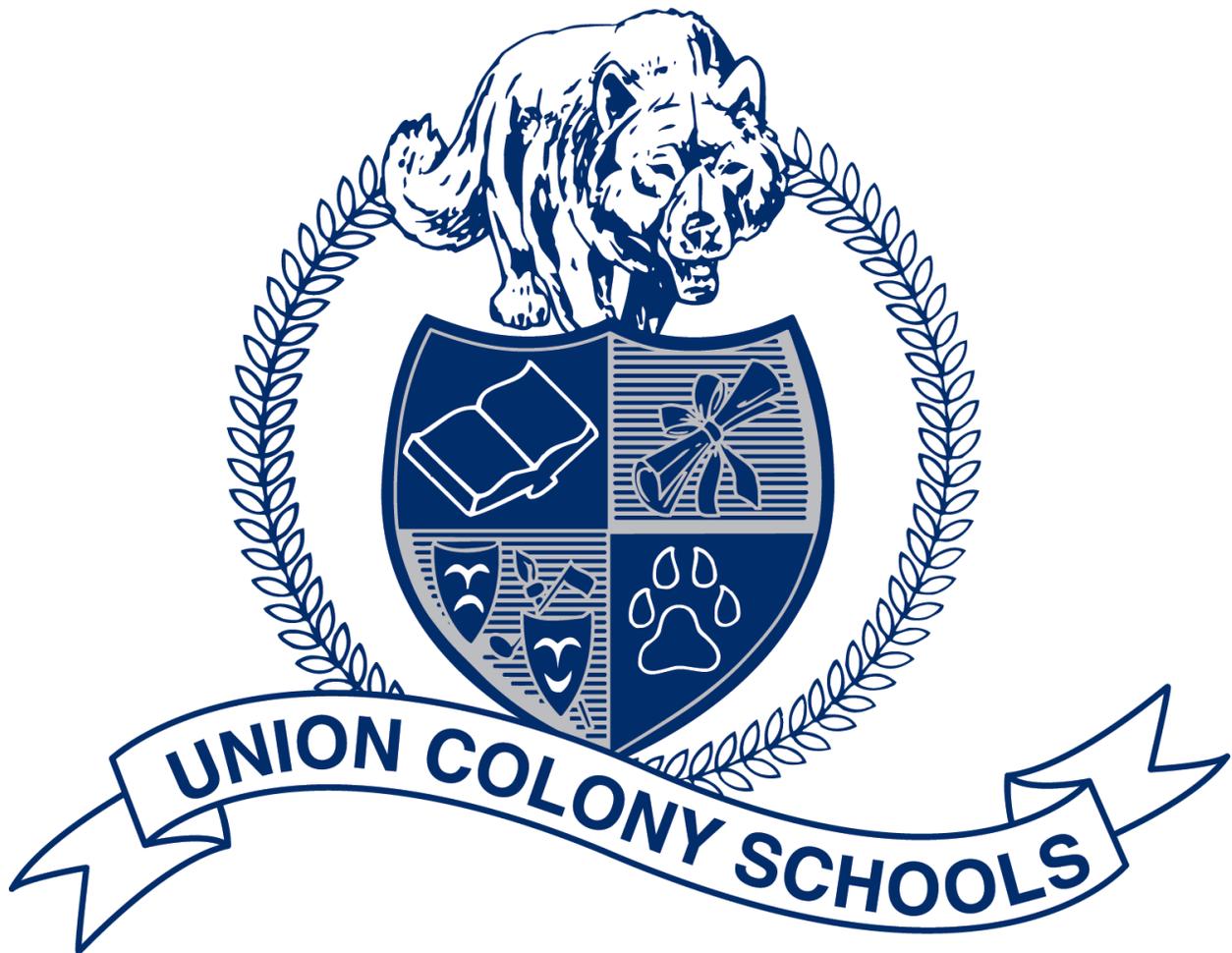


UNION COLONY ELEMENTARY SCHOOL

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

2023-2024

WELCOME TO TIMBERWOLF COUNTRY!

