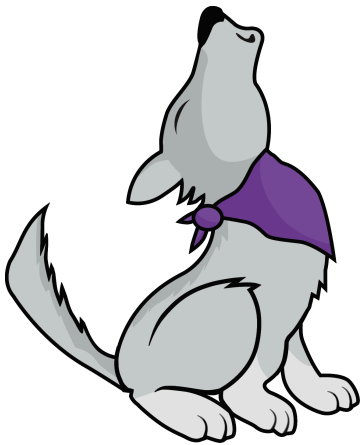


# **Coyote Ridge Family and Student Handbook**



**2025-2026**



# **Coyote Ridge Elementary School, an IB World School**

## **Supplement to Thompson School District Elementary Handbook for Parents and Families**

**2025-2026**

This handbook serves as a means of communication between home and school and addresses policies and procedures specific to Coyote Ridge Elementary. This is a supplement to the Thompson School District “Elementary Handbook for Parents, 2025-2026”. Electronic copies of the district handbook are available on the Thompson School District website, [www.thompsonschoools.org](http://www.thompsonschoools.org). We hope that we have anticipated many questions that may arise and have already addressed them for you. However, if you need clarification or have any additional questions, please call the school office at (970)679-9400.

### **Principal’s Note**

Welcome to Coyote Ridge Elementary, an IB World School — also affectionately known as CRES. While there is some debate among staff as to the pronunciation (cress or crez), there is no doubt that, by joining us, your family is now part of a pretty special place! I have been fortunate in my career to work as a teacher, assistant principal, or principal in seven fine schools across three districts in California and Colorado. Every school has dedicated and caring people who work hard for their students. That said, I am honored to be in my 12th year as Principal of CRES, and I am so proud to share that I have never worked in a better school.

I am confident that your student is going to have an excellent experience here. I endeavor to provide collaborative and transparent leadership, working with our parent community through official organizations like the School Accountability Club (SAC and PTO, but also by being available, approachable, and open-minded. Questions, concerns, compliments? Please see me in the kiss-and-go line before and after school, call my direct office line (970-679-9403), or email me at [deon.davis@tsd.org](mailto:deon.davis@tsd.org). We are all here for you.

## Table of Contents

**\*\*Clickable Links for Easy Navigation\*\***

|                                                            |    |
|------------------------------------------------------------|----|
| School Hours.....                                          | 4  |
| Who We Are.....                                            | 4  |
| Faculty and Staff.....                                     | 5  |
| Getting Answers to Your Questions.....                     | 6  |
| Helpful Links.....                                         | 7  |
| Family, School, and Community Partnerships.....            | 7  |
| Communication Between Home and School.....                 | 7  |
| Instructional Materials Fees.....                          | 8  |
| Messages for Students.....                                 | 8  |
| Arrival and Departure.....                                 | 9  |
| Attendance.....                                            | 10 |
| Tardies.....                                               | 11 |
| Bullying.....                                              | 11 |
| Safety.....                                                | 12 |
| Medication Dispensed at School.....                        | 13 |
| Student Absences.....                                      | 13 |
| Positive Behavioral Interventions and Supports (PBIS)..... | 14 |
| Discipline.....                                            | 15 |
| Lunch.....                                                 | 15 |
| Breakfast.....                                             | 16 |
| Elementary School Parties.....                             | 16 |
| Lost and Found.....                                        | 17 |
| Field Trips & Chaperones.....                              | 17 |
| Middle/High School Students.....                           | 20 |
| Cold and Inclement Weather Procedure.....                  | 20 |
| Personal Items & Mobile Devices.....                       | 20 |
| Parent Teacher Organization (PTO).....                     | 22 |
| School Accountability Committee (SAC).....                 | 22 |
| Volunteering.....                                          | 23 |

## School Hours

**Office Hours:** 7:30am-3:30pm

### Grades K - 5

A Warning Bell sounds at 7:57 (8:57 Wednesdays) to alert students to line up at the West entrances

STARTING TIME 8:00 am / 9:00 am Wednesdays

DISMISSAL TIME 3:10 pm

## Who We Are

Coyote Ridge is a public elementary school and is part of the International Baccalaureate – Primary Years Programme (IB-PYP). This means that students receive instruction in the same Colorado Standards as all public schools in Colorado, but with instructional strategies and techniques which help students see the connections between the subjects, allowing them to construct their own understanding and make meaning of their world. Combining high expectations with high levels of support, we focus on all areas of a child's development in a whole-child centered approach.



Instruction is facilitated through Units of Inquiry which have been aligned and build upon each other in relevance and rigor from pre-kindergarten through 5th grade to ensure that state standards are learned and overlaps in curriculum are avoided. We provide a global perspective and aspire for students to appreciate their place in the world, and to take action to help shape it. Our school climate: Cohesive, collaborative, and interconnected staff; a spirit of doing "whatever it takes" for every student to succeed.

