

University Elementary School Handbook

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UNIVERSITY ELEMENTARY SCHOOL

MISSION

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

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 he/she can become autonomous learners. 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. Entrepreneurship and risk-taking are 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 welcome in the school and may visit when they wish. 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 as 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 potentials 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. Students develop personal and academic plans, portfolios, and community service projects and with the advisor's assistance seek internships and other special activities in the community. Through daily contact with an advisor, students learn in a supportive community of peers and faculty.

BARK – Positive Behavior Support (PBS)

BARK stands for **B**e responsible, **A**ct with kindness. **R**espect others, **K**eeP safe. PBS has several components in our school: Clear behavioral expectations that are taught to the students, recognitions of appropriate behavior, monitoring and correction of behavioral errors, use of information to make decisions, parent collaboration.

Portfolios

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

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 those students can better understand that all knowledge is connected and that learning has application in the real world.

Community Service

All students serve the school community and the community beyond the school.

Elementary students serve the community through group service projects.

Self-Directed Learning

Elementary students are guided toward self-directed learning. They increasingly learn to take responsibility for their own learning.

Personal Learning Plan

At the beginning of each trimester a new Personal Learning Plan (PLP) will be written by the student with help from the teacher and parent(s). Parents may help their children by helping them fill out the Worksheet for Personal Learning Plan conference form before each conference. Please bring the form with you to each scheduled conference. The PLP plan will include goals, steps to achieve the goals, support needed, and how the student will demonstrate completion of the goals. While most goals are academic, others may be organization, sports, arts and crafts, or interest based. A student must plan the steps and consider what support may be necessary in reaching the goals set. Students may choose from many forms of demonstration such as a report, a play, photographs, display, etc. Sometimes the demonstrations are done outside of school, for example at Scouts, the recreation center or home. Goals may also be set up for the summer. The student's achievements for the previous time period are recorded. Think About, an additional section of the Personal Learning Plan, is used to guide the development of this or future PLPs. A copy of the PLP is given to the student, the parent(s) and one is kept on file by the teacher.

WORKSHEET FOR PERSONAL LEARNING PLAN CONFERENCE

In preparation for your upcoming conference, we would like you to think through and jot down some ideas about possible learning goals. We will use these ideas when we meet to discuss plans for the next trimester. Parents' please complete the following form and return it to school when you come to conference with your child.

What do you feel you have accomplished since the last conference? (Think about things you did/learned in the last three months.)

Academic Learning Goal:

Think about your skills in math, reading, and writing. What do you need to learn/practice for:

Math _____

Reading _____

Writing _____

Personal Learning Goal:

Think about a topic you are interested in and would like to learn more about. Explain what you would like to learn or be able to do that is related to this topic.

Parent's Signature

Student's Signature



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 treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or where they live.
- 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, sexual orientation or where they live.
- 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. We use group dialogue, group counseling, and role playing 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, police referral, or expulsion.



PLAYGROUND RULES

We have the ability to make choices about the ways we play. When we choose to follow these playground suggestions, we 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 your hands and feet to yourself
 - o Keep rocks and snow on the ground
 - o Tell an adult when another student is making an **unsafe** choice
 - o Ask for permission to leave the playground
- Swings: No twisting or jumping off, one person per swing, stay seated in swing
- Slide: One person at a time, down only, on bottom, feet first
- Yellow slider: sliding only, no sitting on top
- Red-handle swings: no sitting on top
- No tackle games, touch only
- Ball games should be played on west side of playground
- Foyer area off limits
- Equipment: soft hollow rubber playground balls, Nerf balls of all kinds, hollow plastic bats/waffle balls, jump ropes, bean bags, soft rubber rings.
Not allowed: regular footballs, baseballs/softballs, tennis balls, aluminum/wooden bats, or projectiles such as pellets or darts.

By choosing not to follow these rules, we lose the privilege to play on the playground during recess. Remember: We have choices!



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.