Navy Blue and Silver - Colors of Pride!

Union Colony Schools Vision:

All students at Union Colony will demonstrate, articulate, and value the skills and knowledge to be prepared to excel in college or other post-secondary endeavors.

Union Colony Schools Mission:

Our mission at Union Colony Schools is to offer a K-12 educational program that recognizes and attends to the many unique needs of all students. The Union Colony community promotes integrity, growth mindset, life-long learning, compassion, the development of good citizenship, and we foster academic skills by providing all students with rigorous instruction. Students are then empowered to reach their full potential intellectually, socially, emotionally, and physically.

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 CMAS. 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.

DISCLAIMER

Information contained in this handbook is meant as a summary. Specific, detailed information can be found in writing on the school website or can be obtained from the administration or the office.

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 is 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

Monday through Friday Schedule

- 7:50 a.m. Morning Announcements begin with staff and students in the gym.
- 7:55 a.m. Students will be escorted to their rooms by their teacher. Breakfast will be served.
- 8:10 a.m. Instruction begins. Students will be marked tardy after 8:10.
- 3:10 p.m. School is dismissed.

OFFICE HOURS

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

WEBSITE

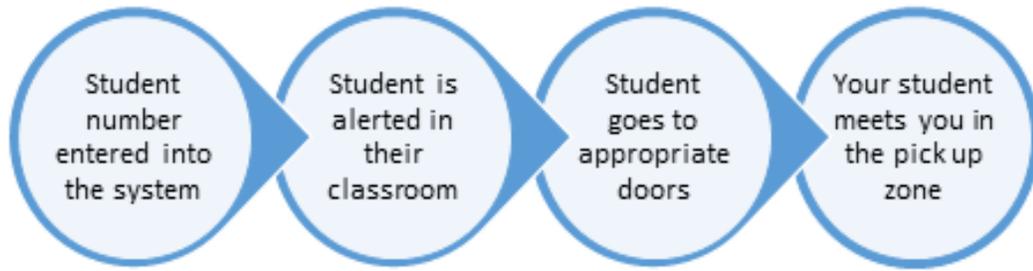
Up-to-date information can be found on our website www.unioncolonyelementary.org. Parents can access Infinite Campus (under "For Parents") from this site. Usernames and passwords can be obtained from the front office.

MORNING ARRIVAL

Doors open at 7:30 a.m. Students will proceed to the gym. At 7:55, students will be escorted to their classrooms and will have the option 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, please place the number tag given to you in your front window. 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 front window during student registration. If you are unable to make it to registration, please visit the front office to receive your tags. Extra or replacement tags will cost \$1.00 and can be ordered at the front office.

Walkers will be dismissed at 3:10p.m. Please notify the office if your student is to be dismissed as a walker.

Students who ride the Union Colony shuttle 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/red 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. For example, please do not arrange to pick up your child across the street. This is dangerous for students and the school will not be liable. 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.

Driveline Map



TRAFFIC SAFETY PLAN

The Traffic Safety Plan above 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. Do not drive across the lot even if the lot is cleared of parked cars.** 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 7:30 a.m. and pick up begins at 3:10 p.m. 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 a sponsored school activity as we do not provide supervision for students until 7:30 a.m.
6. If you need to pick up your student early, please do so through the office before 3:00 pm.
7. For safety, cell phones are not to be used in the parking lot.
8. 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 BEFORE and AFTER SCHOOL CARE

ABC's Bright School-Age Center is offered 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

- 6:15 a.m. - morning bell
- Afternoon bell - 6:15 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. Students are required to complete one day of their remote learning packet. Information about closures will be posted on our school website, Blackboard, Facebook, SeeSaw and may be reported to the local radio and television stations. Union Colony can choose to close due to weather events even if District 6 decides to remain open.

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. - 4:00 p.m. Unauthorized persons will be asked to leave the school grounds.