**Coyote Ridge Elementary School**  
**Mission Statement**

We provide our students with a challenging inquiry-based education to:

- Pursue academic excellence
- Embrace differences
- Encourage lifelong learning
- Become responsible world citizens
- Foster personal growth and reflection

**Faculty and Staff**

**Administrative Staff**

Deon Davis, Principal

**Office Support Personnel**

Jody Roberts, Secretary

Tanjee Eubanks, SHOA (School Health Office Aide)

Hannah Mogle, Faculty Assistant

Heather Adsit, Nurse

**Classroom Teachers**

| Grade           | Teacher          |                          |
|-----------------|------------------|--------------------------|
| K (full day)    | Jennifer Bozics  | jennifer.bozic@tsd.org   |
| K (full day)    | Michelle Valasek | michelle.valasek@tsd.org |
| 1 <sup>st</sup> | Karen Filer      | karen.filer@tsd.org      |
| 1 <sup>st</sup> | Dara Vandenberg  | dara.vandenberg@tsd.org  |
| 2 <sup>nd</sup> | Raili Neibauer & | raili.neibauer@tsd.org & |
|                 | Katy Wynn        | katy.wynn@tsd.org        |
| 3 <sup>rd</sup> | Tracy Baker      | tracy.baker@tsd.org      |
| 3 <sup>rd</sup> | Jenny Pitmon     | jennypitmon@tsd.org      |
| 4 <sup>th</sup> | Whitney Gebhart  | whitney.gebhart@tsd.org  |
| 5 <sup>th</sup> | Kendra Larson    | kendra.larson@tsd.org    |
| 5 <sup>th</sup> | Carmen Schell    | carmen.schell@tsd.org    |

**Specials Teachers**

Art- Staci Sandelin

Physical Education- Debbie Luithly

Music- Lori Smeltzer

Library & Technology - Kim Opfer

## Spanish – Awilda Bangerter

Taylor Horn, Learning Center Teacher  
Katherine Robinson, Intensive Learning Center Teacher  
Kim Cooper, Speech Pathologist  
Kyiana Churchill, English Language Development  
Jessica Mazzei, Gifted and Talented  
Ralli Neibauer, Instructional Coach

Megan Cooper, Occupational Therapist

Brittany Hansen, Counselor  
Kate Gilbert, ILC Para  
Veronica Perez, ILC Para  
Melissa Craven, ILC Para

### Custodial Staff

Lyndsey Shaw, Lead Custodian  
Amanda Schindler, Night Custodian

### Cafeteria Staff

Helen Chamberlain, Manager

## Getting Answers to Your Questions

We know that this handbook and the district parent handbook cannot answer all of your questions. Here are some guidelines to help you get the information you need:

1. Start with your child's teacher. S/he will be happy to answer your questions about what your child is studying in school, teaching methods or materials and school procedures. Teachers' voice mail can be directly accessed by calling their number. Messages are retrieved either before or after the school day.
2. If you have additional concerns or you feel the answer you get from the teacher is incomplete, contact the building principal.
3. Go directly to the principal if your question pertains to something beyond the realm of the individual classroom.

## Helpful Links

- [TSD District Calendar 2025-2026](#)
- [CRES Website](#)
- [CRES Facebook Page](#)
- [Year at a Glance CRES Events](#)
- [Mobile Device Policy](#)
- [Infinite Campus Parent/Guardian Login](#)
- [TSD Back to School Guide](#)

## Family, School, and Community Partnerships



### Essential Agreements

Here at Coyote Ridge, we believe in a pack mentality. This extends beyond the walls of our classrooms and includes our amazing families, guardians, and community partnerships as well. We focus on extending outreach to families in a variety of ways, including through effective communication with parents, and an emphasis on gathering feedback from families on current school happenings and events (such as parent teacher conferences, student celebration of learning/student led conferences, Literacy night, and more).

### ClassDojo

We will utilize ClassDojo as a two-way communication tool, in the hope that this is easy and convenient for our families.. ClassDojo has features for translation to a variety of languages, 1:1 messaging, class announcements, positive behavior tracking, and more. For training resources and information about how to use ClassDojo, [click here](#).

### Annual Partnership Events

- Grandparents' Day Breakfast
- Color Run/Fun Run (often a fundraiser)
- Student-Led Conferences/Celebration of Learning
- Grad Walk
- Community Night (Math Night this year, Literacy Night last year)

## Communication Between Home and School

Friday has been designated as the day of the week when notices, newsletters, general information and work folders will be sent home by teachers. The Coyote Howler newsletter is published every other week and sent to parents via email. This newsletter will also be available on the CRES website. Teacher newsletters are sent home on a weekly or bi-monthly basis, either electronically or in the Friday folders. Regular updates are made to the official CRES Facebook account. Follow us at <https://www.facebook.com/CoyoteRidgeIBWorld>.

