

ELEMENTARY SCHOOL STUDENT HANDBOOK



UNIVERSITY SCHOOLS
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2019-2020

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UNIVERSITY ELEMENTARY SCHOOL

MISSION STATEMENT

University Schools will prepare students emotionally and educationally for learning, leading, and caring citizenship in their academic, social, and civic communities.

VISION STATEMENT

University Schools envisions a caring and supportive environment where students become self-directed through personalized experiences. Students, teachers, and parents cooperate to develop autonomous learning in a learner-centered school.

UNIVERSITY SCHOOLS PILLARS OF OUR COMMUNITY

- K-12 community focused school
- Self-directed, student centered community
- High academic standards and expectations for personal responsibility
- Supportive, nurturing environment
- Small class size

PHILOSOPHY

Education in the elementary school is student centered. The curriculum, room arrangement, choice of educational materials, and communication format is intended to help the student take increasing interest in, and responsibility for his/her own learning so s/he can become an autonomous learner. Each student's teacher serves as a personal advisor and advocate for the student in the school. Students usually participate in classroom organization through classroom jobs, group discussions, etc.

Innovation and creativity are at the core of the learning. Educational risk-taking is encouraged in both students and faculty. Students (K-5), teachers and parents are part of this community of learners, developing knowledge and skills for life-long learning, personal development, academic achievement, and a sense of responsibility for all individuals involved in the learning process.

Every person associated with the elementary school, whether student, parent, teacher or other staff member, will be treated with respect. Each individual is valued for the contribution he or she has to make to the school and community.

Parents are considered a part of the student's learning team. Often their help may be needed for school-related activities such as reading, transportation for field trips, or other classroom activities. Each classroom communicates with the parents to let them know how students may be helped and encouraged at home with the student's ongoing education. Parents, student and teacher meet at the beginning of the school year and each term, to discuss the student's progress and to set up a Personal Learning Plan for the following term.

Much of the teaching is hands on, real life, or simulated experience. Such activity-based education is intended to help students participate in their own education to the fullest extent possible. A balanced literacy approach is used for communication skills. This includes reading/writing workshops, oral demonstrations, listening skills, personal to conventional spelling and phonics. Each student is considered a unique individual whose own learning needs and abilities are incorporated into a Personal Learning Plan for educational growth. Students will be measured against a standard of growth for other students of the same age/grade level, but care is taken to assist the child to understand his or her own special potential and needs in order that each student may make the maximum possible growth during the year.

I. HIGHLIGHTS AND SPECIAL FEATURES OF THE SCHOOL

Advisor/Advisee Program

The Advisor/Advisee Program is one of the most important ways through which students develop feelings of belonging in the school community. At the elementary level, the classroom teacher serves as the advisor. Students develop personal and academic plans and portfolios.

Bark – Positive Behavior

BARK stands for **B**e responsible, **A**ct with kindness, **R**espect others, **K**eeP safe. Clear behavioral expectations are taught to the students, along with recognition of appropriate behavior, monitoring and correction of behavioral errors and the use of information to make decisions with parent collaboration.

Community Service

All students serve the school community and the community beyond the school. Elementary students serve the community through group service projects.

Conferences

Conferences **are required** each of the first two trimesters. A third conference will be scheduled as needed during the third trimester. The conference includes parents/guardians, teacher and student.

Interdisciplinary/Integrated Education

The world operates as a whole, not in isolated fragments. Interdisciplinary/integrated instruction at University Elementary School connects traditional subject areas so students can better understand that all knowledge is connected and that learning has application in the real world.

Personal Learning Plans

One of the fundamental components of University Schools at the Elementary level is the use of Personal Learning Plans (PLPs). The philosophy behind the PLP is to give the student an opportunity to take his/her education into his/her own hands by working on a goal that is meaningful. Students develop the PLP by considering anything that will give a new skill set, learn more about a subject of interest, or increase academic skills.

The purpose of the PLP is to teach the goals setting process and provide an opportunity to take education to the next level. Skills acquired through this process, such as problem solving and accountability, provide a great background for students as they advance their education in becoming lifelong learners.

Only one goal per trimester is required and is set by the parent, teacher, student team during conference times. Many teachers will offer a goal setting worksheet that can be filled out prior to the conference by the parent and student. It is important that these goals are student based and are of interest to the student (not just the thoughts of the parent or teacher). PLP topics are chosen by the student and must be school appropriate. Throughout the trimesters, teachers will have students use a progress monitoring form to help students focus and make progress.

Portfolios

Student portfolios demonstrate student progress over time. Portfolios include artifacts of the student's work and provide a comprehensive view of the student as a "whole person."

Self-Directed Learning

Elementary students are guided toward taking responsibility for their own learning.

II. STUDENT RIGHTS AND RESPONSIBILITIES

Expectations

Clear expectations help define our responsibilities as members of our school community.

Students have a right to:

A rich and appropriate education.

Be treated with respect and dignity. Students will not be treated differently because of their race, ethnicity, religion, age, appearance, gender, or socio-economic status.

Learn from their own mistakes.

Be heard. Students' feelings and opinions will be respected by others.

Participate in decisions about their own education.

Expect that they will be in a safe school and that personal and community property will be safe.

Students have a responsibility to:

Contribute to a positive learning environment for all.

Treat others with dignity and respect. Students will not treat others differently because of their race, ethnicity, religion, age, appearance, gender, or socio-economic status.

Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.

Listen to others, respecting expressions, feelings and opinions.

Help others to participate in decisions about their own education, as all work to become autonomous learners.

Help to create a safe environment for everyone, including safety for personal and community property.

Consequences:

Because we value human dignity and respect individual judgment in dealing with problems before they become severe, a variety of consequences are considered. Group dialogue, group counseling and role playing are used to assist students to solve problems. When problems become severe, a variety of consequences may result:

- Warning to student-informal or formal
- Conference with student, advisor, administrator and parent during which acceptable solutions will be sought
- Solutions may include student contract, work detail, revocation of privileges, exclusion from co-curricular activities, parent attendance with the student in class in place of suspension, suspension, law enforcement referral or expulsion.