REPORTING ABSENCES

When a student is absent from school, a parent is expected to call the school informing the school about the absence. **It is important to remember that parents report absences, but only the school may legally excuse them. In cases of excessive (4 in a month or 10 during the year) excused 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 clerk at 506-7000 by 9:00 a.m. the day of the absence. An answering machine is available after hours. If a parent cannot call, University Schools ask 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 the principal.

Should I Keep My Child Home From School Today?

YES, if she/he has:

- Diarrhea.
- Severe cough.
- Severe cold.
- Undetermined rash.
- Temperature of 100 degrees or higher.
- Sore throat-difficulty swallowing.
- Red, watery, burning, itching eyes.
- Vomiting during past 24 hours.

The above symptoms/condition may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child's classroom. Also, your child may be too sick to learn in school that day.

PRE-ARRANGED ABSENCE

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

1. Have a note from parents stating the reason for leaving and the dates to be missed.
2. Obtain a pre-arranged absence form from the attendance clerk at least one week prior to the absence.
3. Complete the form with teachers' signatures and assignments.
4. Have an administrator sign the form. **Excused absences must meet the requirements described below.**
5. Return the form to the attendance clerk prior to leaving. The attendance clerk will give a copy to the student so they and their parents are aware of assignments and any teacher concerns.

EXCUSED ABSENCES

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

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

If an absence does not fall into one of these categories, it will be considered **unexcused**.

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:

Teacher/Administrator Initiated:

1. Conference with parents
2. Before/After school or lunch detention/required to make up work
3. Referral to Truancy Court
4. Referral to Social Services
5. Suspension from school
6. Withdrawal and return to neighborhood school
7. Referral to Truancy Court
8. Referral to Social Services

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 he/she has:

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

Consequences:

- Require a meeting between the students, parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. The meeting must be held no later than 10 school days after the student's fourth unexcused absence in a month or 10th unexcused absence in a year.
- Development of a written attendance plan.

ILLNESS AT SCHOOL AND APPOINTMENTS

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

Parents or an emergency contact will be notified before the student is permitted to leave school.

Medical and dental appointments (matters of personal business) must be cleared through the Attendance clerk in the Main Office. The student will be allowed to leave when a parent's note is presented to the office the day of the appointment. Parents will obtain an early dismissal slip from the main office to present to the classroom teacher when picking up their child in the classroom.

All students must be signed out in the Main Office before leaving the building. See student Services on page 21.

TARDIES

University School students are expected to be in class on time. Teachers will address tardiness and give appropriate classroom consequences. A student who enters class unexcused after the first ten minutes will be considered truant. Teachers can require students to make up time before school, after school, or during the lunch period. Students who continue to be tardy after teacher interventions are considered insubordinate and may be referred to the principal for intervention and consequences.

WITHDRAWAL FROM SCHOOL

Students withdrawing from University Schools must complete the following procedures:

1. Secure the withdrawal form from the main office no later than one week prior to the anticipated withdrawal date.
2. 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 responsibilities have been met.

IV. DISCIPLINE AND CONDUCT CODE

The purpose of the following 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. The goal is for students to develop self-discipline which results in self-control, character, orderliness and civility.

INFRACTIONS WITH MANDATORY CONSEQUENCES

Alcohol and Drugs

Problems with drugs and alcohol are serious and carry specific interventions mandated by the Colorado State Legislature. Consequences are severe and should be read and considered carefully. 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, 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.

Selling, purchasing, soliciting, giving and/or receiving, or exchanging of controlled substances, including alcohol, prescription drugs, illicit drugs as defined by law, or other drugs, or other substances represented by the student to be a drug or controlled substance, or drug-containing paraphernalia on school property or at school sanctioned activities

First Offense:

1. The student will be suspended from school for **five (5) days and may, depending on the severity of the case be subject to additional suspension or expulsion.**
2. A parent conference will be held.
3. The appropriate school official will attempt to develop with the parents and student a procedure that will outline the responsibilities of the parent, student, and school in an effort to keep any further offenses from occurring.
4. The parent and student will be provided information concerning available and appropriate drug or alcohol counseling treatment and rehabilitation programs. The director or principal may require a student to participate in good faith in a counseling, treatment or rehabilitation program as a condition of re-entry to school.