Please make school communication a priority in your home. You may wish to establish a place where your child knows that he/she is responsible to put all communication from school so that you can attend to it. Encourage him/her to develop the habit of cleaning out the backpack on a regular basis.

Occasionally there is information provided by organizations outside the school district that have been approved for distribution to students. These will be made available in the school's lobby.

### **Instructional Materials Fees**

The instructional materials fees for the 2024-2025 school year are:

- Elementary School (grades K-5) - \$3200 per student

The instructional materials fee charged to elementary school students is based on a combination of the purchase price and normal life expectancy of texts (used in intermediate grades), the actual cost of workbooks (used in primary grades) and consumable materials. The instructional materials fee is charged on a per-student basis and goes into the district's general fund for distribution to the curriculum budget for text purchases and schools for additional texts, replacement materials or consumable materials.

Fees will be waived for students qualifying for free or reduced-price school meals under the Federal Free or Reduced Price Meal Program. Fees will be prorated for students coming on or going off the meal assistance program during the school year.

### **Messages for Students**

We ask that messages to be delivered to students be kept to a minimum by planning ahead and making necessary arrangements before the student leaves for school in the morning. Should you need to get a non-urgent message to your child, please call the teacher's voice mail directly and leave a message. Teachers' phones have blinking message indicators and messages will be retrieved before and after school. This is not a fool proof system, due to teachers having to take care of many things at the end of each day, so please make every attempt to plan ahead. If you need to change bus/pick-up/walking home instructions for your child, please call the office directly, and no later than 230pm. We do not allow students to call home from school for permission to go to another student's home.

### **Arrival and Departure**

Students are asked not to arrive at school before 7:45 AM unless they are having breakfast in the school cafeteria. School breakfast is served between 7:40 and 7:55 AM (8:40-8:55 AM Wednesdays). Students should enter through the south doors of the school if they are arriving early for breakfast. No supervision is provided



prior to 7:45 AM (8:45 AM Wednesdays). A bell will sound at 7:45 (8:45 Wednesdays), so parents and students will know they are allowed to enter the school playground area. Between 7:45 and 8:00 (8:45 and 9:00 Wednesdays), all students are asked to report to the playground where supervision is available. Parents are welcome to wait with their children on the playground before school after the 7:45/8:45 bell has rung. Thank you for not accompanying your children to their rooms after the teacher has arrived to pick up the lines. The hallways are crowded and it tends to prolong departure anxiety for anxious students.

Students are expected to go directly to their class line when the bell rings at 7:57 AM (8:57 AM Wednesdays). Students arriving after 8:05 AM (9:05 AM Wednesdays) are considered tardy and should check in at the school office before going to class. Students arriving after 8:05 AM (9:05 AM Wednesdays) need to have a note, phone call, or parent accompanying the child when checking in. See ATTENDANCE heading for more information.

Students are asked to leave school grounds following dismissal, as duty coverage only extends until 3:17 pms after the release bell. At the end of the day, if you want to stay and play, please remain with your student on the blacktop until the bell rings at 3:17. The playground is closed until 3:17 so we can ensure all students are accounted for and have met up with their adults. If the adult is not out on the blacktop, the student(s) must stand against the cafeteria/gym exterior wall until their adult arrives. If the adult does not arrive by the time the bell rings at 3:17, student(s) will be brought into the office with the on-duty staff member.

All students will be dismissed out the back doors onto the playground (unless attending after school activities such as YMCA, Running Club, Chess Club, etc.). If your student(s) is/are riding a bus, they exit through the side doors to the bus loop. The bus leaves at 3:16pm. If you are picking your child up in a vehicle, please proceed to the sidewalk at the front of the building so your child can meet you there. Please DO NOT block traffic on Avondale during this time. If you cannot pull to the side, you will need to park your vehicle and walk to the front in order to ensure safety and avoid a possible citation from FCPD. When arriving or departing on foot, please be sure to use only the designated crosswalks on Avondale and at the front of the school. If parked in the lot, thank you for walking your child across the crosswalk. Safety first!

We are asking our students and parents to use only the south crosswalks when walking to/from CRES and to NOT use the north crosswalk, which will not be supervised. This presents no real inconvenience to walkers since students and families need to enter and exit the playground area from the south end of the school, near the garden, anyway. This change will also reduce the number of students crossing the driveways into the parking lot — another hazard to pedestrians.

If you live on the east side of the school and your children will be walking, please instruct them to use the south crosswalks. We will have staff out there at the start of the year to redirect crossers to the south crosswalk. Thank you for helping us to keep all students and families safe!

The school should be notified of any permanent changes to a child's transportation. Temporary changes to a child's transportation must be verified with a note from the child's parent or guardian. *Example: If a child who usually rides the bus is being picked up by a family member for 2 days, then his/her parent or guardian should detail the change in a note and bring it to the school.*

If there is an emergency change in a child's transportation, the parent or guardian must notify the school front office before 230 p.m.

