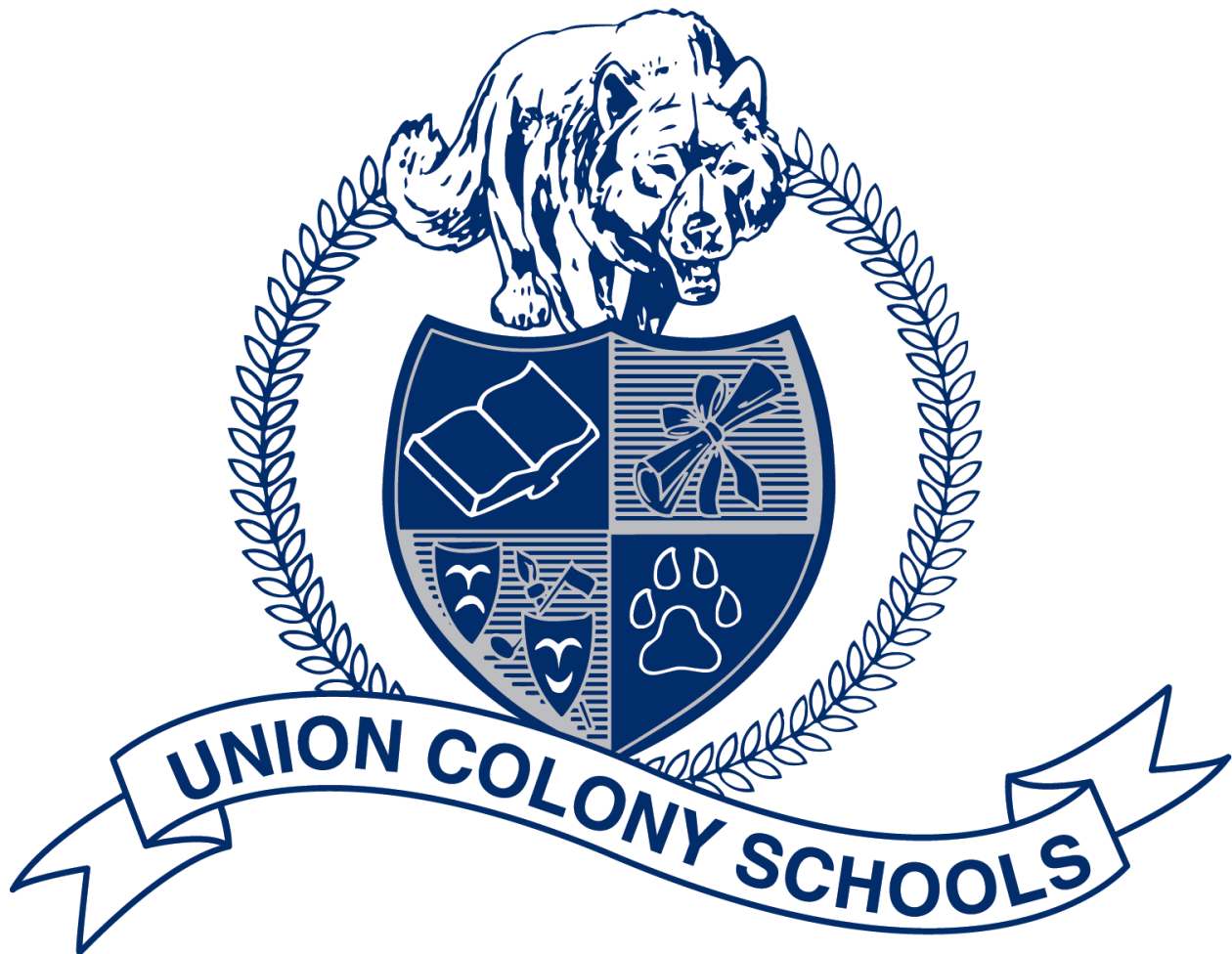


UNION COLONY ELEMENTARY SCHOOL

Student and Family Handbook



Union Colony Elementary School

1051 29th St. Rd.

Evans, Colorado 80620

970-673-4997

UNION COLONY ELEMENTARY SCHOOL

Student and Family Handbook

2021-2022

WELCOME TO TIMBERWOLF COUNTRY!

Navy Blue and Silver - Colors of Pride!

UCES Vision and Mission

The vision of Union Colony Elementary School is to provide an educational program, kindergarten through fifth grade, that recognizes and attends to the many unique needs of its students. UCES will assure each student the opportunity to reach their full potential intellectually, socially, emotionally, and physically, while developing a love of and respect for learning. The vision encourages each student to become compassionate, productive and contributing members of society with high academic and moral standards which are sustained by a commitment to excellence in all aspects of school life.

Union Colony Elementary School will accomplish its mission with a clearly defined and established curriculum. Students will be engaged in a rigorous, well-rounded academic curricular program in which they will read from a variety of sources and genres, write using grammatically correct sentence structure, and demonstrate mathematical and computational skills, all at or above grade level. Additionally, students will be able to think flexibly through participation in the fine arts program as it fosters, encourages, and applies cross-curricular knowledge and skills. Finally, students will be provided a safe and nurturing environment that values diversity, collaboration, and risk-taking.

Union Colony Schools K-12 Philosophy

UCS involves students in educational experiences that prepare them to excel in college or other post-secondary educational endeavors. To accomplish this mission, Union Colony provides:

- A cross-disciplinary exchange of knowledge among core subject areas including reading, language arts, mathematics, science, social studies, fine arts, and international languages;
- A rigorous and challenging approach to thinking and learning;
- A strong focus on the processes and products of problem solving;
- An environment which fosters connections with teachers, other students, and the community by limiting the size of the student body; and
- More continuity for students within a kindergarten through twelfth grade structure.

WELCOME TO UNION COLONY

Welcome to the new school year at Union Colony Elementary! At our school we strive to conscientiously prepare each child for the challenges of the future. Our staff is committed to the development of a safe and caring community, in addition to educational excellence that will inspire a lifelong love of learning. Our skilled, experienced, and dedicated staff believes strongly in the success of each child at the highest levels.

We also believe that **parent involvement is a critical component** of the Union Colony success story. There are many opportunities to become involved at Union Colony. We value your support as a parent and partner in educating your child. We encourage you to be involved in your child's school and education. From making sure that your child is well rested and nourished, to getting your child to school every day on time, attending parent/teacher conferences, and volunteering in our school, your involvement sets the stage for your child's academic success. Please join us in creating and developing a positive, respectful, engaging, and challenging learning environment.

To volunteer during the school day, please fill out the volunteer application AND background check form which are located at the end of this document. Include a copy of your driver's license and turn them both into the front office.

SCHOOL HOURS / BEFORE AND AFTER SCHOOL

7:45 a.m. First bell rings, we encourage families to be at school by the first bell
8:00 a.m. Instruction begins
3:15 p.m. School ends Monday - Friday

OFFICE HOURS

Office hours are from 7:30 a.m. to 4:00 p.m., Monday - Friday.

WEBSITE

Up-to-date information can be found on our website www.unioncolonyschools.org. Parents access the Parent Infinite Campus Portal (under "Quick Links") the For Parents menu. Usernames and passwords can be obtained from the front office.

