



Parent/Student Handbook 2022-23

Crested Butte Community School

818 Red Lady Ave

PO Box 339

Crested Butte, CO 81224

970/641-7720

<https://cbcs.gunnisonschools.net/>

To Parents and Guardians,

Welcome to the 2022-23 school year at Crested Butte Elementary School! We are excited to have students and teachers back in the building again this year! We are confident in our ability to provide a safe and successful school year and will continue to monitor the changing conditions of the pandemic. Please see our Risk Reduction Toolkit and our Illness Protocols to ensure you and your student understand these documents.

Our priorities for the school year are: social and emotional well-being for students and staff, academic achievement and growth, and a safe and healthy environment . The order of these priorities is significant and reflects what we value.

Please read this handbook carefully with your child(ren) as it contains important information about our school programs and policies. We welcome and encourage you to be involved in your child's education and the school. Being knowledgeable of the programs, procedures, and expectations of the school is an important first step. Please contact your child's teacher, the office staff, or the building administrators if you have any questions or concerns.

Thank you for entrusting us with the care and education of your student(s). We take this responsibility very seriously and will do all we can to provide a safe, positive and productive year!

Sincerely,

Sally Hensley, Principal

Kathryn Long, Assistant Principal

The Crested Butte Elementary School (CBES) Staff

Gunnison Watershed School District Mission

Ensure all students are successful

CBCS is part of the Gunnison Watershed School District RE1J(GWSD) and uses the District's Mission, Vision, & Beliefs and the school's Unified Improvement Plan to implement goals aimed at achieving educational excellence. The following document was developed by the school district and approved by the school board in 2014. Further information about the GWSD can be found on the district website: www.gunnisonschools.net

Crested Butte Elementary School

Mission, Vision and Core Beliefs

Mission (Why)

Empower all students to be successful, safe, and resilient

Vision (How)

All members of our learning community will work collaboratively to design and pursue meaningful learning opportunities for students that are purposeful, interactive, rigorous and inclusive of all learners.

Together our work will focus on creating a balance between intellectual, physical, social and emotional development with the goal that all students are active learners, engaged citizens, and ready to meet their next steps with confidence and drive. **(What)**

Core Beliefs at Crested Butte Elementary School

We believe in shared responsibility for success in which:

- All individuals are valuable and should be treated with empathy, dignity, and respect.
- Every individual can learn and deserves to be challenged.
- Creativity, curiosity, perseverance, integrity, purpose, and a willingness to take risks are critical for success.
- A safe and inclusive environment is vital for learning.
- We value and promote a positive school culture by teaching critical character strengths, pro-social behaviors and individual health and well-being.
- Students need essential foundational knowledge and have daily opportunities to practice critical thinking, problem-solving, collaboration and citizenship.
- Our teachers and staff are valued individuals and collaborative teammates. They are supported to pursue professional development, individual growth, and innovation.

Staff Norms (How)

As a professional staff, we believe in shared responsibility for success in which we

Are respectful of time, are present and engaged

Put students first, are student focused

Are solution oriented and positive

Are honest and open to new ideas and data

Take risks, embrace change and challenge our thinking

Believe that humor is good for the soul

CBES SCHEDULES/CALENDAR

Building Hours

School hours are from 8:30 a.m. until 3:35 p.m. Supervision of students is provided from 8:00 a.m. until 3:45 p.m. Please respect the working environment of all staff and students prior to and during the school day.

Students arriving prior to 8:25 may be on the playground or in the cafeteria until the first bell at 8:25. Breakfast is served from 8:00-8:25. There is no supervision in the hallways or classrooms until 8:25. Students arriving after 8:30 are considered tardy. Dismissal is at 3:35. Parents and guardians should pick up their student(s) on the playground after the final bell.

Parents/guardians drop off and pick up their student(s) on the playground. Only students enter the building when the bell rings. This is important for two main reasons. The first reason is safety. It is crucial for any adult to sign in and out of the office when entering/exiting the building. This is a safety layer to ensure that staff know who is in/out of the building. In the morning, students also need an opportunity to develop their independence when preparing for the day. Please be assured that our staff will support students as they master the executive functioning skills required to begin their day.

In the interest of safety, students should not arrive at school prior to 8:00, and should leave the school grounds by 3:45 unless they are involved in a supervised before or after school activity.

