



2014-2015

# Tope Elementary

## Student Handbook

Carrie Bollinger, Principal  
KERRY WILSON, SECRETARY  
CHRISTY LONE, SECRETARY

Tope Elementary School

Home of the Eagles  
2014-2015

2220 N 7<sup>th</sup> Street  
Grand Junction, CO 81501  
Phone: 970-254-7070  
Fax: 970-241-0687

*Kerry Wilson*  
*Secretary*

*Carrie Bollinger*  
*Principal*

*Christy Lone*  
*Secretary*

Welcome to **Tope Elementary School** and a new school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide for our school. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully so that you can familiarize yourself with Tope's policies.

We have purchased these planners for two reasons. One is to continue to increase our school to home communication and vice versa. We are also committed to developing our student's executive functioning skills. Studies show that students who learn to organize and prioritize are more successful. We want our students to be well-prepared for middle and high school, and ultimately for future aspirations such as college and a career!

Please help us create lifelong habits such as prioritizing and organizing through this planner. Tope's expectation is that our students show you their planner EVERY NIGHT and return it to school with parent initials. This may initially take some reminders from you as a parent! EVERY NIGHT ask them to see their planner and tell you about their day. It is just one more way to connect with your child's world!

---

This handbook is designed to give students and parents some helpful information regarding Tope Elementary School. It should provide you with a quick and easy reference on many questions you might have concerning school procedures. It is not comprehensive for every situation. If you would like additional information, please contact the school or look on the District 51 website at [www.d51schools.org](http://www.d51schools.org) for the Board of Education policy section.

-----  
Dear Parent/Guardian:

Please review the Tope Elementary School Student/Parent Handbook with your child. Sign below and return this form to the school.

My child \_\_\_\_\_ and I have reviewed and understand the handbook for the 2014-2015 school year.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Student signature

# TOPE ELEMENTARY STUDENT/PARENT HANDBOOK

## SCHOOL HOURS

<i>Mon, Tues, Thurs, &amp; Fri.</i>	<i>Wed.</i>
First Bell: 8:45 a.m.	8:45 a.m.
Tardy Bell: 8:55 a.m.	8:55 a.m.
School Ends: 3:50 p.m.	1:50 p.m.

## Kindergarten Schedule:

<i>Mon, Tues, Thurs, &amp; Fri.</i>	<i>Wed.</i>
Morning Session: 8:45 a.m. – 12:00 p.m.	8:45 a.m. – 11:00 a.m.
Afternoon Session: 12:40 p.m. – 3:50 pm	11:40 a.m. – 1:50 p.m.

Students should not arrive earlier than 8:25 a.m. or remain on campus later than 4:00 p.m. unless they are participating in a supervised school activity. SCHOOL DOORS WILL NOT OPEN UNTIL 8:25 a.m. each day. Supervision is not provided for students who arrive before 8:25 a.m. or remain after 4:00 p.m. These procedures are designed for the safety of your children. Students who are left unattended on school grounds must go to Eagles CARE and will incur fees for after hours care. Before and after school care is available through Eagles CARE. Please call the school office at 254-7070 for hours and registration information.

## ATTENDANCE

A problem arises when parents believe that their child is in school and we believe that the child is at home ill. In an attempt to better monitor student attendance, we ask parents to call the school anytime your child will be absent or tardy. If children are not in class and we have not heard from you, we will call your home and/or cell phone and leave a message if no one answers. Your student will be marked UNEXCUSED in the system until we hear back from you. Please contact the office immediately if **any** of your telephone numbers (home, cell, work, emergency) have changed! Please be sure to notify the office of changes and absences....do not rely on the teacher to get that message to us.

## TARDIES & EARLY OUTS

All students who arrive late to school need to check in at the front office to receive a Student's Admit Slip before going to class. Another issue that can become a problem is early pick-ups. Though some early pick-ups are unavoidable (ex: Doctor or dentist appointments), please avoid picking your child up early on a consistent basis. It is not acceptable to pick your child up early to "beat the rush" of traffic. Early pick-ups are disruptive to your child's learning and the classroom environment. STUDENTS MUST BE CHECKED OUT IN THE OFFICE BEFORE LEAVING SCHOOL!