Second Offense:

1. **Expulsion will result** upon the second offense.

Chemical Substance (the Discharging of)

Bringing or discharging noxious substances such as mace 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

University Schools expects and wants students to be the best that they can be. Students should dress appropriately. A student who wears clothing that is revealing and/or distracts from learning will be asked to change his/her clothes. This includes clothing that contains offensive language or that promotes or features drugs, alcohol, or gang activity. Shoes must be worn at all times. Parents are asked to assist the school in helping students make good judgments about appearance and clothing.

Electronic Devices

All cell phones are to be turned off & stored in backpacks during the school day. Students may not bring entertainment devices to school. The school will not be responsible for the loss or theft of electronics.

The staff has the right to confiscate these devices should they appear at school.

False Alarms (Fire and Bomb)

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

Fighting

Fighting and harassment is not permitted. *Students involved in fighting will be suspended for up to **three (3) days** for the first offense, **five (5) days** for the second offense, and **ten (10) days and possible recommendation for expulsion** for the third offense.*

Fire Extinguishers

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

Gang Related Activity

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

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, on 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 to be a habitually disruptive student 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(s), 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 shall be mandatory for habitually disruptive students.

Harassment, Intimidation and Bullying

Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs, threats. Harassment or hazing in any form will not be tolerated. Any student involved in such a practice may be **suspended** from school. Individuals or groups are in violation of the policy if on school grounds, at school-sanctioned activities, or in vehicles dispatched by the school if, they:

“Bullying” means any written or verbal expression, physical act or gesture, or pattern there of, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at school events or activities. Bullying will not be tolerated and can result in **suspension, possible expulsion, and the filing of criminal charges**. Reference: CRS 22-32-109.1(2) (a) (x).

1. Direct derogatory action or intimidation at other person(s) such as personal insults (whether written or oral) including epithets, slurs, gestures and insults based on a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance or national origin. Harassment includes, but is not limited to, making unwelcome, offensive or inappropriate comments, gestures, jokes or remarks.
2. Threaten with physical harm or actually harm a person on the basis of a person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin (whether written or oral).
3. Damage, deface or destroy private property of any person on the basis of that person's race, color, gender, sexual orientation, abilities, religion, ancestry, appearance, or national origin.
4. Commit other acts of harassment or intimidation that may be in violation of the ethnic intimidation act, and the equal protection clause of the fourteenth amendment to the United States Constitution.
5. Coerce sexual behavior or engage unwelcome sexual attention that undermines the safety, security and dignity of any member of the University Schools community.

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 yourself when requested to do so by school personnel will be considered insubordination. Insubordination may result in **suspension**.

Offenses Towards Staff

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.

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 school teacher or employee shall file a written complaint with the director and the Board of Governors.
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 school administrator shall report the incident to the district attorney or the appropriate local law enforcement agency, who shall, upon receiving such report, investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Plagiarism and Scholastic Dishonesty

Plagiarism is using another person's ideas or expressions in writing without acknowledging the source. With the ease of finding research material on line, there is a particular temptation for students to copy text from Internet sources without attribution. This "electronic" form of plagiarism, as much as any other constitutes scholastic dishonesty. **When a teacher suspects that a student has plagiarized a paper the teacher will confront the student with the evidence and inform the parent(s)/guardian and an administrator of the infraction.**

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 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 possible recommendation for expulsion.

Tobacco

Tobacco is prohibited on all school property. This includes areas surrounding the school. Lighters, matches, fireworks and other incendiary devices are prohibited.

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.