Daily Schedule

Common planning time for teachers 7:45 - 8:25
Supervision in cafeteria and the playground begins 8:00
First/Second Bell 8:25/8:30
Lunch/Recess (grades K-1) 11:00 - 11:40
Lunch/Recess (grades 2-3) 11:20 - 12:00
Lunch/Recess (grades 4-5) 11:40 - 12:20
Dismissal (M, T, Th and F) 3:35
Wednesday Early Release Dismissal 1:50

Calendar

2022

August 22nd First Day of School
September 5th Labor Day – no school
September 26th District Staff Development (no school for K-12)
October 10th - 14th Fall Break (no school K-12)
November 2nd and November 9th Parent Teacher Conferences
November 21st - 25th Thanksgiving Break (no school K-12)
December 19th - 31st Holiday Break (no school K-12)

2023

January 3rd School Resumes
January 16th MLK Day – Staff Development (no school for K-12)
February 20st - 24th Winter Break (no school for K-12)
March 8th & March 15th Parent Teacher Conferences
April 17th - 21st Spring Break (no school for K-12)
May 29th Memorial Day (no school for K-12)

June 2nd CBES Last Day of School (dismissal at 11:30 a.m.)

STUDENT BEHAVIOR EXPECTATIONS

SEEK THE PEAK

Safe, Respectful, Responsible

Seek the Peak - PBIS

Seek the Peak is a school-wide system intended to create a predictable, positive, safe, and consistent school environment for all students, staff, and community members. You may have seen posters in our school or heard your child talk about “Seek the Peak”. This is Crested Butte Community School’s name for our Positive Behavior Intervention/Support (PBIS) program.

The PBIS program is designed to teach common expectations and rules to all students in a positive way, recognize students for making good choices that demonstrate “seeking the peak,” and provide positive interventions for students when their choices do not “seek the peak.”

During the first week of school, students will move through “Seek the Peak” rotations to go over routines and expectations in all the various areas of the school. Included in this handbook is a behavior chart that lists those specific expectations.

Students work with their classmates and teacher to develop a classroom pledge that will reflect the specific values and expectations of the class.

We recognize positive behavior choices and acts of kindness and integrity with “Seek the Peak” tickets. There is a weekly drawing for fun prizes. In addition, teachers and staff members identify individual students to receive the “Seek the Peak” award at the end of the year. Though these are external rewards to reinforce positive behavior, we emphasize the importance of “Seeking the Peak” even when no one is looking, and that the real reward is felt internally.

Our school counselor and staff have identified certain character traits that we believe are essential to be successful citizens of our school and community. These “Titan Traits” are taught, discussed, and reinforced through monthly assemblies, weekly guidance lessons, and daily classroom discourse. Individual students are nominated by teachers and staff for demonstrating exemplary characteristics of each trait. These students are recognized at the Titan Trait assemblies and receive an award to bring home

Code of Conduct

Respect, safety and responsibility are the basis of the Code of Conduct. The Code is intended to help students achieve maximum development of individual knowledge, skills, and competence and learn behavior patterns which will enable them to be responsible, contributing members of society.

The school, in accordance with state law and board policy, adopted a code by which every student has the right to receive an outstanding education in a safe environment conducive to learning. In all instances, students are expected to behave in a respectful and responsible manner with the educational purpose always in mind, and respecting the rights and welfare of others. The Board of Education gives all district employees supervisory authority.

The Code applies to behavior on school grounds, in school vehicles, and at school activities/events. The Assistant Principal and/or the Principal may discipline, suspend, or recommend expulsion of a student who engages in any

code violation. A copy of the CBCS Code of Conduct can be found in the Secondary Student Handbook or by contacting the office.

The following is a list of student behavior expectations as they pertain to specific areas of the school and the academic program:

Academic Integrity

Students are expected to be honest and to do their own work.

Assemblies, Concerts and Guest Speakers

Assemblies provide distinctive opportunities for learning outside of the normal classroom routine. All attending are expected to sit quietly and be courteous to performers and speakers.

Bullying

There is a no tolerance policy. Any student bullying another will be subject to disciplinary action, which may include suspension.

It is important to understand that the term “bullying” is often misused. Teasing, rough housing, unkind treatment, and incidental conflicts are not necessarily bullying. However, these behaviors, as well as bullying behavior are not tolerated at CBES.

What is bullying? Bullying is one sided, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

At CBCS, the Stop-Walk-Talk program is used to address conflict and bullying situations. If a student is involved in or witnesses disrespectful behavior, conflict, or bullying, he or she should follow the **Stop-Walk-Talk** protocol:

Stop-Walk-Talk	
If you are treated disrespectfully	<ul style="list-style-type: none"> ● Tell the person to stop ● If they do not stop, decide to ignore them or to walk away ● If they still do not stop, talk to an adult
If you witness disrespect	<ul style="list-style-type: none"> ● Be an UPSTANDER ● Tell the person to stop ● If they don't stop, encourage the recipient to walk away ● If they still does not stop, talk to an adult ● Comfort the recipient later by saying something like, “I’m sorry that

	happened.”
If you are asked to stop	<ul style="list-style-type: none"> • Stop what you are doing, even if you don't think you are doing something wrong • Take a deep breath to calm down • Close the loop with “okay” or an apology