## HEALTH/MEDICATION REQUIREMENTS

All students entering school for the first time are required to provide proof of immunizations. Any medications sent to school must be given to the Health Assistant along with the required paperwork. Please be aware of the following:

1. Medicine must be in the original container (whether prescription or over-the-counter) and have the child's name clearly printed on it.
2. Be sure to fill out and sign the Medication Form. For prescription medication we must have the doctor's signature on the form. These forms are available at the doctor's office as well as the school office.

Our health assistant handles all day-to-day duties with medication and first aid.

## ILLNESS OR INJURY

In the event of an emergency, 911 will be called first and then the parent/guardian contact. In case of serious injury or illness (but not an emergency) of any student at school the home is called first. If a parent cannot be reached at the home or work numbers, the people listed as emergency contacts are called next. Please complete the emergency section of the enrollment form very carefully! Complete accurate information, including home and work phone numbers is very important.

## SCHOOL BREAKFAST AND LUNCH

Hot lunch is available daily. Children who prefer to bring their own lunch may purchase milk or juice. We recommend payment by check made payable to Tope Elementary. Payment options and account balances may be found online by going to [www.MealpayPlus.com](http://www.MealpayPlus.com). Charging is against Board Policy. Free/Reduced lunch applications are available at the office and must be filled out every year. If your economic conditions change during the year, you may fill out an application at any time during the year. Tope is a "closed campus", meaning we do not allow children to leave campus for lunch unless they are checked out through the office by an authorized adult. Parents are always welcome to visit school and eat lunch with their children, and they may purchase a school lunch for themselves or younger siblings. Please sign in at the office and get a visitor sticker.

## **TAKING CHILDREN FROM THE BUILDING**

Tope Elementary MUST know where your child is at all times during the school day. If you are going to be taking your child out of school early you are required to stop by the office and sign him/her out. The same procedure is required if you take your child off campus at any time. **ONLY AUTHORIZED ADULTS WILL BE PERMITTED TO PICK UP STUDENTS!**

## **COMMUNICATIONS FROM THE SCHOOL**

The Tope Times is a monthly newsletter that your child will bring home from the school. The Tope Times is also available on the website [www.d51schools.org](http://www.d51schools.org) – Tope Elementary. You will also find valuable information on the Tope website. Thursday Thoughts are notes from Mrs. Bollinger and are sent home each week in your child’s Thursday Folder. Please encourage your children to be responsible about getting such communications to you. New this year – all students will be provided with a planner. Please be sure to follow classroom expectations for planners.

## **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the school year.

## **CURRICULUM**

Tope Elementary follows the District Curriculum Guides and Colorado Academic Standards (CAS) in mathematics, social studies, reading, language arts, science, and movement education .Music and Physical Education are also a part of our curriculum. CAS are available on our school district’s website. Technology is incorporated into classrooms and computer technology is taught as a class.

## **FIELD TRIPS**

Properly supervised and planned educational field trips are important to our instructional program. A signed permission form from a parent or guardian is required for all field trips. If your child loses their permission form you may print one directly from the Tope Elementary website.

## **STUDENT MESSAGES**

Every effort is made to deliver personal messages to your child, however, we cannot guarantee that any message that is called in to the office after 3:00 p.m. (1:00 p.m. on Wednesdays) will make it to your child on time. Please try to make sure that your child knows what their after school plans are prior to arriving to school for the day. The office phone is for emergencies only and students will not be allowed to use the phone to make after school plans.

**NO DELIVERIES** will be made to students in the classrooms – flowers, candy, balloons, etc. Please do not bring or have these items delivered to the school as they cause a disruption to class time.

## **BICYCLES/SCOOTERS**

Children may ride bicycles and scooters to school but are asked to walk them on school grounds, sidewalks, and when crossing the street. Students must wear a bicycle helmet and all bikes and scooters need to be locked up in the bike rack. Unlocked bikes are at risk! Skateboards, roller blades, and “Heelies” shoes are not allowed at school.

