

BETHKE ELEMENTARY
STUDENT HANDBOOK
Honoring All Learners
2019-2020



5100 School House Drive

Timnath, CO 80547

Phone: 970-488-4300

Attendance Line: 970-488-4301

Fax: 970-488-4302

Website: bet.psdschools.org

School Hours: 8:45 am to 3:28 pm

Principal's Message

Welcome to Bethke Elementary School! We're glad you're here! Please use this handbook as a guide to how we do things around Bethke. If you have any questions, feel free to call the front office at 970-488-4300.

The purpose of this handbook is to provide information regarding Bethke 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 and Code of Conduct booklet) also apply at Bethke 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 any handbook language.

Staff Directory: See the school website <https://bet.psdschools.org/directory>

School Cafeteria Schedule

There is no longer room for visitors to eat with students in the lunchroom or elsewhere in the building. We have a full house—and all the tables have to be disinfected between grades! If it is too cold to sit outside when you come for lunch, you are welcome to check your student out for a lunch date.

Breakfast is served from 8:15 to 8:45 am each day.

Recess/Lunch Schedule:

Kinder recess, 11:15-11:35	lunch 11:35-12:00
1st Grade recess, 11:30-11:55	lunch 11:55-12:15
2nd Grade recess, 11:45-12:10	lunch 12:10-12:30
3rd Grade recess, 12:00-12:25	lunch 12:25-12:45
4th Grade recess, 12:15-12:40	lunch 12:40-1:00
5th Grade recess, 12:35-1:00	lunch 1:00-1:20

Bethke PTO

The Bethke PTO is a parent organization in which every parent is a non-due paying member. The objectives of the PTO are to raise money for school and community activities and events, hold social events to build community, create and publicize volunteer opportunities within the school and the community, and to raise environmental awareness in our community.

PTO meetings are held bi-monthly and are advertised in the monthly newsletter. All parents are welcome to attend and to vote.

2019-2020 PTO Officers

President:	Nikki Westlind nikki.westlind@yahoo.com Phone: 702-845-6632
Vice President:	Leea Guy leeaguy@gmail.com Phone: 408-505-9271
Treasurer:	Naima Gomez naimahaddad@gmail.com
Secretary:	Danielle Eccles danie.eccles@gmail.com
Volunteer Coordinator:	Lynné Diaz diazpto@gmail.com

PTO MEETING DATES:

General Meeting: Monday, September 9, 2019: 8:50A, cafeteria
Speaker: Approve 2019-2020 budget and revised bylaws

General Meeting: Monday, November 4, 2019: 6:30P, cafeteria
Speaker: How to read with your child at home
Approve grants

General Meeting: Monday, February 10, 2020: 8:50A, cafeteria
Speaker: Online safety

General Meeting: Monday, April 6, 2020: 6:30P, cafeteria
Elections

Absences/Attendance

**Please call our attendance line at 970-488-4301 to excuse all absences.
Emails to teachers DO NOT replace a call to the attendance line.**

Please refer to policy JH Student Absences and Excuses in the Code of Conduct. For students checking in late or leaving early, please report to the front office to sign your child in/out. Students who miss school due to illness are not eligible to participate in after-school activities on the day(s) they are not in school.

For a prearranged absence from school, parents may request work in advance, however, teachers may not be able to provide all of the work requested. There is no replacement for classroom instruction. It is the student's responsibility to pick up make-up assignments on the day the student returns to class. One day will be allowed to make up work for each day of absence.

Animals in Schools

The principal must approve all animals brought into the building. Please refer to PSD board policy ADG for more information.

BASE Camp

Before school care is provided for children starting at 6:30 am. After school care ends at 6:00 pm. This service is provided through BASE Camp. For registration information, call Base Camp at 970-266-1734.

Before School Clubs

Students should be aware that joining an extracurricular club involves a commitment to attend meetings and rehearsals. If a student has three or more unexcused absences, he/she will lose membership in the activity. If a student has been ill during the day, he/she will not be allowed to participate in extracurricular clubs nor will activities from extracurricular clubs be made up at a later date.

Bikes/rollerblades/skate boards/scooters/heelies

Riding bikes, rollerblades, scooters, heelies, and skateboards is prohibited while on campus for the safety of others. Students may carry them while on campus and must walk bikes while on campus. Wheels from heelies must be taken out of shoes and left in the front office.

Birthdays/Parties

**Balloon bouquets, gift baskets, flowers, etc., cannot be taken to classrooms or go on buses.
Please do not bring or have these items delivered to school.**

If your child brings party invitations to school, have them pass them out before or after school hours. Please do not have them give the invitations to the teacher to hand out or hand them out in the classroom.

