

O'Dea Core Knowledge Elementary Family Handbook 2022 - 2023



O'DEA
CORE KNOWLEDGE

**Inspire...Nurture...Teach...and Learn
At O'Dea Core Knowledge Elementary WE:**

Embrace the whole child

Provide a dynamic learning community

Cultivate each child's full potential

Build character within each child

Strive for academic excellence

Provide community and family partnerships

Prepare children for a global citizenry

- O'Dea's first bell is at 8:55 a.m. – our tardy bell rings at 9:00 a.m.
- School dismissal is at 3:38 p.m.
- Children should not arrive at school until 8:50 unless they are eating breakfast. Doors for breakfast open at 8:40 a.m.

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The purpose of this handbook is to provide information regarding O'Dea Core Knowledge School, 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 O'Dea and are controlling over our rules and procedures if there is any 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.

Note: Community Use of District-Owned Property (KF & KF-R) (Elementary, Junior High, High School)

- District-owned property is available for use for community groups.
- It is governed by district policy (Community Use of District-Owned Property (KF & KF-R))
- Please contact Customer Service at 490-3333 for information or visit the district website (www.psdschools.org) and search for "Information About Use of District Property" to obtain the customer service website.



A Message from the Principal:

Dear Families:

Welcome to O'Dea Core Knowledge Elementary School! We are so excited that your children are here with us learning, growing, and becoming who they are meant to be. At O'Dea Core Knowledge Elementary we embrace the whole child in a safe, inspiring and nurturing environment. We are a dynamic learning community cultivating each child's full potential through character building, academic excellence, and community and family partnerships. Our goal is to prepare all children to become global citizens of the 21st century. Our O'Dea Core Knowledge core values are respect, openness, honesty, integrity, and consistency. We honor every child that walks through our doors and look forward to seeing them every day.

Thank you for being a part of the O'Dea school community. We are glad that you are here with us!

O'Dea Core Knowledge Mission Statement

Our mission as a staff is to ... Inspire. Nurture. Teach. Learn!

PBIS (Positive Behavior Intervention and Supports):

O'Dea Core Knowledge began implementing our PBIS program in the fall of our 2011 – 12 school year. A few facts about PBIS are:

- PBIS is a research-based, school-wide systems approach to improve school climate and create safer and more effective school
- PBIS IS a process. PBIS IS NOT a program or a curriculum
- The process focuses on improving our school's ability to teach expectations and support positive behavior for all students
- PBIS provides systems for schools to design, implement, and evaluate effective schoolwide, classroom, non-classroom, and student-specific discipline plans
- PBIS is a team-based process for data review, data-based problem solving and intervention, ongoing planning, and monitoring of interventions
- PBIS implementation includes school-wide procedures and processes intended for: ALL students, ALL staff and in ALL settings. This includes individual classrooms and teachers AND non-classroom settings and related staff

When a student is everybody's student:

The O'Dea staff is dedicated to working as a team to meet the needs of every student. We believe that every moment is a "teachable moment" whenever any adult and child interact. To maximize the teachable moments of a school day, we have adopted guidelines for when a child is everybody's student – in other words – whenever an adult and child interact.

A student is everybody's student when:

- He/she is in the hallway.
- He/she is in the cafeteria.
- He/she is at a school assembly.
- He/she is using the restroom.
- He/she is on his/her way to or from the bus.
- He/she is not under direct supervision of his/her teacher.
- He/she is at recess.



Basic Rules:

To give children a foundation on which to base good decision-making, we feel it is important to state some basic rules. With knowledge of rules deemed necessary to make school a positive, secure place for all, children can make choices about their personal behavior and become responsible for their own behavior.

- A. The Poudre School District Code of Conduct provides a guide to district rules and parameters for handling suspension and expulsion. (Poudre School District's Code of Conduct can be located here: <https://www.psdschools.org/schools/school-registration/student-code-of-conduct>)
- B. **Individual Rules** – Each teacher at O'Dea is encouraged to establish rules that reflect their expectations for appropriate behavior in their classroom. The rules correlate to the developmental behaviors expected at specific ages and grade levels. The rules are to support the O'Dea Flight Rules of O'Dea Core Knowledge. The rules are to be explained to the children, and logical consequences are to be discussed.
- C. **Bus Rules** – A policy change during the 1994-95 school year put discipline decisions in the hands of bus drivers and the Poudre School District Transportation Department. We support the Transportation Department in their effort to operate a safe and efficient bus system. If a student is riding a bus home with a friend, student must bring written permission to the office for a bus pass.