Staff Response to Bullying

Interrupt this behavior occasionally	Interrupt this behavior every time and re-teach	Interrupt this behavior every time and complete an Office Discipline Referral
Teasing, neither student showing signs of distress	Spreading rumors, gossip, and lies	Using racial, ethnic, religious, or sexual slurs
	Excluding on purpose	Touching someone in the private parts
	Horseplaying in a physical manner	Calling someone “retarded” or “loser”
	Saying “that’s so gay”	Calling someone “faggot”, “gay” or other derogatory gender comments
	Saying “that’s retarded”	Using technology to spread vicious rumors
	Giving nasty looks or eye rolling	Retaliating after an incident was reported
	Saying something rude followed by “just kidding”	Threatening or intimidating
	Making derogatory comments about a person’s physical appearance	Shoving, tripping, hitting, grabbing, kicking and spitting
		Making obscene gestures
		Engaging in verbal, physical, emotional, or sexual harassment

Buses*

Riding a school bus is a privilege and contingent upon a student’s good behavior and observance of established regulations for student conduct at bus stops and on board buses. There is a [Bus Rider Agreement](#) that must be signed by each student and parent.

Behavior deemed inappropriate for the school bus will result in loss of riding privileges for a time to be determined by the administration.

If a student is not to ride home on the bus after school, parents are requested to contact the office before 2:30 PM regarding how the student will get home. If a teacher is unsure of transportation arrangements, the student will be sent home on the bus.

***This policy will be applicable when we are able to reinstate our transportation services**

Cafeteria

Students are expected to help keep the school clean. Student behavior in the cafeteria is to be based on courtesy, cleanliness, and appropriateness. This means cleaning up after oneself. Food and drink must be consumed in the cafeteria or outside on the patio. All students are responsible for returning their trays to the kitchen and cleaning their area. Throwing food and/or garbage in the cafeteria is an abuse of the privilege of eating in the cafeteria and potentially endangers the safety of others. Food and drink are not allowed in hallways, the library, computer labs, or gym.

Students who do not take personal responsibility for their tables or act inappropriately in the cafeteria will be prohibited from that area for a period to be determined by the administration.

Classroom

Learning is the primary focus at CBES. Students are responsible for their own learning and respecting the rights of others to learn. Students must be good listeners, ask questions, engage, and contribute. Teachers will ensure a safe and productive learning environment and support students to be successful in a positive and sensitive manner. Students who continue to disrupt the learning environment may be removed from the classroom.

Teachers will design instruction based on grade level and class curricular goals, and differentiate according to individual needs and abilities. Administrators will support teachers and staff to maintain a safe and rigorous learning environment to minimize interruptions to classroom instruction.

Computers

The school district will assign each student a device (Chromebook or laptop) to use for the school year. Students and families will need to sign and adhere to our technology use agreements and pay a \$30 fee each year (waived for students who qualify for free and reduced meals).

Devices are protected by Go Guardian to prevent students from accessing inappropriate content. Students are expected to use their devices for school related work and activities. In addition, we will help students develop healthy technology use habits and be good digital citizens by teaching lessons through the Common Sense Media program.

Students who do not comply with the school technology agreements will experience consequences including temporary suspension of privileges, parent contact, and a possible office referral.

Dress

Students have a right to express themselves through dress and appearance; however, students should not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Please adhere to the following guidelines:

- Bandanas, hoods, hats, and sunglasses are not allowed to be worn in the building.
- Clothing that is see-through or shows too much skin is prohibited.
- Clothing that advertises alcohol, drugs, tobacco, sex, violence, or has obscene language is prohibited.
- All tops (male and female) are to have a strap
- Midriffs are not to be visible at any time. No skin should be shown between the bottom

- of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
- Shorts, skirts, and tops worn as a dress are not to be shorter than finger tip when arms are at your side. This includes the top of the slit in a skirt.
 - Cleavage is not to be visible at any time.
 - Underwear may not be exposed. This includes briefs and all bras.
 - Buttocks may not be visible at any time.

The CBCS administration is responsible for regulating and interpreting the dress code. Certain school activities may be exempt from the dress code with administrative approval.

Drills/Emergencies

Students are expected to cooperate and comply with staff during a practice drill or real emergency. Teachers will discuss emergency procedures periodically as outlined in our Emergency Operations Plan throughout the year.

Emergency Alarm Systems

The fire alarm system is for your safety. It is against the law to pull fire alarms or tamper with fire extinguishers or alarms without evidence of an emergency. If a fire alarm is accidentally triggered, the student should immediately notify the office.