Elementary Homework Guidelines

University Schools (US) Elementary believes homework is important when assigned and managed appropriately for student needs. Homework should not be a substitute for classroom

instruction, be busy work nor used for disciplinary measures. Homework should be “purposeful, independent practice” at the teacher's discretion and be assigned for the following reasons:

- Practice skills to increase fluency and/or accuracy
- Deepen understanding

US Elementary is aware of the age and ability of each student and that sometimes conditions arise that could interfere with the homework process. Homework should not require an inordinate amount of time each week.

US Elementary believes each stakeholder (student, parent/guardian, staff member) has a unique role and responsibility regarding homework. Those roles are defined as the following:

Staff Responsibilities

- Homework should be intentional, authentic and assigned as needed
- Provide feedback to students and parents that is timely which could be stated in detail on the assignment or in conversations with the student
- Homework should be differentiated
- Incomplete classwork may be sent home if at the independent level of the student
- Inform parents/guardians of homework policy and roles of stakeholders
- Provide students explicit instructions on how to be successful with homework

Parent Responsibilities

- Establish routines related to homework and study times
- Provide a suitable environment for homework and study times that reduces distractions
- Parents are not expected to be the experts and should only need to ask questions of students for clarification
- Communicate with school staff member(s) with questions or concerns

Student Responsibilities

- Keep track of all homework assignments
- Follow established routines
- Work/study in an area that prevents distractions
- Ask for help if they need it
- Produce best quality work
- Complete assignments on time
- Believe they can do the work

Playground Rules

Students have the ability to make choices about the ways they play. When students choose to follow these playground suggestions, they earn the **privilege** to play on the playground during recess.

Playing

- o Take turns on the equipment
- o Allow others to join in
- o Solve problems by using “I messages and restating”
- o Have fun

Show Respect

- o Give others their space
- o Treat each other with kindness
- o Let people make their own choices

- o Keep the playground and surrounding property clean

Being Safe

- o Keep hands and feet to oneself
- o Keep rocks and snow on the ground
- o Tell an adult when another student is making an **unsafe** choice
- o Ask for permission before leaving the playground
- o Do not sit or stand on top of any equipment

Apex climbing wall: Students should use caution when climbing over the top

Equipment Allowed: soft hollow rubber playground balls, Nerf balls of all kinds, jump ropes

Equipment Not allowed: regular footballs, baseballs/softballs, aluminum/wooden bats, or projectiles

Fence Line: no sitting or standing on the black fence line borders

Football and Soccer: should be played on west side of playground

Foyer area: inside double doors off limits

No tackle games: One hand touch only. Certain games will be suspended when deemed unsafe.

Slide: one person at a time, down only, on bottom, feet first

Spinners: Arms and legs inside at all times

Sporting Equipment: Items brought from home are the responsibility of the student. Equipment lost over the fence or on the roof will be retrieved by school personnel when convenient.

Equipment is not to be used after school hours on school grounds.

Swings: no twisting or jumping off, one person per swing, stay seated in swing, swinging forward and backward only

Tetherball: Two players only, no grabbing the rope or holding the ball

Trigon Tower: Feet must be touching gray plastic at all times



By choosing not to follow these rules, the **privilege** of playing on the playground during recess may be lost.

III. ATTENDANCE

Regular attendance in school is the responsibility of the parent and the student. Good attendance is a necessity to achieve success in school. Students who have good attendance generally attain higher grades, acquire a better education and are afforded more learning opportunities. Poor attendance disrupts both the student's learning and the school environment, which can result in consequences. Excessive absences may result in withdrawal from University Schools with the recommendation to attend a neighborhood school.

Reporting Absences

A parent is expected to call the school office to report a student absence. It is important to remember that parents report absences, but only the school may legally excuse them. In cases of excessive (four in a month or ten during the year) absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness. Calls should be made to the attendance line at 506-7000 ext. 1 by 9:00 a.m. the day of the absence. A voicemail is available after hours. If a parent cannot call, University Schools asks that the parent or guardian send a note with the student on the day of the student's return to school. Absences not cleared through the office with a phone call or note within 48 hours after the absence will be recorded as truancy and can only be cleared by administration.

Should I Keep My Child Home from School Today? (information provided by school nurse)

YES, if s/he has:

- Severe cough

- Diarrhea
- Severe cold
- Undetermined rash
- Temperature of 100 degrees or higher within the last 24 hours
- Sore throat-difficulty swallowing
- Vomiting during past 24 hours

The above symptoms/condition may mean the start of a communicable disease or condition that could affect many of the other children in the classroom. Also, a child may be too sick to learn in school that day. If absences are excessive due to illness, a doctor's note may be required.

Pre-Arranged Absences

When a student anticipates leaving town for a number of days, s/he should follow the pre-arranged absence procedure as follows:

- Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
- Complete the form with teacher's signature and assignments.
- Return the form to the attendance clerk prior to leaving. The attendance clerk will give a copy to the student so s/he and parents are aware of assignments and any teacher concerns.

Excused Absences (Must meet the following requirements)

In accordance with the Colorado School Attendance Law (CRS 22-33-104), the following conditions excuse a student from compulsory school attendance:

- Absences approved by the principal or his/her designee. (Field trips and pre-arranged absences fall under this category)
- Absences due to temporary illness or injury. (Doctor's appointments fall under this category)
- Absences for an extended period of time due to physical, mental or emotional disabilities
- Absences due to being in the custody of a court or law enforcement authorities
- Absences for religious observances

Unexcused Absences

Any absence from school or class which does not fall into the categories of excused, will be considered unexcused. By state law, this is truancy and the student will not be allowed to make up the work for credit.

Consequences for excessive absences include:

1. Conference with parents/attendance contract
2. Before/after school or lunch detention/required to make up work
3. Referral to Truancy Court
4. Referral to Social Services
5. Withdrawal from school

Habitually Truant Student Defined (CRS 22-33-107)

A student who has attained the age of six years and is registered as a student in University Schools is habitually truant if s/he has:

- Four unexcused absences from a class or school in any one month
- Ten unexcused absences from class or school during the school year

Consequences:

- Requires a meeting between the student, parent(s) and appropriate school personnel to review and evaluate the reasons for the student being habitually

truant. The meeting must be held no later than ten school days after the student's fourth unexcused absence in a month or tenth unexcused absence in a year.

- Development of a written attendance contract.