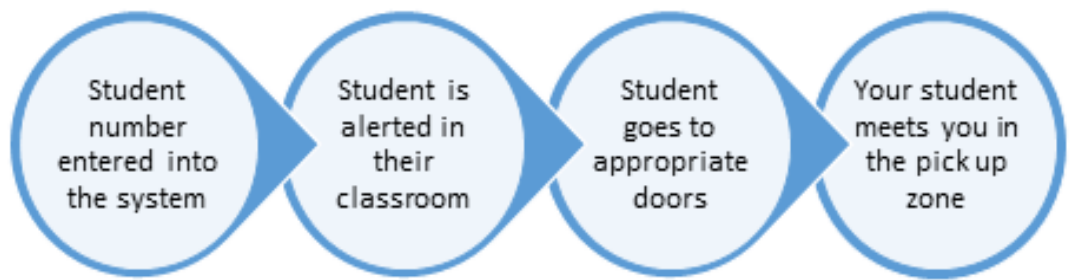
MORNING ARRIVAL

Students must wear a mask upon exiting their vehicle, or, if walking, entering school property. Students will proceed to the Gymnasium to wait for the 7:45 bell. At 7:45, students will proceed to their classroom to eat breakfast.

AFTERNOON PICK-UP

All students will be dismissed using a system called Driveline. Union Colony Elementary uses Driveline to improve safety and structure of how we go about dismissing our students for pick-up at the end of each school day. Driveline is a web based program which will notify your student's classroom when their ride arrives. After the notice has been received, students will walk out the front door and meet their ride in the pick-up area along

the sidewalk.



Each family is assigned a number. When picking up your child(ren) in a vehicle in our parking lot, the number will be displayed on a tag hanging from your rearview mirror. When you enter our school's parking lot, one of our staff members will enter the number into a device. Once the number is entered, your child's classroom will be notified that you are here and your child will head out through the front doors and meet you at your car when you arrive at the pick-up zone.

Each family will be given two hangtags for their mirror during student registration. If you are unable to make it to registration, please visit the front office to receive your tags. Extra or replacement hangtags will cost \$1.00 and can be ordered at the front office.

Walkers will be dismissed at 3:15p.m. Monday - Friday.

Students who ride the Union Colony bus will be dismissed through Driveline when the bus is ready.

- What if I meet my child at the school on foot?

Those choosing to pick up their child up at the school on foot will form a line at the east end of the school. You will need your Driveline tags. A staff member will meet parents at the line-up spot (along the fence on the east side of the building) and enter Driveline numbers on a device. Students who are picked up by parents on foot at our school will exit through the east doors.

- What if I don't have my tag?

This will slow down the amount of time it takes to pick up your child. Drivers: You will be directed to a waiting area in our parking lot. At the waiting area, a staff member will verify your information. Once verified, we will notify your child that you are in our parking lot. You will re-enter the pick up line and proceed as usual. Picking up students on foot: If you do not have your tag you will be directed to the front office where you will receive a temporary tag. You will then return to the east side of the school to have your number entered.

- What if my child walks or I meet them near the school?

Students who leave campus on foot, without a parent/guardian, will be dismissed when the bell rings. This only applies to students who walk all the way home. In order for students to be released as a *walker*, parents must add them to the walker list during registration or at any time during the school year by contacting the front office. 970-673-4997

Driveline Map



TRAFFIC SAFETY PLAN

The Traffic Safety Plan below has been established by Union Colony Schools in order to ensure safety for students and promote efficiency. Please drive responsibly. Watch for students at all times and follow prompts from school staff monitors. Vehicles should access school property by entering in the east driveway and exiting through the west driveway. **Adults dropping students off for school or picking them up are expected to follow the traffic safety plan.** All students who are being dropped off or picked up by parents shall be loaded/unloaded from the vehicles along the right hand lane adjacent to the sidewalk (yellow zone).

Thank you for keeping all of our students safe by following these steps when dropping off and picking up students each day.

1. Only enter the parking lot through the east entrance and exit through the west parking lot exit.
2. Please stay in a single file line with your vehicle and follow the flow of traffic. Do not cut through the parking areas of the parking lot.
3. Only park in a space if you need to come in to speak with someone inside the school.
4. Drop off and pick up students in the yellow painted zone along the front of the school.
DO NOT drop off or pick up students on 29th St. Rd. or at any other location throughout the parking lot.
5. Drop off begins at 7:55 a.m. and pick up begins once students are released at the end of the school day using Driveline. Please do not drop off students earlier in the morning unless they are here for breakfast or a sponsored school activity as we do not provide supervision for students until 7:55 a.m.
6. For safety, cell phones are not to be used in the parking lot.
7. Thank you for your patience! As everyone follows these steps, we all increase the safety for everyone around us and everyone will be able to continue on to their next destination safely and efficiently.

ABC AFTER SCHOOL CARE

ABC's Bright School-Age Center is located at Union Colony Elementary. Programs offer educational enrichment during out of school time for children ages 5 years - 12 years. ABC's Bright School-Age Centers celebrates over 35 years of experience providing out of school time care. We are proud to be the leader in quality School-Age Programming in Northern Colorado. Please stop by the cafeteria and join the fun!
Union Colony's Bright School-Age Center

- Afternoon bell - 3:15 p.m.
 - Monday - Friday
 - Full day programming on days out of school, Winter Break, Spring Break, and Summer.
- Please contact Steven Benson at 970-352-2222 ext. 3 for more information.

INCLEMENT WEATHER

In the event of inclement weather, Union Colony follows School District 6 procedures. If the District closes or is on a delayed start, UCS will be closed/delayed as well. Information about closures will be posted on our website and reported to the following radio and television stations:

KFKA - 1310 AM	KUNC - 91.5 FM
KUAD - 99.1 FM	KGRE - 1450 AM
KVVS - 1170 AM	850KOA - 850 AM
TRI102 - 102.5 FM	NEWS4
7 NEWS	9 NEWS

BUILDING RULES AND PROCEDURES

CLOSED CAMPUS

Union Colony Elementary School is a **CLOSED CAMPUS**. Students are not permitted to leave campus during the school day, including the lunch period, unless accompanied by a parent/guardian. Students from other campuses and other visitors, with the exception of parent/guardian, guest speakers or other school-authorized personnel, are not allowed on campus, including the parking lot, during the hours of 7:30 a.m. - 4:30 p.m. Unauthorized persons will be requested to leave the school grounds.

When taking a student off campus for any reason, the parent/guardian *must* sign the student out and in at the school office (non COVID). For their protection, students will not be released to anyone who does not appear on their emergency contact, or for whom parents have not given written authorization.

School policy provides for parental notification by the school when students are absent without an excuse from parents.

COVID Pick Up/Tardy or After Appointment Drop Off Procedures

If you need to pick your child up for an appointment during school hours please follow the following procedure:

For pick up:

1. Call the office when you arrive at the front door 970-673-4997
2. Come into the hallway by the office so that we can see you. Please stay by the door until you have your child.
3. We will call your child out of class and release them to you through the office door.

For drop off (after an appointment or if your child is late):

1. Come into the hallway by the office with your child.
2. We will unlock the door for your child; they will proceed through the office straight to class.

VISITING (non COVID)

Any visitor who is not employed by Union Colony Schools will have to check in at the front office with a photo government issued identification card. The card will be run through the Raptor system, the system is designed to help maintain safety on campus, which will print a photo identification badge for approved visitors.

TOBACCO-FREE CAMPUS

Union Colony is a tobacco-free environment. Tobacco and vaping items are not permitted anywhere on the school campus before, during, or after the school day, this includes sidewalks and the parking lot. Students who use tobacco or vaping items at school face disciplinary action.

TRANSPORTATION

Union Colony does not provide home to school transportation for students. We do have two buses which run between Union Colony Preparatory School and Union Colony Elementary before and after school each day. Families may drop off their students at either UCPS or UCES to catch the bus to the other school.

There are a limited number of seats and families need to apply. **A bus application must be completed and accepted before a student may ride a bus.** A lottery will be held to fill any vacancies.

All students who ride the bus will be issued a bus card. This card is required for access to the bus. Once on the bus, students will scan their card and take a seat. Students who do not have their bus card will need to call home for a ride and wait in the front office for their ride to arrive. Bus cards are a security measure to help assure all students riding the bus are accounted for. Students who ride the bus are required to follow all bus rules. Failure to follow these rules may result in the loss of bus privileges.