## Attendance

Regular attendance at school is necessary for your child to achieve maximum academic and social success. If your child will be absent from school for any reason, please notify the school attendance line at 679-9490 prior to 8:10 am the day of the absence. This works as a safeguard for your child's protection should he/she not arrive at school after he/she has been sent. If we have not heard from you by 8:30 am, the automated attendance dialer will call or email you as a reminder.

Excused absences are defined as illness, death in the family, family emergencies, or other special circumstances. We respectfully request that appointments be scheduled outside of school hours and that you use days that school is not in session for family activities and vacations. Our goal is to maintain an average daily attendance rate of 95% or above. You can help us achieve this goal by eliminating unnecessary absences. Please know that calling to let us know your child will not be present is an important step, but it does not "excuse" the child if the reason is not one of those described above.

Students who arrive at school after 10:31 am are considered present for ½ day. Students leaving school prior to 1:30 pm are considered present for ½ day. If a student leaves prior to 10:30 am they are considered absent for the entire day. Poor school attendance is HIGHLY CORRELATED with poor academic performance, social adjustment, and eventual drop-out from school. Please support your child's education and future by ensuring faithful attendance.

## Tardies

Excessive tardiness can impact your child's learning and are disruptive to the class learning environment. Being on time to school helps your child start his/her day in a positive way. Instruction begins immediately after the bell rings. Tardiness not only costs your child valuable learning time, but it also disrupts the rest of the class when the teacher must stop instruction to greet your child and help him/her catch up on what was missed.

Students arriving after 8:05 am are considered tardy and should check in at the school office before going to class. Students arriving after 8:05 am need to have a note, phone call, or parent accompanying the child when checking in. Tardies without notification are recorded as unexcused absences. As tardies are accumulated they become days of unexcused absences which are in violation of the state compulsory attendance law.

It is the responsibility of the parent/guardian to notify the school (by phone call or sending a note) when a student is absent or will be late. PLEASE CALL BEFORE 9:00 am. Our purpose in calling is to help ensure the safety of our students and track the reason for the absence/tardiness. ATTENDANCE LINE: 679-9490.

## Bullying

### Anti-CyberBullying and Anti-Bullying Policy

- The Thompson Board of Education and Coyote Ridge Elementary School believe all students are entitled to a safe school environment, and furthermore, we believe all types of bullying, including cyber bullying, are unacceptable. All incidents of harassment and/or bullying will be fully investigated by CRES administrators with reports to parents/guardians. Bullying offenses may also be reported to law enforcement officials.
- Bullying can also be defined as "harm inflicted through the medium of electronic text." This generally occurs through the use of computers, cell phones and/or internet (i.e. Instagram or Facebook).
- Please note that not all incidents of unkind behavior are bullying. We work to teach our students the difference between rude, mean, and bullying behaviors. While we strive to eliminate all of these behaviors, referring to all negative interactions as bullying is counterproductive in that it cheapens the label and reduces the attention paid to true incidences of bullying. Bullying occurs when someone does or says something intentionally hurtful and they keep doing it even after it is evident or explained that the behavior is upsetting.

## Prevention and Procedures

- If you feel that your student has been a victim of bullying, please report your concern, orally or in writing, to any teacher or member of the school administration. Procedures provide students the opportunity to anonymously report acts of bullying to teachers and administrators; parents/guardians may file anonymous reports of suspected bullying as well.
- [“Safe2Tell Colorado”](#) allows individuals to anonymously leave a tip.
  - Administration and Law enforcement are alerted when an anonymous tip is reported.



## Safety

Your child's safety is of utmost importance to everyone at CRES. We hold regular emergency drills, practicing the approved Standard Response Protocols and all staff are trained to challenge any adult without a visitor or volunteer badge. When entering the building, from any door, please first proceed to the office to get a badge. This also applies before and after school. Also, we have a controlled access device in the front entrance. All exterior doors and fencing will remain locked all day. To gain access, press the button and present your identification and reason for the visit. Thank you for understanding that these small inconveniences are an important part of our system designed to keep all students and adults safe in the building.

### Pets/Animals in School

Pets being brought to school for show and tell are to be brought to an outside door and shown outside rather than bringing them into the school. This will eliminate an accident on the carpeting or causing discomfort for those children with animal allergies.

Please refrain from bringing pets on school grounds during pickup and drop off.

## Medication Dispensed at School

Students are allowed to take OTC (Over the Counter) medication (any medication not dispensed by a prescription) at school provided the following criteria are met:

1. Medication must be stored/locked up and dispensed from the Health Office
2. Only one day's dosage (no extra medication will be sent home with the student)
3. Medication must be in the original container (not a baggie, Tupperware, foil wrapper, lunch bag, pocket, sock, lipstick tube or any other receptacle)

4. A note from the parent/guardian giving permission for the student to take the medication. If you feel your student is going to need medication more frequently, you will need to provide a full bottle of the medicine accompanied by the physician's prescription and a signed parent permission form.