- 1) First offense, students will be **suspended for three (3) days and make full restitution.**
- 2) Second offense, **suspension will be for five (5) days and the student(s) will make full restitution.**
- 3) Third offense, the student(s) will be **suspended for ten (10) days with a recommendation for expulsion and full restitution.**

Weapons

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

Expulsion is mandatory for any student who carries, brings, uses or possesses any weapon which is defined below as a “dangerous” weapon.

A dangerous weapon means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
2. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that measures longer than three inches in a length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3 ½) inches.
4. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used, to inflict death or serious bodily injury.

Violation of this weapons policy will result in mandatory expulsion.

CRS 18-1-901(3)e CRS 22-33-106(1)d CRS 18-12-101,105,105.5 and 108(2)

CONSEQUENCES FOR INFRACTIONS OF SCHOOL RULES

Consequences may include, but are not limited to:

- Conference with Teacher, Advisor, Counselor
- Apology
- Parent Contact
- School Detention and Work Detail
- Loss of Field Trip
- Restitution
- Change of Clothing
- Loss of Privileges
- Behavior Contract
- Verbal/Written Warning
- Suspension
- Expulsion

COMMUNICATION OF DISCIPLINARY INFORMATION

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

Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

1. Special education students 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) shall determine appropriate discipline for special education students. Appropriate special education personnel shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP.
3. A special education 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 special education 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 reviewed by the appropriate IEP staffing team. The staffing team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

EXPULSION

In accordance with state law expulsion is mandatory for the following violations:

1. Commission of any act which, if committed by an adult, would be robbery or first or second degree assault as defined by state law, except for the commission by an elementary school student of an act which would be third degree assault.
2. The sale or distribution of drugs or other controlled substances in a school building or in or on school property.
3. Carrying, bringing, using or possessing any dangerous weapon in any school building, on school grounds, in any school vehicles or any school-sponsored activity without the authorization of the school. However, expulsion may not be required if, when a student discovers that he/she is in possession of a dangerous weapon as defined, he/she notifies a teacher, administrator, or other authorized person and delivers the weapon to such person as soon as possible upon discovering the dangerous weapon.
4. Being a habitually disruptive student (a student having been suspended three (3) times during the course of a school year).

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 alleged for the contemplated denial of admission or 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 or denial of admission but will receive this 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 she/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 or the Board of Governors, but including in all events 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 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 one of the Co-chairpersons of the Board or their 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 her/his 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.

Suspension

Procedures

1. When subject to disciplinary measures, students are entitled to reasonable due process, which may vary according to the circumstances.
2. The student shall be given oral or written notice of the charges against the student.
3. 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. The student may request that his/her advisor be present.
4. 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.
5. 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.
6. 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.
7. 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.

In School Suspension

Students may be assigned in school suspension time 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; however, it is left to the discretion of the classroom teacher whether credit may be given for work completed during any suspension.

Re-Admittance Procedures

1. No student shall be readmitted until the pupil, parent and administrator 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 such student or if such parent repeatedly fails to appear for scheduled meetings, the Administrator may readmit the student.
2. The student must be provided an opportunity to make up schoolwork missed during the period of suspension.

STAFF REASONABLE FORCE

A teacher or school employee may use such reasonable force as is 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.

Offenses Towards Staff

The following procedures shall be followed (not necessarily in the order indicated below) in instances of assault, disorderly conduct, harassment or other criminal offense 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. This policy will be communicated to all students and parents.

1. The school teacher or employee shall file a written complaint with the director and the Board of Governors.
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 school administrator shall report the incident to the district attorney or the appropriate local law enforcement agency, which shall upon receiving such report; investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

STUDENT SEARCHES

A search of a student at school is permitted based upon a “reasonable suspicion” that a student is committing a criminal act or violating school rules. Individualized suspicion is needed to justify a student search. 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 briefcase; and to a “pat down” of the exterior of the student’s clothing done by an adult of the same sex as the student being searched in the presence of an adult witness of the same sex as the student. Student email messages are subject to review.

