissal: Some procedures have changed!

- All buses will use the designated bus lane in the front of the building on Miramont. This will no longer be a parent pick-up in the front from 3:15-3:50.
- We still have 4 buses for Tavelli. Therefore, there will be many cars picking up students in the back loop.
- When you arrive at school, continue to pull forward and stay close to the cones and curbs to allow more distance in the thru lane in the back loop.
- Drive slowly and use caution in our loading and unloading areas. Please watch for other cars, students, and staff.
- We will not be loading or unloading students on the Driver's side of the car. This is dangerous and unsafe due to approaching cars. Please have your child ready to unload on the passenger side. The safety of our students and staff is our top priority.
- Remain in your cars, this will help make drop-off quicker.
- **Your car visor tags need to be visible to help us with parent pick-up.**

- **Please be patient as we will have a lot of cars picking up students.**
- There **WILL NOT** be a crossing guard on Greenmont. We ask that you drive slowly on our neighborhood streets and watch for children.
- Please do not park in front of our neighbors' driveways. We want to be courteous to our neighbors.
- We will have traffic control in the afternoons for vehicles turning on or off Lemay.

Other Situations for Drop off and Pick Up.

Contact the Office if you need to change pick up

- Send a note to school, contact the school early in the day
- Call and speak to our office staff. (970)488-6725

Arriving Late:

- If possible, notify the school in advance
- Leave a message on the attendance line (970)499-6726
- If your child is arriving after 8:50, we ask that you drive to the front of the building and have them enter the school through the front doors. There is no supervision for students in the back loop or at individual classroom doors after this time and all exterior doors are locked.

Leaving Early:

- If possible, notify the school in advance
- Send in a note or contact the office
- The parent or guardian will need to sign out the student

Absences:

- Contact the school
- Call the attendance line (970)488-6726

Transportation:

PSD is anticipating an increase in ridership in 2022-23, compared to the 2021-22 school year. Currently, Tavelli has 4 buses for the 2022-23 school year.

For more information, go to the PSD website

<https://www.psdschools.org/programs-services/transportation>

- **Attendance** *Student Absences and Excuses (district policy JH)*
Students gain the most from their educational experience when they are at school. Our goal is to maintain a 96% rate of attendance for students each quarter. We appreciate your efforts in helping us achieve our goals.
 - Always use the Attendance Line (**488-6726**) to report absent or tardy students. This voice mailbox is available 24 hours a day and will be checked each morning by 9:00 AM and again at 1:00 PM.
 - Absences will be excused if a contact is made (by phone or written to the front office) on the day of the absence. If a child is absent and there has not been any contact, the child will be marked unexcused.
 - Prearranged absences may be excused if they are of a serious nature. Examples of a serious nature are: death in the family, religious observance, medical appointment or quarantine.
 - It is up to the discretion of the school administrator to determine whether a prearranged absence may be excused. The following may be considered before excusing an absence: attendance history of the student and academic status.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, students who have more than 5 unexcused tardies in a quarter may be asked to make up work or receive instructional support during recess, lunch recess or Friday fun. Parents will be notified regarding excessive tardiness.

Checking Students Out of School / Late Arrival:

Any student who needs to leave the school building during the day **MUST** be signed out. Parents, please ring the doorbell at the front of the building and an adult will call down your child and have you sign them out. Please bring a **PHOTO ID** with you. Students will be called to the office when the parents arrive. Students **MUST** be signed back in if they return to school. Students who are tardy must be signed in by a parent or guardian in the front office. **A child will not be released to anyone except the parent or designee indicated on the contact section of the student record without a note. It is very important to notify the office if any of this information changes during the school year.** Please follow this very important safety procedure.

Safety and Security

Security At Tavelli:

- All Doors are locked and closed all-day
- ALL VISITORS ENTER THROUGH THE FRONT DOOR
- Ring the Doorbell to enter
- Sign in using Raptor (please have your ID)
- To volunteer in a classroom, you will need to register with PSD
- Security Cameras in use
- Regular drills practicing routines
- Dedicated SRO for Tavelli

Safety Drills and Procedures

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

We practice fire drills every month. We also practice a severe weather drill.

