

BACON BULLDOGS

2016-2017

Home Court Advantage!

Parent Handbook



Make it count for **ALL** learners!

5844 S. TIMBERLINE RD.
FT. COLLINS, CO 80528
PHONE: 488-5300
ATTENDANCE LINE: 488-5310
<http://bac.psdschools.org>

Dear Parents & Guardians,

On behalf of our staff at Bacon, I would like to welcome you to our school learning community where our mantra is “Make it count for ALL learners!” It is with the cooperation of students, parents, teachers, administrators, and other school employees that we strive to provide a warm and positive learning environment. We expect that all students and staff uphold the 8 Keys of Excellence:

1. This is It
2. Ownership
3. Speak with Good Purpose
4. Commitment
5. Failure Leads to Success
6. Integrity
7. Flexibility
8. Balance

We have a highly qualified and professional staff at Bacon. All students are held to high standards of behavior and academic performance. We hope that students at Bacon have a successful and memorable school experience.

We are proud to boast that our parents are second to none in the Poudre School District. Our parents support our high standards and are deeply committed to their children’s education. You are always welcome to stop by and visit Bacon. We are confident that during your visit you will witness incredible teamwork and feel the energy that makes Bacon such a special place for students.

I hope you take the time to read our “Home Court Advantage” parent handbook. It is also available on our school’s web page, in the Electronic Friday Folder. This handbook contains valuable information that will help everyone succeed at Bacon.

We look forward to working with you throughout the school year!

Educationally yours,

Joe Horky

Principal, Bacon Elementary

HOME COURT ADVANTAGE!

Quick Reference Guide

BACON DAILY SCHEDULE

8:00 A.M. Office Staff on Duty
8:35 A.M. Teachers on Duty
8:40 A.M. Breakfast
8:45 A.M. Outside Supervision Begins
9:00 A.M. First Bell!
9:05 A.M. Tardy Bell Rings – Instruction Begins

***** Lunch and Recess *****

Grade Level	Lunch	Recess
Kindergarten	11:55 – 12:15	11:30 – 11:50
First Grade	11:15 – 11:35	11:40 – 12:00
Second Grade	11:30 – 11:50	11:55 – 12:15
Third Grade	12:50 – 1:10	12:25 – 12:45
Fourth Grade	12:25 – 12:45	12:00 – 12:20
Fifth Grade	12:05 – 12:25	12:30 – 12:50

Lunch Prices:

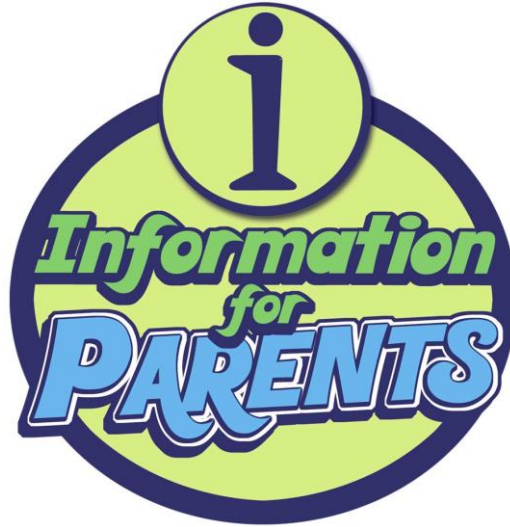
- Breakfast \$1.25
- Lunch \$2.45
- Milk \$0.45

3:43 P.M. Students Dismissed
3:53 P.M. Outside Supervision Ends – Playground Cleared
4:15 P.M. Teachers off Duty
4:30 P.M. Office Closed

BACON SPECIALS

Specials are on a four-day rotation. Below you will find the designated specials time for each grade level.