Field Trips

Field trips are an important part of the school program. A student must have a signed permission form from a parent/guardian in order to participate. Students who do not have the signed permission form will remain at school.

Halls and Restrooms

Students are to walk quietly on the right side of the halls and expected to keep all body parts under control. No running is permitted in the halls.

Students are expected to use the restrooms appropriately, remembering to keep the facilities clean for others. In addition, they must flush toilets and wash their hands prior to exiting.

Library Media Center (LMC)

The LMC is available for student use during school hours. The LMC offers a wide variety of materials.

Students are responsible for returning library materials on time and in good condition. There will be a fine for all damaged or missing materials.

Students must respect the rights of others for a quiet learning environment and keep the work areas clean.

Recess

Certain guidelines must be followed, emphasizing safe play and respect for each other's games and equipment. Teachers and educational assistants will review particular equipment, boundary designations, and rules with their students.

During the winter season, students must wear hats, gloves, boots, coats, and snow pants. Students without proper gear may not be able to fully participate in recess.

School Materials/Equipment

Students are responsible for the proper care of all books, supplies, and furniture. Students who deface or damage school property or equipment will be subject to discipline and required to fix and/or pay for the damage.

CBES INSTRUCTIONAL PROGRAM

Curriculum

Elementary curriculum at CBES is designed to meet the rigorous standards set forth by the state of Colorado and aligned to the Common Core. Specific information about the Colorado Academic Standards can be found on the Colorado Department of Education website: www.cde.state.co.us.

CBES teachers and staff have developed curriculum maps outlining the specific skills and concepts to be taught over the course of the year. They collaborate on content and grade level teams to consistently review and discuss their instructional practices in math, literacy, science, social studies, art, music and physical education. Teachers use a combination of self-designed and formal curriculum programs.

Specific curriculum programs/resources utilized at CBES are as follows:

Math – Everyday Math 4, [iReady Assessment and Instruction](#)

Literacy – The suite of programs from the Center for the Collaborative Classroom (Being a Reader, Being a Writer and Making Meaning), reading and writing workshop format.

Science and Social Studies – Amplify Science Units, , garden-based science lessons with Mountain Roots, field experiences with the RMBL, Colorado history resources, American history resources, high quality, leveled, non-fiction literature, and theme based units developed to address the Colorado Academic Standards **STEM** – Project Lead the Way units and other project-based learning activities designed to address the engineering, technology, and design standards

Social/Emotional – Second Step, Mind Up, Sources of Strength, the Titan Traits program, and weekly guidance lessons designed to meet the ASCA standards

Digital Citizenship - Common Sense Media

Intervention Programs – Reading: Take Flight, SIPPS, iReady Math: Bridges

Intervention, iReady **Remediation Program**- Take Flight Reading Remediation for students experiencing the effects of dyslexia

Instructional Format - Our school and district is implementing a [Blended Learning](#) approach to teaching. Check out the linked flyer for more information on this highly effective model of instruction.

Student Assessment

Although educational excellence is a process, we believe in the importance of benchmark assessments to ensure students are progressing. Our school uses a number of assessments in the classroom to evaluate individual student progress, inform instructional decisions, and design

appropriate next steps.

Our school-based assessments are given three times a year and are used to inform instruction and individualized learning plans. Assessments for math and literacy include: DIBELS and iReady. Second graders also take the Cognitive Abilities Test (CogAT). Kindergarteners are evaluated using the Teaching Strategies GOLD Developmental Assessment, in addition to DIBELS and iReady.

In addition to our school-based assessments, CBES administers all required state assessments according to the Colorado Department of Education and state law. These assessments are called the Colorado Measures of Academic Success (CMAS) and are given once a year for 3rd - 5th grade students in Math and English Language Arts. In addition, 5th graders take the CMAS in Science each year. We use this information to develop school improvement goals and district initiatives.

Intervention/Enrichment – Response to Intervention (RtI)

As students progress in their development of academic, physical, social, and emotional skills, it may become necessary for the professional staff to develop an individualized plan to best meet the needs of some students. There are several types of plans that we utilize:

- Response to Intervention (RtI) Plans (for students needing in class or out of classroom accommodations and supports in order to be more successful academically or emotionally)
- READ Plans (for students with significant deficiencies in reading)
- 504 plans (for students with medical conditions that limit their ability to access our programs)
- Individualized Educational Plans (for students with diagnosed learning disabilities)
- Advanced Learning Plans (for students identified as gifted learners).

These plans take into account the strengths and needs of the student and include strategies and targeted interventions to best meet those needs. The plan may include alternative learning environments, small group or individual instruction, and various research-based intervention programs. Our teachers and interventionists work together with families to develop individualized instructional supports, set academic or social/emotional goals, and monitor the progress of students on these plans to ensure the best possible outcome. Intervention groups are developed based on similar needs and abilities, and change throughout the school year as students progress.