Thank you for your cooperation,  
Ms. Tanjee Eubanks, SHOA, 970-679-9404

## Student Absences

The following are some common health conditions for which a student will not be permitted in school; less common conditions are not listed.

- Fever: Temperature greater than 100° F, temperature must be back to normal for 24 hours prior to return to school.
- General Illness: with or without fever, along with changes in behavior and/or the student looks and acts sick; which the health department defines as a student who is not able to participate comfortably in his/her usual activities or if the student has persistent crying and requires more care than school personnel are able to provide.
- Diarrhea: until resolved and includes times when stools are so loose they can't be contained in a diaper or controlled by the child.
- Signs of possible severe illness: for example persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy
- Vomiting: when this occurs and is accompanied by symptoms of illness, is the result of a head injury, or if the vomiting appears green or bloody.
- Rash: When there is a rash with a fever or behavior change or until the origin of the rash has been deemed by the physician to be non-contagious in nature.
- Infectious Conjunctivitis: (pink eye) with discharge, until 24 hours after treatment is started.
- Impetigo: until 24 hours after treatment is started.
- Strep Throat, scarlet fever, or other strep infection until 24 hours after treatment started and the child no longer has a fever.

- Chicken Pox: until all sores are crusted over.
- Oral Herpes: (if a child is drooling or the lesions cannot be covered) until lesions heal.
- Flu Symptoms: fever (100°), sore throat, cough, runny nose, body aches, vomiting or diarrhea. Stay home from school for at least 7 days or until symptoms are gone for 24 hours, whichever is longer.

## Positive Behavioral Interventions and Supports (PBIS)

Expectations for all areas of the school will be presented and taught to all students during the first week of school. Student behavior is rewarded with Coyote Credits for positive and pro-social behaviors that model the IB Learner Profile Attributes.

Throughout the year students will have an opportunity to earn Silver Credits for going above and beyond expectations. They will receive recognition on the morning announcements, and their credits will be placed on the Bingo Board in the south hallway. Students appearing in the winning Bingo row will be treated to a lunch with the principal.



Students will be recognized periodically by the principal for positive behavior apart from the Coyote Credit procedure with notification going home to parents.

## Student Behavior

When student behavior warrants a correction, guidelines for classroom-managed behavior incidents or office-managed behavior incidents will be followed. Classroom-managed incidents do not warrant a visit with the principal and are taken care of by the staff member who witnessed the behavior. Parents and guardians will be informed of this referral via a referral form sent home with the student, or by email or phone call, and the teacher will let the family know that it was documented in our system electronically as a discipline referral. In the case of relatively minor infractions, parents may or may not be notified, at the discretion of the teacher. Teachers may utilize a reflection or "oops sheet" as well. The reflection may be sent home for you to reflect with your child.

Office-managed behavior incidents are referred to the principal by staff members. The principal will investigate and respond to the incident and contact parents/guardians. Office-managed incidents are also documented in our system as a disciplinary referral. Consequences will be based on the circumstances and seriousness of the behavior.

Please refer to the [TSD Behavior Code of Conduct](#) and the [CRES Behavior Management Flow Chart](#) for more information.

### **TSD Code of Conduct**

- All students are expected to follow the [TSD Behavioral Code of Conduct](#)

### **Student Success Team**

- The Student Success Team (SST) is a part of the [MTSS](#) process, which ensures each student is successful and meets their learning goals.
- The SST uses a data driven process of problem-solving that examines student outcomes and seeks to identify potential barriers.
- The SST consists of a group of teachers and staff members who aim to best support each child.
- When opportunities to improve a student's outcomes are identified the SST meets with the family and the student's home room teacher to review concerns and make recommendations.

### **Lunch**

School lunches are free for students. This typically includes the main choice, alternate choice, or peanut butter and jelly sandwich. Additional items can be purchased for lunch as well. Lunch accounts are set up for each student in the cafeteria. Students may deposit money in their account by giving it to the teacher to place in the lunch envelope. Any amount may be deposited. Notices of charges will be sent home weekly and need to be paid promptly. Money can also be deposited electronically by registering on <https://lincconnect.com/main>. Call the office to get your child's ID number, if needed.

Parents are welcome to join students for lunch. Please call the school office before 9:00 am if you would like to reserve a school lunch for (adult) purchase..

Students DO NOT have access to hot water or a microwave, so please do not send in items requiring access to either of those.

Pop/soda is strongly discouraged in home lunches.