Consequences:

School discipline is necessary to protect people and property, as well as, to protect the rights of students to participate in educational programs. Students at O'Dea are

expected to conduct themselves in a way that does not interfere with the learning, rights, or safety of other students or staff members.

Self-discipline is an indication that a student is capable of accepting the responsibilities and privileges that are available to the students at O'Dea. Students whose behavior adheres to O'Dea's expectations might expect a variety of positive consequences to occur because of their behavior. These include the opportunity to participate in all school activities, independently monitor one's own behavior, positive comments or rewards from the staff, and most of all, a sense of personal well-being.

Failure to act in a responsible manner of choosing not to follow the rules of the school will result in one or more of these consequences:

- Student/teacher conference
- Parent or guardian will be contacted
- Student kept in from recess
- Student kept after school
- Student/principal conference
- Parent conference with the teacher
- Parent/student/ principal conference
- Student placed on daily or weekly report system
- In-school suspension
- Out-of-school suspension
- Expulsion from school

The student should be sent to the principal for:



- Fighting
- Disrespect in any form
- If the child has had previous discipline on the same issue, the student should be aware that the next logical consequence is to see the principal

Administrative Action:

Students who are referred to the principal will be managed on an individual basis. As a general rule, parents will be notified when some type of action by the principal is deemed necessary.

One or more of the following actions may occur when a student is referred to the principal:

1. The student and principal will discuss the problem and develop a plan of action to solve the problem.
2. The student may lose one or more privileges at school including lunchroom or playground privileges.
3. It may be necessary for the principal to meet with the student and parents to discuss the problem and develop a plan of action to solve the problem.
4. The student may receive "in-school suspension." The principal or designee will determine the number of days.
5. The student may be suspended from school for chronic or severe behavior.

Severe Behaviors and Consequences:

If a student engages in a behavior that is severe or dangerous in nature, we may feel it is in the best interest of the student and the rest of the school to respond with an appropriately severe consequence. Severe behaviors might include the use of any drug, alcohol, or tobacco at school; threatening adults in a position of authority; assault behavior, or willfully destroying property. In such instances, we will either place the child in in school suspension and notify parents, or we will ask parents to come directly to school and remove the student from school for the rest of the day. It will then be necessary for all parties involved to meet together to resolve the problem with an appropriate plan before the student is reintegrated into school.

General School Guidelines

1. **Students are not to arrive at school until 8:50 a.m. when playground supervision begins.**

Exceptions:

- *Students eating breakfast may enter only through the front doors, any time after 8:40 a.m. After 8:55 these student may go outside.*
 - *If a student has made arrangements with a teacher to come in early to work, the student must enter the building through the outside door of the classroom and must remain in the room under teacher supervision.*
2. Students should **leave the school grounds immediately** after school is dismissed.
 3. **Bicycles, scooters and skateboards are to be walked when on the playground areas** or in front of the buildings.
 4. Upon arrival at school, **bikes** are to be placed in the bike racks and are off limits until school is dismissed. It is strongly suggested that all bikes be locked.
 5. Students **picked up during the school day** will be sent to the office and checked out from the office once the parent arrives on campus.
 6. Students are not to use the **office phone**. Exceptions can be made with written permission of teacher or of the office personnel.
 7. **Skateboards, roller skates, skate shoes, bicycles, and roller blades** are not to be used on school grounds.
 8. **Hats and hoods are not to be worn** in the school building once the school day begins.
 9. **Gum** is not to be brought or used at school. (except for special circumstances)

Students must assume sole responsibility for loss or damage of any personal property brought to school. Students are NOT to bring to school such items as computer gaming equipment, excessive amounts of money, unmarked sports equipment, replica weapons, baseballs, hardballs, toys or any item that might distract from or disrupt the learning process.

*If a student brings a cell phone to school to help parents know that they are traveling safely to and from school they are not to have it out during the school day as it is a distraction. We encourage students to keep these in their backpacks in an inner zipped pocket.