Parents should make arrangements to pick students up at the school on time. The school will not provide supervision at the end of the route.

POLICY AND GUIDELINES GOVERNING SCHOOL BUS STUDENTS

Union Colony Schools provides bus service to and from Union Colony Elementary and Secondary School is for eligible students who attend Union Colony School. This service is provided at the school's expense and is offered as a courtesy to eligible students who wish to avail themselves of the service. Conditions governing school bus operations are listed below for your information and for the guidance of your child.

1. Students will not carry dangerous/disruptive articles onto the bus (weapons, fire devices, knives, or other unsheathed pointed objects, animals, narcotics, intoxicating beverages, radios, tape recorders, etc.)
2. Upon loading, students should move to an open or assigned seat and be seated; the driver has authority to assign seats.
3. Students will remain fully seated with feet on or toward the floor until the bus stops at the student's destination.
4. At no time will a student act toward or address comments to a bus driver in a disrespectful manner.
5. Students will not throw, pitch, or shoot articles within the bus or out the window.
6. Students will not write on, disfigure, or destroy any part of the school bus.
7. Students will not take or handle any emergency equipment.
8. Students will not extend any part of their body, clothing or other articles out of the bus window and will keep the aisle walkway clear.

9. Students will not smoke or ignite any type of fire device.
10. Students will not consume any intoxicating beverage or narcotics.
11. Students will not eat or drink on the bus, litter the bus but instead assist in keeping it safe, clean, and sanitary.
12. Students will refrain from engaging in any disruptive and/or offensive behavior. (fighting, scuffling, spitting, obscene, vulgar, profane language or actions, loud noises, etc...)
13. In case of emergency or mechanical failure, all students will remain in the bus unless directed by the bus driver to do otherwise.
14. Students will never use the emergency door except for in an emergency.
15. Students will be discharged from the bus only at the designated regular stop at the schools.

CONSEQUENCES FOR VIOLATION OF SCHOOL BUS RULES:

Students violating the above rules may have bus privileges immediately denied them at the discretion of the building principal. A parent may be required to meet with the principal and the bus driver before the student returns to the bus. See discipline matrix for more information.

BUS SCHEDULE:

Monday - Thursday

High School Schedule

7:20 a.m. - Bus leaves UCES for UCPS

7:40 a.m. - Bus arrives at UCPS

3:45 p.m. - Bus leaves UCPS for UCES

4:05 p.m. - Bus arrives at UCES

Elementary Schedule

7:45 a.m. - Bus leaves UCPS for UCES

8:05 a.m. - Bus arrives at UCES

3:20 p.m. - Bus leaves UCES for UCPS

3:40 p.m. - Bus arrives at UCPS

VISITORS, SECURITY, and SAFETY (During COVID)

Union Colony Schools is committed to providing a safe environment for students and staff. To be cautious during COVID-19, we are not allowing any visitors in the building. Thank you for your understanding and cooperation.

VISITORS, SECURITY, and SAFETY (Non COVID)

Union Colony Schools is committed to providing a safe environment for students and staff. State and federal laws require that **all visitors to campus must report to the school office and sign in** before entering the rest of the school. The school campus is patrolled regularly by administration before, during, and after school. Unauthorized persons will be requested to leave the school grounds. Persons refusing to follow school regulations will be dealt with pursuant to laws regarding trespass. **Please remember that the playground is for students and staff only during school hours.** For the protection of students and staff, only the main entrance doors are unlocked for entrance into the building.

VOLUNTEERS

Families are encouraged to volunteer at our school. All volunteers must pass a background check and be assigned a role for volunteering. The following are possible reasons for denial of volunteer service at Union Colony Elementary:

- Felony Conviction
- Two or more DUI convictions

- Any domestic violence conviction
- Any outstanding warrants
- Any current charges where the court date is outstanding (pre-conviction)
- Any conviction involving the illegal sale of a controlled substance
- Any conviction involving unlawful behavior involving a child
- Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety or morals.

ARTICLES NOT ALLOWED ON CAMPUS

Students are not to bring fidget spinners, electronic devices, water guns or weapon facsimiles, laser pens, knives or other items that represent a potential threat to the well-being of others. Collectable cards, stuffed animals, stickers, or toys of any kind are not to be brought to school. These items will be confiscated and disciplinary action may be taken. Athletic equipment such as footballs, basketballs, kickballs, and soccer balls should also not be brought to school. Students may bring cellphones to school, however, they must be turned off and kept in backpacks or lockers during the instructional day. Skateboards and rollerblades must be stored in the student's classroom or the office and may not be used on school grounds.

Articles that constitute a danger are forbidden on school grounds. This includes weapons, jewelry or apparel with spikes, alcohol, and controlled substances. Possession of such is cause for referral to the authorities. Students who bring such items to school face severe disciplinary action.

ATTENDANCE / TARDY POLICY

ATTENDANCE REQUIREMENTS

Each student in the School is required to attend school daily as established by the calendar determined annually by the Board and in compliance with state law. Unauthorized absences will be subject to disciplinary action as outlined in accompanying procedures.

PHILOSOPHY

Significant learning for all students is provided each time class is held at Union Colony Elementary School. This educational opportunity is the result of in-class participation and quality classroom instruction. The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school and absences are detrimental to effective learning. A cooperative effort between the student, parent, school and the community regarding attendance will result in a positive educational experience. Therefore, the following goals and guidelines have been developed to establish good attendance habits at an early age. These habits will positively transfer with the student and their parent(s)/guardian(s)/legal custodian(s) as the student progresses through our educational program and beyond the scholastic setting.

GOALS

1. To improve the attendance of elementary and secondary students.
2. To improve student achievement through improved attendance.
3. To develop attitudes and habits in students, parent(s)/guardian(s)/ legal custodian(s), and the community that reinforce the value of school and good attendance.
4. To address potential attendance problems through early intervention.

EXCUSED ABSENCES

Excused absences are defined as any absence from school due to temporary illness or injury, and any other reason deemed acceptable by the school administrator. In general, notice of an absence from the student's parent or guardian is required and the school administrator may require verification, such as a physician's statement, when appropriate.

When a student has reached four excused absences from school in any month or ten (total) absences during any school year, the school shall either require a meeting or other forms of communication between the student's parent and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school. A plan may be developed for the student with the goal of assisting the student to remain in school. The student's parent, guardian or legal custodian will be invited to participate with school personnel in the development of the plan.

The following should be considered excused absences:

1. Any absence(s) excused by a parent or legal guardian within 48 hours of the absence.
2. A student who is approved by the administrator of the school on a prearranged basis.
3. A student who is absent for an extended period due to physical, mental or emotional disability.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

Union Colony Schools District may require suitable proof regarding the above exceptions, including written statements from medical sources.

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absences or any absence not reported to the school by a parent/guardian within 48 hours. Additionally, an unexcused absence will be recorded if a student leaves school or leaves a class without permission of the teacher or school administrator. An attendance plan may require absences to be accompanied by a doctor's note to be considered excused. Each unexcused absence shall be entered on the student's record. Attempts will be made by the school staff to notify the parents or guardian of the student receiving the unexcused absence.

In accordance with law, a student is deemed “habitually truant” when he/she has attained the age of seven and is under the age of seventeen years and has four unexcused absences from public school in any month or ten unexcused absences from public school during any school year. For purposes of determining whether a student is “habitually truant,” absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

When the School is aware that criteria exists to designate a student as habitually truant the School will refer the student and his/her parent or legal guardian to the Weld County Judicial System, the Weld County Juvenile Assessment Center and/or the Weld County District Attorney’s Juvenile Diversion unit.