There may be parties throughout the year to celebrate special events. All parents will receive prior notice of these celebrations from the classroom coordinator.

"Happy Birthday! Let's Move" Policy. Bethke is a school that educates and trains the whole child. Extensive research proves the benefits to academic performance of movement as well as

the many rising health problems due to increasing intake of sugars and other unhealthy foods. In our process to achieve life-long health and well-being, we have adopted the following “Happy Birthday! Let’s Move” policy:

Birthday celebrations will center around the child instead of being centered around eating. **All Bethke birthday celebrations will be free of ANY food or drink.** Instead we will celebrate through activities, creativity, and movement. The students and teachers will work together, using the suggested list provided, to choose an appropriate activity. The celebration for each child will be limited to ten minutes ensuring academic time is upheld.

Bus Passes

If your child needs to ride a different bus to or from school or get off at a different stop on their own bus, he/she must have a bus pass from the front office. Please call the office before 2:00 pm the day the pass is needed.

(Please refer to policy EEAEC and EEAEC-R Student Conduct on School Buses).

Cell Phones and Devices

Cell phones must be turned off and kept in student’s backpack during the day. Other devices including Smart watches may not be used for calling/texting during the day.

Class Observations

If you would like to observe a class other than your child’s, please schedule an appointment with the principal. If you would like to observe your child’s class, please schedule at least 24 hours prior and keep the visit to one hour or less. (Please refer to policy K1 Visitors to Schools.)

Class Placement

Parent input is welcomed on the best learning environment for your child. However, we do not take requests for placement with a specific teacher.

Clubs

Student participation in clubs will be based on academic and behavioral performance and is subject to teacher approval.

Cold Weather/Recess

Children must come to school prepared to play outside. If they wish to play in the field behind the playground, they must be wearing boots. Tennis shoes must be worn in the gym. *We will have recess if the temperature with wind chill is 20 degrees or higher*. **Yellow flags will be out in front of the building indicating inside recess before school.** If there is considerable precipitation, recess will be cancelled. If your child has a doctor’s note to refrain from PE or recess, we will honor that and allow the student to remain inside the building.

Communication

Newsletters will be emailed monthly and will appear on our website: bet.psdschools.org. If you would like to receive a hard copy, please notify the office at 970-488-4300. *If you “unsubscribe” from District emails you will also stop receiving Bethke emails, the systems are linked.*

Community Use of District-Owned Property

We will follow PSD board policy KF and KF-R with regards to community use of Bethke Elementary. Bethke is a district-owned property available for use by community groups. Please

contact PSD Customer Service at 970-490-3333 for information or visit www.psdschools.org and search for "Facility Rental" for details.

Discipline

The Poudre School District Student Rights & Code of Conduct will be enforced by Bethke and the principal. There will be no tolerance for bullying, weapons, drugs, or fighting.

Dress Code

Bethke will enforce the Poudre School District dress code. Please refer to Code of Conduct policy JICA Student Dress. If children wear inappropriate clothing, parents will be called to bring new clothes, or we will provide something for them to wear.

Drop Off / Pick Up Policy

When picking up your child after school we encourage you to park and walk up to the sidewalk to pick up your child. If you choose to drive through, please stay in the right lane and move forward as directed by staff. Students will only get into cars in the red zone and from the curb side. Once you have picked up your child, you can move into the left lane to exit. Please only use the crosswalk during this time when crossing the street. Please do not park in the fire lane at any time.

Duties

When teachers are on duty, they will be wearing a bright colored vest. Please limit time visiting with them so they can supervise students.

Field Trips

All grade levels will participate in field trips. Every chaperone that attends field trips must register through the PSD volunteer system, clear a background check, provide a photo, and be issued a badge.

Handwriting Policy

- Bethke Elementary grades K-2 will teach manuscript integrating Handwriting Without Tears.
- Cursive will be introduced in second grade using the PSD adopted curriculum. There will be 30 minutes of instruction weekly followed by at-home practice.
- Third through fifth teachers will continue to reinforce the cursive concept by requiring students to turn in one assignment per week using cursive handwriting. Cursive handwriting will be allowed on any assignment.
- All 3rd-5th teachers agree to regularly write on the board in cursive so students practice reading it and regularly model using it in written feedback to students.

Homework Guiding Principles

While homework is intended to review skills, the purpose is also to help students take ownership and responsibility for their learning, as well as practice time management skills.

