

# Coyote Ridge ELEMENTARY SCHOOL



## Student and Parent Handbook 2024-2025

Coyote Ridge Elementary School  
13770 Broadlands Drive  
Broomfield, CO 80023

Office phone #720-972-5780

**Attendance Line:** Phone #720-972-5797

Visit our website: [Link](#)

# COYOTE RIDGE ELEMENTARY SCHOOL

## Important Dates for 2024-2025

### Bell Schedule Monday – Friday

First Bell 7:45  
Tardy Bell 7:50  
Dismissal 2:35

August 8	Open House (3:30-5:00 p.m.)
August 12	First Day of Classes
August 19-23	Coyote Character Week
August 20	Back to School Night – K- 2 <sup>nd</sup> 4:50-6 p.m. & 3- 5 <sup>th</sup> 6:05-7:15 p.m.
August 22	Picture Day
August 23	PACK Assembly
September 2	NO SCHOOL: Labor Day
September 3	NO SCHOOL: Teacher Work Day
September 5	Vision and Hearing Screenings
October 3	Parent/Teacher Conferences 3:15-7:45 p.m.
October 4	NO SCHOOL: Teacher Work Day
October 10	Parent/Teacher Conferences 3:15-7:45 p.m.
October 14-18	NO SCHOOL: Fall Break
October 24	Picture Retakes
October 25	Falloween (6 - 8 p.m.)
November 1	NO SCHOOL: Teacher Work Day
November 11	NO SCHOOL: Veterans' Day
November 25 - 29	NO SCHOOL: Thanksgiving Break
December 20	NO SCHOOL: Teacher Work Day
December 23 – Jan 3	NO SCHOOL: Winter Break
January 6	NO SCHOOL: Teacher Work Day
January 7	All Students Return
January 20	NO SCHOOL: Martin Luther King, Jr. Day
February 3	NO SCHOOL: Teacher Work Day
February 17 - 21	NO SCHOOL: Mid-Winter Break
February 25	Group Photos and Spring Individuals
March 10	NO SCHOOL: Teacher Work Day
March 13	Parent/Teacher Conferences 3:15-7:45 p.m.
March 20	Parent/Teacher Conferences 3:15-7:45 p.m.
March 31 - April 4	NO SCHOOL: Spring Break
April 14	NO SCHOOL: Teacher Work Day
May 5	NO SCHOOL: Teacher Work Day
May 26	NO SCHOOL: Memorial Day
May 29	Last Day of School/5 <sup>th</sup> Grade Continuation 8:00 a.m.

## SCHOOL INFORMATION

### Important Phone Numbers

Main Office (Hours 7:30 a.m. - 3:15 p.m.): 720-972-5780

Fax Line: 720-972-5799

Attendance Line (available 24 hours a day): 720-972-5797

\*Please call before 7:45 a.m. if your student will be absent or tardy.

BASE Program: 720-972-5795

Cafeteria: 720-972-5790

Library: 720-972-5789

### School Hours

First Bell 7:45 am Tardy Bell 7:50 am

End of School Day 2:35 pm

Delayed Start 8:50 am (end times remain the same)

If you arrive after 7:50 a.m., you are considered tardy.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 2:35 p.m. Staff is present to assist with the supervision of our students starting at 7:35 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

A grab and go breakfast is served daily from the school cafeteria until 7:55 a.m.

### B.A.S.E. HOURS

Before School 6:30 am – 7:45 am

After School 2:35 pm – 6:00 pm

1 HR Delayed Start 7:30 am

### Attendance - Reporting Absences

**Attendance Line: 720-972-5797**

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy.

Students are given 5 called-in absences each semester where parents do not need to provide documentation. These absences are meant to be used in the case of minor illnesses or family emergencies. It is important to use these absences sparingly as any absences after the 5 called-in will require doctors documentation or be marked as unexcused. Parents should call the school attendance line to inform the school of every absence.

Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Reasonable requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate and if the student is otherwise meeting academic performance expectations as determined by school administration. Prearranged absences forms are available in the main office and should be returned to the office at least three school days prior to the scheduled absence.

### **Before and After School Enrichment (BASE)**

The BASE Program serves elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about our school's BASE program, contact the BASE Site Director at 720-972-5795 [CRE BASE Program](#). For more information about the District's BASE programs, please visit the following [link](#).