A lockdown would occur if students/staff were perceived to be in imminent or potential danger. We expect students under the adult leadership to find the nearest room where they can be locked safely inside. We have communication systems in place that will allow us to find any child who may be in location different from expected. During drills we also post a sign on the front door for visitors who may arrive during this time. We do not answer the door or telephone at this time. Students are trained to be extremely quiet and out of sight during this drill. Students will be practicing lockdown drills throughout the school year.

Secure is another safety drill that occurs only when the external doors need to be locked and the safety of students/staff is not imminent (such as an incident in a nearby shopping mall.) At this time, all staff and students are secured inside the building, safe from external elements. Communication is given to staff so they can continue with teaching inside the school and with any safety measures that may be recommended.

In case of an emergency

During an emergency situation, PSD will communicate information and instructions directly with parents through the following:

- PSD website www.psdschools.org
- Automated phone message delivered to emergency contact number
- E-mail to all parents (sign up at www.psdschools.org)

- Local radio and T.V. station
- 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.
- **Parents are urged to make sure family contacts and telephone numbers are current at your child's school for such an emergency. You may access your student's contact and telephone numbers via Parent Vue.**

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

- Call your child's school. School personnel will be occupied with taking care of students and will most likely not be able to answer the phone. Call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.
- Go to your child's school. Parents arriving at the school will cause unnecessary congestion and hinder school personnel from taking care of students. Parents will receive information and instructions on how to pick up their children via the methods listed above.

Visitors to the School:

From the Poudre School District Student Rights and Code of Conduct book (District Policy KI)

Parents are most welcome and are encouraged to visit their child's classroom at any time. **We expect all visitors to sign in at the office and wear a Visitor's Badge.** This policy allows us to maintain security for your children. All visitors to Poudre District schools shall be subject to the terms of this policy. Failure to comply with the terms of this policy may result in the denial or withdrawal of the visitor's authorization to visit the school.

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

- Advance notice of a visit eliminates the need for teachers to stop instruction upon your arrival.
- Leave items for students (i.e., lunch, forgotten book) at the front office.
- Conclude personal communication with teachers before the bell rings or before the class returns from specials. Please respect the need for teachers to attend meetings and perform supervisory duties before and after school.
- When possible, leave messages for the teachers through the office or teachers' voice mailbox instead of interrupting class instruction. Try to contact a teacher during his/her planning time or use e-mail for direct communication. E-Mail addresses are in the school directory and on the school website.
- Teachers often feel a need to stop teaching when a parent arrives at the classroom door. The office can efficiently request that a child be released to parents for appointments

Volunteers

Volunteers at Tavelli provide essential support to the staff and students at Tavelli. They help in many different capacities. All volunteers must register before coming into the classroom. Please go to: <https://www.psdschools.org/community/volunteers> If you do not have a computer or need assistance, we are happy to help you register at school. All volunteers must sign in through the front office and wear a volunteer badge while they are on campus.

Communication

Newsletters

Tavelli will communicate events and information by sending home newsletters from the office. Our goal would be to go paperless as much as we can. Grade level teachers will also be sending home newsletters sharing specifics to their class.

Web Page

We make it a priority to maintain and update our Web page. Newsletters, monthly calendars, SIT minutes, PTO reports/activities are regularly added to this site. Please check out our website for other important information regarding our school and teacher learning pages at: <https://tav.psdschools.org/>

HOW PARENTS SHOULD ADDRESS A CONCERN

Concerns involving other students:

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

Concerns involving a staff member:

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

Concerns about building policies and procedures:

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

Concerns about District policies and procedures.

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

Concerns involving the principal:

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

Parent/Teacher Conferences

Parent/Teacher conferences can be one of the most important links to the school. Conferences, unlike Back to School events, allow parents to converse privately with their child's teacher. This is a great time to ask direct questions about your child's academic, social, and school progress. Please talk to your child before conferences and ask them how they feel they are doing in school.

Parent/Teacher conferences will be conducted yearly in October. In addition, you may schedule a conference with your student's teacher at any time during the school year. If you would like a conference with the principal, please call the office and schedule a conference time.

Parent Involvement

We all know that the more that parents are involved with their child's education the better their child will do in school. Tavelli is fortunate to have a very high percentage of parents actively involved in our school. This involvement sends a clear message that education is important. If you would like to be more involved, please contact the school.