HABITUALLY TRUANT STUDENT

Defined by state law (22-33-107)

A student who has attained the age of six and is registered as a student of Union Colony 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

TARDIES and Early Check-Outs

Attendance at school is important to helping all students learn and grow. Part of good attendance is being on time and staying in school for the entire school day, every day. This helps set a habit that school is important. We have tried a variety of things to help students and families understand the importance of being at school on time and through the end of the day. Children must be on time and be here. Students who are habitually tardy or check-out early often, those who have more than 10 tardies/early check-outs in a semester, may be assigned to an attendance plan. The time a student is out of class due to being tardy or checking out early can be added up to count toward full day(s) of absence.

Please remember, it is your responsibility to get your child to school on time. On time means students are here and in their classroom by 8:10am when instruction begins. They are considered tardy if they are not in their classrooms and ready to learn at 8:11am. There are times when circumstance requires a student to check-out early, please limit these when possible.

Student Responsibility for School Attendance

1. To attend school for all days of the established school calendar.
2. To be in class on time, prepared to learn.
3. To contact teachers immediately upon return from absences and arrange for completion of make-up work.
4. To complete work as assigned by the teacher when a pre-authorized absence is requested.
5. To work cooperatively with your parent/guardian/legal custodian to insure adherence to attendance and absence procedures.

Parent/Guardian/Legal Custodian Responsibility for School Attendance

1. To maintain communication with his/her son or daughter regarding punctuality and attendance; and work cooperatively with the school to ensure positive attendance habits.
2. To communicate to their child that any absence or tardy, regardless of cause, has a possible detrimental influence on student achievement.
3. To be familiar with the School's Student Attendance Policy and School Procedures.
4. To contact the school, according to the policy guidelines regarding absences.
5. To monitor the make-up work of the student.
6. To know when to expect attendance information and respond appropriately in accordance with specified school procedures.
7. To contact the school and request a conference with the appropriate administrator upon notification from the school that attendance is a concern.
8. To cooperate with the school in dealing with attendance concerns.
9. To contact teachers immediately upon return from absences, and arrange for completion of make-up work.
10. To regularly check the available information regarding attendance/absence and to take necessary steps to correct errors in attendance recording.

Teacher Responsibility for School Attendance

1. To take attendance daily and maintain accurate attendance records according to School policy and school procedures.
2. To notify students of tardies, absences, and academic penalties through verbal notification and other procedures as specified by the school.
3. To notify parent(s)/guardian(s)/legal custodian(s) of attendance concerns through specified school procedures.
4. To consistently apply the attendance policy to all students.
5. To regularly communicate attendance expectations to students in a manner that supports good attendance.

Administrator Responsibility for School Attendance

1. To supervise the implementation of attendance policy and procedures.
2. To provide parent(s)/guardian(s)/legal custodian(s) with information about the school's attendance procedures as well as information about their child's attendance record.

3. To inform parent(s)/guardian(s)/legal custodian(s) and students of District Student Attendance Policy and Procedures and to work cooperatively to support positive attendance habits.
4. To keep parent(s)/guardian(s)/legal custodian(s) and students informed about habitual attendance issues including absences (excused and unexcused as well as tardies).
5. To facilitate the use of available resources for students who exhibit attendance problems.
6. To refer the habitually truant student to the appropriate agency.

STUDENT MESSAGES

While in school, it is critical that students focus on educational pursuits. Messages for students will be delivered to classrooms at the end of the day. In the event of an emergency, students will be called out of class immediately.

TELEPHONE USE

Cell phones are not allowed to be used during the school day. Students may use the school office courtesy phone in the event of emergency situations, and before and after school. We encourage families to make prior arrangements for transportation home rather than waiting until the end of the day.

HEALTH CLINIC

Union Colony Elementary School has a school health clerk who is the main caregiver in the health office. She performs first aid and care for ill children, administers medications, performs health screenings, and manages immunization/health records. She is available to answer questions and is able to contact the school registered nurse consultant at all times. Health clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other training as needed for specific student health needs. In the event a student becomes ill or injured at school, the health clerk will take whatever action is warranted by the situation. The clinic cannot administer prescription or over-the-counter medications to any student without the written consent of the student's doctor and parent.

MEDICATIONS

- If your child must have medication of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:
 1. Parents/Guardians may come to school and give it to their child at the appropriate time.
 2. Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
 3. Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.
- Medications of any sort (prescription or over-the-counter) are not to be in the possession of students except for those with written authorization from their health care provider, their family, and the school registered nurse consultant.

- If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the health office.

ILLNESS/INJURY, EMERGENCY INFORMATION

- Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parent/guardians will be contacted and in extreme cases, 911 may be called.
- Emergency information - **PLEASE KEEP EMERGENCY CONTACT INFORMATION, INCLUDING CURRENT ADDRESS AND PHONE NUMBER, UPDATED WITH THE FRONT OFFICE STAFF.**

HEALTH QUESTIONNAIRE/STUDENTS WITH HEALTH CONCERNS

- It is extremely important that parents/guardians complete the annual health questionnaire and **emergency information** form.
- The school registered nurse consultant will write Health Care Plans (HCP) for students with known health concerns that require specific procedures at school.
 - All students who have diabetes, seizures, severe allergies, severe asthma, or who have any medication (prescription or over-the-counter) that needs to be administered at school should have a HCP. Other disorders may also have specific precautions which would require a HCP. PLEASE contact the school health clerk or nurse if you have any concerns about your child's health.

IMMUNIZATIONS

- Immunizations are an important part of our children's health care. Colorado law requires that children going to school be vaccinated to prevent vaccine-preventable disease. Students are not permitted to attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.
- If parents have concerns about immunizations and vaccine safety, visit www.ImmunizeFOrGood.com. The Colorado Immunization Program's website is located at www.ColoradoImmunizations.com.
- Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

SCREENINGS

- Hearing and vision screenings are conducted annually by health services staff including the district audiologist. The following grades are screened: K, 1, 2, 3, and 5, all new students, and students with special education needs - per the State of Colorado guidelines.
- Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily to school.
- Students who do not pass vision screening will receive a "referral" for follow-up care. Students who do not pass hearing screening will continue to be monitored by the school audiologist.

LOANED CLOTHING

- The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes at your earliest convenience.

PARENT HEALTH RESOURCES

- Health office staff are happy to assist parents in finding health information and access to health care.

KEEPING YOUR CHILD AT HOME / EXCLUSION FROM SCHOOL FOR HEALTH REASONS

- Healthy Children Learn Better. The following Exclusion Guidelines will be utilized to determine if a student should be sent home because of an illness.

SYMPTOMS	EXCLUSION GUIDELINES
Cough	Recommended for students experiencing severe, uncontrolled coughing or wheezing, or difficulty breathing.
Diarrhea	Recommended for students with other symptoms in addition to diarrhea such as: vomiting, abdominal pain, fever, the diarrhea cannot be contained in the toilet, there is blood or mucus in the stool. Student should be diarrhea free for 24 hours without medication before returning to school.
Fever (defined as a temperature >100.5 F orally)	Recommended if the student has symptoms in addition to the fever such as a rash, sore throat, vomiting, diarrhea, etc. Student should be fever free for 24 hours without medication before returning to school.
Mouth Sores	Recommended if student is drooling uncontrollably.
Rash	Recommended if student has symptoms in addition to the rash such as behavioral change, fever, joint pain, bruising not associated with injury, or if the rash is open and oozing.
Stomach Ache Abdominal Pain	Recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomach ache such as vomiting, fever, diarrhea, etc.
Swollen Glands	Recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.
Vomiting	Generally recommended if the student has vomited more than 2 times in 24 hours, if the vomit is green or bloody, if the student had a recent head injury, or if the student has symptoms in addition to vomiting such as fever, diarrhea, stomach ache, etc. Student should be vomit free for 24 hour without medication before returning to school.
Earache	No exclusion necessary.
Headache	No exclusion necessary. Contact nurse if headache is persistent, severe, is accompanied by other symptoms or if the student has a health care plan.
Lice	Exclusion is for children found with live head lice only. Data does not support school exclusion for nits (lice eggs).
Contagious Illness	Students on antibiotics for contagious illnesses, such as strep throat, tonsillitis, bronchitis, pinkeye or pneumonia, must stay at home until antibiotics have been taken for 24 hours.
Other Considerations	<p>Consider exclusion if:</p> <ul style="list-style-type: none"> ● The student is unable to participate comfortably in usual activities. ● They require more medical care than school personnel are able to provide. ● The student has a high fever, behavioral changes, persistent crying,