When taking a student off campus for any reason, the parent/guardian *must* check the student out through the school office. 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.

PICK UP/TARDY or AFTER APPOINTMENT DROP OFF

If you need to pick your child up for an appointment during school hours, please come to the front office to check them out. A photo ID may be required.

If your child is tardy or returning to school after an appointment, please walk them into the front office.

VISITING

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; this system is designed to help maintain safety on campus, which will print a photo identification badge for approved visitors.

DRUG AND TOBACCO-FREE CAMPUS

Union Colony is a drug, alcohol and tobacco-free environment. These items are not permitted anywhere on the school campus including sidewalks, and parking lot, before, during, or after the school day. Students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs, tobacco or alcohol, shall be subject to discipline as the facts may warrant in accordance with the Union Colony Elementary School Code of Conduct. Law enforcement will be contacted where deemed necessary by administration.

TRANSPORTATION

Union Colony Schools provides shuttle services to and from Union Colony Elementary and Secondary School. Families may drop off their students at either UCPS or UCES to catch the bus to the other school. This service is provided at the school's expense and is offered as a courtesy to eligible students who wish to utilize the service. Conditions governing school bus operations are listed below for your information and for the guidance of your child.

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

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

1. Students will not carry dangerous/disruptive articles onto the bus (this includes, but is not limited to: weapons, fire devices, knives, or other unsheathed pointed objects, animals, narcotics, intoxicating beverages, recording devices, and radios)
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 on 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.

BUS SCHEDULE:

Monday through Friday

Departs

Elementary @ 7:15 a.m.
 Prep @ 7:35a.m.
 Elementary @ 3:20p.m.
 Prep @ 3:40p.m.

Arrives

Prep @ 7:30a.m.
 Elementary @ 7:50a.m.
 Prep @ 3:35
 Elementary @ 3:55p.m.

VISITORS, SECURITY, and SAFETY

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.

Guardianship, Step-Parents and Court Documentation:

- **Step-Parents:** Most step-parents are not legal guardians of students. Although we recognize many are very involved, without legal documentation they may not be given access to the Parent Portal, make any educational decisions, nor sign any legal paperwork for the student. Additionally, unless accompanied by a legal parent, no educational or behavior concerns should be discussed in their presence.
- When a student has guardians who are not the biological parents, please ensure we have verified the following:
 - **Power of Attorney:** These forms should be notarized and are only in effect for 12 months. Please be sure families are aware a new form will be needed once it has expired.
 - **Court Documentation:** Court Documentation may be temporary or permanent. If temporary, once expired, it is no longer valid and new documentation will be required. If you are unsure if the documentation is in effect and/or gives the correct rights to the adult, please reach out to admissions. We will review and discuss with our Legal Counsel if needed.

- Foster Care: Foster families have placement paperwork which provides them the right to enroll students, questions about foster families should be directed to Department of Human Services.

There are no one-size fits all answers for this subject, reach out with any questions or concerns.

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 water guns or weapon facsimiles, laser pens, knives or other items that represent a potential threat to the well-being of others. Fidget spinners, electronic devices, 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 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.

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.

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 will be invited to participate with school personnel in the development of the plan.

Also, 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 a 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 8:10 a.m. when instruction begins. They are considered tardy if they are not in their classrooms and ready to learn at 8:10 a.m. There are times when circumstance requires a student to check-out early, please limit these when possible.

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. An absence that 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 may require suitable proof regarding the above exceptions, including written documentations 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/guardian of the student receiving the unexcused absence.

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

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.

Student Responsibility for School Attendance

1. To attend school for all days of the established school calendar.
2. To be in class on time, and 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/ to insure adherence to attendance and absence procedures.

Parent/Guardian/ 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 and follow the school's attendance and tardy policy.
4. To contact teachers immediately upon return from absences, and arrange for completion of make-up work.
5. To monitor the make-up work of the student.

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) 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) 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) 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) 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 and TELEPHONE USE

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

Cell phones are not allowed to be used during the school day (see below). Students must come down to the front office to make any phone calls.