V. PROCEDURES

CLOSED CAMPUS

Elementary students are expected to **remain on campus** during the school day unless parents make arrangements to take them. At no time should a parent take another child unless they have written permission from that child’s parent(s). Any student leaving the school must sign out and back in at the main office. Parents pick up their children from the main office or with a dismissal slip obtained from the main office prior to picking up their child from a classroom. 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.

GUESTS

Students who wish to bring a guest (either an adult or a child) to school must get approval from the Administrator and classroom teachers at least one-week in advance of the visit. Visitors may come with students only if District 6 is in session that day. 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.

LOST AND FOUND

All found articles should be turned in to the Student Services Center (Health clerk). Unclaimed articles will be displayed and then will be given to charities if they remain unclaimed. Students are encouraged to keep track of their possessions, make sure outerwear has their name in it especially Bulldog items, and they are encouraged not to bring valuable items to school.

STUDENT MESSAGES

Students are expected to plan after-school activities, ride arrangements, and items needed for class and athletic events BEFORE leaving for school. In case of emergencies, every effort will be made to deliver messages from parents. The office staff will not deliver balloons and flowers to students. Students will need to pick them up in the office. Parents, please do not call or text message students while they are in class

VI. STUDENT RESOURCES

CAFETERIA (FOOD COURT)

The school serves lunch from 10:50 a.m. to 1:30 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 ACCEPTABLE USE POLICY

University Schools provides equipment and network facilities for educational purposes to students, staff and faculty. Usage of this equipment and these facilities is a conditional privilege granted to students, staff and faculty. The conditions for use of equipment and facilities are explained below. University Schools reserves the right to deny further usage of University Schools equipment and facilities to any individual who violates this policy. A computer lab will be available to students for class supervised use under these rules:

1. **Physical abuse of equipment or facilities will not be tolerated.** Individuals have a responsibility to report observed abuse to the office.
2. **No food or drink** will be allowed in the computer lab.
3. **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.
4. **Web sites containing nudity, sexual or violent content are off limits.** Downloading sites containing any form of pornography, violence, bomb design, or “hate-group” content is forbidden. Creation of documents with such content is similarly forbidden.
5. **Sending threatening or harassing e-mail is prohibited.**
6. **Use of Internet chat rooms is prohibited unless it is under the supervision of a teacher.**
7. **Users are prohibited from changing individual computer and/or monitor settings including, but not limited to, backgrounds, views, file access, passwords, file, and names.**
8. **Network disruption is prohibited.** Users are prohibited from altering network settings on all school equipment. Changing e-mail 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.
9. **Users may not download software, graphics, or other material from the Internet without the knowledge and approval of a teacher or supervisor.**
10. **Users may not print directly off the Internet. Internet material must be captured and saved into a file before printing.**
11. **Playing computer games that are not approved as part of the educational curriculum is not allowed.**
12. **Scheduled classes have priority over individual use in computer labs.** Users must obtain permission from the teacher to remain in the lab during a scheduled class.

13. **Right to privacy on University Schools network does not apply.** All actions and usage are being monitored. All information stored on school equipment becomes the sole property of University Schools.

LIBRARY

University Schools Library is open 7:30 a.m. to 3:30 p.m. on Monday and 7:30 a.m. to 4:15 p.m. Tuesday through Friday. Customized library instruction and services for individual students, small groups, and classes are provided.

Mission

The mission of the University Schools Library program is to prepare students to become literate, life long learners through effective training in the practice of the gathering and the use of information.

To become effective users of information, students will:

- Be encouraged to enjoy reading and to appreciate literature through group instruction and individual guidance,
- Have free and equal access to materials that meet intellectual, curricular and recreational needs,
- Gain competence in acquiring and using information resources as well as learn how to evaluate information resources,
- Practice skills through lessons that have been developed through collaboration with librarians and teachers.