	<p>difficulty breathing, uncontrolled coughing, or other signs suggesting a severe illness.</p> <ul style="list-style-type: none"> • The student is ill with a potentially contagious disease and exclusion is recommended by a healthcare provider, the state or local public health agency.
	<p>*Adapted from CDPHE - Infectious Guidelines in Public Schools, Revised Dec. 2004 Colorado Department of Public Health and Environment http://www.cde.state.co.us/cdesped/NurseHealth.asp#infect</p>

LOST AND FOUND

All lost and found items will be kept on the stage in the cafeteria. Small items, such as glasses or jewelry will be placed in the office. At the end of each semester, unclaimed items will be donated.

BICYCLES / SCOOTERS / SKATEBOARDS

Bicycles are to be locked up in designated bike racks. For safety reasons, children are not permitted to ride their bicycles, scooters, skateboards, roller blades, roller skates, or heely rollers on school grounds during school hours. Children are expected to refrain from riding over school lawns or private property, and to follow traffic rules applying to bicycle riders. Children need to have locks for their bikes. Union Colony Schools is not responsible for lost or stolen property.

BREAKFAST and LUNCH INFORMATION Nutrition is an integral part of learning. We encourage every student to participate in the hot breakfast and lunch programs provided by Greeley/Evans School District 6.

With careful menu planning and governmental assistance, the district’s quality food service provides meals at a reasonable cost.

- Lunch menus and costs can be found at [Titan School Solutions](#)
- Students may bring a lunch from home. Microwave Ovens are not available - please send food that does not need to be heated.
- If a student has special dietary needs due to medical or other special situations, a statement from the child’s physician must be on file in the health office.
- Parents who wish to have lunch with their child need to sign in at the main office and pay the full adult price for their meal. (Non COVID)
- Parents may pay for student meals online at: <https://family.titank12.com/>

FREE AND REDUCED MEAL PROGRAM

Free and Reduced Meal applications are available in English or Spanish at all school offices, kitchens and online at <https://family.titank12.com/>. Applications are also available at the Nutrition office located at 2508 Fourth Avenue, Greeley, CO 80631. For more information, please call 970-348-6600.

SNACKS AND DRINKS AT SCHOOL

Students will eat breakfast and lunch in their classrooms. When students are finished eating, they are expected to leave the table and surrounding area clean. There is to be no food on the playground. Students should bring a

water bottle to school, but it may contain only water. Teachers may designate a snack time or celebration times in their classrooms when students may have healthy snacks.

P.A.C.K. Location Rules

P.A.C.K. is our PBIS acronym and stands for Persistence, Achievement, Character, and Kindness.

P.A.C.K. behavior will be applied toward all aspects of our school from the playground to the classroom.

Positive Behavior Interventions and Support (PBIS) is a proactive approach for establishing behavioral support and social culture needed for all students to find success in all areas of their education.

Playground	Bus
P - We line up quickly, quietly and safely A - We are good sports C - We play safely K - We include everyone	P - We sit quietly and appropriately A - We maintain cleanliness C - We are safe at all times K - We are welcoming to everyone
Drop Off and Pick Up	Classrooms
P - We take pride in walking quickly and safely into and out of our building A - We are focused on getting where we need to go safely C - We make sure we are safe by following the safety rules K - We show patience when we arrive and depart from school	P - We challenge ourselves with an “I can do” attitude A - We focus on learning and give and accept assistance C - We respect and value our environment, our teacher, and our classmates K - We are welcoming and include everyone
Cafeteria	Bathrooms
P - We maintain cleanliness and good manners A - We take and eat a fair share of healthy food C - We are calm and use inside voices K - We are kind and patient	P - We maintain cleanliness A - We use our time wisely and we use only what we need C - We wash our hands K - We are considerate of others and report problems
Hallways	Computer Lab
P - We do the right thing A - We walk with purpose C - We quietly respect all learners K - We respect the space of others	P - We focus on learning A - We challenge ourselves C - We respect equipment K - We offer and accept assistance

PLAYGROUND RULES / EXPECTATIONS

The following general playground rules will help UC staff and students protect their own rights and the rights of others.

- Students should keep hands and feet to themselves at all times.
- Use equipment only as it was designed to be used.
- Always do what any school staff member asks you to do.
- Play and move only in ways which are safe to you and to others.
- Treat others in respectful ways and you can expect to be treated respectfully as well.

If you have trouble of any kind with another student, try the following:

BARK - talk to the person and tell them what you need.

BACK - walk away from them or walk away “in your head” (ignoring).

HOWL - tell an adult, “I need help, please”.

We teach children to solve their own problems. For this reason, adults may not always get involved in resolving a conflict as much as a child may like. However, children need to know that they can always go to the supervising adult rather than taking matters into their hands when violence may be the outcome. Fighting is never justified at Union Colony Schools.

GENERAL RULES

1. Snow, rocks, mulch, etc. stays on the ground
2. **NO ZONES:** By the trees, near the road, students must stay on blacktop, mulch, or turf areas and are within visual contact of who is on duty at all times
3. Hands and objects to self - no pushing, pulling, etc.
4. Play fair with respect for others

BLACKTOP RULES

1. Running in the basketball court only
2. Jump ropes on the blacktop only and used only for jumping
3. Tetherballs will be put out in the morning (8:00) and will come in after school (3:35)
4. Hands and objects to self - no pushing, pulling, etc.

TURF AREA

1. Soccer, touch football, and kickball can be played on the west end of the turf area
2. **NO** tackling
3. Keep hands, feet, and objects to self.
4. Tag may only be played on the turf area - not on the playground equipment or blacktop
5. Games need to be played fair, following rules, teams selected fairly, and all students allowed to play who would like to participate

EQUIPMENT RULES

Swings

1. Hold the swing with both hands
2. Swing straight forward and back
3. Stay on the swing until it slows enough to “step out” - **DO NOT** jump out
4. First come, first serve
5. If someone is already on the swing, the person will count to 25 with each number changing at the counters head
6. Stay well clear of the swings when walking in between the jungle gym areas

Slides

1. Up the ladder, down the slide
2. Feet first and on your bottoms
3. All body parts **INSIDE** the slide

4. One at a time
5. Keep it moving

Monkey Bars

1. One at a time, one way only
2. Have to stay below the bars - no one on top of the bars
3. Hands only and both hands at all times
4. No one may stand underneath the bars or impede progress of students moving across the bars

Climbing Walls

1. If it's wet, stay safe and find something else to do

If mixed grades are on the playground, 3-5 grade students need to play on the equipment on the north end of the mulched area. K-2 students need to play on the equipment on the south end of the mulched area. If only older grade levels are out, students may use the entire area.

DRESS CODE

The students, staff, and parents of Union Colony believe a neat, clean appearance reflects pride in oneself and one's school and contributes to a positive learning atmosphere and orderly environment. The following dress code applies to both young men and women.