Illness at School

If a student becomes ill while in school, s/he must be excused by the Student Services Office (Counselor and Nurse's Office) before leaving the building with a parent or emergency contact.

Medical appointments must be cleared in the Main Office. Parents will obtain an early dismissal slip from the Main Office to present to the classroom teacher prior to picking up the child in the classroom.

Tardies

University Schools' students are expected to be in class on time. Teachers will address tardiness and give appropriate classroom consequences. Students are considered tardy after the first 10 minutes of class. **A student who enters class after 8:30 AM will be considered absent. A PM Kindergarten student who enters class after 12:45 PM will be considered absent.** Excessive tardies may result in a conference with parents and administrators and/or an attendance contract.

IV. DISCIPLINE AND CONDUCT CODE

The purpose of the following policies is to provide a safe and supportive learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences. These consequences may be applied for behaviors that take place during the school day, at school activities or are directly related to University Schools. The goal is for students to develop self-discipline, which results in self-control, good character and civility.

University Schools will utilize the services of law enforcement personnel, including the District 6 School Resource Officer (SRO), as needed to maintain a safe learning environment.

Alcohol and Drugs

Substances, including non-prescription drugs, illegal or controlled substances and alcohol and drug paraphernalia and/or look-alike drugs are not allowed on school property or at school-related activities. Students are not allowed to participate in any type of school activity while under the influence of such substances. Where reasonable suspicion exists, a student's car, locker, person, backpack, and the like (while on school property or at a school sponsored activity) are subject to search and seizure by school administrators.

In all substance abuse related incidents, where judged appropriate, law enforcement officials will be involved.

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, soliciting, consuming or otherwise using, abusing or being under the influence of alcohol, non-prescription drugs, illegal or controlled substances while at school on school property, or at a school sponsored or school sanctioned event (whether or not on school property).

Disciplinary Action

Students are subject to immediate suspension, or expulsion, for consumption, use, possession, distribution, solicitation, giving or receiving of alcohol, illicit or illegal drugs, or for the use of alcohol or illegal drugs, or other drugs or drug paraphernalia. Possession includes actual physical possession as well as possession where the item may not be in actual physical possession of the student, e.g., located in a textbook, locker, backpack, car, or some other location. Students who engage in activities involving illicit or illegal drugs, controlled substances, or alcohol may be subject to suspension or expulsion for behavior off campus which is detrimental to the welfare or safety of the student, other students, or school personnel.

Second Offense

Expulsion may result upon the second offense while enrolled at University Schools.

Chemical Substance (the Discharging of)

Bringing or discharging noxious substances such as mace, pepper spray or smoke bombs will be considered behavior which is detrimental to the welfare and safety of other students. Possession or discharge of such substances on school property or at a school activity is grounds for suspension and may result in referral to law enforcement.

Dress Code

This dress code applies equally to male and female students.

Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The following shall NOT be worn in school buildings, on school grounds or at school sponsored activities:

1. Any clothing, jewelry, accessories or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the administration, including but not limited to items that:
 - Refer to drugs, tobacco or alcohol
 - Are obscene, profane, vulgar or defamatory in design or message
 - Advocate drug use, violence, gang affiliation or disruptive behavior
 - Threaten the safety or welfare of any person, including apparel adorned with spikes or chains
2. Clothing that:
 - Reveals all or part of the stomach, buttocks, or chest
 - Is backless, strapless, supported with spaghetti straps (straps must be at least 2 inches in width) or has low cut sides under the arms
 - Reveals underwear
 - Is inappropriately sheer, short, tight or low cut

Shoes must be worn at all times and sunglasses may not be worn in the building without administrator approval.

Dress code exceptions:

Formal wear may be worn when participating in, or attending, school sponsored extracurricular activities such as prom or homecoming unless deemed inappropriate by an administrator, sponsor, or coach.

Disciplinary actions for violations will include:

1. Notifying the student of the violation
2. Requiring the student to change clothing before re-entering class
3. At the discretion of the building administrator, a parent conference
4. Possible suspension

Electronic Cigarettes

Electronic devices used to inhale vapor (including but not limited to e-cigarettes, hookah pens, vapor pens, etc.) are not allowed at school. Possession or use of electronic vapor devices on school property, during scheduled class time or at school sponsored activities is prohibited. If there is evidence the student is using the device to deliver drugs other than nicotine, the University Schools drug policy will be applied (see the University Schools Student Handbook, pages 8). Violation of this policy will result in suspension.

Electronic Devices

The staff has the right to confiscate electronic devices anytime their use is deemed a disruption to the educational process. Confiscated devices may be picked up by the student after school in the office. If a student disrupts any class a second time with an electronic device, the device will only be released to a parent or guardian. A third disruption within the school year will be considered insubordination and **will result in suspension**. Parents should not text or call students during school hours.

Searches of electronic messages and content will be based on a reasonable suspicion that the student has committed a criminal act or violated school rules (see page 12, Student Searches). The school is not responsible for the loss or theft of any electronic devices.

False Alarms (Fire and Bomb)

False alarms (fire, bomb or other false alarms of any kind) are prohibited. Infractions will result in a **minimum three (3) day suspension and may result in expulsion**. *Students violating this policy will also be reported to law enforcement.*

False Reports Against an Employee

Any student who intentionally makes a false accusation of criminal activity against an employee to law enforcement authorities, school officials or both, will be suspended and may be expelled.

Fighting

Fighting and physical aggression are not permitted. Students involved in physical aggression, which includes, but is not limited to fighting, hitting, etc., will be suspended for up to **three (3) days** for the first offense, **five (5) days** for the second offense **with possible recommendation for expulsion** for the third offense.

Fire Extinguishers

Tampering with, removal or misuse of a fire extinguisher will result in suspension.

Gang Related Activity

No student shall display gang symbols/colors in any form. University Schools has a zero tolerance policy for gang-related activity.

Grounds for Suspension, Expulsion, And Denial of Admission

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel.
4. Being a habitually disruptive student.
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event.

- a. Possession of a dangerous weapon without the authorization of the school or the school district.
 - b. The use, possession, or sale of a drug or controlled substance.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. A student who has brought a firearm to school or possesses a firearm at school, shall be expelled for a period of not less than one year, except that the Director of Schools in coordination with the expulsion hearing officer may modify this requirement for a student on a case-by-case basis if such modification is in writing.
8. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
9. Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.