Student Attendance:

We cannot emphasize the importance of student attendance enough. A typical child will miss an average of 3 – 5 days per school year and that is our goal for O'Dea Core Knowledge. Students simply cannot learn the state standards required of their grade level if they are not in school. The cumulative effect of student absences can put them at risk for educational challenges that will impact their learning and future success at school. We encourage you to bring your child to school every day possible and to make sure that they are on time. We often find that our students who are most at risk for educational challenges are the ones that are missing the most days or most frequently late. We take your child's education at O'Dea very seriously and appreciate that you do as well.



O'Dea Flight Rules:

BE SAFE BE KIND BE RESPECTFUL BE RESPONSIBLE

	OUTSIDE/PLAYGROUND	ASSEMBLY
BE SAFE	<ul style="list-style-type: none"> ♥ Follow playground rules at all times ♥ Stay inside playground boundaries ♥ Walk your wheels 	<ul style="list-style-type: none"> ♥ Stay in personal space ♥ Arrive and depart in a quiet line
BE KIND	<ul style="list-style-type: none"> ♥ Include others ♥ Smile and wave 	<ul style="list-style-type: none"> ♥ Eyes on speaker ♥ Be an active participant
BE RESPECTFUL	<ul style="list-style-type: none"> ♥ Follow teacher directions ♥ Use polite manners with classmates & teachers ♥ Demonstrate good sportsmanship 	<ul style="list-style-type: none"> ♥ Voices off ♥ Listen to teachers
BE RESPONSIBLE	<ul style="list-style-type: none"> ♥ Keep track of personal belongings ♥ Return equipment to its home ♥ Line up when you hear your bell 	<ul style="list-style-type: none"> ♥ Be a good listener ♥ Sit crisscross ♥ Follow directions of the presenter

	HALLWAY	CAFETERIA	BATHROOM
BE SAFE	<ul style="list-style-type: none"> ♥ Walking feet ♥ Eyes forward ♥ Stay in personal space 	<ul style="list-style-type: none"> ♥ Use hand sanitizer ♥ Use utensils for eating food ♥ Walking feet ♥ Keep floors clean and dry 	<ul style="list-style-type: none"> ♥ Keep floors dry ♥ Keep feet on floor ♥ Wash and dry your hands
BE KIND	<ul style="list-style-type: none"> ♥ Smile 	<ul style="list-style-type: none"> ♥ Use good manners ♥ Make room for everyone ♥ Enjoy polite conversation 	<ul style="list-style-type: none"> ♥ Wait patiently for your turn ♥ Clean up after yourself ♥ Flush
BE RESPECTFUL	<ul style="list-style-type: none"> ♥ Voices off ♥ Keep hands at side ♥ Be aware of other people's learning 	<ul style="list-style-type: none"> ♥ Use inside voices ♥ Touch only your own food & belongings ♥ Say "Please" and "Thank you" ♥ Wait patiently in line ♥ Raise hand to leave 	<ul style="list-style-type: none"> ♥ Inside voices ♥ Leave area clean and dry
BE RESPONSIBLE	<ul style="list-style-type: none"> ♥ Do what you're supposed to do ♥ Keep hallways neat and clean ♥ Be a good example 	<ul style="list-style-type: none"> ♥ Have bracelets ready ♥ Eat what you take (take only what you will eat) ♥ Clean up after yourself 	<ul style="list-style-type: none"> ♥ Take care of business & get back to class ♥ Use only what you need

TECHNOLOGY FLIGHT RULES:

Be safe

- Only use your grade level website
- Use websites as they are used in class
- Don't follow links to other sites or advertisements
- Don't share personal information

Be kind

- Be Kind Online
- No Cyberbullying
- Let a teacher know if you see cyberbullying

Be responsible

- Take care of all equipment
- Don't make changes to the computers
- Don't make changes to your accounts

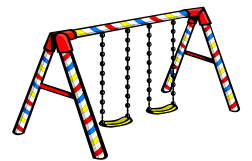


Specific Playground Rules:

- Disrespect will not be tolerated.
- Swearing is not allowed at any time.
- During any recess, once a student is outside, permission must be received before students may enter the building.
- The throwing of rocks, snowballs, sand or any other items is not permitted.
- The school buildings, fences, trees, and backstops surrounding the school are not to be climbed upon.
- If a ball goes outside the playground area, the supervising adult must be notified and will be responsible for retrieving the ball. Balls are to be kept away from the building, except for the Four Square areas.

