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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, 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, students and teachers 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 Be responsible, Act with kindness, Respect others, Keep 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.

Two PLP goals are required and are set by the parent, teacher, and student team during conference times. Many teachers will offer a goal setting worksheet that can be filled out prior to the conference with 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.

<table>
<thead>
<tr>
<th>Students have a right to:</th>
<th>Students have a responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A rich and appropriate education.</td>
<td>Contribute to a positive learning environment for all.</td>
</tr>
<tr>
<td>Be treated with respect and dignity.</td>
<td>Treat others with dignity and respect.</td>
</tr>
<tr>
<td>Students will not be treated differently because of their race, ethnicity, religion, age, appearance, gender, or socio-economic status.</td>
<td>Students will not treat others differently because of their race, ethnicity, religion, age, appearance, gender, or socio-economic status.</td>
</tr>
<tr>
<td>Learn from their own mistakes.</td>
<td>Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.</td>
</tr>
<tr>
<td>Be heard. Students’ feelings and opinions will be respected by others.</td>
<td>Listen to others, respecting expressions, feelings and opinions.</td>
</tr>
<tr>
<td>Participate in decisions about their own education.</td>
<td>Help others to participate in decisions about their own education, as all work to become autonomous learners.</td>
</tr>
<tr>
<td>Expect that they will be in a safe school and that personal and community property will be safe.</td>
<td>Help to create a safe environment for everyone, including safety for personal and community property.</td>
</tr>
</tbody>
</table>

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 reduce 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 needed
- Produce best quality work
- Complete assignments on time

**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**
- Take turns on the equipment
- Allow others to join in
- Solve problems by using "I messages and restating"
- Have fun
Show Respect
- Give others their space
- Treat each other with kindness
- Let people make their own choices
- Keep the playground and surrounding property clean

Being Safe
- Keep hands and feet to oneself
- Keep rocks and snow on the ground
- Tell an adult when another student is making an unsafe choice
- Ask for permission before leaving the playground
- 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
Level X: no sitting on the top or sliding down metal supports, feet should remain on top rung of the rope, no jumping off the platform
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, holding the ball or climbing the pole
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 (four in a month or ten during the year) 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.

**Illness and Communicable Disease**

Illness policies and practices are subject to change based on new information and updates to existing public health guidance.

Please practice daily symptom monitoring. If your student is ill, please keep them home to prevent spread of illness to other students and staff. Transmission of illness is disruptive to others’ learning and well-being and can be dangerous for individuals with other health conditions.

If your student becomes ill at school, you will be contacted to pick your student up and determine criteria for return to school. As schedules and phone numbers may change please keep all emergency contact information current. This ensures that we can reach an adult as needed for illness or injury.

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

YES, if s/he has:
- New or worsening cough or cold symptoms
- Diarrhea within the last 24 hours
- Undetermined rash
- Fatigue or body aches
- New loss of taste or smell
- Temperature of 100 degrees or higher or chills
- Sore throat, difficulty swallowing
- Red, watery, burning, itching eyes
- Vomiting during the last 24 hours

Please contact the school to determine the next best steps to return to learning following illness. Remember the best ways to stop the spread of any infection is through good handwashing and staying home when sick!

**Pre-Arranged Absences**

When a student anticipates leaving town for a number of days, and has less than 10 total (unexcused) absences 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 the 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 with 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 8:10 AM 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 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, 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.

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
10. Mask issues or coming to school knowingly sick
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 unwelcome 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 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.

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 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 an 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 3:00 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.

**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 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.

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**VI. STUDENT RESOURCES**

**Cafeteria (Food Court)**

Breakfast will be served in the classroom beginning at 7:50. The school serves lunch from 10:50 a.m. to 1:00 p.m. All food and drinks should be consumed in the classroom. Students are expected to sit and quietly eat their lunches.

**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**

**University Schools Elementary/High School:** rbudzynski@universityschools.com
Reserve library books online at [http://libraryuniversityschools.blogspot.com/](http://libraryuniversityschools.blogspot.com/)  (970) 506-7022

**University Middle School Library:** ahaas@universityschools.com
Reserve library books online at [http://libraryuniversityschools.blogspot.com/](http://libraryuniversityschools.blogspot.com/)  (970) 576-3908

**Elementary/High Library hours:** Monday: 7:30-3:00, Tuesday-Friday: 7:30-4:00
**Middle School Library hours:** Monday: 7:45-3:00, Tuesday-Friday: 7:45-4:00
Students and classes receive customized library instruction and services. For homework help, searching tools, class links, and more visit the library website at http://libraryuniversityschools.blogspot.com/

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

**Online Tools**
Access tools and subscriptions at http://libraryuniversityschools.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). Students may use resources provided by the High Plains Library District (HPLD) with an HPLD library card. Elementary students access **learning.com**, **World Book Online** and **BookFlix**. Elementary, middle and high school students use **Google Apps for Education** for coursework and technology and information literacy lessons. **Ebooks are available via Sora with Google login** on the library web site.