Habitually Disruptive

A habitually disruptive student is one who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events because of behavior which was initiated, willful and overt on the part of the student.

No student shall be declared habitually disruptive prior to the development of a remedial discipline plan addressing the student's disruptive behavior, educational needs and the goal of keeping him/her in school. A remedial discipline plan shall be developed for a student after the first suspension for a material and substantial disruption. The plan shall be reviewed and modified after the second suspension. The school shall encourage and solicit the full participation of the student's parent, guardian or legal custodian in the development of the remedial discipline plan. The student and his/her parent, guardian or legal custodian shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. In accordance with state law, expulsion may result for habitually disruptive students.

Harassment, Intimidation and Bullying

University Schools prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability or ancestry.

Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student.

Bullying is prohibited against any student for any reason including, but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal or state laws prohibit discrimination upon any of the bases described in **Colorado Revised Statutes**.

"Electronic" means any communication involving the transmission of information including, but is not limited to, communication via electronic mail, internet-based communications such as social media sites, cell phones, electronic messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim:

- Verbal, nonverbal, physical or written harassment, hazing, or other victimization
- Remarks of a demeaning, derogatory or intimidating nature
- Damage or destruction to school property or private property
- Implied or explicit threats that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the student
- Coercion of sexual behavior and/or engagement in unwelcomed sexual attention that undermines the safety, security and dignity of any member of the University Schools community, and/ or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

Discipline for student bullying and for retaliation against students who report bullying may include suspension, expulsion and/or disciplinary classroom removal. In addition, the administration shall consider other actions that may be appropriate in response to student bullying, including, but not limited to:

- Holding conferences with the parents of students in order to develop cooperative strategies to correct the students' behavior
- Separating students from other students at school or from particular school programs or activities until they can conform to acceptable standards
- Withholding privileges (i.e., field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying
- Involvement of law enforcement

Incendiary Devices

All incendiary devices are prohibited (i.e. lighters, matches, etc).

Insubordination

Insubordination is defined as disobeying teachers or school staff members, not following instructions in regard to conduct, or, in any way, by actions or words, showing a defiant attitude. Failure to identify oneself or present an ID card when requested to do so by school personnel will be considered insubordination. Insubordination may result in **suspension**.

Offenses Toward Staff

The following procedures shall be followed (not necessarily in the order indicated below) in instances of assault, disorderly conduct, harassment or other criminal offenses by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damages by a student to the personal property of a teacher or school employee occurring on school premises.

1. The teacher or school employee shall file a written complaint with the director.
2. Students involved in threats, assaults, or other criminal conduct directed toward a teacher or school employee will be suspended and may be expelled.
3. The director shall report the incident to the appropriate local law enforcement agency.

Personal Display of Affection (PDA)

Inappropriate personal displays of affection are subject to disciplinary measures ranging from warnings to suspension, depending on the severity and frequency of the behavior.

Plagiarism and Scholastic Dishonesty

According to the Oxford English Dictionary, plagiarism is defined as, "The practice of taking someone else's work or ideas and passing them off as one's own." The concept of plagiarism is

introduced in second grade. By fourth grade, students are able to define copyright and plagiarism. At fifth grade, students are able to credit authors for direct quotations and recognize digital resources that are copyright free.

When a teacher suspects that a student has cheated or plagiarized an assignment, the teacher will present the student with the evidence and inform the parent/guardian and an administrator of any infraction. Plagiarism and scholastic dishonesty are serious violations of academic integrity and may result in consequences ranging from failing the assignment to suspension depending on frequency and severity.

Profanity

Using profanity, vulgar language or obscene gestures will not be tolerated. Actions of this sort may result in **suspension**.

Theft

The theft of any property at school or at any school related activity will result in **suspension** with full restitution for any item stolen. A police report may also be filed.

Threats

Threatening another student is prohibited and will result in **suspension** and may result in expulsion. University Schools threat assessment protocols will be followed.

Tobacco

Possession or use of tobacco on school property, during scheduled class time or at school sponsored activities is prohibited and will result in suspension.

Vandalism

Vandalism will not be tolerated. Vandalism is the willful defacing or destruction of school property (including books and furniture) or the property of school employees or students. Vandalism may result in suspension.

Weapons

No student shall carry, conceal, store, or otherwise possess any firearm, knife, explosive weapon, taser, stun-gun or look-alike weapon of any sort in the school building, on school property, or at school-sponsored events. Possession of a weapon will result in suspension or possible expulsion. Possession of a firearm will result in expulsion. In rare instances where such materials serve an educational purpose, their use and/or possession must be authorized by a principal or his/her designee.

Staff Reasonable Force

A teacher or school employee may use such reasonable force as necessary to protect herself/himself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment.

Student Searches

A search of a student at school is permitted based upon a "reasonable suspicion" that a student is violating school rules or committing a criminal act. Searches must be reasonably related to the objective of the search and must not go beyond what is warranted by the nature of the suspected violation.

Searches of a student's person or personal effects are limited to the student's pockets and objects in the student's possession, such as a purse, backpack, book bag or cell phone. A pat-down of the exterior of the student's clothing may be done by an adult of the same sex as the student being searched in the presence of an adult witness. Searches of student vehicles on the school's property are permitted based on reasonable suspicion.

The material on the student's cell phone is subject to review by the school based on reasonable suspicion of a violation of the school's code of conduct or behavior detrimental to the safety and welfare of students or staff.

Consequences for Infractions of School Rules

Consequences may include, but are not limited to:

- Apology
- Change of Clothing
- Conference with Teacher, Advisor, Counselor
- Expulsion
- Loss of Credit
- Loss of Field Trip or Activity
- Loss of Open Campus
- Loss of Privileges
- Parent Contact
- Remedial Discipline Plan
- Restitution
- School Detention and Work Detail
- Suspension
- Verbal/Written Warning

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the school to teachers and counselors who have direct contact with that student.

In School Suspension

Students may be assigned in-school suspension under the supervision of a designated school official in the school building, but outside the classroom. Class work will be provided during the period of suspension.