Swings:

- Students should be sitting in the swings. Double swinging, side-to-side swinging, standing on swings, jumping from swings, twisting of swings is not permitted.
- The areas directly in front and behind swings are to be kept clear.



Slides:

- The areas directly in front of the slide are to be kept clear.
- Students must be on their bottoms, feet first, and at a reasonable speed – arms, feet and legs are not to hang over the edge of the slide.



- No aids in sliding such as coats are to be used.
- Do not throw anything up or down the slide.
- Only one person should slide at one time.
- Climbing or walking up the slide or on the tube is not permitted.

For Student Safety:

- No karate, judo, wrestling, or pretend fighting.
- No pushing, for example, "King of the Mountain" or carrying other students, for example, piggy back.
- No Red Rover or Crack-the Whip.

Miscellaneous:

- Hands off policy – grabbing, holding, tackling, hitting or wrestling are not permitted.
- Jump ropes are for jumping rope only.
- Dangerous toys are not permitted at school.

Student Dress: (as referenced in the district code of conduct)

Student Dress (JICA) The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming. To ensure effective and equitable enforcement of the dress code, school officials shall enforce the dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. This dress code will not be more strictly enforced against students because of their race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.

Definitions:

"Apparel" means clothing; headwear; facial coverings; accessories such as scarves, sunglasses, or jewelry; shoes; and articles worn as clothing.

"Grooming" means makeup, tattoos, and hair style.

"Dress code" means the set of parameters established within this Policy that describes the standards for student attire and grooming.

General Principles:

Districtwide standards on student apparel are intended to reduce discipline problems and maintain school order and safety. Students are encouraged to dress appropriately for all school activities and school-sponsored events.

Reasonable cleanliness of apparel is expected as a matter of general health and welfare. Apparel should not interfere with or endanger the student while the student is

participating in classroom or other school-sponsored activities. The decision as to the safety or unsuitability of the apparel is a matter for the instructor's or school administrator's judgment.

Apparel must be worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. Apparel covering these areas must be opaque. Items listed in the "Students Must Wear" section must meet this requirement.

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools.

Students Must Wear*

1. A shirt (with fabric in the front, back, and on the sides underneath the arms); AND
2. Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts); AND
3. Shoes (e.g., sandals, boots, or athletic shoes).

*Course, athletic, or activity specific apparel or shoe requirements may be permitted as authorized by the principal or designee (e.g., athletic shoes for physical education).

Students Cannot Wear

1. Apparel that causes or is likely to cause disruption of the educational process, which may include apparel that displays symbols of hate or speech that expresses animus or violence toward a particular group or individual on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.
2. Apparel that depicts, implies, advertises, or advocates: a. Illegal or lewd conduct; b. Pornography, nudity, or sexually suggestive language or messages; c. Vulgar or obscene language or images.
3. Swimsuits (except as required in class or athletics).
4. Apparel that covers a student's face or ears. Hats or hoods that do not obscure a student's face or ears are permitted. Protective facial coverings or apparel/headgear worn for religious or medical purposes are also permitted.
5. Any manner of grooming or apparel, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang. The prohibition on gang-related apparel shall be applied at the discretion of school principals after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICF, Secret Societies/Gang Activity and Dress).

Dress Code Enforcement

A student who violates this dress code will be notified of the violation. Before re-entering class, the student will be provided with three options: (1) wear their own alternative

clothing, if available at school; (2) wear school provided clothing; or (3) call a parent or guardian to bring alternative clothing. A parent conference may be held at the discretion of the building-level administrator. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

Lost and Found:

Encourage students to have their names on their clothing, lunch boxes, balls, etc. Lost and found items not claimed will be donated to charity at the end of each quarter.

Communication:

Teachers are encouraged to communicate regularly with parents regarding the specific academic and affective needs of their child.



Our school website (located through www.psdschools.org) provides up to date information about school events and special commendations for our staff and students. Be sure to check it out!

A newsletter will be sent home the last week of every month. Included in this newsletter are important dates for school wide events, district news announcements as well as any other changes that are going on at O'Dea Core Knowledge Elementary. This newsletter will also be posted on our school website. Please take a moment to read the newsletter so that you are up to date on current events happening in our district and in our school as well!

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 directed 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 La Porte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620."