**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 check out 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 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. ALL LIBRARY BOOKS ARE DUE FOR THE END OF THE YEAR MAY 9, 2022.**

**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 7:15 a.m. to 3:35 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.

**Required and Recommended Immunizations**

University Schools encourages every child to be immunized in consultation with their health care provider. Vaccinations prevent many serious diseases and help prevent the transmission of those contagions in our schools, which improves attendance and learning for all students. University Schools reports immunization compliance and exemption rates to the State of Colorado per law.

Per Colorado Law, students may be excluded from school if they do not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file. Records can be faxed, emailed, or submitted in person.

**Medications at School**

Parents are encouraged to schedule medications to be given before or after school hours when possible. If your student requires medications during the school day, **written provider orders and parent permission** are required to be completed and on-file in the Health Office each school year. Specific requirements for labeling, dosage, etc. may be found on the form.

Regulations apply to all drugs in the school environment. Due to the danger of allergies, loss or accidental overdose by your child or another, please do not send any medication, prescription or over the counter to school. Similarly, please do not send cough drops, ointments or other over the counter products to school.

**Suicide or Other Traumatic Loss of Life Prevention**

Staff will receive professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention through evidence-based programs such as QPR (Question, Persuade and Refer) and Youth Mental Health First Aid. In addition, all mental health professionals will complete training in Stanley & Brown safety planning and the Columbia Suicide Severity Rating Scale (CSSRS) within three months of their hiring.

University Elementary School utilizes an evidence-based curriculum for kindergarten through second grade titled Second Step. Research has shown that students who receive the curriculum have improved prosocial skills, empathy and conduct. Known benefits of the intervention include lower levels of depression and anxiety. In addition, second grade students are given a two-part intervention focused on a mental health plan, based on the children’s book “Gizmo’s Pawsome
Guide to Mental Health” developed by the Connecticut Suicide Advisory Board in connection with the CT Networks of Care for Suicide Prevention Initiative. It is “data-driven and evidence informed”, introduces the concept of mental health, and covers warning signs and healthy coping strategies.

This policy will be distributed annually and included in all student and teacher handbooks and on the school website.

Assessment and Referral

In the event a staff member becomes concerned that a student may be experiencing suicidal ideation, they can contact Colorado Crisis Services (1-844-493-8255). This resource is available 24 hours a day, 7 days a week, 365 days a year and can be accessed in different languages. In addition, the North Range Behavioral Health crisis center can be consulted at 970-347-2120.

When a student is identified by a staff person as potentially suicidal, the student will be seen by a school employed mental health professional and/or the contracted North Range Behavioral Health therapist within the same school day to assess risk, safety plan and facilitate referral. If there is no mental health professional available, the registered school nurse or an administrator will fill this role until a mental health professional can be brought in.

For youth identified by a staff person as potentially suicidal:

School staff will continuously supervise the student to ensure their safety.

The principal and school employed mental health professional and/or the contracted North Range Behavioral Health therapist will be made aware of the situation as soon as reasonably possible.

The school employed mental health professional and/or the contracted North Range Behavioral Health therapist will utilize the Columbia Suicide Severity Rating Scale (CSSRS) to screen for the presence and level of suicidal ideation.

The school employed mental health professional, contracted North Range Behavioral Health therapist or principal will contact the student’s parent or guardian and will assist the family with a referral as appropriate. This may include calling Colorado Crisis Services (1-844-493-8255), a community based mental health mobile crisis response team, or law enforcement to transport the student to the Emergency Department. However, in most cases, the response will involve implementing a safety plan and setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the health care provider.

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, contracted North Range Behavioral Health therapist and/or administrator will meet with the student’s parent or guardian, and if appropriate, the student to discuss re-entry and appropriate next steps to ensure the student’s readiness for return to school.
Out-of-School Suicide Attempts
If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

Call the police and/or emergency medical services, such as 911.

Inform the principal, who will then contact the student’s parent or guardian and the school employed mental health professional.