School Accountability Committee (SAC)

The purpose of the SAC is to advise and make recommendations to the principal in the following areas:

- ❖ Budget
- ❖ School Improvement plans and efforts
- ❖ Quarterly discussions on school's progress in implementing the accreditation plan
- ❖ District Priorities
 - Belonging/Mental Health
 - Literacy
 - Graduating with options
 - School Safety

Membership is determined on an application process to select a minimum of seven SAC members. One parent must be co-chair of the committee. The group will minimally include: 3 parents, 1 teacher, 1 PTO member, 1 community member and principal.

Parent Teacher Organizations (PTO)

Do you want to be involved in our school? Consider joining our PTO. Our PTO provides amazing support to our students and staff. Check out the PTO link on our website. <https://www.tavellipto.com/>

The mission of PTO is to promote the highest quality education possible for our students by providing funding, social and educational activities and supporting the efforts of educators, administration, students, and their families. Please consider getting involved with Tavelli's Parent Teacher Organization.

PSD Website

The PSD website has a lot of information. Please check the website if you have questions regarding our district. <https://www.psdschools.org>

PSD Calendar Page

<https://www.psdschools.org/your-district/calendars>

Parentvue

<https://www.psdschools.org/ParentVUE>

AlphaBEST

Our school day is 8:50-3:28. Students should not arrive before 8:30am.

If you need before/after care, please check with AlphaBEST.

<https://www.alphabest.org/poudreco/>

Health Services

Only limited health services are provided within the school setting. We have a Health Technician that serves elementary schools during school hours. Our office staff supervises and assists with health care whenever needed. Nurses are available on an “on call” basis and visit the sites a half-day a week.

It is our policy to inform parents when a child has a fever, has had a serious injury, or has had any injury to the head. We are dependent upon the child reporting his/her injury. A child with an above normal temperature will not be allowed to return to class. If further medical attention is needed, parents will be asked to come to school and make those decisions. **We must have updated emergency names and phone numbers in the event we cannot reach a parent/guardian.** Parents should keep the school notified of illnesses and/or injuries.

Immunization Records

Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many diseases' vaccines can prevent, unless a certificate of exemption is filed. *For more information, [visit the Colorado Department of Public Health and Environment required vaccines web page.](#)*

All students enrolling in Tavelli Elementary School must have an updated immunization record on file with the school nurse or health technician. Any student without an updated immunization record or a waiver on file with the school will be denied admission until the record is submitted or a waiver is completed.

Vision and Hearing Screening (District policy JLDAC)

The sight and hearing of all students in kindergarten, first, second third and fifth grades, or students in comparable age groups referred for testing, shall be tested during the school year by the school nurse, teacher, principal or other qualified person authorized by the District.

District Policy on Medication at School (District Policy JLCD/JLCD-R)

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

Recess and Sickness

Recess is considered an important part of the school day. Students are encouraged to participate in the fresh air, socialization and exercise this period offers. If it is imperative that a student remains inside after an illness, a note from the parent is required. A doctor's excuse will be needed for extended exceptions.

All children are expected to come to school properly clothed for changing outside conditions. In Colorado, temperatures can become cooler as the day progresses. Children will have outdoor recess nearly every day unless it is extremely cold or wet. The principal or designee will determine when all children should stay inside due to extreme weather conditions. Our guideline for cold weather is a temperature of 12 degrees with or without windchill.

Illness

Parents will be contacted and asked to pick up their student if the student comes to the health office during the school day and has thrown up or has a fever of 100 or above. In the absence of vomiting or a fever the child will be allowed to rest and then return to their classroom. Parents will also be contacted in the event of a head injury or any other serious injury. It is important for parents to keep the front office updated with current phone numbers in case the school needs to reach them.

PSD Weather-Related Plan for Schools

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

Delayed Start of Schools Due to Weather, Road Conditions
Should the need arise; the delayed school start time will be 2 hours, for all schools.

- **Delayed start decision:** A decision about delayed start will be made around 5:30 a.m.
- **Parent notification:** Visit the PSD website at www.psdschools.org or tune in to local radio or television

stations to find out about delayed start the morning of the day in question. Please do not call schools, District offices, or broadcast media. No announcements by media and on the website means all schools are open as usual.