Grade Level	Specials Time
Full-Day Kindergarten	1:10 – 1:55
First Grade	2:00 – 2:45
Second Grade	2:50 – 3:35
Third Grade	11:40 – 12:25
Fourth Grade	10:05 – 10:50



KEYS TO SUCCESS @ BACON ELEMENTARY

1. **Integrity** – Know what’s right, know what’s wrong – Do what’s right!
2. **Failure Leads to Success** – The magic word is effort!
3. **Speak with Good Purpose** – Words are powerful!
4. **This is It** – You only get one shot at right now!
5. **Commitment** – How much are you willing to put into this?
6. **Flexibility** – Roll with the punches.
7. **Ownership** – Life is about choices.
8. **Balance** – The right amount of energy for each responsibility.

ATTENDANCE

Student attendance is one of the top priorities for students at Bacon. In order to meet the Keys to Success – students must be at school. Parents are expected to call each morning when their child is absent or tardy. This can be done by calling the 24-hour attendance line at 488-5310. If you don’t contact Bacon Elementary concerning an absence or tardy, the office clerk will contact you. This is for the safety of the child.

Please send a note or email the teacher if your child will need to leave school for an appointment. This will cut down on phone calls and disruptions to the classroom. Before a student leaves school, an adult needs to come in the building to sign the student out in the office. If your student will be returning to school, a parent will need to come into the office to sign them back in.

To find more information about student attendance please refer to (JH/JHB) Student Attendance in the Student Rights and Code of Conduct.

TIMELY DROP OFF AND PICK-UP

With a school the size of Bacon – it's imperative that students be dropped off and picked up in a timely manner. Here are a few things to consider:

Arrival

- Morning supervision begins at 8:45, which is fifteen minutes before the first bell. There is no need for students to arrive prior to that time.
- Staff members, wearing orange safety vests, are stationed around the building and at the crosswalk for student safety.
- ***Please have your students cross Zephyr at the intersection of Zephyr and Regal, where crosswalk assistance is provided both before and after school.***
- Students are expected to be in the classroom when the 9:05 bell rings.
- For supervision and safety reasons, students are not allowed to play on the north side of the building. Students may choose to wait for the bell on the north side of the building, but if they would like to play, we will ask them to join the playground area. This is due to the limited space and potential for icy conditions in the winter.

Dismissal

- All students are dismissed at 3:43.
- Staff members, wearing orange safety vests, are stationed around the building and at the crosswalk for student safety.
- Students and parents are expected to clear the school grounds by 3:53. At this time the school bell will sound and the adult supervisors will do their "final sweep" of the area to make sure all students have been picked up and/or are safely on their way home.
- Any students not picked up by this time will be brought to the office where phone calls will be made to arrange transportation.
- Families may come back to school after 4:15 to play on playground equipment.

STUDENT CHECK-IN/CHECK-OUT

Students arriving after 9:05 must report to the office. Parents picking up students before 3:43 must report to the office to sign out the child. The secretary will call the classroom to get the child. **Please do not ask your child to meet you in the office at a certain time.** We would like them to be in class as long as possible and miss as little instruction as possible. If you happen to be late, we would much rather have your child waiting for you in class, and learning, rather than sitting in the office area.

TRAFFIC FLOW IN THE MORNING

Attached you will find a diagram showing our "Kiss & Go – No Parking Zone." This plan is to help make sure that all our students are safe during drop off times in the morning as well as making this time of day as efficient as possible for parents. For safety reasons please have your child exit your vehicle from the curb side (passenger side). To help ease the congestion of the visitor

parking lot, all vehicles are required to turn west (right) when exiting between 8:35 – 9:05 in the morning and 3:20 – 3:55 in the afternoon.

Vehicles may not be left unattended in the fire lane.

COMMUNICATION

At Bacon – the preferred method of communication is e-mail. Teachers are asked to check their messages periodically throughout the day and will be able to respond quicker and at a convenient time in their schedule. Before or after school “drop in” visits are strongly discouraged. The time before or after school is a busy time filled with staff meetings, committee meetings, and preparations for daily instruction.