- Homework is meaningful and tied to instruction. Homework is meant to review skills.
- Parent involvement should be kept to a minimum and work should be completed by the student.
- Teachers review instructions and expectations in class prior to assigning homework.
- Teachers within a grade level may structure homework differently while still meeting the essential learnings.
- Students are always encouraged to read independently in addition to assigned work.
- Throughout the year, students will be assigned occasional long-term projects.

- Parents/students should communicate to the teacher if homework is too challenging or time intensive. Teachers will work collaboratively with students to meet their needs.
- For planned absences, teachers need at least 48 hours notice to prepare missed assignments; however, teachers may not be able to provide all work requested. Some work may need to be done when the student returns. It is the student's responsibility to pick up make-up assignments on the day the student returns to class. One day will be allowed to make up work for each day of absence.

Library fines/lost books

Notices will be sent home for late/lost books. Please work with our media center to resolve any issues. Please refer to the PSD board policy JQ for more information.

Lost and Found

Items lost at school may be reclaimed at the lost and found rack in the cafeteria. Unclaimed items are donated to a charitable organization at Winter Break and at the end of the school year.

Lunch Program

Children may bring their own lunches to school or purchase hot lunches from the cafeteria. Lunch money accounts can be set up online at SchoolPay.

Medications: Prescription and over the counter (OTC)

No medication (prescription or OTC) will be given at school without a doctor's written orders provided on the required PSD form. Students are not to have any medications on their person at school. Please refer to PSD board policy JLCD/JLCD-R for more information.

Messages for Students

If there is a change in end-of-day plans for your student, please call the front office by **2:00 pm**, and the message will be delivered to your student before the end of the day. Due to our increased enrollment, we do not take "reminder" messages for students. Please make sure your student knows your plan for the end of the day when they leave home in the morning.

Parent Teacher Conferences

Formal parent conferences will be scheduled in the fall each year. If at any time you wish to conference with a teacher, please schedule an appointment directly with the teacher.

Parking

During school hours, please use the parking lot. Do NOT park in the fire lane.

Personal Property

Cell phones must be turned off and kept in student's backpack during the day. Children are encouraged to not bring any items of value to school. We will not be responsible for lost or stolen items. Toys, iPods, i-devices, E-book readers, MP3 players, Pokemon cards, hand-held games, etc. are not allowed in class without teacher's approval. Accessing school wi-fi without approval is also prohibited.

Playground

The playground will be supervised starting at 8:30 am daily. If your student must arrive before this time, you must make arrangements with Base Camp for before school care. The playground

is not supervised after the final bell at 3:28 pm. If your student must stay late, you must make advance arrangements with Base Camp for afterschool care.

PTO

All parents of Bethke are members of the Parent Teacher Organization. There are no dues. See the calendar at the end of this handbook for meeting dates.

School Accountability Committee

The Bethke School Accountability Team will consist of the principal, certified staff, parents and community members. They will create the school improvement plan and meet quarterly to review school progress and advise the Principal on budget, safety issues, and staffing.

School Closure/Delayed Start

For information about school closures due to inclement weather and/or questionable road conditions, parents should visit PSD's website (www.psdschools.org) 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 local media means all schools are open as usual. A decision about weather-related school closures is made by 5:30 am, and media outlets are notified immediately. Parents should NOT call schools, district offices, or broadcast media.

The PSD website and local radio and television stations will provide information about PSD school closures. PSD will notify Spanish radio stations KGRE 1450 AM and KJJJ 1170 AM.

School Property

Any damage to school property by students must be repaired or replaced by the student.

Security

For the safety and security of all students and staff, the building doors are locked. There is a buzzer located near the front doors to ring for building entrance. When you are admitted to the building, please do not hold the door open for others. Every visitor to the building should buzz themselves in for access.

Sex Offender Registry Information

State law (C.R.S. § 22-1-124) requires that all schools notify parents about how to access records on registered sex offenders. Following are ways to obtain information about registered offenders: List of all offenders living inside city limits is available at City of Fort Collins Police Services. The local Fort Collins sex offender registration list can also be accessed by going to the police station at 2221 Timberline Road and filling out a request form (no charge to view list; \$7.50 to purchase copy).

Information about sex offenders via Colorado Bureau of Investigations statewide sex offender list is available at:

<http://sor.state.co.us/> which will take you to the State of Colorado registry. Simply follow the steps and select the city or county of interest for the information which is maintained by CBI.

List of offenders living outside city limits in Larimer County is available from Larimer County Sheriff. Residents can go to the Sheriff's Office administration building, 2501 Midpoint Drive, and view books with information and pictures of sex offenders at no charge. Residents can purchase a list for a fee of \$7.50 through the records department.