- Pants must fit on the waist with no flesh or undergarments showing.
- Clothing with social or ethnic slurs, sexual, drug, alcohol, tobacco, or gang related commentary, pictures, or profanity is not allowed. Tattoos that display any of the above must be covered at all times.
- Baseball caps, hats, hoods, hankies, and sunglasses are not to be worn inside the building.
- All shorts, cut-offs, and skirts are to be worn at a reasonable length. Short shorts and skirts are not allowed. Clothing should meet the tips of fingers or longer when hands are held straight at your side.
- Students will not wear pants that appear as or could be used as bed clothes, i.e. sleep pants.
- Clothing that is torn, ragged, or slovenly is not allowed.
- Tank tops, muscle shirts, brief or revealing shirts are not allowed. Shoulders must be covered.
- All tops must cover the midriff and underclothing completely at all times.
- If a student has parts of the body pierced other than ears, the ring/loops/studs may not be visible or audible.
- Jewelry or accessories that have the potential to inflict injury on the wearer or another person may not be worn.
- Make-up, combs, and brushes that are brought to school are not to be used during class.
- Shoes must have a hard sole and a strap on the back to ensure that the shoes will stay on for safety.
- Apparel which the Faculty Council, or its designee, determines to be unacceptable in light of school or community standards may not be worn.

Students who are in violation of the dress code may be asked to wear clothing provided by the school or may be sent home to change their clothing. Students who refuse to abide by the dress code face disciplinary action.

DISCIPLINE POLICY

It is essential that students be allowed to learn in a safe and disciplined school environment free from fear or unreasonable disruptions. Union Colony Schools observe all Colorado State Statute and Weld School District 6 policies as they relate to student conduct and disciplinary action. On any matter involving a legal felony, the police will be called to the school. Such violations, as defined by 22-33-106 C.R.S., shall lead to expulsion. In

accordance with policy JIC: The Board of Education expects every student to follow accepted rules of conduct and to show respect for and to obey persons in authority. In accordance with state law, the Board adopts the following Student Conduct and Discipline Code, which shall be enforced uniformly, fairly and consistently for all students. *A copy of policy JIC is available upon request.*

BULLYING

Bullying behavior means any written or verbal expression or physical act or gesture or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop or at school activities or sanctioned events. Teachers who observe or become aware of bullying behavior will take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying behavior are encouraged to report it to a teacher or the school principal. Any student who engages in a pattern of bullying behavior shall be subject to appropriate disciplinary action, including suspension or expulsion. The severity and pattern of the bullying behavior shall be considered when disciplinary decisions are made.

DISCIPLINE PYRAMID

Colorado State Statute provides that students who are suspended from school are placed on a three-step discipline pyramid. When a student has reached the third step, having been suspended three times, the school may refer them for expulsion from public school for a period of one calendar year.

CLASSROOM GUIDELINES / EXPECTATIONS

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty is copying someone else's homework, classwork, or tests. Plagiarism is to borrow someone else's words, facts, statistics and ideas without giving that person or source credit. Academic dishonesty and plagiarism are not acceptable and will not be tolerated at Union Colony. Students are expected to submit any sources used upon teacher's request. Students who engage in academic dishonesty or plagiarism will receive zeros on their work and may face disciplinary action for their behavior.

HOMEWORK, EXTRA CREDIT, RETAKES

Homework, when assigned, is important to the reinforcements of concepts and processes, to gain concept knowledge and develop skills as an independent learner and is an integral part of the Union Colony Schools classroom. All homework is required to be turned in on the due date. **Late assignments will not be accepted for credit.** Extra credit will not be offered in lieu of regular assignments and/or examinations. Multiple retakes of tests is not allowed. Initial grades for tests and independent work will be entered into the grade book, although retakes will be given until mastery is achieved.

MAKE-UP WORK

If a student is absent on a day an assignment is given, two days will be allowed for the student to complete make-up work. **The teacher and the student will work collaboratively to ensure that missed work is made up in a timely manner.** For planned extended absences, parents must contact the principal, with the understanding that the dynamic nature of the classroom may result in students having to complete additional work when they return.

If a student's absence is excused on the day that a **long-term assignment (an assignment given at least a week in advance)** is due, that assignment is due at the earliest opportunity when the student returns to school.

Students who are absent for disciplinary reasons can make up work. It is the responsibility of the student and parent to attain work missed during suspension. Work is due when the student returns to school.

GRADING AND REPORT CARDS

Union Colony Elementary will use the following grading scale to assign grades:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and below

Report cards will be sent once a semester. Parents/guardians and students can monitor students' progress using Infinite Campus. For help accessing Infinite Campus, please call the Elementary office at 970-673-4997.

BOOKS AND MATERIALS

Union Colony is a public school. All textbooks are provided by the school free of charge. Books that are checked out to students should be covered to help keep them in good condition. Students taking books home assume responsibility for their care. Lost or damaged books must be paid for by the students. For some classes, students may be required to pay a nominal fee for special materials.

FRIDAY FOLDERS

Weekly information will be sent home in Friday folders at the end of each week. Please check students' folders for important information. Progress Reports will no longer be sent home in Friday Folders, they are available through Infinite Campus. Please follow the link on the Union Colony Schools web page, click on "Check your Grades" on the right side of the page. If you need help accessing Infinite Campus, please call the front office (970)673-4997.

BACKPACKS

Backpacks, purses, bags of any kind (including lunch bags) are to be kept in the student's classroom cubby or locker.

COMMUNICATION

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents and teachers work together in support of the students. To this end, it is helpful if parents and teachers express their concerns to each other directly. When parents come into the office to meet with a teacher (unexpected), they will be able to schedule a meeting to take place within three school days of the request. Office staff will facilitate scheduling a meeting with the teacher. Please be sure to indicate the reason for the meeting so we can make sure we have the right staff member(s) there.

CURRICULUM

- K-5 Reading: American Reading Company
- K-5 Writing: Being a Writer
- K-5 Math: Bridges in Mathematics

LOVE AND LOGIC

The Love and Logic philosophy states the importance of adults providing limits and choices in a caring way, which causes children to think and learn from their mistakes. Love and Logic helps children learn to accept responsibility for their behavior, decreases the "it's not my fault" attitude, and allows them to experience logical

consequences for their mistakes. In providing choices, students feel some control over the outcome for their behavior. Moreover, having choices and control helps students learn to be responsible and gain self-confidence.

HABITS OF MIND

The Habits of Mind are the characteristics of what people do when they are confronted with problems; the critical attribute is not only having that information, but also knowing how to act on it and come up with a variety of solutions for solving problems.

CAPTURING KIDS' HEARTS

The primary focus of Capturing Kids' Hearts is to develop relational capacity between members of a school's educational community. This is a building wide social-emotional program which will help maximize instructional time.

COMPUTER USE POLICY

Union Colony Elementary is equipped with 3 mobile computer carts and one computer lab. With teacher approval, students are allowed to do research on the Internet and access other information resources provided by the school. They are allowed to use the school provided application software such as Microsoft Office and any other programs deemed appropriate by the faculty and staff. Because our network serves a variety of uses, it is important that students understand the violations as well as the consequences which accompany the violations if the terms and conditions are broken.

Major Violations - Actions which directly violate privacy and security issues include:

- Threats
- Harassment
- Security Violations (stealing/using passwords, changing grade reports, etc.)

Serious Violations - Actions which directly contradict the reasons for using the UCS computer network include, but are not limited to:

- Pornography
- Profanity
- Having any offensive material associated with a student's account connecting to any chat session without permission of the Building Technology Specialist.
- Initiating talk requests with people you don't know or sending annoying email or SPAM
- Installing software on any school computer without the permission of the Building Technology Specialist
- CD's, computer disks, and/or flash drives being used to potentially install software will be confiscated and may not be returned
- Downloading anything from the Internet without permission of the Building Technology Specialist
- Playing any unauthorized games on the computer
- Destruction of computer hardware or software

Consequences

1st Violation - suspend account for fifteen school days

2nd Violation - suspend account for nine weeks

3rd Violation - suspend the account for the rest of the school year at a minimum

EXTRACURRICULAR ACTIVITIES (NON-COVID)

Extracurricular activities include: Student Council, Choir, Band, Battle of the Books, Soccer, BB Racers, Theatre, and Art Club. Availability of clubs/activities is dependent upon participation and programming needs. Some clubs meet during lunch while other activities may require a commitment of time outside the school day.