Cell phones, smart watches, and electronic devices, whether for personal, recreational, communication, or instructional purposes, are permitted as follows:

In school settings (classroom, library, labs, etc) such devices must be in the “off” position and stored in backpacks, except as permitted by the instructor or the building administrator.

In settings **outside of school hours on school property,** UCE staff members have the right to ask students to put phones away if deemed necessary. Cell phones, smart watches, and other electronic devices may not be used during field trips or during any other school activity. If a student refuses to follow request, the staff member will follow the progression of interventions for violations of this policy. (See interventions below).

Cell phones and electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the UCE Code of Conduct for students.

Prohibited uses include but are not limited to:

Using the device to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;

Using the device to take photographs of students and/or staff, without permission of the student and/or staff member;

Using the device for academic dishonesty or cheating;

Using the device in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions;

Using the device to send, receive or possess text or e-mail messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation, or at a school-related function;

Using the device to threaten, harass, intimidate, or bully; or

Departing a class to activate or operate such devices.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Union Colony Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines noted in this policy, such requests shall be submitted to the Principal in writing. The Principal's decision shall be final in responding to such requests.

A building administrator may, at their discretion, impose further restrictions upon student use of personal electronic devices, including but not limited to rules prohibiting the possession of personal electronic devices in classrooms, hallways, and other locations on school property. A teacher may, upon mutual agreement with the Principal, impose further restrictions upon classroom use of personal electronic devices than have been imposed by the building administrator.

Typical progression of interventions for violations of this policy, except as otherwise noted in Charter policy shall be addressed as follows:

1st offense The device shall be confiscated, secured and transferred to the school administrator.

Parent/guardian shall be notified and the device may be released to the student upon review of this policy with the student.

2nd offense The device shall be confiscated, secured and transferred to the school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian.

3rd offense Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone to school.

Depending upon the nature and the severity of the violation, as determined by school administration, any violation of the “Student Use of Cell Phones and Other Personal Electronic Devices” policy may result in disciplinary sanctions up to and including expulsion from school.

HEALTH CLINIC

Union Colony Elementary School has a school health clerk who is the main caregiver in the health office. They perform first aid and care for ill children, administers medications, performs health screenings, and manages immunization/health records. They are available to answer questions and are 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/guardian. In the event the health clerk is absent, another qualified staff member will administer medications.

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/guardian 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. All students are screened as well, as all new students - per the State of Colorado guidelines.
- 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.
- Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily to school.

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	Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing.
Diarrhea (defined as stools that are more frequent and looser than usual)	Exclusion is recommended if any of the following conditions apply: the child has other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in a toilet, there is blood or mucous in the stool, or the child is in diapers.
Fever (defined as a temperature over 100.0 F)	No exclusion is necessary, unless the child has symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff

orally)	neck, difficulty breathing, etc.
Mouth Sores	Exclusion is recommended if a student is drooling uncontrollably.
Rash	Exclusion is recommended if a student has symptoms in addition to the rash such as behavior change, fever, joint pain, bruising not associated with injury, or if the rash is oozing or causes open wounds.
Stomach Ache / Abdominal Pain	Exclusion is 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, jaundice, etc.)
Swollen Glands	Exclusion is recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.
Vomiting	Exclusion is recommended if the student has vomited more than two times in 24 hours, if the vomit appears bloody, if the student had a recent head injury, or if the student has symptoms in addition to vomiting (such as fever, diarrhea, etc.)
Earache	No exclusion necessary.
Headache	No exclusion is necessary, unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change. Contact the 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.
Jaundice or unusual color of the skin, eyes, stool or urine	Exclusion is recommended until a medical exam indicates the child does not have hepatitis A.
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	Consider exclusion if: <ul style="list-style-type: none"> ● The student does not feel well enough to participate comfortably in usual activities. ● The student requires more care than school personnel are able to provide. ● The child has signs or symptoms of a possible severe illness, such as trouble breathing. ●
	*Adapted from CDPHE - Infectious Diseases in Child Care and School Settings, Revised July 2019 Colorado Department of Public Health and Environment https://drive.google.com/file/d/12NZoSBRjN5s4rFCNKaCu2RCzELeUT5nC/view