Special Services

Programming is available to meet the unique needs of the following populations: gifted and talented students, English Language Learners, and special education students. A formal process exists for identification, assessment, and programming for these unique student populations within each site. Please contact the principal or counselors for further information.

The link to the district's special services is: <http://www.gunnisonschools.net/index.aspx?nid=206>

Specials Program

We believe in the importance of a well-rounded education that meets the needs of the whole child. To that end, elementary students participate in the following specials: Art, Music, Physical Education, Library/STEM, and Guidance. These classes are scheduled on a weekly rotation.

In addition, we partner with other organizations to provide special programming for our elementary students. The Trailhead Museum, Celebrate the Beat, CB School of Dance,

Mountain Roots, Rocky Mountain Biological Lab, Curecanti National Recreation Area, Crested Butte Mountain Resort, and the CB Nordic Center generously share their resources and expertise to provide rich, educational opportunities for our students.

Field Trips

We are fortunate to visit many community organizations that offer cultural, historical, and educational experiences for our students. These programs include The CB Heritage Museum, The Pioneer Museum, The Gunnison Cattlewomen (Adventure Days), Parker Pastures, The Trailhead, and RMBL. All field trips are day trips with the exception of the 4th and 5th grade Keystone Science School trips.

Supplemental Programs

The **Enrichment Program** provides a variety of artistic, cultural, and educational opportunities which expand upon the traditional academic program. The Enrichment Program organizes and funds artist-in-residence programs, workshops, performances, and after-school clubs. These activities are open and free to all students (there is a \$15 per club session registration fee).

Wednesday Workshops offers fun arts & crafts, games, science, STEM activities and more for K-5 students on our early-release Wednesdays. The program runs from 1:50-3:30 and is held at CBCS. New this year, the Wednesday Workshops program is free! Thank you to the PTA, for supporting this valuable program! Registration is required and you must communicate with the office if your registered child will not attend.

Community Workshops provide fun and educational programs for students during school breaks and teacher in-service days. These programs are open to all elementary students for a fee and tuition assistance funds are available.

For more information and to register for these programs, please click [HERE](#). You can also find up to date information about these programs on our website - www.gunnisonschools.net

SCHOOL POLICIES AND PROCEDURES

Animals

Due to health and safety concerns, animals are not permitted in the building except service animals. Any other special circumstances require prior approval from administration.

Attendance

The most important criteria for student success at school is consistent and punctual attendance. Frequent absences may lead to delayed/disrupted academic progress, challenging social development, and anxiety or stress caused by the increased workload to catch up. As we understand that absences are often unavoidable, we will work with students and families to address these challenges.

Absences/Tardies

In the event of a student absence, parents/guardians must notify the school by 9:00 am. Parents who do not notify the school will be contacted. Students are marked unexcused unless we hear from the parent/guardian by the end of the school day.

Parents may email: CBESattendance@gunnisonschools.net or call 970-641-7720 to report absences or tardies.

Students arriving tardy to school must pick up a tardy slip in the office. A tardy is defined as not being in the assigned class when the bell rings. Tardies are disruptive to the educational process. Please be prompt.

Early Pick Up of Elementary Students

For the safety of students, parents/guardians must come to the office to sign out their elementary student(s). Students will be called down to meet his/her parents or the parents may be given an orange slip and proceed to their child's classroom. Only those adults indicated on the enrollment forms, or have verbal/written consent by a parent/guardian, will be allowed to pick up a student during the school day. Elementary students may not leave the building unless they are accompanied by an authorized adult.

Communication

Parents who need to contact a teacher should either email the teacher directly or call the front office. Teachers will respond in a professional and timely manner. Please do not text or call teachers on their personal cell phones during the school day.

Parents who need to contact their children should call the office. Please do not call or text student phones during the school day.

Complaints/Concerns

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by Crested Butte Community School (CBCS).

CBCS believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

*****A note on expressing concerns: Please communicate your concerns directly to the person involved. Call to make an appointment, as a face to face meeting is always best. Concerns and complaints expressed through Facebook, group emails, and other social media formats often distort the intent and meaning of the comments being made. Concerns expressed in a public forum are often misunderstood and hurtful to those involved.***

Discipline Policies

CBCS gives all school employees supervisory authority. In the case of inappropriate behavior, the adult closest to the situation will most often handle the situation and provide consequences. After three infractions or if the incident is deemed serious, the student will be reported to the Assistant Principal or Principal. Logical consequences will be applied in the spirit of restorative justice and learning from the experience. Discipline is handled with the intent on eliminating the behavior without overly punitive measures. Parents will be contacted in the event of repeated or serious infractions. The range of consequences may include:

- missed recess
- specific play area assignments
- parent contact

- conference with counselor and/or administrator
- implementation of a behavior support plan
- in or out of school suspension (ISS, OSS)
- expulsion

Please note: Any illegal activity will be reported to law enforcement

CBCS has adopted a student Code of Conduct that outlines specific behavior infractions and consequences. This document can be found in the Secondary Student Handbook or by contacting the office.