- **Bus pick up times:** Buses will pick up students at bus stops 2 hours later than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. Please ensure your child is dressed warmly in anticipation of a potentially longer wait time. Parents are encouraged to walk their children to bus stops and avoid walking along the roadways. Sidewalks are safer even if these areas are not cleared of snow.
- **Drop off and arrival times:** Parents dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. Please do not arrive earlier.
- **Early Childhood programs:** Morning- Early Childhood programs are cancelled when there is a delayed start schedule. Afternoon Early Childhood programs will run on normal schedules.
- **Before- and after-school childcare:** Alpha Best will open regular scheduled hours for students attending these programs. If your childcare provider is other than Alpha Best, contact them for start times.
- **School dismissal times:** School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at school.

School Closures Due to Weather, Road Conditions

If schools are closed due to inclement weather and/or questionable road conditions, parents should visit PSD's website

at www.psdschools.org for information about school closures or tune in to local radio and television stations the morning of the day in question.

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

A decision about weather-related school closures is made by 5:30 a.m., and media outlets are notified immediately. **Parents should NOT call schools, District offices, or broadcast media. The PSD website (www.psdschools.org) and the following radio and television stations will provide information about PSD school closures.** We will notify Spanish radio stations KGRE 1450 AM and KJJD 1170 AM for Spanish speaking families.

Note: When PSD schools are closed, AlphaBest will be closed.

Other Media:

Fort Collins Coloradoan: www.coloradoan.com

Northern Colorado Tribune: www.greeleytribune.com

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

- Channel 2, CW2 Colorado/KWGN-TV
- Channel 4, CBS4 Denver
- Channel 5, CBS 5 (Northern Colorado)

- Channel 7, 7News KMGH
- Channel 9, 9News KUSA
- Channel 10, PSD public access TV (available on Comcast and U.S. Cable)
- Channel 13, Fox 31

Radio Stations:

- | | |
|----------------|------------------|
| • KCOL 600 AM | KOOL 105 FM |
| • KCSU 90.5 FM | KIIX 1410 AM |
| • KFKA 1310 AM | KPAW 107.9 FM |
| • KGRE 1450 AM | KRFC 88.9 FM |
| • KJJD 1170 AM | KISS 96.1 FM |
| • KVUU 99.9 FM | KUAD/K99 99FM |
| • KKQZ 94.3 FM | KUNC 91.5 FM |
| • KOA 850 AM | TRI 102 102.5 FM |

Early Release of Schools Due to Weather, Road Conditions

If the weather forecast suddenly changes to adverse conditions, PSD may put into action an early release. Parents are urged to develop a

plan for your student's early release to your home. Alpha Best will not be available after school if schools release students early.

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

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

*Each time there is a concerning accumulation of snow or a fear that the roads will be impassable, PSD transportation team members perform roadway checks throughout the district. Each person on this team is assigned to cover areas east of I-25, Wellington, Fort Collins, Rist Canyon, Red Feather and Highway 287 (to the Wyoming border). Each member of the team drives 130 to 160 miles when checking road conditions.

Members consider travel safety for buses and school staff when checking road conditions. It is the individual decision of parents to determine whether they feel their high school aged student(s) are capable of driving in these conditions. Parents may choose to explore other options, like finding alternative transportation, if they do not want their child driving to school. Parents have the option to keep their child at home if they do not feel it is safe for their child to walk or ride to school due to weather and/or road conditions.

For additional information about the policy and procedures, contact the transportation department at 490-3232.

Animals/Pets

In order to provide a playground that is free of animal feces and is non-threatening to children, pets are prohibited on school grounds during school hours. Staff members are required to speak to adults who have pets on property and ask them to leave.

Animals may be brought to school and/or housed in a classroom only after receiving permission from the building principal, only for a specific and appropriate educational purpose, and only for the amount of time necessary to achieve the educational goal. Under no circumstances may poisonous animals be brought to school.

Non-Discrimination Policy

Poudre School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to the Director of Pupil Services, Director of Personnel Services, or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building 1244, North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695. Contact the school office for current phone numbers of district directors.

"The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability.

District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 La Porte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620."

Harassment and Discrimination (District policy JBB)

Poudre School District is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, religion, national origin, ancestry, sex, sexual orientation, or disability. All such harassment by District employees, authorized volunteers, students and third parties are strictly prohibited. Any student who engages in harassment of another student shall be required to attend a meeting with his or her parents or guardians and the principal or a principal designee. Students may be subject to such disciplinary actions as education, counseling, suspension, or expulsion.