A database is online at:
<http://www.larimer.org/sheriff/sexoffenders/index.htm>.

Colorado sex offenders registry from the Colorado Bureau of Investigation: available online at
<http://sor.state.co.us>.

Tardy Policy

Students entering the building after 8:50 am will be counted tardy and must check in at the front office before going to a classroom. If you know your student will be late, please call the attendance line at 970-488-4301.

Telephone Calls and Texts

All personal cell phones and Smart Watches are to remain off during the day and are to be stored in a child's backpack. Cell phones are not allowed to be used in the classroom for calls or texting. If children need to make a phone call, they must get permission from a school employee before using a school telephone. Long distance calls cannot be made without approval from the front office.

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 (www.psdschools.org) and search for "Information About Use of District Property" to obtain the customer service website.

Vision

The vision of Bethke Elementary is to be a place that honors and inspires academic excellence to prepare the whole child for success in the 21st century.

Visitors

All visitors must check in through the front office and wear a badge at all times. (Please refer to KI Visitors to Schools). All visitors approved to observe shall not interfere, distract, or otherwise disrupt educational activities. Scheduled visitations shall last no longer than one hour.

Visits by former students must be arranged in advance with the teacher they wish to visit.

Volunteer Guidelines

All volunteers must register through the school district to be cleared to volunteer in any PSD school. After a background check is conducted, volunteer applicants will receive an approval email. After that, a volunteer must submit a recent photograph to the PTO Volunteer Coordinator and a badge will be issued. The badge will be scanned and worn every time a volunteer is working in the building.

WiFi

There is no guest WiFi for parents or visitors to Bethke.

2019-2020 Bethke Elementary School Calendar	
August 20, 2019	First Day of School, 8:50 am to 3:28 pm
August 29, 2019	Back to School Night 5:00-5:45 or 5:45-6:30 pm
September 2, 2019	No School / Labor Day
September 9, 2019	PTO Meeting 8:50 am Cafeteria
September 12, 2019	Fall School Picture Day, Individual and Class Pictures
September 13, 2019	PTO Golf Tournament, Highland Meadows Golf Course
September 13, 2019	Wellness Day
September 20, 2019	No School / Collaboration Day
October 14-17, 2019	PTO Fall Book Fair
October 15-16, 2019	Parent-Teacher Conferences 4:00-7:00 pm
October 17, 2019	No School / Conferences 8:00 am-3:00 pm / Classified Work Day
October 18, 2019	No School / Classified Work Day
October 22, 2019	Picture Re-take Day, Individual Pictures Only
October 24, 2019	Fifth Grade Music Program 6:30pm (repeat performance 10/25 9 am)
October 25, 2019	PTO Fall Social 5:00-7:00 pm
November 4, 2019	PTO Meeting 8:50 am Cafeteria
November 11, 2019	No School / Teacher Work Day / End of Trimester One
November 21, 2019	Fourth Grade Music Program 6:30 pm (repeat performance 11/22 9 am)
November 27-29, 2019	No School / Thanksgiving Break
December 23-31, 2019	No School / Winter Break
January 1-3, 2020	No School / Winter Break
January 6, 2020	No School / Staff Work Day
January 20, 2020	No School / Martin Luther King Day
January 23, 2020	Bethke Talent Show 6:30 pm (repeat performance 1/24 9 am)
February 10, 2020	PTO Meeting 8:50 am Cafeteria
February 17, 2020	No School / Collaboration Day
February 20, 2020	Third Grade Music Program 6:30 pm (repeat performance 2/21 9 am)
March 2, 2020	No School / Staff Work Day / End of Trimester Two
March 12, 2020	Second Grade Music Program 6:30 pm (repeat performance 3/13 9 am)
March 16-20, 2020	No School / Spring Break
April 6, 2020	PTO Meeting 6:30 pm Cafeteria
April 10, 2020	No School / Staff Work Day
April 16, 2020	First Grade Music Program 6:30 pm (repeat performance 4/17 9 am)
April 20-24, 2020	PTO Spring Book Fair
April 24, 2020	Spring Showcase
May 7, 2020	Bethke Chorus Program 6:30 pm (repeat performance 5/8 9 am)
May 11-13, 2020	Eco Week Fifth Grade
May 14, 2020	Field Day
May 15, 2020	No School / Staff Work Day
May 25, 2020	No School / Memorial Day
May 27, 2020	Kindergarten Celebration
May 28, 2020	Fifth Grade Graduation / Last Day of School / Early Release