Drop-off/Pick-up Procedures

Please comply with the designated pick-up and drop off zones in the elementary parking lot. Due to safety reasons, students may not be dropped off or picked up at the back of the school. All drivers are asked to observe the 5 MPH speed limit and refrain from cell phone use in the parking lot. Please refer to the [Parking Lot Flow Map](#).

If you drop your child off after 8:30, they will need to enter through the front office to check in and get a tardy slip. If you need to drop off your child after 9:00, you must accompany them to the office to check them in. If parents arrive at the school later than 3:45 PM, they must come to the office to pick up their child.

Emergency Operations Planning/Drills

Our Emergency Operations Plan (EOP) has been designed according to national standards and in collaboration with law enforcement and emergency services. We conduct multiple drills throughout the school year and review and revise all components of the plan to ensure best practices are followed.

Students and parents are expected to cooperate with staff during drills and in a real emergency. Parents will be notified via text, email, or voice mail through our electronic emergency contact system. It is CRITICAL that parents provide emergency contact information to the school and update it regularly.

Entrance Age Requirements

A child may enter kindergarten if five years old on or before August 1 of the year of enrollment. Younger students shall be accepted if transferring from a public school kindergarten program or meet early access requirements as stated in school board policy.

Students enrolling in the first grade may enter if they are six years old on or before August 1 of the year of enrollment. Younger students shall be accepted if transferring from a first grade in another public school or meet early access requirements as stated in school board policy.

Nutrition Services

Gunnison Watershed School District Nutrition Services offers daily breakfast and lunch at each school. The school district participates in the USDA National School Breakfast and Lunch program, and follows its meal pattern, policies, and regulations. Students may bring their own lunch.

- Please be aware that meals are no longer free in the 2022-2023 school year.
- 2022-23 Meal prices and Menus will be posted:
www.gunnisonschools.net/district/adminservices/Nutrition_Services.
- A complete breakfast includes a grain item, fruit, and milk. A complete lunch includes grain and protein items, fruit, vegetable, and milk. Extra meals and individual items will

be charged.

- Click [here](#) to complete the free and reduced-price meal application. The application is also available in the school office. Eligibility from the prior school year expires 30 days into the new school year. To avoid a lapse in eligibility, submit the application by the end of September.
- Students qualifying for free or reduced-price meals get one free breakfast and lunch daily.
- Payment: Students' meal accounts must be pre-funded. Cash is not an accepted form of payment. Prefund your student's account on www.mypaymentsplus.com or by check.. You will need their 6-digit student ID number. Contact your school office if you need this ID number.
- Student accounts may also be pre funded with a check. Make the check out to Gunnison Watershed School District Nutrition Services and include the student's name and 6 digit school ID.
- Per the district's meal charge policy, EF-E-1, students will never be denied a meal, and parents are ultimately responsible for meal payment.
- Households that may be income-eligible are also encouraged to learn about and apply for [SNAP food assistance](#) .
- If you do not want your child to charge purchases in the cafeteria, please contact your school's Kitchen Manager to put a block on his/her account.

The District sends bi-weekly emails to parents notifying them of low funds or a negative balance on the account. The District cannot carry the financial burden of delinquent lunch accounts or spend the time it takes to collect. Therefore, as a last resort, any parent who repeatedly refuses to take one of the above actions and continues to have a balance on their child's lunch account will be notified and sent to collections. For questions about Nutrition Services, please contact Kristen Osborn, Nutrition Director @ kosborn@gunnisonschools.net, 970-641-7770.

Harassment

There is a no tolerance policy for harassment of any kind (verbal, emotional, physical, or sexual).

Any student harassing another will be subject to disciplinary action, which may include suspension. If a student feels that they have been harassed, they should notify a staff member immediately.

Health*

Allergies: There are students in our school that have allergies ranging from mild to life-threatening. Students with potentially life threatening allergies will have a Health Plan developed by our District Nurse and followed by school personnel. In some cases, there will be classroom restrictions on food items that can be brought in. In the interest of safety, we ask that students do not share food in the cafeteria and that parents check with the teacher regarding food sensitivities in the classroom before bringing anything in.

Annual screening programs: The sight and hearing of all students at CBES will be tested during the school year as required by Colorado law. The parents/guardians will be informed when a deficiency is found. Parents/guardians may opt their students out based on religious or personal grounds by contacting the District Nurse.