Library **BARK** Rules

- **Return your books by their due dates.**
- **Return your books in good condition.**
- **Be on task—know your purpose for being in the library (research, homework, checking-out a book, checking grades.)**
- **Be respectful, polite, and helpful.**
- **Share computers, chairs and books.**
- **Allow others their personal space.**
- **Respect library rules and librarians.**
- **University Schools Computer Lab Acceptable Use policy applies on library computers.**

Collection

University Schools Library houses more than 13,000 volumes of classic and current fiction and nonfiction materials for students in grades K-12. The library carries 20 subscriptions to news, educational and entertainment magazines and daily issues of the *Greeley Tribune*, *Rocky Mountain News* and *Denver Post*.

Technology

University Schools Library offers student access to our online library catalog, to the Internet, EBSCO (an online magazine database accessed via our website), Accelerated Reader tests, word processing, PowerPoint, Publisher, and Excel. Computers are available on an individual first-come-first-served basis, unless they have been reserved for a class visit.

Website

Visit our website at <http://bulldogpages.wordpress.com> to find links to homework help, searching tools, class links and to check student grades.

Material Checkout

University Schools Library materials are loaned to students with the understanding that they are responsible for all materials checked out in their name.

Checkout

Check out length varies by grade level. Materials may be checked out by students in grades K/1/2 for one week, students in grades 3/4/5 for two weeks and students in middle/high school check-out for three weeks. Materials may be renewed if there are no holds on the materials.

A student loses borrowing privileges when that student has materials that are overdue or when that student owes money for damaged materials. Overdue notices are sent to student advisors every Friday during the school year.

At the end of each trimester, students with overdue library books will be assessed the replacement cost of the overdue item unless the item is returned to the library.

STUDENT RECORDS/YEARBOOKS WILL BE HELD UNTIL LIBRARY BOOKS ARE RETURNED OR FEES ARE PAID.

University Schools Library Lost or Damaged Book Policy

Books that are a part of the University Schools Library collection have been purchased through the University Schools budget or have been received through donation. Books should be treated with care and returned in a timely manner. Compensation is required for books that are damaged beyond reasonable repair and for books that have been lost based on the following criteria:

- A replacement title will be purchased through Mackin Library Media; the cost to the student is the replacement price.
- Books that are out of print and that warrant inclusion in the collection will be replaced through Mackin Library Media by a similar title. For books reordered, a comparable replacement title will be chosen by the librarian. The cost to the student is the replacement price.
- For lost or damaged titles that will not immediately be replaced by the library, students will be charged \$8.00 per lost or damaged title

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 CENTER

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 a high school counselor, a middle school counselor, an elementary counselor, a school nurse, a registrar, and a health clerk. 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, she/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 clerk or other personnel in the Student Services Offices. **No student who is feeling sick or has received an injury should leave school without reporting to the Student Services office first.**

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 the North Colorado Medical Center's emergency room.

Immunizations

State regulations require that students have required immunizations or signed exemption form on file before beginning school. If you have questions about immunizations, please contact the health department, your doctor 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 are asked to take some of the responsibility, 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 request the medicine from the school nurse/health clerk.
5. Students may carry an epi-pen and/or rescue inhaler if the students and parents 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 will be charged for consumable goods used in the classroom, field trips, technology, school security, etc. Waivers are available for families who qualify 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.

At the conference in November 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 Child Study 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 March:

- 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 without parental consent. No student will be retained unless results of the Light's Retention School 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 beneficial for the student. (Adopted by Board of Governors 2/16/05)

SCHOOL SAFETY PLANS

At University schools, we review and practice for different scenarios, emphasizing that preparation can minimize confusion and panic.

1. 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. If the fire alarm sounds during an “open” time (lunch, class break, and recess), students should go out the nearest exit, move away from the building, and meet their teacher in the designated area. In both cases, they should wait for an “all clear” signal from administrators before returning to the building.
2. 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 their 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.
3. Tornado: In case of a tornado warning teachers and students will go directly to their designated safe area.