BIKES, SKATEBOARDS, AND ROLLER BLADES

All bicycles, skateboards, and roller blades are to be walked or carried on school grounds! **This includes the sidewalk along the South side of the playground.** Bicycles are to be parked in the bike rack and are off limits until the end of the school day. The school cannot be responsible for stolen bikes, so please have your child lock their bike. Students need to check with their classroom teacher about storing skateboards or roller blades in the classroom.

BUS PASSES

When requesting a bus pass, please send a signed note to the office with the request. The note needs to include:

- Your student’s name and classroom.
- The date the bus pass is needed.
- The student’s name your child will be riding home with.

After receiving this information, the office staff will provide the requested bus pass to the student. Each student is limited to 5 passes a year to an alternate address. After this, an alternative transportation request must be submitted.

INVITATIONS and CELEBRATIONS

If your child is going to bring invitations for a party to be held at their home, he/she may bring them to school to distribute **only** if all children in their classroom are invited. This will prevent hurt feelings by classmates.

The classroom teachers are more than happy to help recognize student birthdays in the classroom with pre-packaged treats. In an effort to limit disruption to learning, special deliveries (flowers, balloons, etc.) will not be allowed.

TREATS & ALLERGIES

All treats for special events / birthday celebrations must be purchased. No homemade food will be permitted to be shared with other students. Only pre-packaged, commercially prepared foods from retail stores are allowed to be shared. We are asking all parents and classmates to help make our

classrooms a safe and healthy place for everyone. Here are ways that you can help:

- Please avoid sending any nuts or items containing nuts to school. This includes containers that used to have nuts or peanut butter in them.
- Please inform the classroom teacher one day prior to sending birthday or special event treats to school.
- If your child eats peanut butter before school, please make sure they wash their hands before coming to school.
- Peanut butter sandwiches may be brought to school. There is a table in the cafeteria for children who have food allergies. Peanut butter sandwiches and nuts are not allowed at this table.
- It is helpful to continue to encourage and remind your child to NOT share any food, eating utensils or food containers with other students.

ANIMALS AT SCHOOL

Under no circumstances are animals allowed on the school grounds without prior approval of the principal. This is a safety issue, as we may have students, staff members, and/or volunteers who may be allergic. Please see PSD policy ADG for more information.

RECESS

Daily outdoor recess is provided to give students a chance for appropriate social interaction and physical activity. Students should come to school prepared to go outside each day. Generally **we will go outside if the temperature/wind chill is 10 degrees or above**. Please dress your child appropriately for the weather. Outdoor play during scheduled recesses is expected of all children unless weather conditions are severe. In the case of inclement weather, recess is held in the classroom. Generally, a child too ill to participate in these short activities is probably not well enough to be at school. Recess privileges may be denied for disciplinary reasons.

Students are not allowed to bring any equipment from home that could prove dangerous, unless approved by the principal. Baseballs, bats, lacrosse balls, skateboards, etc. are simply too hard and/or potentially dangerous to have at school, **please leave them at home**.

BACON WELLNESS

We are excited to have established a Bacon Wellness Committee during the 2011-2012 school year. This committee continues to work to maximize school wellness as outlined in district policy ADF & ADF-R.

Student Birthday Options

- Students may choose one of the following to celebrate their special day in the classroom.
 - Birthday treat from home following the treat/allergy guidelines listed on the previous page.
 - Extra recess in celebration of their birthday. This time would be added to an existing recess time.
 - Classroom activity/game from approved list of activities that will vary by classroom.

Student Daily Snacks

- Students and/or parents will determine student snacks. Age appropriate “Healthy Food Snack” lessons may be taught by staff. Please refrain from sending candy as a classroom snack.

Class Parties

- Bacon PTA leaders will work with room parents to encourage healthy food choices for everyone.

MEDICATION AT SCHOOL

Students often need to take prescription medications while at school. For the health and safety of everyone concerned – all medication (including over-the-counter) must be kept in the office. Each medication must be labeled with the student’s name, in its original bottle and accompanied by written permission from the physician and parent/guardian. This form is available in the school office. Parents must transport all medications both to and from school.