Child Abuse Reporting

All public-school employees are required under Colorado law to report *any suspicions* of child abuse or neglect to the local social services department or to a local law enforcement authority. This duty occurs when the employee has observed circumstances or conditions that are indicative of abuse or neglect. Upon such report, an investigation may occur. Reports are kept confidential and persons making reports in good faith shall not have any civil or criminal liability, nor shall their employment be affected. However, if staff members do not report suspicions of abuse or neglect, legal action may be taken against them.

District Code of Conduct (Refer to Student Rights and Code of Conduct Book)

Colorado laws mandate that each school district establish its own Code of Conduct. An electronic copy is available on Parentvue and must be signed every year by each student's parent/guardian. It includes expectations for behavior and resulting actions for serious violations.

Parents and guardians are expected to review these expectations with their children. The Code of Conduct includes serious behavioral violations. Parents should contact the school principal or counselor for clarification.

The following are the typical actions that will result in a disciplinary response from teachers, supervisors, counselor and/or principal:

- * Continued willful disobedience.
- * Open and persistent defiance of authority.
- * Actions that are disrespectful and/or detrimental to the welfare and safety of other pupils and adults.
- * Inappropriate language.
- * Bullying, put downs
- * Physically hurting others.
- * Stealing, willful destruction or defacing of property.
- * Intimidation and harassment in any fashion including ethnicity, gender, and disabilities
- * Inappropriate use of technology and the Internet.

Every person has the right, regardless of race, gender, color, ancestry, religion, national origin, or disability to be secure and protected from fear, intimidation, harassment, and physical harm caused by the activities of individuals or groups.

Drug Abuse Policy (District policy JICH)

Poudre School District shall promote a healthy environment for students by providing education support and decision-making skills regarding alcohol, drugs and other controlled substances. In order to accomplish this goal, District personnel shall cooperate with law enforcement, social services and other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of unauthorized use of drugs and alcohol by students.

Student Conduct on School Buses (District policy EEAEC & EEAEC-R)

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct at bus stops and when using bus services.

Students are subject the District's Code of Conduct and to the bus operator's directions at all times in connection with their school bus usage. The operator of a school bus shall be responsible for the safety of the students on his/her bus during the time they are on board and while they are entering or leaving the vehicle. A bus operator may suspend a student's bus-use privilege in accordance with accompanying District regulations and upon direct authorization of the director of transportation services or his/her designee. Please refer to the Code of Conduct for additional information.

School Annual Report

The Colorado Department of Education (CDE) publishes an individual annual report for every school. This report includes data from the state assessments is sent to schools in late fall for distribution to our parents and community. You may also look on the CDE website.

General Information

Dress Code (policy JICA)

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming. To ensure effective and equitable enforcement of the dress code, school officials shall enforce the dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. This dress code will not be more strictly enforced against students because of their race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.

Please refer to the Code of Conduct for specific requirements.

<https://www.psdschools.org/schools/school-registration/student-code-of-conduct>

Bicycles, Roller Blades & Skateboards

Moving wheels are **NOT** permitted on school property. Students must walk bikes and scooters, carry skateboards and remove roller blades when they arrive at school. Bike racks are provided for bicycles and scooters. We encourage all bikes and scooters to be locked up while on school property. Students using roller blades must bring shoes to wear after removing roller blades.

Skateboarding is **NOT** allowed in the parking lot or on the sidewalks in front of the school at **any time**, whether school is in session or not.

Parties and Birthdays

Tavelli is a school which educates and supports the whole child. Tremendous amounts of research prove the benefits of academic performance through movement as well as the many rising health problems due to increasing intakes of sugars and other unhealthy foods. In our process to achieve lifelong health and well-being, we are adopting the following “Happy Birthday! Let’s Move” policy.

Birthday celebrations will center on the child instead of being centered on eating. At Tavelli, birthday celebrations will be encouraged to have extra movement activities instead of food. We ask that any treats that are brought are healthy and prior arrangements have been made with the teacher. Parents are encouraged to check with their child’s teachers to find out more about classroom parties and procedures.

Due to established health codes, homemade food items and snacks are not permitted with the intent of sharing these with students (such as parties and birthday treats.) Only commercially prepared and commercially packaged foods can be served. If items are not individually wrapped, an adult with clean hands should provide a serving to each child. Under no circumstances will children be allowed to put their hands into a common container to serve themselves.