WINTER RELATED RECESS GUIDELINES

Students will be outside if the temperature outside with the wind chill is 16° or above. The Bulldog flag will be at **full** staff. Students will be inside in the main gym if the temperature with the wind chill is below 16° or wet mornings, at the direction of the staff on duty, students may enter the gym at 7:30 am. The Bulldog flag will be at **half** staff. Children are expected to be outside before school and at lunch recess when the temperature is 16 degrees F or above (or at the discretion of the Administration). 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) and the website (universitieschools.com) 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 students K-12 will all have a common start time. Because the high and middle schools begin at an earlier time, the following terms will be used:**

One Hour Delay:

All grade levels/classes begin at **8:30**

90-Minute Delay:

All grade levels/classes begin at **9:00**

Two Hour Delay:

All grade levels/classes begin at **9:30**

CONFIGURATION FOR LEARNING

The Elementary configuration is designed to provide a variety of learning environments for our students. The configuration allows for the kindergarten and fifth grade to be “transitional” years. Other classrooms for first through fourth grades are multi-aged and vary in size. All classes have appropriate student-teacher ratios. The following represents the configuration of the elementary level:

CLASSROOM TEACHERS

Kindergarten:	Burgess, Nolke, Riggs
First/Second	Bangs, Duran, Grim, Olmsted, Regan, Weiker
Third/Fourth	Anders, Arnold, Bates, Bersagel, Carroll, Smith
Fifth	Dannar/Edge, Hurt, Wojurfin

SCHOOL TIMES

Kdg:	M	7:55 – 10:25 / 11:30 – 2:00
	T – F	7:55 – 11:00 / 12:15 – 3:20
Grades 1 – 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	7:45 – 2:40
	T – F	7:35 – 3:10

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

Schedule

Our commitment to child-centered learning allows each class to develop a unique and individual schedule to best meet the needs of the learners in that environment. Within the daily schedule, curriculum will include personal growth, literacy, math, science, and social studies. Specials classes include Spanish, physical education, art, sign language, and music. A half-day kindergarten is offered in two A.M. and P.M. classes.

SCIENCE/SOCIAL STUDIES ROTATION SCHEDULE BY GRADE LEVEL

Kindergarten Unit Rotation

Year 1		Year 2	
First Trimester	Living Things	First Trimester	Human Body
Second Trimester	Mechanics of the Universe	Second Trimester	Faces and Places/Economics
Third Trimester	Greeley/Colorado History/Economics	Third Trimester	Chemistry
Though the above units rotate bi-annually, all kindergarten benchmarks are met through these rotations and those taught yearly, each year.			
Taught Yearly			
<ul style="list-style-type: none"> • Seasons/ Weather • Time For Kids Magazine Topics (current events) • Sand/Water Table • Movement (physical) • Pilgrim Village • Elections • Famous Americans 			

First and Second Grades - Unit Rotation

Year 1		Year 2	
First Trimester	History	First Trimester	Physical Science - Classification, measurement; sound integrated with scientific investigation and thinking
Second Trimester	Life Science –Animals and their needs; plants integrated with scientific investigation and thinking.	Second Trimester	Geography Location, place, interaction, movement, regions, (Faces and Places of the world; Local and Regional Geography)
Third Trimester	Civics (government) and Economics	Third Trimester	Earth Science – Weather, rocks, soils, fossils integrated with scientific investigation and thinking. (Earth Science)

Third and Fourth Grades - Unit Rotation

Year 1		Year 2	
Aug/Sept	Organisms	Aug/Sept	Human Body Systems
Oct/Mid Nov	Government	Oct/Mid Jan	Greeley History and Geography
Mid Nov/Mid Jan	Geology	Mid Jan/Feb	Earth in Space
Mid Jan/Mid April	Colorado History and Geography	Mid Feb/Mid April	Electricity
Mid April/May	Changes of Matter and Energy	Mid April/May	Economics