Suspension

Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
 - a. The student shall be given oral or written notice of the charges against the student.
 - b. The student will be given an explanation of the evidence and will be provided an opportunity to make a statement on his or her behalf.
2. If the pupil is suspended, the parent/guardian will immediately be notified of the suspension, the grounds for the suspension, the period of the suspension and the time and place for the parent/guardian to meet with the director or principal to review the suspension.
3. A suspended student shall be required to leave the school grounds immediately after the parent and the administrator have determined the best way to transfer custody of the student to the parent or designated representative. A student may not be on school property or attend school activities during the suspension period.
4. Law enforcement authorities may be involved in removal of the student in accordance with state law when there are reasonable grounds to believe that the student has committed a delinquent act by violation of any statute, county or municipal ordinance, or by lawful order of the juvenile court.
5. The administrator shall determine whether the student is or has been receiving special education services. If the student is receiving special education services, then special

education staff must be notified of the name of the student, length of suspension and cumulative days of suspension for the school year.

Re-admittance of Suspended Students

1. No student shall be readmitted until the pupil and the suspending authority have met or until the parties mutually agree to review the suspension in order to assess the need to develop a remedial discipline plan. The parties may complete this process in a phone conference. If the administrator cannot contact the parent of the student or if the parent repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

The student must be provided an opportunity to make up schoolwork missed during the period of suspension for full credit.

Expulsion

Procedures

1. The Director of University Schools shall prepare, in not less than five days prior to the date of contemplated expulsion, a written notice of such proposed expulsion. Such delivery may be by United States mail or by a courier service. If mailed, University Schools will use certified mail and return receipt requested and by regular delivery. Delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student and the parent(s)/guardian.
2. The notice shall contain the following information:
 - a. A statement of the basic reasons for the recommended expulsion.
 - b. A brief statement of the evidence to be presented against the student.
 - c. A statement that the student has a right to a hearing on the question of expulsion but will receive the hearing only if the student or the parent/guardian notifies the director in writing within five (5) school days after the day of notice that a hearing is available.
 - d. A statement that the student may be present at the hearing and hear all information against her/him; that s/he will have an opportunity to present such information as is relevant. The student may have an attorney present.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
3. The hearing will be closed except to those individuals deemed advisable by the hearing officer, but included in all events shall be the student, her/his parent/guardian and, if requested, an attorney. In addition, if requested by the student her/his parent/guardian or attorney, other individuals who may have pertinent information may be admitted to a closed hearing.

Appeals

If the student should choose to appeal the decision of the hearing officer, the student shall make such appeal request in writing to the director within five (5) business days of the date the decision is delivered to the student. The Board of Governors shall convene within five business days after the written request is received. The decision of the Board of Governors shall be final.

When the Board of Governors holds the appeal, it shall be conducted by a chairperson of the Board or a designee from the Board of Governors. Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable and the Board of Governors may consider and give appropriate weight to such information or evidence it deems appropriate.

The student or his/her representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the

party requesting the same. The Board of Governors may retire to executive session to review and discuss the evidence; however, the final decision shall be made in public session.

Discipline Of Students With 504 or IEP

1. Students with an IEP or 504 are neither immune from the school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.
2. The student's Individual Education Plan (IEP) or 504 shall determine appropriate discipline. Appropriate personnel shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP.
3. An IEP or 504 student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions, which present a physical danger to the student, other students, school personnel or school property.
4. A IEP or 504 student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, unless required by law, but shall have his/her IEP or 504 reviewed by the appropriate staffing team. The staffing team shall review the IEP or 504 for appropriateness of services and the need for a more restrictive or alternate placement.

V. PROCEDURES

After School Pickup *Elementary students should be picked up at 2:00 on Mondays and 3:20 Tuesday - Friday*

If a high school or middle school student is picking up younger siblings he/she must meet either in the cafeteria or outside. Older students **MAY NOT** be in the elementary hallways waiting for siblings. Middle school students must always enter the Main building by way of the main door. They **MAY NOT** enter through the Elementary door or wait at that door. Students are not allowed on the playground after school.

Bulldog Word

The "Bulldog Word" is chosen by you and will be used when calling in changes for after school arrangements, when picking up your student from school and in the reunification process after an emergency. When calling in to the main office, you will be asked to provide the "Bulldog Word" similar to a password to verify that you are the parent/guardian of the particular student.

Closed Campus

Elementary students are expected to **remain on campus** during the school day. If parents take a child off campus during the school day, they must obtain a dismissal slip from the office, sign the child out and go to the classroom. Upon return, parents must sign the child in at the office. At no time should a parent take another child unless written or verbal permission is provided from that child's parent(s) and given to the main office. Parents may access the school through the main entrance doors. All other doors remain locked throughout the day for the protection of our students and personnel.

Drop Off

The cafeteria is available in the morning under special circumstances (eg. medical needs) if you need to wait with your child before school. Students should arrive between 7:30 a.m. and 7:45 a.m. Students enter the classroom at 7:50 a.m.

Guests

Students who wish to bring a guest to school must get approval from the Principal and classroom teachers at least **one-week in advance** of the visit. The guest and host should report to the main office upon arrival. The guest will be given a visitor's badge that should be worn throughout the day.

Lockers

Lockers are provided for students in 5th grade and will be assigned by teachers. Lockers are the property of University Schools and are made available for student use as a privilege. Students accepting use of the lockers must also accept the related responsibilities to keep the locker clean both inside and out, and to pay for any damage to the locker. No stickers, contact paper or inappropriate displays are allowed in or outside of lockers. University Schools assumes NO responsibility for lost or stolen articles kept in lockers. If a student brings valuable or sentimental items to the school, it is at his/her own risk. University Schools reserves the right to search lockers when necessary to enforce school rules and/or ensure safety of the school. Students are responsible for all contents of their lockers and should not give out their combination. If at any time a student needs to change lockers, he/she should contact the teacher.

Lost and Found

All found articles should be turned in to the Student Services Office. Unclaimed articles will be displayed and then will be given to charities if they remain unclaimed. **Parents are encouraged to label outerwear with the student's name.** Students should not bring valuable items and excessive amounts of money to school.

Personal Items

Toys, or other personal items should be kept at home. The school is not responsible for the loss and or theft of personal items.