BIRTHDAY / CELEBRATIONS (NON-COVID)

Please make arrangements with your child's teacher regarding date and time for any celebrations. According to the Wellness Policy, you are encouraged to provide healthy snacks for classroom celebrations. All treats and snacks must be store-bought (commercially prepared) and nut free. Please check with your child's teacher about any allergy concerns. Balloons, flowers, etc. for students will remain in the office until the end of the school day. Party invitations should be handed out outside of school hours.

CODE OF DECENCY

Union Colony expects students to treat each other, staff, parents, and visitors with respect and courtesy. Students are expected to help build a sense of community and pride within their school. This includes:

1. taking care of personal and other people's property
2. keeping hands to themselves
3. respecting others opinions and backgrounds although they may differ from their own
4. resolving disagreements through civil discussion, whether on their own or with the help of staff members
5. using polite and respectful language with students, staff, parents, or visitors
6. encouraging and supporting the success of their peers in school and co-curricular activities, and striving to exemplify the high standards of the school in scholarship, leadership, citizenship, and service

SCHOOL OF CHOICE

Union Colony School is a public school of choice designed for students who wish to focus on building the skills that will ensure their success in college. By electing to attend Union Colony, students acknowledge their responsibility for attending school regularly and punctually, completing homework assignments on time and in a quality manner, and participating to the best of their abilities in class activities and assessments including PARCC. Students agree to comply with state law, school district policies, school policies and procedures and the Code of Decency as set forth in this handbook or as developed by the Faculty Council over the course of time.

UNION COLONY ELEMENTARY SCHOOL

Code of Conduct Rubric

Students are held accountable for the choices they make as we strive to develop safe, kind, responsible and respectful habits in our students allowing them to contribute to a positive, enriching, and socially acceptable school environment.

Behavior = Blue Orange = Minor Red = Major

	Behavior	1st Referral - Minor	2nd Referral - Minor	3rd - Referral - Major	4th Referral - Major
A	Disruption Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming, noises, or out-of-seat behavior	<ul style="list-style-type: none"> Privilege loss (1 day) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (2 days) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (3 days) Discipline Referral form Reflection/Think Sheet Meet with Admin or Counselor Student referral to MTSS develop new plan Admin. phones parents 	<ul style="list-style-type: none"> Meet with Principal Discipline Referral form Reflection/Think Sheet Teacher meets with Admin. - develops plan Consequences determined by Admin Restricted Schedule ISS Admin. phones parents
B	Non-Compliance / Defiance Refusing to work, not following directions	<ul style="list-style-type: none"> Privilege loss (1 day) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (2 days) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (3 days) Discipline Referral form Reflection/Think Sheet Meet with Admin or Counselor Student referral to MTSS develop new plan Admin. phones parents 	<ul style="list-style-type: none"> Meet with Principal Discipline Referral form Reflection/Think Sheet Teacher meets with Admin. - develops plan Consequences determined by Admin Restricted Schedule ISS Admin. phones parents
	Behavior	1st Referral - Minor	2nd Referral - Minor	3rd - Referral - Major	4th Referral - Major
C	Inappropriate Horseplay/roughhousing inappropriate language, gestures, actions,	<ul style="list-style-type: none"> Privilege loss (1 day) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (2 days) Discipline Refocus Form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (3 days) Discipline Referral form Reflection/Think Sheet Meet with Admin or Counselor 	<ul style="list-style-type: none"> Meet with Principal Discipline Referral form Reflection/Think Sheet Teacher meets with Admin. - develops plan

	arguing			<ul style="list-style-type: none"> Student referral to MTSS develop new plan Admin. phones parents 	<ul style="list-style-type: none"> Consequences determined by Admin Restricted Schedule ISS Admin. phones parents
D	Disrespect Talking back social rude interactions speaking rudely or negatively when given a direction damage to school or others property	<ul style="list-style-type: none"> Privilege loss (1 day) Discipline referral form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (2 days) Discipline Referral form Teacher phones parents 	<ul style="list-style-type: none"> Privilege loss (3 days) Discipline Referral form Reflection/Think Sheet Meet with Admin or Counselor Student referral to MTSS develop new plan Admin. phones parents 	<ul style="list-style-type: none"> Meet with Principal Discipline Referral form Reflection/Think Sheet Teacher meets with Admin. - develops plan Consequences determined by Admin Restricted Schedule ISS Admin. phones parents
	Behavior	1st Referral - Major	2nd Referral - Major	3rd Referral - Major	4th Referral - Major
E	Theft Students in possession of, having passed on, or being responsible for removing someone else's property without that person's permission	<ul style="list-style-type: none"> Privilege loss 2 days Discipline referral form Meets with Admin. Or Counselor Reflection/Think Sheet Admin. phones parents 	<ul style="list-style-type: none"> Restricted schedule or 1 day ISS Meet with Admin. Discipline referral form Reflection/Think Sheet Student referral to MTSS develop a new plan Admin. Phones parents 	<ul style="list-style-type: none"> Restricted schedule with 2 days ISS Meet with Admin. Discipline referral form Reflection/Think Sheet Admin phones parents Meet with Counselor Teacher meets with Admin, Counselor revisits or adjust plan 	<ul style="list-style-type: none"> Restricted schedule with 3 + days ISS or OSS Meet with Admin. Discipline referral form Reflection/Think Sheet Admin phones parents Teacher meets with Admin, Counselor revisits or adjust plan
F	Lying/Cheating Student delivers message that is untrue and or deliberately violates school rules	<ul style="list-style-type: none"> Privilege loss 2 days Discipline referral form Meets with Admin. Or Counselor Reflection/Think Sheet Admin. phones parents 	<ul style="list-style-type: none"> Restricted schedule or 1 day ISS Meet with Admin. Discipline referral form Reflection/Think Sheet Student referral to MTSS develop a new plan Admin. Phones parents 	<ul style="list-style-type: none"> Restricted schedule with 2 days ISS Meet with Admin. Discipline referral form Reflection/Think Sheet Admin phones parents Meet with Counselor Teacher meets with Admin, Counselor revisits or adjust plan 	<ul style="list-style-type: none"> Restricted schedule with 3 + days ISS or OSS Meet with Admin. Discipline referral form Reflection/Think Sheet Admin phones parents Teacher meets with Admin, Counselor revisits or adjust plan
	Behavior	1st Referral - Major	2nd Referral - Major	3rd Referral - Major	4th Referral - Major
G	Physical	<ul style="list-style-type: none"> Privilege loss 2 days 	<ul style="list-style-type: none"> Restricted schedule or 1 	<ul style="list-style-type: none"> Restricted schedule with 2 	<ul style="list-style-type: none"> Restricted schedule with 3