Illness: If a student becomes ill or has an accident during the school day, he/she will be cared for in the office. The office staff will use the District Illness Policy to determine if the student needs to leave school. We will contact the parents/guardians or someone from the emergency contact list to pick up the ill or injured student. Please keep students home if they have a fever,

diarrhea, vomiting, rash with a fever, severe uncontrolled cough and/or 'flu-like' symptoms (fever, cough, sore throat, body aches, etc.). Keep the students home until they have been without the above symptoms for at least 24 hours.

Immunization of Students: 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 per Colorado state law. A student may be exempted only upon submission of:

- a. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
- b. Annual statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teachings are opposed to immunizations.
- c. Annual statement signed by one parent/guardian or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

Your child's shot information is being entered into the Colorado Immunization Information System (CIIS), a confidential, statewide immunization record tracking system. You can choose to exclude your child's shot information from CIIS at any time. Please contact the District Nurse for further information.

Administering Medicines to Students: If a student is required to take medication during school hours, only the District Nurse or designee will administer the medication. The appropriate forms must accompany the medication. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. In the absence of this documentation, a parent/guardian must come to the school to administer medication. No medications may be stored in a student's backpack or cubby. Over-the-counter medications may be administered with parent/guardian permission.

*Additional health information as it pertains to COVID protocols and procedures can be found on the website.

Lost and Found

If you lose any items, please check the Lost and Found located inside the cafeteria. If you find any items, please take them to the office. Any unclaimed items will be given to a charitable organization. It is highly recommended to label children's clothing.

Media Release

There are several times during the school year that the CBES staff and/or media will want to recognize students for various accomplishments. Additionally, your child may be included in photos or video for the purpose of student/teacher evaluation, professional development, and sharing classroom/school highlights and presentations.

Students may be photographed for the district website, teacher websites, private Instagram or Twitter accounts, classroom media productions, school yearbooks, or community news and media publications. If you are opposed to this practice, please notify the CBES Principal in writing.

Messages

Phone calls to classrooms disrupt the educational process. Messages will be delivered as soon as possible. Please call the office to have messages delivered. Please do not call or text student cell phones or watches.

Parties

Parents will receive information from their child's teacher and/or room parent as to when classroom parties are held. We welcome and encourage families to bring snacks and treats to these parties. Room parents and teachers will help ensure that food allergies and sensitivities are known and healthy options are included.

Birthday Celebrations: In accordance with our School Wellness Policy, *we do not allow birthday treats* to be brought to school. Each teacher has a plan for honoring birthdays of students in class and will inform parents and families about what to expect.

Birthday Invitations: Please do not send any type of personal party invitations to school.

Personal Rights

Each and every person is entitled to be treated with respect. The dignity of each individual is best served when all concerned treat one another as they themselves would like to be treated.

Posters and Signs

Posters may be displayed in the hallways with prior approval from administration.

Report Cards

Teachers evaluate students on a four point scale using a standards based report card. Teachers also include an overview of the semester and brief individualized comments. Report card packets are sent home after each semester of the school year.

Kindergarten Report Cards are generated using the Teaching Strategies GOLD Early Childhood Assessment Tool. GOLD is an authentic, observation-based assessment tool that allows teachers to create a developmental portfolio of student work and progress. The program provides a comprehensive report indicating where the student is performing along a developmental continuum. GOLD is aligned to the Colorado Academic Standards and serves as a standards-based report card that will be sent home three times over the course of the year.

Restricted Items

Alcohol, Tobacco Products, Drugs, and Controlled Substances: There is a no tolerance policy.

Any student unlawfully possessing, using, or distributing alcohol, tobacco products, drugs, or controlled substances (including prescription drugs that are used by a student to whom they are not prescribed) will be subject to disciplinary action up to and including suspension and expulsion.

All tobacco products are not allowed at school. CBCS is a tobacco-free campus. Possession is prohibited of paraphernalia used to deliver nicotine or other substances, including, but not limited to, vapor or vape pens, electronic cigarettes, or pipes.

In addition, matches and lighters are not allowed at school.

Bicycles, Scooters, Skates, Skateboards, etc: For safety reasons, students choosing to use bicycles, roller blades, skateboards, scooters, etc. for transportation to and from school must keep these items in a bicycle or scooter rack during the entire school day. Foldable scooters and small skateboards may be stored under cubbies. Please be respectful of thoroughfares, as they must be clear and safe. These items may not be used during the school day. Scooters and other large items may be transported on buses only if they can be safely carried on a student's lap.

Electronic Devices: Personal electronic devices, such as cellular phones, Apple Watches, or similar electronic equipment, may not be used at all during the school day, and must be stored in a student's backpack. However, with teacher consent, the use of electronic devices as learning tools is appropriate. CBCS reserves the right to seize cell phones/electronic devices as needed for school related investigations.