VISITING SCHOOL

Bacon Elementary staff welcomes parents to our school. When planning to visit your child’s classroom or join them for lunch there are few things to consider:

- We ask that arrangements for a classroom visit be made with the classroom teacher one day in advance. The best way to schedule this visit is by e-mail. The teacher will then be able to have a seat waiting for you when you arrive. Please limit your visit to your child’s classroom to one hour or less due to potential distractions for your child or the other children in the classroom.
- All visitors must sign in at front office and receive a visitor badge to wear while in the school. Visitors are also expected to sign out at the end of the visit.
- Parents wishing to purchase a school lunch and eat with their child must notify our lunch clerk at 488-5357 office by 9:00 that morning to be added to the total count.
- Please refer to (KI) Visitors to Schools in the Student Rights and Code of Conduct for more detailed information.

VOLUNTEERS

Parents are involved in many ways and are an integral part of the educational program. All volunteers must submit to a Colorado Bureau of Investigations background check prior to working with children. This is designed to ensure the safety of our students. For more information please see PSD policy KJ and KJ-R.

CODE OF ETHICS FOR VOLUNTEERS

- ✓ The teacher must be recognized as the person in charge and the one to whom the students owe their primary attention.
- ✓ A volunteer keeps confidence. Conduct yourself in a professional manner and do not discuss information about a child with anyone other than the teacher.

- ✓ A volunteer is reliable and prompt. The school staff and students depend on you. Always contact the school if you need to be late or absent.
- ✓ A volunteer is neat in appearance and sets a good example for the students.
- ✓ A volunteer is patient with students and is there to help.
- ✓ A volunteer shows personal concern for students.
- ✓ A volunteer helps to broaden the horizons of the students by being concerned, helpful, and friendly

PARENT TEACHER CONFERENCES & REPORT CARDS

Bacon will be holding building wide conferences again this year. Fall conferences will take place on the following dates:

- Tuesday, October 11th from 3:50 – 7:50
- Wednesday, October 12th from 3:50 – 7:50
- Thursday, October 13th from 8:00 – 3:40

All parents will be given the opportunity to sign-up for a conference time. Our schedule is set up with blocks of time every 20 minutes. Actual conference time with teachers will be approximately 15 minutes – this will allow time between conferences for teachers to better stay on schedule. I'm excited to have all our teachers (including specials) in the building and conferencing at the same time again this year.

All elementary schools use trimester grading. Report Cards will be sent home with students following the completion of each trimester.

- November 10th – End of the First Trimester
- February 16th – End of the Second Trimester
- May 26th – Last Day of School - End of the Third Trimester

PERSONAL COMMUNICATION DEVICES

Personal communication device (PCD) is defined to include all student cell phones, iPods, MP3 Players, cameras, etc. Please refer to (JICJ) Student Possession and Use of Personal Communication Devices for more detailed information in regard to the following list of rules.

- Students shall not use PCDs at any time they are in class.
- Students shall keep PCDs out of sight at all times they are in class.
- Students shall keep PCDs turned off or silent at all times they are in class.
- Violation of these rules may result in the confiscation of the PCD for a period of time determined by the principal, up to and including the remainder of the school year.

LOST AND FOUND

Misplaced items will be stored in the hallway near the Flex Room. Small items and/or valuables are kept in the office. Please check the lost and found area for lost items. **For easy identification, please mark all clothing, lunch boxes, etc. with your child's name.** At the end of each trimester, unclaimed items will be donated to a charitable organization.

DRESS CODE

Your assistance in monitoring your child's dress for appropriateness and safety is appreciated. Students should dress in a manner that will permit them to participate in all school-related activities. They should also "dress for the weather" since recess is usually held outdoors.

We are proud of our school and believe our students are a reflection of this pride. Their adherence to the etiquette of cleanliness, sensibilities, and good taste in what they wear is expected. Students should exercise good judgment and be appropriately attired for the classroom. We must all remember that the main purpose of our school is learning. Any clothing that is distracting to the learning environment is unacceptable. Hats are not to be worn in our school at any time and gum is not permitted. Please see PSD policy JICA for more information.