	Aggression Bumped, kicked, pushed, punched, shoved, bit, spit, choked, or pulled hair As a result of emotion	<ul style="list-style-type: none"> • Discipline referral form • Meets with Admin. Or Counselor • Reflection/Think Sheet • Admin. phones parents 	<ul style="list-style-type: none"> • day ISS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Student referral to MTSS develop a new plan • Admin. Phones parents 	<ul style="list-style-type: none"> • days ISS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Meet with Counselor • Teacher meets with Admin, Counselor revisits or adjust plan 	<ul style="list-style-type: none"> • + days ISS or OSS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Teacher meets with Admin, Counselor revisits or adjust plan
H	Harassment Racial, ethnic, sexual, name calling, or severe harassment - written or verbal	<ul style="list-style-type: none"> • Privilege loss 2 days • Discipline referral form • Meets with Admin. Or Counselor • Reflection/Think Sheet • Admin. phones parents 	<ul style="list-style-type: none"> • Restricted schedule or 1 day ISS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Student referral to MTSS develop a new plan • Admin. Phones parents 	<ul style="list-style-type: none"> • Restricted schedule with 2 days ISS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Meet with Counselor • Teacher meets with Admin, Counselor revisits or adjust plan 	<ul style="list-style-type: none"> • Restricted schedule with 3 + days ISS or OSS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Teacher meets with Admin, Counselor revisits or adjust plan
I	Weapons Student is knowingly in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm	<ul style="list-style-type: none"> • ISS 3 days or OSS • Meets with Admin. Or Counselor • Discipline referral form • Reflection/Think Sheet • Admin. phones parents 	<ul style="list-style-type: none"> • OSS • Meets with Admin. Or Counselor • Discipline referral form • Reflection/Think Sheet • Admin. phones parents • Meet with SRO/Parents 	Administration will determine consequences	Administration will determine consequences
J	Bullying Calling names, made fun of, teased in a hurtful way, intimidation, ignored or socially excluded with hurtful intent, encouraging others to not like someone, spreading rumors or gossip	<ul style="list-style-type: none"> • Privilege loss 2 days • Meets with Admin. Or Counselor • Discipline referral form • Reflection/Think Sheet • Admin. phones parents 	<ul style="list-style-type: none"> • Restricted schedule 1 day ISS • Meets with Admin. Or Counselor • Discipline referral form • Reflection/Think Sheet • Admin. phones parents • Student referral to MTSS develop a new plan 	<ul style="list-style-type: none"> • Restricted schedule with 2 days ISS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Teacher meets with Admin, Counselor revisits or adjust plan 	<ul style="list-style-type: none"> • Restricted schedule with 3 + days ISS or OSS • Meet with Admin. • Discipline referral form • Reflection/Think Sheet • Admin phones parents • Teacher meets with Admin, Counselor revisits or adjust plan

			plan		
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K	Sexual Assault Includes Physical, sexual or verbal assaults.	<ul style="list-style-type: none"> • Up to a 10 day Out of school suspension and / or recommendation for expulsion.
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This rubric is a guideline for recommendation of consequences. Administration has the ability to adjust consequences as determined, and appropriate.

PLEASE NOTE:

The school’s response to inappropriate behaviors are subject to change by the direction of the Union Colony Schools Board of Education.

Prior to the imposition of consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her side of the story. When possible, a restorative approach will be used in place of a traditional consequence.

Notification Form

The purpose of this form is to notify you that a consumer report will be run on you in the course of consideration for employment with UNION COLONY SCHOOLS.

Last Name: _____

First Name: _____

Middle: _____

Social Security Number: _____

Date of Birth: _____

Age: _____

Driver's License Number: _____

State of Issue: _____

Present Address: _____

In connection with this request, I authorize all corporations, former employee, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed or its agent, Background Information Services, Inc. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

I authorize the procurement of my Colorado worker's compensation files or any other state's worker's compensation files. I also authorize a consumer credit report to be run. I understand that these files may contain negative information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

Applicant's Signature (by typing your name here, you are giving permission to run the background check)

Date

Date: _____

Parent Name: _____

Student Name: _____

Homeroom Teacher: _____

Background check: (office use only) pass / not pass

Copy of photo ID: (please attach)

Do you have first aid, cpr, or other medical training: yes / no

Additional Information you may want to include?

Dear Parents,

The purpose of the Internet is to promote and enhance the educational grade level standards of our students. This technology will improve learning by allowing the students to read, write, and compute in exciting new ways. They will be able to have access to up-to-date information on a variety of subject areas and utilize that information to create multimedia presentations. As this technology continues to grow, so does the need for responsible use of technology. Union Colony is committed to teaching responsible use of both the equipment and the Internet to your child and needs your continued support at home. It is our intention that all Internet use at Union Colony will be provided with strict guidelines and supervision. Union Colony Schools will monitor Internet and e-mail usage and will use content filtering software programs. Nevertheless, students may still find Internet sites that contain inappropriate materials. Parents and students should be aware of this possibility.

Below is a list of responsibilities and expectations for all of our students. Please review these with your child. As a student and parent, we would like you to understand and support responsible use of technology and the Internet.

Responsibilities and Expectations

1. The students will use all technology equipment properly.
2. The students will keep all passwords private and confidential.
3. The students will uphold copyright rules and laws.
4. The students will learn and uphold proper “netiquette.”
5. The students will be responsible for the content of all text, audio, or images that they access over the Internet. This includes, but is not limited to, material containing profanity, obscenity, child or other forms of pornography, or material that advocates illegal acts, or that advocates violence or discrimination.
6. The students will immediately tell their teacher if they mistakenly access inappropriate information.
7. The students will refrain from buying or selling anything on the Internet.
8. The students will understand that use of the Internet is a privilege, not a right.

Consequences: 1st violation — suspend account for fifteen school days.

2nd violation — suspend account for nine weeks.

3rd violation — suspend account for the rest of the school year at a minimum.

Any student who has not followed the responsibilities and expectations, as stated above, will have their Internet privileges suspended or revoked, according to Union Colony’s Computer Use Policy, and may require further disciplinary actions be taken.

Please initial the box, sign and return the form to the teacher so that we know that both you and your child have read and understand the responsibilities and expectations for using technology at Union Colony Elementary School.

- I have read and understand the Acceptable Use Policy and agree to all of the provisions. I understand that any violations of the above guidelines will result in immediate suspension of my Internet privileges, and that as a result of such violations further disciplinary measures may be taken.

Student Name: _____

Date: _____

Teacher Name: _____

Grade: _____

Parent Name (printed): _____

Parent Signature: _____

Union Colony Elementary School

HANDBOOK ACKNOWLEDGMENT FORM

(Please sign and return to teacher.)

Dear Parent, Guardians, and Students:

Welcome to Union Colony Elementary School. Our school handbook is provided to acquaint you and your child with the programs, policies, and procedures of Union Colony. Staff members and parents work to provide a safe, positive, and cooperative learning environment for your child.

Each classroom teacher and staff member teaches the school rules during the first weeks of school and continuously throughout the year. Union Colony believes in and uses Jim Fay’s methods of *Teaching with Love and Logic* and helping students manage their own behavior through the principles of the *Habits of Mind*. We ask you to participate by reading and discussing our school handbook with your child. Please return this page to your child’s teacher as soon as possible. By working together, we can maintain a high level of safety, citizenship, and learning for all of our children.

Sincerely,

Union Colony Staff

- ✓ Union Colony Schools requires that a parent/guardian for each student sign this form to acknowledge that they understand the guidelines and expectations set forth in the handbook.
- ✓ I know I can access the handbook online at www.unioncolonyelementaryschools.org. I can also request a paper copy of the handbook at the school main office at any time during the school year.
- ✓ I understand the suggestion and importance of reviewing the handbook with my student(s).
- ✓ He/She and I are committed to appropriate behavior at school and between home and school.
- ✓ I understand that Union Colony Elementary School is a public school of choice; I accept and agree to the following school philosophy and requirements and to comply with its policies.
- ✓ As a parent I acknowledge my responsibility to my student by:
 - Supporting my student’s regular and punctual attendance
 - Providing time and space for homework completion
 - Encouraging my student to participate to the best of their ability in class activities
 - Supporting the school’s philosophy and behavior code.
- ✓ I understand the traffic safety plan and agree to make safety a priority while at UCES.

Student’s Name _____ Grade _____

Student’s Teacher _____

Parent Name (printed) _____ Date _____

Parent Signature _____ Date _____

Comments _____