Pets

Due to health concerns, no student pets are allowed in the school. Please do not bring pets on to school property when picking up students. This also includes any school activities before or after school. Students are not to design projects or Personal Learning Plans around the display of pets.

Student Messages

Messages from parents will be delivered to students in cases of emergency. The office staff will not deliver balloons and flowers to students. Those items can be picked up in the main office after school.

Withdrawal From School

Students withdrawing from University Schools must complete the following procedures.

- Secure the withdrawal form from the Main Office no later than one week prior to the anticipated withdrawal date.
- The form must be completed, signed by parents, appropriate personnel and then returned to the Main Office no later than one day before withdrawal.

No student may be officially withdrawn until all obligations have been met.

VI. STUDENT RESOURCES

Cafeteria (Food Court)

A "Grab and Go" breakfast, as well as a la carte items, are available 7:15 a.m. to 7:45 a.m. The school serves lunch from 10:50 a.m. to 1:05 p.m. All food and drinks should be consumed in the food court. **Food and beverages are not to be taken from the food court.** Students are expected to sit and quietly eat their lunches until they are dismissed.

Computer Lab

Technology/Internet Acceptable Use Policy

University Schools provides equipment and network facilities for educational purposes to students, staff, and faculty. The right to privacy on University School's network does not apply. All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools. University Schools reserves the right to deny usage of University Schools' equipment to any individual. Please be aware that technology, and the way we use technology, is constantly evolving. Every unacceptable use of school technology and Internet cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, the following:

- **Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse.
- **Commercial activity is strictly forbidden.** The networks, Internet access and all school facilities are to be used for the sole purpose of education and educational development. Individuals may not use school equipment or facilities for the selling, brokering, or ordering of any commercial product or service. Any activity involving the transfer of legal tender or financial assets in any way is prohibited.
- **Websites, apps, or extensions containing nudity, sexual, or graphic violent content are off limits.** Visiting websites, apps or extensions containing any form of pornography, graphic violence, bomb design, or "hate-group" content is forbidden. Creation of documents with such content is similarly forbidden.
- **Sending threatening or harassing messages is prohibited.**
- **Creating, transmitting, or forwarding material or information that is knowingly false or intending to purposely damage another person's reputation is prohibited.** This includes taking pictures or sharing pictures of classmates without their knowledge or permission.
- **It is unacceptable to access another individual's account** or send email from another user's email account or impersonate another student or adult.
- **Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
- **Users are prohibited from changing individual device settings including, but not limited to, backgrounds, views, file access, passwords, file names, etc.**
- **It is unacceptable to delete the usage history or intentionally try to cover up inappropriate use.**
- **Network disruption is prohibited.** Users are prohibited from altering network settings on all school equipment. Changing email addresses, client identities, TCP/IP addresses, or otherwise affecting the existing setup of any school equipment is prohibited. Use of school equipment to disrupt or alter non-school equipment is also prohibited.
- **Users may not install software, apps, or other material from the Internet without the knowledge and approval of a teacher or supervisor.**
- **Playing computer games that are not approved as part of the educational curriculum is not allowed during class time.**

Library Technology Learning Centers

Hours

University Schools Elementary/High School Library Open Hours:

Monday: 7:15 am - 3:00 pm and Tuesday-Friday 7:15 am - 4:00 pm (970) 506-7022

University Middle School Library Open Hours:

Monday: 7:30 am.- 3:00 pm and Tuesday-Friday: 7:30 am - 4:00 pm | (970) 576-3908

Students and classes receive customized library instruction and services. For homework help, searching tools, class links, and more visit the library website at

<http://libraryuniversitieschools.blogspot.com/>

General questions may be directed via email to library@universitieschools.com

Expectations

- Return books by their due dates and in good condition.
- Know library purpose (research, homework, finding books, checking grades).
- Be respectful, polite and helpful.
- Technology/Internet Acceptable Use Policy applies to all devices.

Online Tools

Access tools and subscriptions at <http://libraryuniversitieschools.blogspot.com/>

The University Schools Library Technology Learning Centers provide student access to the Internet and **Destiny**, the online library catalog, **Accelerated Reader** quizzes (grades 2-5). Computers/Chromebooks/iPads are available on an individual first-come-first-served basis, unless reserved for a class visit. Students may also use **resources provided by the High Plains Library District (HPLD) with an HPLD library card**. Elementary students access **EasyTech** and elementary, middle and high school students use **Google APPS for Education** for coursework and technology and information literacy lessons.

Borrowing Books

The University Schools Library Technology Learning Centers house over 20,000 items. Students may borrow up **to four items** at a time. ***Elementary students may checkout items for two weeks and middle and high school students may check out items for three weeks.*** Items may be renewed if there are no holds. Students may borrow and return from either library.

Items are loaned to a student with the understanding that he or she is responsible for all items. A student loses borrowing privileges when he or she has books overdue or owes money for damaged materials. **Overdue notices are sent to K-12 advisors and students in grades 2-12 weekly via email during the school year.** **STUDENT RECORDS AND/OR YEARBOOKS MAY BE HELD UNTIL LIBRARY BOOKS ARE RETURNED OR FEES ARE PAID.**

ALL LIBRARY BOOKS WILL BE DUE FOR THE END OF THE YEAR MAY 4, 2020.

Activities

The University Schools Library Technology Learning Centers coordinate an extensive Battle of the Books program for elementary and middle school. Teams form in the fall and battles take place in spring. Lunch Book Clubs (middle and high school), Summer Reading Programs, Accelerated Reader quiz days, Book Fairs, Maker Spaces and other activities and events take place throughout the school year.

Student Activities

Because learning at University Schools is designed to help students to make meaningful connections with the world, a variety of activities and events are available to students at University Schools. Teachers arrange field trips, assemblies and special events throughout the school year. To participate in any out-of-school activity, parent permission slips must be signed and returned to the teacher who is sponsoring the activity before the activity takes place.

Student Services (Health Concerns 506-7071)

The goal of Student Services is to serve the academic, social/emotional, health and career needs of our students. The staff provides confidential and supportive services for students and families in a variety of ways including individual and group counseling, classroom activities, management of chronic health conditions and collaboration with parents and teachers.

Student Services personnel include high school, middle school and elementary counselors, a school nurse, a registrar and health clerks. The Student Services office is open from 7:30 a.m. to 4:30 p.m. daily.