FIELD TRIPS

Field trips are scheduled to support learning. These activities are designed to take learning beyond the confines of the classroom and add additional relevance to a unit of study. Parents are welcomed and encouraged to accompany their child on the field trip, but due to additional supervision and liability responsibilities, may not bring other children. Parents must be registered as volunteers prior to attending any school field trip.

HOMEWORK POLICY

The Bacon staff values the involvement of parents in their child's education and believes that homework should stimulate the intellectual development of the child, as well as foster desirable interests and habits. It should reinforce the student's mastery of skills, encourage creative use of abilities, develop independent study habits, and allow parents to see a part of what students are learning. Homework should be an outgrowth of meaningful classroom activities incorporated as an integral part of the lesson.

Since a significant purpose of homework is to teach student responsibility, it is given at all grade levels. Students should receive the message that learning is important and can take place anywhere, not just at school.

Homework may include a variety of activities, which support the curriculum and reinforces, provides practice, or enriches a concept. It may include work not completed at school or specific assignments, which are to be completed at home. A student will receive adequate instruction, directions, and help prior to taking it home. However, parents are encouraged to give needed directions and guidance while requiring the child to complete the work.

Depending on the grade level, time of year, and subject, the amount of homework may vary.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORT

Bacon Elementary is proud to be a Positive Behavior Interventions and Support School. Common expectations have been developed for all students in all areas of the building. These expectations will be shared during the morning news and reinforced in each classroom. Students will be given the opportunity to practice each of these expectations and will be “Caught Being Good” by staff throughout the building. Students who are caught will receive a Bacon Dog bone! Attached you will find a copy of the Bacon Behavior Matrix that contains our expectations in all common areas of the building.

The school MTSS (Multi-Tiered System of Support) team has also put in place a system for recording minor problem behaviors (managed by staff members) and major problem behaviors that will result in a visit to the office. It is our hope that by teaching, practicing, and reinforcing our expected behaviors, problem behaviors will be kept to a minimum.

SCHOOL ACCOUNTABILITY COMMITTEE

In accordance with Colorado State Statute, Bacon Elementary has a site-based School Accountability Committee (SAC) composed of staff and parents. The SAC meets quarterly and is involved in instructional goal setting and monitoring, the construction and maintenance of our School Improvement Plan, and serves as a liaison between the school and District offices offering input and feedback on district level initiatives and decisions. If you are interested in becoming a member of our SAC, please contact the principal.

BACON NEWS

Please look for the Bacon News, our school newsletter, each month. Our newsletter will be emailed to all parents each month and is also available on our school website.

BACON ELEMENTARY

Mission

Make it count for ALL learners!

Staff Beliefs

In order to accomplish this mission and vision, we believe we must:

- Love working with kids
- Create strong relationships with our students, parents and community
- Establish and maintain high expectations for student learning
- Acknowledge and recognize academic growth as well as proficiency levels
- Have a thorough understanding of curriculum, instruction and assessment
- Balance challenging instruction in literacy, math, science and social studies with an appreciation for the arts, health and wellness, and character education
- Make learning relevant and engaging for students

- Ensure students are learning what we are teaching
- Recognize and address the diverse needs of our students
- Be dedicated to continuous improvement as a staff

Students Expectations

In the final analysis, the effectiveness of any school is assessed on the basis of the achievement, character, and conduct of its students. In an exemplary school, students:

- Achieve at high levels and constantly learn and grow
- Accept responsibility for their learning, decisions, and behavior
- Develop skills to become self-directed learners as they transition from kindergarten through fifth grade
- Become actively engaged and give their best effort to academic and extracurricular pursuits



Home Court Advantage

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

An electronic version of the District's Student Rights & Code of Conduct Booklet is available on the PSD Website. To access this information, click on Parents, Student Conduct (located in the left, lower side of the screen), the Student Rights & Code of Conduct Booklet.

“The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be direct to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 LaPorte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620.”