## Lunch Schedule

| <u>Grade Level</u> | <u>Lunch Time</u> | <u>Recess Time</u> |
|--------------------|-------------------|--------------------|
| K                  | 11:05-11:35       | 11:35-11:55        |
| 2nd                | 11:15-11:45       | 11:45-12:05        |
| 1st                | 11:25-11:55       | 11:55-12:15        |
| 4th                | 11:35-12:05       | 12:05-12:25        |
| 3rd                | 11:45-12:15       | 12:15-12:45        |
| 5th                | 11:55-12:25       | 12:25-12:45        |

## Breakfast

Breakfast is free for students and is served daily from 7:40–8:55 AM (8:40–8:55 Wednesdays). in the cafeteria. Students who choose to eat breakfast may enter through the south doors. When finished, students will be dismissed from the cafeteria to the playground to wait until the first bell rings at 7:45 (8:45 Wednesday) AM. Students need to finish eating their breakfast in the cafeteria and may not bring their food items outside to the playground.

## Elementary School Parties

In accordance with [district procedures](#), there shall be no individual birthday parties at school. In an effort to be fair to each child and to ensure that there is no pressure or expectation that would make individual students feel uncomfortable, we ask that no birthday treats/snacks be sent to school. We know that each family will want to celebrate birthdays at home in accordance with their own traditions.

Teachers will recognize students' birthdays in their classroom. Some ideas on how classroom teachers will honor students: letting the birthday child be VIP for the day (they get to be line leader, teacher helper, maybe get a special seat and supplies, etc.), letting them pick a quick class game to play, letting them pick a read-aloud (and maybe reading it to the class themselves), a birthday sticker or headband so that everyone knows it's their birthday when they see them in the hallways and on the playground. These things are almost always more exciting and special to the birthday student than passing out treats.



School staff will not distribute party, or other invites unless there is one for each student. We know that each family will celebrate birthdays at home in accordance with their own traditions. IF treats are sent to school they will be returned home.

Classroom parties will be held for Halloween, before Winter Break, and on Valentine's Day. The district wellness policy limits the types of snacks that can be served at parties, such that only one "sweet-treat" is offered. Please coordinate with your room parent to ensure that your classroom is in line with this policy.

### **Lost and Found**

Items that are found on school grounds are placed in the lost and found located near the lunchroom. Small items such as jewelry, glasses, etc. may be claimed in the office. At the end of each semester, all lost and found items are donated to local charities.

### **Field Trips & Chaperones**

Field trip permission slips will be sent home well in advance of a scheduled field trip. Please return permission slips promptly. Only the children from the designated class may attend the field trip. All students are expected to ride to and from the field trip on the bus. Preschoolers or children from other classes are not allowed to attend any field trip.

The number of chaperones needed/accepted varies depending upon the nature of the field trip. Official chaperones will be allowed to ride the bus provided that the bus is not filled to capacity. Any additional adults wishing to go along on the field trip must first check with your child's teacher or the field trip sponsor to see if this is permissible. Additional adults may car pool and follow the bus to its destination.

All adults will pay a standard fee. Any excess money from reduced fees will go back to the field trip fund.

### **Chaperones and Tag-along Parents/Guardians on Field Trips**

It is important to clarify the difference between a chaperone and a parent who is going on the trip to be with his or her student only (tag-along). A chaperone is a registered adult (at least 21 years of age) volunteer who has passed a background check and is assigned a group of students to accompany on the trip. Chaperones ride the bus and are entitled to any discounted group fees. They must wear their volunteer name badges on the trip.



A tag-along parent going with his or her student is not a chaperone. These parents do not need to register online in order to go on the trip. However, they may not ride the bus and they are not entitled to discounted group fees. It must be made clear to them and to the chaperones that they are there solely to be with their student and may not be left in charge of other students. If the class is split up into groups, they should be in the teacher's group.

Teachers will advise all potential field trip chaperones to [register online](#) at least three weeks before the trip in order to run the background checks and get the name badges to the school. Only registered authorized volunteers who have cleared a background check will be allowed to go on the trip as chaperones.

Considerations are made for students with significant health conditions who have a 504 ADA accommodation stating that parents or a specifically trained health staff is required on the field trip. In these instances, the parent is not considered a tag-along, but an essential person caring for the child's health needs. These parents are allowed to ride the bus with their child. They are neither volunteers nor chaperones. They do not need to be registered in order to go on the trip.

Dorothy Barnhart, Benefits and Risk Manager, includes the following insurance and liability issues to consider and concerns around tag-alongs: Only students in the specific class that is going on the trip, the teacher and an adequate and appropriate number of chaperones – ratio of 1:10 – (see Board Policy IJOA-R) are considered as part of the field trip. These are the individuals who are eligible to ride the bus, be part of the group rate (if applicable) and would be covered by district insurance (if applicable). Activities and field trips are extensions of the classroom or school setting and are age appropriate and within the abilities of that specific group and not intended to be used as family outings. District liability exposure is potentially expanded and in the case of an accident, increases the financial obligation of the district and ultimately, may reduce the official individuals' (students in the class, teacher and specific chaperones) level of financial recovery.