LOST AND FOUND

All lost and found items will be kept in a designated area.. 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. With careful menu planning and governmental assistance, the district's quality food service provides meals at a reasonable cost. We encourage every student to participate in the breakfast and lunch programs

- 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 check in at the main office and pay the full adult price for their meal in the cafeteria..
- 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 in their classroom and lunch in the cafeteria. When students are finished eating, they are expected to leave the table and surrounding area clean. There is to be no eating on the playground or in the hallway. 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.

Student Drink Policy

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk
- Not allowed: No excessive sugar (Example, 12 grams of sugar in a 12 oz drink), no caffeine, no soda.

Exceptions may be made by classroom teachers for special events such as a holiday party or special event.

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	Technology and Library Time
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 and texts 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.

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 own hands when violence may be the outcome. Fighting is never justified at Union Colony Schools.

GENERAL RULES

1. Wood chips, mulch, snow, rocks etc. stays on the ground
2. Hands and objects to self - no pushing, pulling, etc.
3. Games need to be played fair, following rules, teams selected fairly, and all students allowed to play who would like to participate

BLACKTOP RULES

1. Running in the basketball court only
2. Jump ropes on the blacktop only and used only for jumping

FIELD AREA

1. Soccer, touch football, kickball, and tag can be played
2. NO tackling

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. Stay well clear of the swings when walking in between the equipment 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. Kindergarteners and first graders are not allowed to use monkey bars.
2. One at a time, one way only
3. Have to stay below the bars - no one on top of the bars
4. Use your hands only
5. Do not climb on top of the monkey bars
6. No one may stand underneath the bars or impede progress of students moving across the bars.
Absolutely no pulling students off the bars

If mixed grades are on the playground, first through fifth graders need to play on the equipment on the north end of the mulched area. Kindergarteners need to play on the equipment on the south end of the mulched 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 are not allowed. Tattoos that display any of the above must be covered at all times.
- Baseball caps, hats, hoods, hoodies covering heads and sunglasses are not to be worn inside the building. Exceptions for religious beliefs such as hijabs, burkas and other similar headwear are allowed.
- All shorts, cut-offs, and skirts should meet the tips of fingers or longer when hands are held straight at your side.
- Students may not wear pajamas unless for special events identified by the classroom teacher or administration.
- Clothing that is torn, ragged, or slovenly is not allowed.
- Tank tops are allowed as long as the strap is at least two adult fingers wide.
- Muscle shirts are not allowed.
- Shirts must conceal cleavage, sides, back, 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 and kept in a backpack or concealed.
- 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.
- Please have your child wear tennis shoes on days they have physical education.

Any clothing that causes a disruption in school safety, personal safety, and/or the learning environment may result in discretionary intervention by an administrator. 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.

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 the 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 and EXTRA CREDIT

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 to be turned in on the due date. Extra credit will not be offered in lieu of regular assignments and/or examinations.

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 for 1st - 5th grade Science and Social Studies:

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

Union Colony Elementary has slowly been progressing toward standards based grading. This transition has taken place through many hours of professional development, hard work, collaboration as a staff, and with the common goal of doing what is best for students. It is our experience that using standards based grading and proficiency scales is a powerful way to teach and form grades for our students. Standards based grading ensures that grading reflects what students know and are able to do. As of fall 2022, UCES is now using standards based grading for all other classes.

Below is a sample of a proficiency scale and what the new 4 point scale means.

What Do The Levels Mean...