Gum: Students are prohibited from chewing gum in the elementary school, unless given specific permission by the classroom teacher or building administration.

Nuisance Items: CBCS reserves the right to restrict items that are disruptive to the learning environment.

Personal Property: Students who bring personal property to school are responsible for that property. CBCS cannot be responsible for lost, stolen, or damaged personal property. Parents of students incurring losses should file a written report with the administration.

Telephones: The only telephone designated for student use is in the main office. During the course of the school day, students may not use this phone except for emergencies. All other telephones are off limits unless approved by the staff.

Weapons: There is a no tolerance policy.

Any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity may be expelled.

Dangerous and deadly weapons include, but are not limited to, firearms (loaded or unloaded) or a firearm facsimile, any pellet, BB gun or other device, operational or not, designed to propel projectiles by spring action or compressed air, a fixed blade that measures longer than three inches or a spring loaded knife or pocket knife with a blade longer than three and a half inches, or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict serious bodily injury.

In addition, all knives, regardless of their length, are prohibited. Possession of weapons on school property may result in suspension and possible expulsion.

Safety

Release/Reunification

Release/Reunification could occur directly from the school or as a result of an off site evacuation. An evacuation could result from many causes including, but not limited to, a utility failure, a natural disaster, or an accident. In the event of an evacuation, students and staff will assemble in a waiting area at a designated evacuation location. This location will be communicated with parents at the time of the incident. At the evacuation location, parents and guardians should report to the check-in table. Students will only be released to a parent,

guardian, or emergency contact as listed on the emergency contact card. Parents, guardians, or emergency contacts will be asked to show identification. The adult will be asked to sign for each student to assist us with attendance and to prevent confusion. A staff member will then retrieve the student from the waiting area and reunite the parent and child at the check-in table. An adult must sign for each student K-12. No student will be released without an adult signature, and phone calls will not be an acceptable substitute for a signature. While this may seem formal, these procedures will allow us to keep an accurate record of students and ensure the safety of everyone in our school community.

The evacuation procedure and release and reunification protocol have been created both to keep all students and district employees safe and to reunite students with parents in a calm, orderly manner. Because students will ONLY be released to a parent/guardian, or emergency contact as listed on the student information form, please consider those names carefully as you complete the form. If this information needs to be updated throughout the year, please notify the office staff in writing.

Safe2Tell is available to Colorado schools and students or anyone who needs to report a concern but wants to remain anonymous. Reasons to call can include but are not limited to alcohol abuse, animal cruelty, assaults, bullying, child abuse, domestic violence, drugs, explosives, fighting, fire starting, gangs, graffiti, guns, harassment, hate crimes, knives, planned fights, sexual abuse, stealing, suicide threats, suspicious acts, taunting, threats, unsafe situations, and vandalism. If you need to call, dial the toll-free hotline at 1-877-542-7233. Safe2Tell is answered 24 hours a day, 7 days a week. There is no caller ID and you do not have to provide your name. Or, you can make a report at www.safe2tell.org.

Crisis support is available for student safety concerns. The national crisis hotline is 1-800-SUICIDE (1-800-784-2433). Or locally, The Midwestern Mental Health Center is available at 1-970-641-0229. Students can also utilize the Crisis Text Line by texting 741741.

Security Cameras: Crested Butte Community School utilizes security cameras both inside and outside to monitor the building and grounds.

Threats: CBCS takes all threats seriously. Any threat made by a student will be handled according to the District Threat Assessment Protocol. Members of the CBCS Threat Assessment Team will conduct an initial Threat Assessment Screen in order to determine the seriousness of the threat. The outcome of the screening will determine the course of action and whether or not a Full Team Threat Assessment will be conducted. Parents will be notified following the initial Threat Assessment Screen. All steps to ensure student safety will be taken.

Student Organizations

Students may organize and conduct meetings such as student clubs or other groups to pursue specialized activities outside of the classroom. Such groups must meet during non-instructional time so they do not interfere with the orderly conduct of the educational activities. Membership must be open to all interested or eligible students. An adult sponsor is necessary. See the administration to get permission for such a meeting.

The Student Leadership Club is made up of 5th graders who apply to participate for either one semester or the full year. This club is sponsored by school staff and engages in school/community service activities, student leadership, and participating in the Titan Trait assemblies.

Trespassing

Presence on school property or at school sponsored activities without permission is prohibited.

Visitors

All visitors must sign in at the office, where they will receive a visitor sticker to be worn during their visit.

Volunteers

Any adult in a volunteer capacity with students on school grounds is required to fill out the volunteer paperwork, including a background check, and comply with the school's visitor sign in procedures.