If a student becomes ill or is injured at school, s/he should tell the teacher first and then report to Student Services. The Student Services staff will contact parents and excuse the student through the Main Office if the student needs to leave school. If the nurse is not available, the student will receive instructions from the health clerk or other personnel in the Student Services Offices. **No student who is ill or has been injured shall leave school without first reporting to the Student Services Office.**

A Health Care Action Plan should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to emergency facilities.

Immunizations

State regulations require that students have required immunizations or a signed exemption form on file before beginning school. If there are questions about immunizations, please contact the health department, a physician or Student Services.

Medications at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. University Schools encourages medicines be taken at home if at all possible. However, if school personnel need to assist, the following procedures apply:

1. Prescriptions and/or over the counter medications can only be given at school with a doctor's written order and a signed parent permission form. The form is available in the Student Services Office.
2. Medications must be in the original pharmacy labeled container or if they are over the counter medications, they must be in the original package.
3. Medicine will be made available only as the prescription states.
4. It is the responsibility of the child to come to Student Services at the appropriate time to request the medicine from the school nurse/health clerk.
5. A student may carry an epi-pen and/or rescue inhaler if the student and parent have met with the school nurse to develop a written plan.
6. Please call the Student Services Office with any questions about medications at school.

VII. ADDITIONAL INFORMATION

Fees

Fees for the school year may be charged for consumable goods used in the classroom, field trips, etc. Waivers are available for families who qualify for free and/or reduced lunches by completing an application for free and/or reduced lunches. Forms are available in the main office.

Retention Policy for Elementary Grades

A student may only be considered for retention if the following have been completed in a timely manner.

Parents/guardians must be notified that retention is under consideration. This notification shall include the following:

Documented evidence that the student is not performing at grade level in a significant number of academic subjects (reading, writing, math, science or social studies).

Documentation would include examples of class work, test results, teacher observation (including dates and times of observation) and formal reports.

AND/OR

Documented evidence that the student is having social or behavioral difficulties that would affect his or her performance in the following year. Documentation would include teacher observation (including dates and times of observation), visits to administrator, counselor, or other pertinent school personnel and information from outside agencies that may be relevant.

AND

A completed Light's Retention Scale that shows retention is a suitable option for the student.

AND

A University Schools Plan For Success Decision Making Model form that lists the date of the meeting in which the needs of the student were first discussed and the interventions already undertaken, along with the results of these attempts.

At the conference in spring:

The University Schools Decision Making Model will be reviewed with parents. A decision will be made at this conference whether to retain the student. No student will be retained unless results of the Light's Retention Scale are favorable for retention.

Placement of the student for the new school year will follow the usual procedures for any student. Placement may be in the same classroom or in another teacher's classroom as deemed most beneficial for the student.

School Safety Plans

University Schools reviews and practices for different emergency scenarios throughout the year.

1. **Evacuation:** In the event that there is a need to evacuate the school site or the fire alarm sounds, the following procedures will be initiated. Students will be escorted by teachers according to the exit routes posted on maps in each classroom. Students should proceed in an orderly manner with their teacher to the designated areas. At the designated area, students will go to, and remain with, their teachers. From these sites, administrators will provide instructions for orderly evacuation from the school grounds if that becomes necessary. If an evacuation occurs when class is not in session during an "open" time (lunch or recess), students will leave through the nearest exit and meet their teacher in the designated area.
2. **Lockout:** A lockout is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal near the campus. A lockout uses the security of the physical facility to act as protection. The lockout protocol would require bringing students into the building. If the lockout announcement is made during class,

classroom activities would continue uninterrupted with the exception that staff will lock classroom doors. If students are outside when the lockout is announced, classes would return to the building to continue classes. If the lockout is announced during an “open” time, students may be prevented from leaving the building, depending on the condition of the circumstances, until an announcement that the emergency is over.

3. **Lockdown:** A lockdown occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock classroom doors, turn out the lights, and have everyone move to a place where they are not visible from the hallways. If the lockdown is announced during an “open” time, students should move to the closest classroom, locker room, gym or office and remain there until an announcement that the emergency is over.
4. **Tornado:** In case of a tornado warning teachers and students will go directly to their designated safe areas until an announcement that the tornado warning has ended.

Weather-Related Recess Guidelines

Children are expected to be outside before school and at lunch recess when the temperature is 16 degrees Fahrenheit or above and the Bulldog flag is at **full** staff. Before school, students will be inside in the main gym when the Bulldog flag is at **half** staff or the temperature with the wind chill is below 16° or at the direction of the staff on duty even if the Bulldog flag is at full staff. Students may enter the gym at 7:30 am. Teachers, at their discretion, may take students out for other recesses. **Students should dress appropriately for the weather. This includes warm coats, hats, gloves and rain gear. Footwear should be appropriate for the season.**

School Closing Announcements

Announcements of school closings, delayed opening, or early closing due to extenuating circumstances or weather conditions are made on KFKA, TV channels 4, 7, 9 and 13. A message will be placed on the school voice messaging (506-7000 ext. 3), the school website (universitieschools.com) and Facebook (facebook.com/universitybulldogs) informing of the closure.

Delayed Start Procedure

If there is a delayed start to the school day, students will report to the class they would normally be attending at that time. **All grades K-12 will have a common start time**

Staff

Kindergarten	Blackwell, M.Folsom, Martinez, Nolke
First	Boettcher, Duran, Falconer, Houghtaling, Patterson
Second	Angstman, Dufault, Elliott, Gilliland, Schneider
Third	Bloyd, Hausman, Hott, Karakusis, Mathiason
Fourth	Bangs, Bates, DeBoer, Lind, Potter
Fifth	D. Folsom, Schuler, Souchek, Timm, Villarreal
Art	Carver
PE	Breen, Kravig, Miller
Music	Stockum
Spanish	McCoy
Sign Language	McCorkle
Counselors	Hahn, Lee
Intervention	Forney, Lorenson
Resource	Creighton, Marquez, Parrish
Psychologist	Girardi
CLD	Acosta

School Times

Kdg (AM/PM): M 7:55 – 10:25 / 11:30 – 2:00
 T – F 7:55 – 11:00 / 12:15 – 3:20

Grades Kdg – 5: M 7:55 – 2:00
 T – F 7:55 – 3:20

MS: M 7:45 – 2:35
 T – F 7:45 – 3:10

HS: M 7:35 – 2:35
 T – F 7:35 – 3:10

Unless students are participating in a school-sanctioned activity, they must leave the campus immediately after dismissal.