## Middle/High School Students

Middle/high school students are not allowed on school grounds during our school day. The only exceptions are as follows:

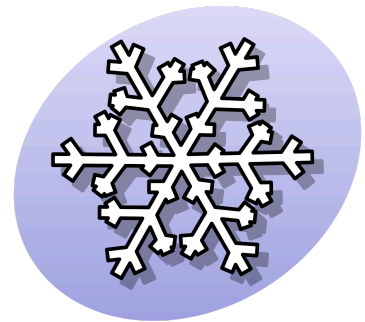
- If a middle/high school student is assigned by a parent to pick up a sibling, s/he may arrive on school grounds five minutes before the bell rings and they must wait outside the building.

- If a student is performing a volunteer function or is assigned to work at Coyote Ridge as part of a class, appropriate paperwork must be filed in the office. The student should obtain a form from the teacher/staff member with whom s/he plans to work and return it to the office complete with all required signatures. Students need to sign in/out in the office. No volunteering in classrooms may begin until the third week of school.

## **Cold and Inclement Weather Procedure**

It is expected that students well enough to be in school are well enough to participate in all activities, including outdoor recess. We strongly suggest that children be dressed for the changeable Colorado weather. The practice is that current weather conditions determine whether students are sent out or not. Generally, outdoor recesses will be held if the temperature is 15° or above. However, other factors considered in making this decision will be wind, conditions, wetness of the grounds, and rain/snow conditions. Students will be allowed to enter the building prior to the 7:45 AM bell in the event that the weather conditions are not suitable according to the policy above.

If it is too cold/wet for students to stay outside before school starts, they will go straight to their homeroom classrooms. Students dropped off by car will be greeted at the front sidewalk and directed into the building. Walkers may enter from the front of the gym or doors near the cafeteria.



Please see the [TSD Inclement Weather Link](#) for information about late starts and cancellations. Please do not call the school for information. All decisions will be made by TSD, and TSD will send the notifications. If you are not receiving these notifications, please update your information with the school office.

## **Personal Items & Mobile Devices**

Students may bring items to play with at recess such as footballs, etc. We want students to have some voice and choice in how and what they play at recess. Please understand that items that are disruptive will be sent home or held for parent pick-up, and that staff will not spend time looking for lost items. Please use your best judgment and do not send valuables.

Gum, candy, and pop should not be brought to school except with permission from a teacher for special purposes. Milk may be purchased or the student may bring water, juice or fruit drink in the lunchroom. Only water is allowed in the classrooms in order to protect the carpet.



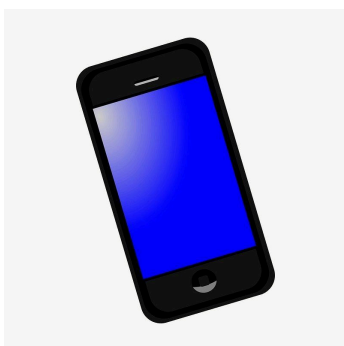
Bicycles, skateboards, inline skates, scooters, etc. may be used as transportation to and from school, as long as the student is wearing a helmet but may not be ridden on school property. Riders need to dismount or remove the skates at the edge of the school property and should be stored out of the way in the classroom during school hours. Students who misuse this privilege will be asked not to bring these items to school for the remainder of the year. Bikes need to be parked in the designated bike racks. Locks are highly recommended, and the school will not be responsible for theft or damage.

## *Érica's Law*

*We the students of  
Coyote Ridge Elementary School hereby proclaim that any person riding  
anything with wheels  
(besides a car, bus, plane, or train) must wear a helmet and follow the  
safety guidelines of the road  
AT ALL TIMES!  
This rule will be called Érica's Law,  
in memory of a dear friend we lost.*

Shoes with retractable wheels ("heellies") may not be worn to school for safety reasons.

Mobile phones and devices are not recommended for elementary age students. However, if a parent chooses to send a mobile device with their student, the student needs to store it in his/her backpack and keep it turned off during school hours. The device is not to be used at any time in/out of the building during the school day. This includes mobile phones, smart watches, tablets, etc.



In 2016-17 a procedure was developed to deal with the influx of wearable mobile phones and other devices. A [copy of the memorandum](#)

is shared annually through the Coyote Howler and is included at the end of this handbook.

We ask that students not trade personal items, exchange gifts, lend money, or sell items to each other while here at school. Problems often arise from this kind of activity.

### **Parent Teacher Organization (PTO)**

The Coyote Ridge Parent Teacher Organization is a vital part of our school community! All parents are welcome and urged to attend monthly meetings. These are typically held on the second Tuesday of the month. Once the schedule is established, it will be added here and communicated through the Coyote Howler.

TBD

The primary purpose of the organization is to provide additional opportunities for CRES students and to promote the partnership between home and school. The group supports the school by providing volunteers, communication and by conducting fund-raising activities. Dates and times of meetings are published in the school newsletter and recordings of the meetings will be shared via email.