Home party invitations may not be distributed at school. The school cannot give out home phone numbers or addresses.

Use of Phones at School

Students are allowed to use a school phone for important or emergency calls with teacher approval. We are unable to allow students to use phones for making social arrangements. Please help your child make these plans before coming to school. Teachers of

younger children ask that they be informed in writing of “after school” plans.

Cell Phones at School

Cell phones brought to school must remain in back packs and turned off. The school is not liable for any lost, stolen, or damaged personal property of students. Cell phones that are used inappropriately may be taken by the teacher and will be returned directly to parents.

Communication with Students During the Day

If you leave a message on a teachers’ voice mail, please allow 24 hours for a response. Emergency messages need to go directly to the school office to ensure timely delivery. We request that all phone messages be called in before 3:00 PM. This is when bus permits and messages are delivered to the classrooms. However, with the activity level in the school office at the end of the day, messages received after 3:00 PM cannot be assured of delivery. We appreciate your understanding and support of our best efforts and limited staffing.

Lost and Found Items

Any item of clothing left out at recess shall be collected and stored in the wooden boxes outside the office. Any unclaimed items shall be donated. Small items and money will be held in the Front Office for 2 weeks. If your child has lost jewelry, keys or other items, they may ask to look in the lost and found box for their item.

Valuables at School

All students are advised not to bring valuables, electronic devices, toys, sports equipment, jewelry or other personal items to school. Pagers, cell phones, and other communication devices are not allowed in the classroom. Any items (including CD or DVD’s) brought to school with an explicit or mature label or would qualify as such

will be confiscated and returned only to parents. We cannot accept responsibility for the loss or damage of personal items. Having such items at school can be a disruption in many ways.

Facility Use

Community Use of District-Owned Property District-owned property is available for use for community groups. Please contact Customer Service at 490-3333 for information or visit <https://www.pdschools.org/your-district/district-policies>

Student Programs/Services

MEDIA CENTER- Tavelli Media Center is located in the central curriculum support area of the school and facilitates information access through books and technology, and is staffed by the technology coordinator, and media center and computer lab paraprofessionals.

MUSIC: The music program is dedicated to teaching the total child. The elements of music are taught through rhythms, speech, singing, dance, movement, and instrument playing through active learning, not sitting!

PHYSICAL EDUCATION: The PE program is divided into two basic programs. Kindergarten through third grade concentrates on perceptive motor activities, while fourth through sixth graders focus on the skills used in various major sports.

ART: Activities include the use of a wide range of materials and supplies--from the electric pottery wheels and sophisticated weaving looms to popsicle sticks and tinker toys. Painting, drawing, sculpting, printmaking, and many mixed-media activities are often plugged into

“academics” to enhance individual learning styles, creative expression, and multicultural awareness.

SCIENCE: Focus on Science Standards K-5. Inquiry/hands on approach that dives deeper into the science and engineering standards.

GIFTED AND TALENTED: This program offers alternatives for students who need additional stretching of curriculum in their regular classrooms. Students demonstrating competency in specific skills studied in the classroom often work on projects for enrichment learning in grades 4 and 5.

INTERVENTIONS IN READING AND MATH: Interventions programs are in place to assist students in grades K-4 with math and reading progress. The program provides for small group reading instruction with a teacher for 30-40 minutes a day to provide more in-depth extensions of those skills. These projects are in and/or out of the classroom and may entail working in small groups or individually.

ENGLISH PROFICIENCY PROGRAM: Tavelli students whose primary language is not English may qualify for assistance through the English Language Proficiency Act.

THE GUIDANCE CURRICULUM: Elementary school counselors teach, team-teach, and support student achievement through a variety of curricular resources. This is accomplished by meeting with students individually and in small groups or through classroom guidance.

INTERGRATED SERVICES: Students who have been identified as needing an Individual Education Plan under the guidelines of IDEA qualify for services depending on the student’s needs as determined by the IEP Team Services can be Occupational Therapy, Speech and Language Therapy.

WELLNESS: Tavelli focuses on teaching students the importance of fitness and nutrition to stay healthy. Students will be participating in Spark activities, Brain Breaks, and other movement activities. The Spark Lab will allow students to experience activities that exercise both large and small muscle groups.