Fifth Grade Unit Rotation

Months	Units
August/September	<ul style="list-style-type: none"> • Geography • Geography of North America
October/November	<ul style="list-style-type: none"> • United States History
December/January	<ul style="list-style-type: none"> • Government/Economics
February	<ul style="list-style-type: none"> • Respiratory System
March	<ul style="list-style-type: none"> • Weather • Water Cycle • Scientific Investigation
April/May	<ul style="list-style-type: none"> • Human Growth and Development (Nurse Jane)

MORNING DROP-OFF PROCEDURES

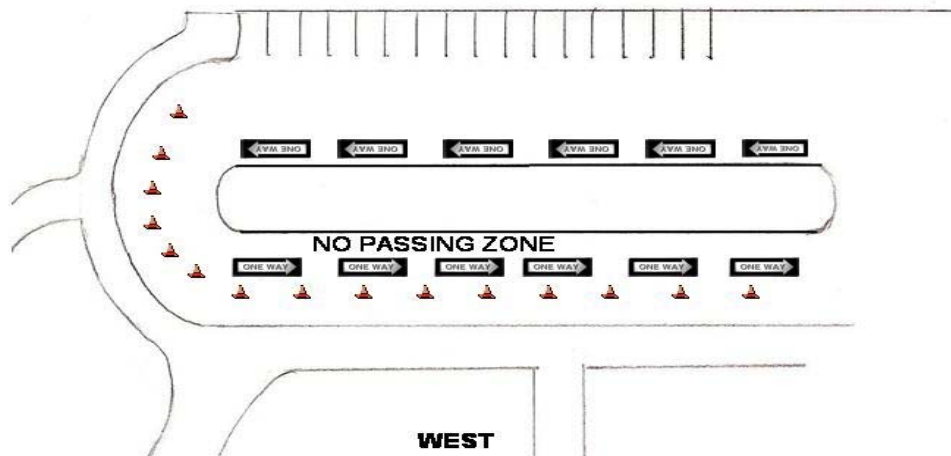
All traffic flow in the circle drive is one-way. Traffic is single lane whenever cones are present and double when they are not. **No parking is allowed on the west side of the circle drive during drop off.** No parking is allowed in the fire lanes at any time. Visitor and handicap parking is available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

Parents will drop off their 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 their children to the sidewalk.

Drop off is **high traffic flow time**. Please be **patient** with each other and with school and security personnel. We all want this to run smoothly and for our children to be safe. **It is important that you follow all signs and directions as posted.**

After a child is dropped off, all children must report directly to the playground. Children should not enter the building but rather use the diagonal path 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 only time children should be in the building prior to school is due to inclement weather. Please note inclement weather procedure is reviewed on page 23 of this handbook.

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

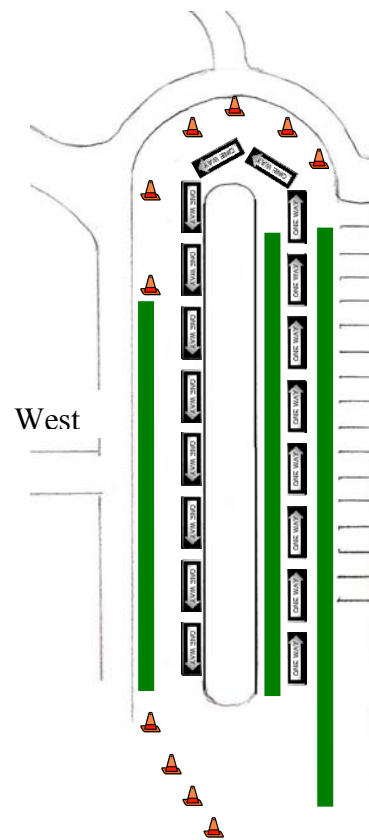


AFTERNOON PICK-UP PROCEDURES

The Staff at University Schools will utilize the diagram to the right to control traffic for the afternoon pick-up 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 and walk to their children and escort them back to their 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 pick up 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.