Morning Drop-off Procedures

Parents should drop off students between 7:30 a.m. and 7:45 a.m.

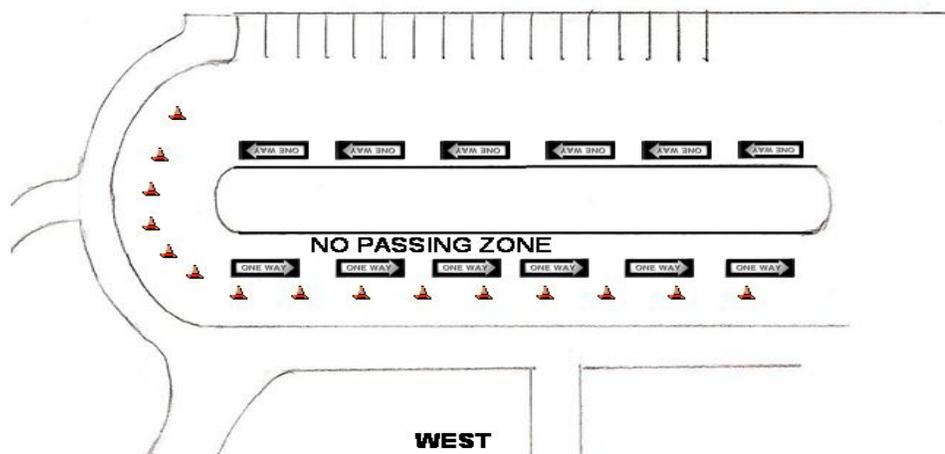
All traffic flow in the circle drive is one-way. Traffic is single lane whenever cones are present and double when they are not. **No parking is allowed on the west side of the circle drive during drop off.** No parking is allowed in the fire lanes at any time. Visitor and handicap parking is available on the east side of the circle.

Parents will drop off children as vehicles in front of them come to a stop. Children will be clear to exit from the **passenger side** of the vehicle and walk to the sidewalk. Parents with children requiring assistance should park in the parking lot and walk with children to the sidewalk.

Drop off is **high traffic flow time**. Please be **patient** with each other and with school and security personnel. **It is important that you follow all signs and directions as posted.**

After a child is dropped off, s/he must report directly to the playground. Children should not enter the building, but rather use the diagonal sidewalk on the exterior of the school to reach the playground. Parents are welcome to remain with their child OUTSIDE if they wish. If parents need to visit a teacher with their child, they need to check in the office prior to going to the classroom. The classroom teacher will be called to see if he/she is available. The only time children should be in the building prior to school is due to inclement weather. Please note Weather-Related Recess Guidelines is reviewed on page 22 of this handbook.

Vehicles should never be left unattended in the drop off zones.

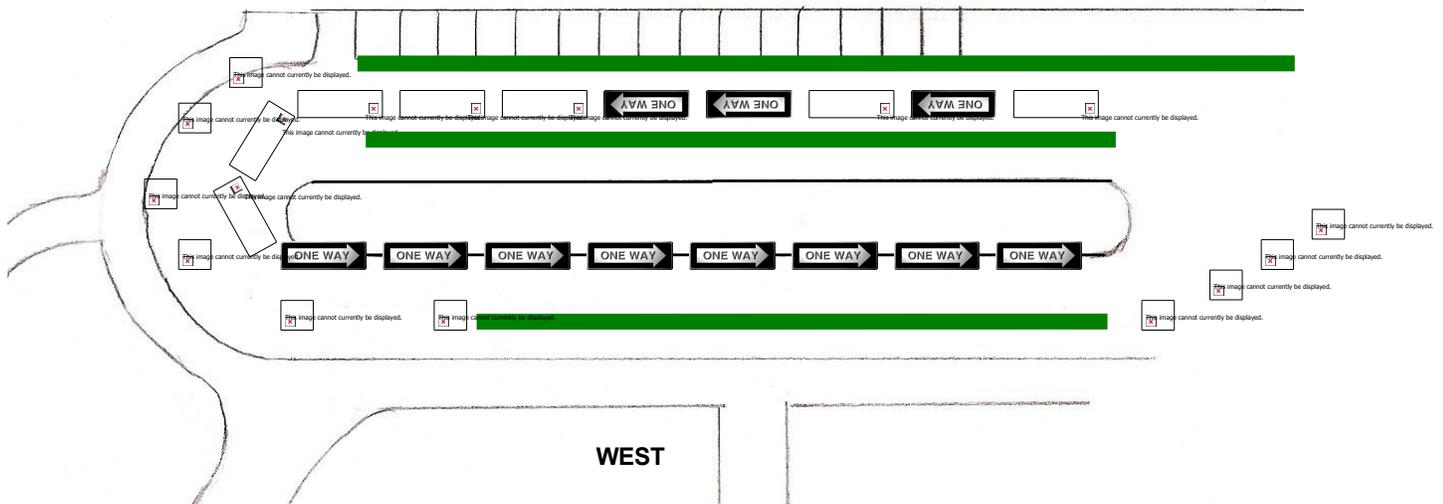


Afternoon Pick-up Procedures

The Staff at University Schools will utilize the diagram below to control traffic for the afternoon pick-up (3:20 p.m.) for traffic flow and safety. There will be one steady lane of traffic (indicated by the one way signs). The solid lines will designate places where parents can **wait in their cars** for children. Cars cannot be left unattended in any of the designated waiting areas.

Parents with children requiring extra assistance should park in the parking lot, meet their children and escort them back to the vehicle.

Please be patient, this is an extremely busy time of the day. Please drive cautiously as children are present and may come out in the roadway to meet a vehicle.



An additional drop off and pickup area is by the south sidewalk. Please pull as far forward as possible before allowing students to exit from the passenger side of the vehicle only.

Thank you for your cooperation.

**Note: Student handbooks are under constant review.
Modifications may be made at any time.**