The PTO Officers for 2025-26 are:

President – Tricia Vincent

Vice President/Secretary – Gavin Morris

Treasurer – Kristen Castiglioni

Volunteer & Room Parent Coordinator – Briah Freeman

### **School Accountability Committee (SAC)**

The purpose of this group is to serve as an advisory and accountability committee to the staff and administration as school plans for improvement are developed. The group consists of parents, teachers, support staff, community members and the principal. Meetings are held monthly and are open to the public.

TBD

**\*Please contact the principal for more information about SAC & PTO.\***

## Volunteering

### Volunteers in Thompson Schools Accentuating Learning (VITAL)

Volunteers are a very important part of the partnership necessary to provide the most complete education for our students. We welcome your participation in Coyote Ridge's [VITAL program](#)! By working with the school staff you will be providing further enrichment experiences and positive role models. Your valuable help will allow more individualized instruction and personal attention for student learning. It also will provide you with an increased awareness of the needs and challenges facing education. If you are planning to volunteer throughout the school day, please just be sure to give all teachers (including "specials" teachers) a day's notice as a courtesy. We LOVE our volunteers and hope to see you often! Please contact your child's teacher or the school office for more information about this important organization.

#### Ways to Volunteer

- Be a [Room Parent](#)! Coordinate parties, events, and communicate with the class families!
- Manage Paperwork: offer your child's teacher or the office to help organize paperwork from home or at school
- Shop in Bulk: offer to donate supplies needed for school (paper plates, napkins, juice, etc.)
- Pitch in with an Enrichment Program: watch for notes to come home asking for volunteers for specific programs
- Share your Neat-Freak Tendencies: offer to come in and wash down cubbies, sinks, desks, etc.
- Show off your Job: offer to provide an informal presentation of what you do for work
- Lend your Hands: offer to volunteer for family nights, school carnival, etc.
- Shelf Books: Mrs. Opfer would love for volunteers to help shelf books!
- Manage the Drop-off: offer to help students arrive and depart during drop-off and pick-up times
- Prep a Project: offer to your child's teacher to help prep an upcoming project
- Be a Reading Buddy: offer to help read with students
- Join the Council: come to PTA/WAC meetings to offer support of Coyote Ridge
- Use your Grammar: offer your keen eyes to your school for proofreading and editing
- Get Outside: offer to help be outside during recess or to help clean up campus
- Lend your Language: offer to help welcome new families or provide translation



- Pull on a Whistle: offer to help run an athletic extracurricular before or after school
- Classroom Help: offer to help your child's teacher in the classroom help is always needed!
- KEEP KIDS SAFE: Help with before/after school crossing-guard duty



## **Coyote Ridge Elementary, an IB World School**

**7115 Avondale Road • Fort Collins, CO 80525 • Office (970) 679-9400**

**• Fax (970) 679-9420**

**Mr. Deon Davis**  
Principal

### **CRES Mobile Phone and Communication Device Procedure (“Device”)**

**With more and more students bringing these Devices to school, it became apparent that a procedure is needed to ensure that classroom disruptions are minimized, and that parents are able to realize the utility and purpose of these Devices. Past practice has been that mobile phones remain turned off or silenced in backpacks during the school day. These have primarily been used by our older students, and we have had relatively few issues from their presence.**

**We have recently noticed a significant increase in the number of small and often wrist-worn communication Devices. These are more often seen with younger students, and, because they are wrist-worn, they are accessible to students during the school day. This has led to classroom disruptions, with students receiving calls and texts during class, and also with students using other Device features (games, apps, etc.). The primary school-appropriate utility of these Devices is for communication before or after school. Some are used to communicate last-minute changes in after-school arrangements. Some of these Devices contain features which allow parents to monitor a student’s progress or arrival at school. In our experience, we have found this feature to sometimes be unreliable.**

**Students are required to communicate with their teachers and/or office staff regarding important matters such as illness. Parents are asked to remind students to follow this process, even if they have a Device. Parents are always welcome to call the school if there is a message which students need to receive.**

#### **The procedure regarding student use of Devices is as follows:**

- Mobile phones are to be silenced and kept in backpack during school hours.
- Wrist-worn communication Devices may be worn, but all functionality, other than the watch/time function needs to be turned off during school hours.
- The last few minutes of class are spent packing up and preparing for the end of the day. At this time students may check their Devices, including turning them on to receive messages. They are not to be used for other purposes until the dismissal bell has rung.
- If the procedure is violated, school staff will hold the Device and parents will need to come pick it up and discuss the concern, and how to avoid this from happening in the future. In the case of a second violation, parents will be called to retrieve the Device and asked not to send it in the future.
- In the case of unexpected circumstances, school principal may make determination of whether the Device constitutes a distraction and should be removed.
- If the Device indicates to a parent that their child is not at CRES, parents are welcome to call and confirm. In cases involving a significant number of incorrect reports, we will ask parents to repair the Device or discontinue calling for confirmation.