4.0	In addition to exhibiting level 3 (Grade Level Target) performance, students demonstrate in-depth inferences and applications that go beyond the target. The whole of Level 3 is included here.
3.5	Students are beginning to demonstrate in-depth inferences and applications that go beyond the target, But may need additional practice or support to get there.
3.0	This is the Grade Level Target. Students demonstrate they have the ability to meet the standard. Level 3 shows application of knowledge. There are no major errors or omissions regarding any of the information and/or processes (simple or complex) that make up the target.
2.5	Students are on the right track (No major errors or omissions regarding score 2.0 content), BUT need more practice to be successful at score 3.0 (Grade Level Target) content.
2.0	Students demonstrate basic foundational knowledge of the target, including recalling or recognizing vocabulary critical to the target. There are no major errors or omissions regarding the simpler details and processes, BUT there are major errors or omissions regarding the more complex ideas and processes.
1.5	Student's performance reflects beginning-to-learn foundational skills, BUT there are major errors or omissions regarding the simpler details and processes.
1.0	Student's performance reflects beginning-to-learn foundational skills and knowledge.

We encourage parents to check their student's grades on Infinite Campus on a regular basis. This will give you a much deeper understanding of what your child is working on and achieving. The Infinite Campus link can be found at www.unioncolonyschools.org (For Parents → Infinite Campus - Parents). If you need your login information, please call the front office, and we will be happy to assist you with this. Additional information is available regarding our new grading scale upon request. Please let your student's teacher(s) know if you have any questions or concerns.

Report cards can be accessed in the "Parent Portal" using Infinite Campus. Hard copies of report cards will not be sent home and are only available online. 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. Students taking books (including library 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.

BACKPACKS

Backpacks, purses, bags of any kind (including lunch bags) are to be kept on or in the student's backpack hook, 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 (unexpectedly), 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

K-5 Science: Mystery Science

K-5 Social and Emotional Learning: Second Step

K-1 Phonemic Awareness: Heggerty

K-1 Phonics: Jolly Phonics

COMPUTER USE POLICY

Union Colony Elementary is 1:1 which means we have a chromebook available for every student to use at school. With teacher approval, students are allowed to do research on the internet and access other information resources provided by the school. 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.

Union Colony Elementary monitors student electronic activity for student safety. Chromebooks are the only electronic devices allowed to be used by students within the buildings. External devices not allowed include but are not limited to cell phones, tablets, personal computers and smart watches.

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
- Any 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
- Browsing any unauthorized websites on the computer
- Destruction of computer hardware or software

Consequences may include:

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

Extracurricular activities may include: Student Council, Choir, Band, Battle of the Books, Soccer, BB Racers, Theater, 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

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/guardians, 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

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, arguing	<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 	<ul style="list-style-type: none"> • Meet with Principal • Discipline Referral form • Reflection/Think Sheet • Teacher meets with Admin. - develops plan • Consequences

				<ul style="list-style-type: none"> to MTSS develop new plan Admin. phones parents 	<ul style="list-style-type: none"> 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 Jk 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
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 - Minor	2nd Referral - Minor	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 g	<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 MTSS develop a new 	<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		
K	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 & Law Enforcement contacted. 			
L	Drugs, Tobacco & Alcohol Includes consuming, using, distributing or possessing alcoholic, tobacco products, illegal drugs, counterfeit and designer drugs, chewables, or paraphernalia.	<ul style="list-style-type: none"> Up to a 10 day Out of school suspension and / or recommendation for expulsion & Law Enforcement contacted. 			

This rubric is a guideline for recommendation of consequences. Administration has the ability to adjust consequences as determined, and appropriate.

Discipline Terminology:

Suspension - refers to the temporary removal of a student from his or her regular educational setting for a violation of school policies or rules. During suspension, a student is not allowed to attend school or attend school activities for a set length of time.

Expulsion - Expulsion refers to a long term, or permanent removal of a student from his or her regular educational setting due to a violation of serious schools rules or policies.

BACKGROUND CHECK

Background Information Services, Inc.
1800 30th Street, Suite 204 Boulder, CO 80301
303-442-3960
303-442-1004
800-433-6010

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/volunteer with UNION COLONY SCHOOLS.