Postvention
Anyone who hears about a suicide or other traumatic loss of life involving a district student or employee should contact the principal immediately.

The principal or designee (Director, Chief Security Officer, school employed mental health professional, contracted North Range Behavioral Health therapist) will attempt to confirm as much factual information as possible before communicating with students and staff. Speculation and rumors can exacerbate the emotional upheaval within the school. The principal or designee will first check with the family, the coroner, and/or the medical examiner’s office (or, if necessary, local law enforcement) to ascertain the official cause of death. Official information about the cause of death will not be disclosed until the family has been consulted.

The principal will mobilize the Crisis Response Team and will act as the team coordinator. The team coordinator has overall responsibility throughout the crisis, is the central point of contact, monitors overall postvention activities throughout the school, and handles communication with the different groups of people within the school (e.g., administrators, staff, students, and parents).

The Crisis Response Team will meet as soon as possible to discuss the specifics of the situation. An emergency staff notification system will be used to notify employees of the death if it occurred outside of school hours. If possible, an emergency mandatory meeting of teachers at the affected building will be called to review the situation and procedures. The principal will share accurate factual information about the death, honoring the family’s request for privacy.

The Director will act as spokesperson to answer questions from the press and community. Official information about the cause of death will not be disclosed until the family has been consulted. Staff members should not talk to the media about the tragedy in order to protect the privacy of the victim's family and ensure accuracy of information.

Counselors and other professionals trained in crisis intervention will be available in the drop-in centers throughout the school day. This service will be available for as many days after the tragedy as needed. Any student who would like to talk about their feelings regarding the tragedy is invited to use this service.

Students and staff should discuss with the building principal or school employed mental health professional any students whom they believe are especially vulnerable in the aftermath of the suicide/other tragedy. As much as possible, staff will attempt to identify and offer support to siblings, other relatives, teammates, friends, and the various impacted social and demographic groups. Students who are visibly upset will be referred to the drop-in center immediately.
Additionally, staff will continue to assess for the need for ongoing postvention by being aware of anniversaries and continuing to provide support to those impacted by suicide deaths in subsequent years.

**Follow-up**
The principal will contact the family either in person or by telephone to express condolences, inquire as to what the school can do to assist, ask them to identify the student’s friends who may need assistance, discuss what students should be told, and inquire about funeral arrangements.

University Schools will strive to treat all deaths in the same way. However, because adolescents are especially vulnerable to the risk of suicide contagion, it is important to memorialize a student that died by suicide in a way that does not inadvertently glamorize or romanticize. The focus should be on how the student lived, rather than how they died.

Students who have parental permission will be excused from school to attend any funeral or memorial service. As much as possible, the school policy will be "business as usual." Counseling services will be available to all students, but classroom teachers should continue to use class time for schoolwork.

**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 at lunch recess when the temperature is 16 degrees Fahrenheit or above and the Bulldog flag is at full staff. 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/Delayed Start Procedure**
Announcements of school closings, delayed opening, or early closing are made on KFKA, TV channels 4, 7, 9 and 13. A message will be placed on the school voice messaging (506-7000), the school website (universityschools.com) and Facebook (facebook.com/universitybulldogs) and through text messages informing of the closure.
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, Martinez, Nolke, Stahley  
First:  Boettcher, Duran, Folsom, Marshall, Mowery  
Second:  Angstman, Dufault, Gilliland, Montoya, Pierce  
Third:  Craig, Hausman, Hott, Matson, Van Slyke  
Fourth:  Bangs, Corliss, DeBoer, Flores, Schneider  
Fifth:  DeBusk, Miller, M., Schuler, R., Villarreal, Whitcomb  
Art:  Schuler, N.  
PE:  Breen, Miller, C., Rios  
Music:  Barnett, Roeder  
Spanish:  McCoy  
Sign Language:  McGeen  
Counselors:  Hahn, Lee  
Intervention:  Forney, Souchek  
Resource:  Creighton, Marquez  
Psychologist:  0  
CLD:  Dannar

**School Times**

Grades K – 5:  
M  7:50 – 2:00  
T – F  7:50 – 3:00

MS:  
M  8:00 – 2:35  
T – F  8:00 – 3:10

HS:  
M  8:00 – 2:45  
T – F  8:00 – 3:20

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 AM and 7:45 AM. 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 go directly to the playground. Please note Weather-Related Recess Guidelines is reviewed on page 22 of this handbook.

**There will be no cafeteria supervision before school. Playground supervision begins at 7:30 AM.**

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 (2:30 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.