## **CELL PHONES, TOYS, AND ELECTRONICS**

We discourage students from bringing cell phones and electronics to school. If your child brings a cell phone or electronic device such as Gameboys, iPods, etc. they will be asked to check them in at the office for the day. All items are kept in a secure location for safety. Students should NOT have cell phones in their backpacks during the day.

Please do not allow your child to bring toys to school. Playground balls such as kickballs, soccer balls, footballs, etc. are ok as long as your child’s name is clearly marked on each item.

## **DRESS CODE**

We want students to be comfortable, but at the same time they need to dress in a manner that will not create a distraction for the other students. Below are a few guidelines to follow:

1. No clothing that displays inappropriate language and/or advertises drugs, alcohol, or tobacco.
2. Shorts and skirts should be approximately to the end of the fingertips, or longer, when arms are held at sides. For shorter styled skirts, it is suggested that shorts be worn underneath.
3. Shirts and tops should be long enough to meet the top of pants and shorts – no belly shirts
4. Spaghetti strap tops are inappropriate. Straps should be a minimum of two finger widths.
5. On days that your child has Physical Education class tennis shoes should be worn.
6. “Blowouts” on flip-flops are very common. If your child wears flip-flops please send back up shoes.
7. Hats, caps, bandanas, and sweat bands may be worn to school and during outdoor activities such as recess, but they must be removed when indoors (except for special events such as “Hat Day”).

## **WEATHER CONDITIONS**

Children should come to school with appropriate clothing, especially during the cold weather. Children should be prepared to remain outside before school and during recess, unless the weather is too severe. In the winter months we will go outside unless the temperature is at 15 degrees above zero or less.

## **LOST AND FOUND**

The “Lost and Found” is located in the hallway near the Gym, and in the cafeteria. Labeling student property helps to ensure that the items get back to the rightful owner. All unclaimed items will be donated to charity at the end of each semester.

## **EMERGENCIES**

### **SCHOOL CLOSURES, DELAYED OPENING, EARLY DISMISSAL**

Inclement weather or other factors may result in school closings, delayed openings, or early dismissals. School closings will be announced over local radio and TV stations. Close contact is maintained with the District Transportation office, Bus Company, Highway Department, Weather Bureau, and News Media. Closing decisions are made as early as possible. On a questionable day, listen to the radio, or check the District 51 website at [www.d51schools.org](http://www.d51schools.org) rather than call the District office or the school.

In the event of an early school dismissal, parents will be notified. If parents cannot be reached, the emergency contact person will be called. **CURRENT PHONE NUMBERS AND NAMES ARE IMPORTANT! PLEASE KEEP THIS INFORMATION UP TO DATE.**

## **PARENT VISITS AND VOLUNTEERS**

Parents are always invited to visit and volunteer in classes. Teachers use parent volunteers to help with classroom activities and/or parties. Volunteers are also needed to help during field trips and special events. If you plan to be at the school as a volunteer, please:

1. Check in with the office
2. Sign the Visitor/Volunteer sign-in sheet and obtain a sticker
3. Fill out a volunteer agreement form

## **TOPE PARENT-TEACHER ASSOCIATION**

All teachers, staff, and families of Tope Elementary students are encouraged to become members of the parent-teacher association. The PTA sponsors fund-raisers and family events through-out the school year and is always in need of volunteers. One of our goals is to get ALL parents and teachers involved in school activities. PTA membership is composed of parents and teachers. Officers are elected each year and meetings are held every month on the first Tuesday of the month at 5:00 p.m.

## **SCHOOL INSURANCE**

Optional accident insurance is made available to all students of the school district at minimal cost to parents. Literature about the insurance is sent home at the beginning of each school year and at the time of registration of all new students.

## **SPECIAL SERVICES**

Many special services are available to students who have various needs, whether physical, emotional, or academic. Requests for assistance may be initiated by anyone. This is generally done by the child’s teacher or parent through the school. Questions should be directed through the principal.

**Be Safe  
Be Responsible  
Be Respectful**