Last Name: _____

First Name: _____

Middle: _____

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

Union Colony Elementary School Parent/Guardian Volunteer Application

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?

Student Conduct Agreement

Union Colony Elementary School Student Conduct Agreement

Section 1 - *I understand that all students have a right to learn in a safe environment and will make every attempt to show personal responsibility in allowing myself and others to accomplish this.*

1. I will attend school regularly unless sick or specifically excused by the administration. If sick, I will stay home as needed in order to avoid exposing others to my sickness. I and my parents/guardian will follow all Student Handbook rules relating to illness.
2. I will arrive and depart from school as authorized by my parents and/or guardian. Except for regular departures with my parents/guardians or other authorized individuals, I understand that in order to leave the campus I must provide school officials with a parent's written consent.
3. I will be seated in my classroom with needed materials and be prepared to work promptly at my school's starting time. I will leave class only with permission. I will make good use of class time for all academic work.

Section 2 - *I understand that relationships with others are the basis of trust and a necessity for a wholesome community. We are all citizens of the world and members of our school community. I will participate in creating a positive school environment by following the school policies and procedures.*

1. I will not threaten the health and safety of others. I will not fight, push, shove, kick, trip, hit, throw objects at, or bring objects that might harm other students or the staff. I understand that any such action may be cause for immediate suspension and/or expulsion from Union Colony Elementary School.
2. I will follow all P.A.C.K. rules.
3. I will be respectful of school personnel, fellow students, and parents regardless of religious, national, ethnic, or social origin. I will value diversity. I will not ridicule, ostracize, or demean others. I will use appropriate word choices, body language, and tone of voice which are free of profanity, anger, or sarcasm.
4. I will attempt to make responsible decisions, work together with others, resolve conflicts, and solve problems creatively.
5. I will be honest with others and myself. I will do my own work. I will not copy from other students nor allow others to copy from me. I will not plagiarize or cheat in any way. I understand that cheating may be cause for suspension from school.
6. I will respect the property rights of all. I will not take or in any way damage anything from another student, teacher, or the school which is not mine.
7. I will not participate in imaginary weapons or violent play.

Section 3 - *I understand that my environment is important for the well-being of myself and others and that we all have an influence over our environment.*

1. I will not deface, vandalize, or in any way damage the property of fellow students, the staff, or the school. If I notice damage to school property, I will tell an adult.
2. I will not at any time use, possess, sell, or encourage the use of drugs, alcohol, tobacco, or weapons on school property. I understand that any such action will be cause for immediate suspension and/or expulsion from Union Colony Elementary School.
3. I will dispose of litter properly. I will help to keep my school grounds and classroom neat, so that we can all be proud of our school.
4. I understand that chewing gum is not allowed on campus and that eating and snacking are limited to supervised Extended Care hours, lunch, snacks and parties.
5. I will try to conserve school resources such as water, electricity, heat, and paper products and will look for ways to recycle.

6. I will come to school clean and neat in appearance. I will come with combed hair and be clean in other areas of personal hygiene. I will abide by the Union Colony Elementary School Dress Code.

Section 4 - *I understand that Union Colony Elementary School's goals include academic excellence, critical thinking, high ethical conduct, and social responsibility. I will strive to make these characteristics and actions a part of my everyday life, because I understand that I have a large role in whether or not I become an educated person.*

1. I will complete all homework and class assignments in a timely manner and will strive to do them neatly and correctly.
2. I will listen attentively to my teachers and will participate in class discussions and learning activities to the best of my ability.
3. I will seek ways in which I can not simply meet, but exceed the minimum expectations. I will always strive for excellence.
4. I will celebrate the achievements of myself and others.
5. I will remember that learning comes from taking risks and making mistakes.

I acknowledge that I have read and understand the rules and expectations listed in this document. I understand that failure to follow said rules, may be grounds for suspension and or expulsion from Union Colony Elementary School .

Student Signature

Date

Parent Signature

Date