### **Bicycles and Scooters**

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is encouraged to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

### **Birthdays and Celebrations**

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we encourage a "Non-food birthday treats" policy. Classroom teachers will share celebration information with parents.

### **Birthday Invitations**

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

### **Communication**

All school communication will be sent home on Fridays. Please make sure to keep your email address updated through Infinite Campus so you receive these important messages. We try to send all communication home in Friday Folders each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came home that day.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

### **Communication with your student's teacher**

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email. Your student's teacher will provide you with the teacher's email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

### **Early Departure/Late Arrival**

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 7:50 a.m., a parent/guardian must sign them in at the front desk.

### **Field Trips**

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.

### **Inclement Weather/School Closure**

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

### **Lost and Found/Valuables at School**

If your child misplaces an item, we encourage you to look in the lost and found by the cafeteria. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

### **Pets on School Property**

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

### **Reporting Student Progress**

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

### **Safety Information**

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:35 a.m. and picked up at 2:35 p.m. Adult supervision is only available 10 minutes before and after the school day.

#### **PARKING LOT PROTOCOL**

- Do have your kids ALL ready to go when you are at the front of the school
- Do pull all the way forward to the end of the kindergarten playground, all the way
- Do wait until you've passed the fire hydrant to let kids out of the car
- Do keep the line tight. The more cars we can empty at a time, the faster it goes for all
- Do have your kids exit from the right side of the car
- Do exit by turning right out of the parking lot even when no one is coming (even one left turning car can dramatically slow the line; plus, it's illegal to turn left during the specified times)
- Do feel free to park if there are spots open, but you won't be able to exit until after the second bell rings and Hug and Go is cleared (cones will be placed on the north exit side of the lane)
- Do be respectful and courteous of all people in the parking lot
- Do stay off your cellphone while in the parking lot
- Do share the rules of the road with your friends and caregivers. Let's work together!
- Please help us to keep our kids safe during this high congestion time.

#### **Parking on the Street**

- You may park along the east side of Broadlands Drive to drop your child safely on the sidewalk and then they may walk into school.
- Please do not drop your student on the west side. It is not safe for them to cross the street.
- You may also park along Maroon Circle and students can walk down the sidewalk directly to the school crosswalk.

### The Bus Lane

- After all the busses arrive and the cones are removed, you may use the bus lane to drop off your child.
- Please pull all the way forward before letting your child out.
- Students should always exit the passenger side of the car.
- Please do not park or get out of your car when using the bus lane.
- Students may enter the back of the building.

Students must use the crosswalks before and after school. Students may enter either the front or the back of the building in the morning. If parents would like to enter the building they must check-in at the main office through the main entrance. Students crossing at the entrance of the parking lot will instead be directed down the sidewalk to the crosswalk located at the center of the parking lot. Here they will cross safely with a crossing guard. Parents and students need to walk their bikes through the crosswalk.

### AFTERNOON PROCEDURES

#### Hug-and Go Lane

- You may pull through the hug-and-go lane after school to pick your child up in front of the school.
- Please pull all the way forward to allow additional cars into the hug-and-go lane.
- Do not park your car or leave it unattended while in the hug-and-go lane, it is designated for continuous traffic flow. When a vehicle pulls out, pull forward to fill that space.
- You may only make a right hand turn when leaving the parking lot. Please adhere to the crossing guard.

#### Crosswalks

- Please use the center crosswalk when leaving at the end of the school day to avoid excess traffic at the corner as cars leave the lot

#### Parking on the Street

- You may park along Broadlands Drive or any adjacent street and walk over to pick up your child.
- Please use the crosswalks in the center of the parking lot and adhere to the direction of the crossing guard.

#### Bus Lane

- After the buses depart you are welcome to pick up your child in the bus lane.

School Security System - In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located on the wall inside the front vestibule.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.

- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

### **Visitor/Parent Check-In**

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

## **INFORMATION AVAILABLE ON DISTRICT WEBSITE**

### **STUDENT CODE OF CONDUCT**

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy on the District's [website](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

### **COMMONLY REQUESTED INFORMATION**

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

"Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

### **STUDENT HEALTH INFORMATION**

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

### **LEGAL NOTIFICATIONS**

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)



- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions