



# Student Handbook Information 2009-2010

Available online at: [www.mcauliffe.greeleyschools.org](http://www.mcauliffe.greeleyschools.org)



## Weld County School District 6

1025 9<sup>th</sup> Avenue  
Greeley, CO 80631  
348-6000

## S. Christa McAuliffe Elementary

600 51<sup>st</sup> Ave.  
Greeley, CO 80634  
970-348-1900

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## S. Christa McAuliffe Staff

Ext	Staff Member	Position	Room #	Email
348-1949	Aragon, Ashley	2 <sup>nd</sup> grade	10	<a href="mailto:amontoya@greeleyschools.org">amontoya@greeleyschools.org</a>
348-1966	Beckman, Tim	A Specialist Music	54	<a href="mailto:tbeckman@greeleyschools.org">tbeckman@greeleyschools.org</a>
348-1944	Beeman, Lu Ann	1 <sup>st</sup> grade	05	<a href="mailto:lbeeman@greeleyschools.org">lbeeman@greeleyschools.org</a>
348-1959	Bernhardt, Judy	Asst SPED	20	<a href="mailto:jbernhardt@greeleyschools.org">jbernhardt@greeleyschools.org</a>
348-1950	Call, Chuck	4 <sup>th</sup> grade	11	<a href="mailto:ccall@greeleyschools.org">ccall@greeleyschools.org</a>
348-1991	Charaska, Brenda	Asst Library	50	<a href="mailto:bcharaska@greeleyschools.org">bcharaska@greeleyschools.org</a>
348-1954	Clarkson, Amy	5 <sup>th</sup> grade	15	<a href="mailto:aclarkson@greeleyschools.org">aclarkson@greeleyschools.org</a>
348-1909	Cosner, Sandy	Principal	31	<a href="mailto:scosner@greeleyschools.org">scosner@greeleyschools.org</a>
348-1900	Cousins, Cindy	Office Secretary	Office	<a href="mailto:ccousins@greeleyschools.org">ccousins@greeleyschools.org</a>
348-1952	Emmett, Jacinda	4 <sup>th</sup> grade	13	<a href="mailto:jemmett@greeleyschools.org">jemmett@greeleyschools.org</a>
348-1947	Feit, Dana	2 <sup>nd</sup> grade	08	<a href="mailto:dfeit@greeleyschools.org">dfeit@greeleyschools.org</a>
348-1940	Fulton, Shanna	00 Kindergarten	01	<a href="mailto:sfulton@greeleyschools.org">sfulton@greeleyschools.org</a>
348-1910	Gariepy, Susan	Asst. Principal	32	<a href="mailto:sgariepy@greeleyschools.org">sgariepy@greeleyschools.org</a>
348-1955	Gerk, David	5 <sup>th</sup> grade	16	<a href="mailto:dgerk@greeleyschools.org">dgerk@greeleyschools.org</a>
348-1958	Godson, Sylvia	A SPED Teacher	19	<a href="mailto:sgodson@greeleyschools.org">sgodson@greeleyschools.org</a>
348-1946	Grant, Margaret	2 <sup>nd</sup> grade	07	<a href="mailto:magrant@greeleyschools.org">magrant@greeleyschools.org</a>
348-1962	Hall, Mandy	0 Preschool (SLP)	Preschool	<a href="mailto:mhall@greeleyschools.org">mhall@greeleyschools.org</a>
348-1940	Halsey, Leanne	Kindergarten	01	<a href="mailto:lhalsey@greeleyschools.org">lhalsey@greeleyschools.org</a>
348-1951	Hunt, Adam	4 <sup>th</sup> grade	12	<a href="mailto:ahunt@greeleyschools.org">ahunt@greeleyschools.org</a>
348-1969	Huwa, Karen	3 <sup>rd</sup> grade	22	<a href="mailto:kahuwa@greeleyschools.org">kahuwa@greeleyschools.org</a>
348-1918	Jahnke, Heidi	SLP	34	<a href="mailto:hjanke@greeleyschools.org">hjanke@greeleyschools.org</a>
348-1900	Kuban, Pepe (Liz)	Asst. Instructional		<a href="mailto:pkuban@greeleyschools.org">pkuban@greeleyschools.org</a>
348-1973	Layden, Toby	3 <sup>rd</sup> grade	23	<a href="mailto:tlayden@greeleyschools.org">tlayden@greeleyschools.org</a>
348-1972	Lee, Amy	3 <sup>rd</sup> grade	21	<a href="mailto:amlee@greeleyschools.org">amlee@greeleyschools.org</a>
348-1926	Lefor, Lori	Health Clerk	Clinic	<a href="mailto:Llefor@greeleyschools.org">Llefor@greeleyschools.org</a>
348-1992	Lewis, Tina	A Specialist Library	50	<a href="mailto:tlewis@greeleyschools.org">tlewis@greeleyschools.org</a>
348-1900	Manuello, Angie	Asst. Instructional	52	<a href="mailto:amanuello@greeleyschools.org">amanuello@greeleyschools.org</a>
348-1963	Mattenklodt, Kathy	G/T	41	<a href="mailto:kmattenklodt@greeleyschools.org">kmattenklodt@greeleyschools.org</a>
348-1959	McGrath, Susan	A SPED Teacher RLC	20	<a href="mailto:smcgrath@greeleyschools.org">smcgrath@greeleyschools.org</a>
348-1948	McMurren, Denise	2 <sup>nd</sup> grade	09	<a href="mailto:dmcmurren@greeleyschools.org">dmcmurren@greeleyschools.org</a>
348-1957	Mueller, Jodee	5 <sup>th</sup> grade	18	<a href="mailto:jomueller@greeleyschools.org">jomueller@greeleyschools.org</a>
348-1964	Munoz, Marlene	ELL	52	<a href="mailto:mmunoz@greeleyschools.org">mmunoz@greeleyschools.org</a>
348-1900	Penn, Kim	Math Coach		<a href="mailto:kpenn@greeleyschools.org">kpenn@greeleyschools.org</a>
348-1918	Perales, Kim	SCF	34	<a href="mailto:kperales@greeleyschools.org">kperales@greeleyschools.org</a>
348-1962	Pettyjohn, Cari	0 Preschool	Preschool	<a href="mailto:cpettyjohn@greeleyschools.org">cpettyjohn@greeleyschools.org</a>
348-1926	Phillips, Diane	Health Nurse	Clinic	<a href="mailto:dphillips@greeleyschools.org">dphillips@greeleyschools.org</a>
348-1956	Prall, Emily	5 <sup>th</sup> grade/SPED teacher	17	<a href="mailto:eprall@greeleyschools.org">eprall@greeleyschools.org</a>
348-1929	Ramirez, Dee	Kitchen Manager	Cafeteria	<a href="mailto:dramirez13@greeleyschools.org">dramirez13@greeleyschools.org</a>
348-1941	Rangel, Paulette	00 Kindergarten	02	<a href="mailto:prangel@greeleyschools.org">prangel@greeleyschools.org</a>
348-1945	Ranous, Shanna	1 <sup>st</sup> grade	06	<a href="mailto:sranous@greeleyschools.org">sranous@greeleyschools.org</a>
348-1918	Rehor, Maranda	SLP – A	34	<a href="mailto:mrehor@greeleyschools.org">mrehor@greeleyschools.org</a>
348-1901	Rettmer, Michelle	Office Manager	Office	<a href="mailto:mrettmer@greeleyschools.org">mrettmer@greeleyschools.org</a>
348-1967	Roberts, Charlotte	A Specialist P.E.	55	<a href="mailto:croberts@greeleyschools.org">croberts@greeleyschools.org</a>
348-1964	Roberts, Leslie	SPED Teacher	52	<a href="mailto:lroberts@greeleyschools.org">lroberts@greeleyschools.org</a>
348-1928	Ruiz, Victor	Building Manager	62	<a href="mailto:vruiz@greeleyschools.org">vruiz@greeleyschools.org</a>
348-1929	Ruland, Carol	Kitchen Asst	Cafeteria	<a href="mailto:cruland@greeleyschools.org">cruland@greeleyschools.org</a>
348-1942	Schaumberg, Sandy	1 <sup>st</sup> grade	03	<a href="mailto:sschaumberg@greeleyschools.org">sschaumberg@greeleyschools.org</a>
348-1965	Shea, Mike	A Specialist Art	53	<a href="mailto:mishea@greeleyschools.org">mishea@greeleyschools.org</a>
348-1962	Smitham, Erika	Asst Preschool SPED	41	<a href="mailto:esmitham@greeleyschools.org">esmitham@greeleyschools.org</a>
348-1943	Sparkman, Karin	1 <sup>st</sup> grade	04	<a href="mailto:ksparkman@greeleyschools.org">ksparkman@greeleyschools.org</a>
348-1953	Starkey, Susan	4 <sup>th</sup> grade	14	<a href="mailto:sstarkey@greeleyschools.org">sstarkey@greeleyschools.org</a>
348-1900	Stephenson, Brandi	Literacy Coach		<a href="mailto:bstephenson@greeleyschools.org">bstephenson@greeleyschools.org</a>
348-1928	Street, Matt	Night Custodian	62	<a href="mailto:mstreet@greeleyschools.org">mstreet@greeleyschools.org</a>
348-1910	Susan Gariepy	Assistant Principal	32	<a href="mailto:sgariepy@greeleyschools.org">sgariepy@greeleyschools.org</a>
348-1959	Verhoeff, Belinda	Asst SPED	20	<a href="mailto:bverhoeff@greeleyschools.org">bverhoeff@greeleyschools.org</a>
348-1974	Vierow, Konna	3 <sup>rd</sup> grade	23	<a href="mailto:kvierow@greeleyschools.org">kvierow@greeleyschools.org</a>
348-1958	Winn, Dee Dee	Asst SPED	19	<a href="mailto:cwinn@greeleyschools.org">cwinn@greeleyschools.org</a>

## ARRIVAL AND DISMISSAL TIMES

**DO NOT ARRIVE BEFORE 8:10 AM** (our morning supervision begins at this time)

**PLEASE LEAVE THE BUILDING AND GROUNDS AT 3:30 PM** (dismissal time)

**ALL MONDAY'S DISMISS AT 2:00 PM**

AM Kindergarten	8:30 - 11:25 AM	Morning Preschool	8:30 - 11:30 AM (T-F)
PM Kindergarten	12:35 - 3:30 PM	Afternoon Preschool	12:30 - 3:30 PM (T-F)
Kindergarten Early Release: (AM kindergarten on Mondays & PM kindergarten on Fridays at <b>2:00p.m.</b> )			

We ask your help in assuring that your child arrives at school on time. The bell for students to enter the building rings at 8:25 A.M., with school beginning promptly at 8:30 A.M.

**Every Monday is an early release day at 2:00p.m. for Kindergarten through Fifth grade.**  
***Please be diligent in the delivery and pick up of your children.***

## TARDY STUDENTS

We believe that every student should be at school, in their classroom, and ready to work by 8:30 am. Children who arrive after 8:30 am are marked tardy.

## ABSENCES

### District 6 Attendance Philosophy

Significant learning for all students is provided each time class is held in Weld County School District 6. This educational opportunity is provided as a result of in-class participation and high-quality instruction.

The benefit 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. Excused absences include:

- Temporary illness or injury.
- Prearranged absence approved by an administrator.
- Extended absences due to physical, mental or emotional disability.
- School-sponsored field trip or activities.
- A work-study program under the supervision of the school.
- Extremely inclement weather.
- Emergency, serious illness or death in the family.
- Participation in religious observances.
- Any absence which occurs when the student is required to be in court or in the custody of the court or law enforcement authorities.

**Please call 348-1900** to notify the school for student absences. The absence will be "excused" by the school according to the guidelines for excused absences. A student will be limited to four excused absences in a month or 10 excused absences in a year. Pre-arranged absences must be pre-approved by the school administrator.

## CHECK IN/OUT OF STUDENTS

Any student entering school after 8:30 am or returning from an appointment must check in at the front office. Appointments should be scheduled before and after school if at all possible. Absences will be “excused” by the school according to the guidelines for excused absences.

If you need to check out a child early, please come to the front office to sign them out. **Be prepared to show identification.** Your child will then be called down from class after you arrive. Since we will not call your child down to the office before you arrive, please plan your time accordingly. Only the people you listed as additional contacts on the student’s database form will be allowed to pick up your child unless you have previously contacted the office staff.

## STUDENT PICK-UP AND DROP-OFF PROCEDURES

Creating a safe environment for all students is a high priority. We ask your help by adhering to the following:

- Only approved day-care vans are to load and unload in BACK of the school on the NORTH side of the building. During drop off and pick up time for these vans, cars will NOT be allowed in the lot at all.
- The South entrance of the school is for picking up & dropping off students. This is designed to be a “moving lane”. Please join the back of the line, slowing moving forward until you reach the school designated pick-up/drop-off location. After picking up or dropping off your student please immediately proceed to the stop sign where there is a right and left turn lane.
- To avoid a potentially dangerous situation, do not double park. Your child will not be allowed to enter your vehicle unless you are along the curb.
- If you need to enter the building, park in the parking lot. Do not leave your car unattended along the curb.
- Traffic at the school is heavy. A good option is to arrange a pick-up spot with your child a block or two from school.

*Students arriving for ABC Daycare or for breakfast prior to 8:10 may be dropped off in the back parking lot.*

## CLASS ROOM TEACHER ASSIGNMENTS

Classroom teacher assignments will be announced before school dismisses for the summer. **Teacher requests from parents are not accepted.** The classroom teachers and the principal will make class assignments. Parents who wish to participate in the placement decision for their children may complete the **Parent Information Form**. Completed forms are read by administrators and used in placement meetings where the information is taken into consideration as classroom placements are made.

## CONFERENCES

Conferences are an important part of your child's educational process. Formal conferences are held twice a year. The average time for each conference is 20 minutes. However, some conferences may be scheduled for a longer period of time. Both parents are encouraged to attend the conferences.

In the event that more time is needed, the teacher and parent should reschedule the conference for the next convenient meeting time. Informal conferences may be arranged with the classroom teacher at any time convenient to both parents and teacher.

## COMMUNICATION

The partnerships among parents, students, staff, and community members are characterized by mutual commitment and collaborative effort. One of the most critical variables in a student's successful education is the degree of parental involvement. Christa McAuliffe Elementary provides many opportunities for you to become involved with your child's education.

In order to ensure the best possible communication between you as parents and our staff, we will send home a "**Tuesday Folder**" every week with your child. This folder will contain your child's work as well as relevant information from our school. We ask that you look over your child's folder each Tuesday evening, sign it, and return it with your child to their classroom teacher by Wednesday morning.

If you have a question or concern, your first contact should be with your child's teacher. The teacher spends approximately six hours each day with your child and knows them better than any other staff member. If you need "general" school information, please feel free to call our office.

## EVALUATION OF STUDENTS/REPORT CARDS

The purposes of a report card are to encourage the child to seek self-improvement and to keep the parents accurately informed of the child's rate of growth in the development of desirable habits and in the attainment of skills.

You are encouraged to ask questions and make comments about your child's progress. The report card is issued four times a year. Parents of students who are not making acceptable progress will be contacted. If you feel you need to confer with a teacher, please schedule an appointment with the teacher.

## S.T.A.R. Team

Parents of students who are considered at risk in any of the following ways: behavior, academic, and/or physical limitations may be asked to meet with the building level STAR Team. A flyer and recommendation sheet is sent home to parents/guardians following the initial discussion with the STAR Team. After STAR procedures are followed, then parents may be encouraged to explore further district evaluation. Such assistance is granted through a signed referral. After evaluation is made, a staffing (meeting) is held. All persons involved with the child meet to determine the most appropriate educational program for the child.

## DEBBY MERRILL LIBRARY/MEDIA CENTER

The Debby Merrill Library Media Center allows students access to books and other materials that are appropriate to their academic and developmental abilities and encourages students to read for enjoyment as well as information. An Associate is available to assist students and staff members and to organize and maintain the Debby Merrill Library Media Center materials.

While in the Debby Merrill Library Media Center, students will follow school rules and are expected to conduct themselves responsibly. Students may borrow books for a period of time. The number of books a student may have checked out at any one time is determined by their grade level. There is no fine for overdue materials; however, students will not be allowed to check out any more until those materials are returned.

Please encourage your child to be respectful of Debby Merrill Library Media Center materials. Students should return materials promptly and be willing to inform the personnel of any damage that has occurred so that repairs can be made.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### Family Educational Rights and Privacy Act 2009-2010 School Year

Weld County School District 6 schools maintain educational records on each student for the purpose of planning instructional programs, for guidance of students, for preparation of state and federal reports, and for research. These records are protected under the Family Educational Rights and Privacy Act (FERPA).

Students have the right of privacy. The principal of each school shall be responsible to protect and secure from scrutiny all student education records, without written signed permission of the eligible/adult student or parent, except by school officials, or other individuals with a legitimate educational interest (i.e., administrators, teachers, counselors, support staff, school board members, contracted individuals, and representatives of district committees).

Personally identifiable information may be disclosed, transferred, or released without prior consent of the parent, student or guardian in connection with enrollment in another school, in an emergency situation, application for financial aid, research, a state statute, accrediting organization, a lawfully issued subpoena, and parties to an interagency agreement among social services, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime.

Educational records are maintained in accordance with state and federal policies and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff.

Parents, legal guardian, or eligible students have the **right to inspect and review records**, a **right to a copy of the record** for actual cost of copying, a **right to contest information** contained in the record, and **right of waiver**. Transfer, disclosure, or release of student records requires written consent of the parent or legal guardian or eligible student except as outlined in this document. A parent who wishes to review or request an amendment to his/her child's record should make an appointment with the principal or school counselor. An appointment will be scheduled within forty-five (45) days of the request.

Whatever rights are vested in the parent or guardian shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. Parents shall have access to their dependent children's records regardless of age.

Weld County School District 6 reserves the right to release the following "directory information" without prior permission of the parent:

The student's name, address, telephone number, if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, electronic mail, media coverage of school activities, and the most recent previous educational agency or institution attended by the student. Permitting disclosure of directory information allows the District to publish your student's name and/or picture in yearbooks, school newspapers and rosters/programs in relation to athletic, musical or dramatic performances. Additionally, the District will allow your student to be photographed or interviewed by the general news media and to appear in the District's newsletter or television programming of school or classroom activities.

The parent may refuse to permit the designation of any or all of the above categories as directory information with respect to their child by notifying the principal in writing within ten (10) calendar days of this notice or within ten (10) calendar days from the enrollment date of the affected school year. Lists of students will not be released except by Board action.

If Weld County School District 6 is not in compliance with this law, complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, Washington, D. C. 20202.

## TECHNOLOGY USE AGREEMENT

Weld County School District 6 encourages students to use the Internet and electronic communications, such as e-mail, to help them with their schoolwork. Using the school computers and the Internet is a privilege, not a right. Students have no expectations of privacy when using the school's computers. Students, you are expected to follow these rules:

- Use the Internet only when the teacher has given permission.
- Tell the teacher immediately if you unintentionally access inappropriate material while using the Internet or electronic communications.
- Never log in with someone else's name and password.
- Never give others personal information while using the Internet or electronic communications unless specifically approved by the teacher or counselor.
- Never arrange face-to-face meetings with persons met on the Internet or through electronic communications.
- Never vandalize technology equipment or the district network. This will result in cancellation of privileges and may result in school disciplinary action and/or legal action
- Only use licensed software provided by the school.
- Do not load personal software onto the computer.

Students who do not follow this policy may lose access to school computers and disciplinary and/or legal action may be taken.

Parents are always welcome to come to school and observe how student use the computers, Internet, and electronic communications. Please make arrangement with your school in advance.

This entire policy on Student Use of the Internet and Electronic Communications (JS) is available on the District web site under Board – Board Policy Manual.

## HEALTH RECOMMENDATIONS

Please observe these guidelines before sending your child to school:

- Children with temperatures of 100 or higher should stay home. A child's temperature should be normal for 24 hours before returning to school.
- Children on antibiotics for contagious illnesses such as strep throat, tonsillitis, bronchitis, pinkeye, or pneumonia must stay home until medicine has been taken for 24 hours.
- **Children who are vomiting or have diarrhea should be kept home for 24 hours.**
- 

## MEDICINE

Please be aware that the term "medication" means any substance intended for use in diagnosis, cure, mitigation, treatment or prevention of human disease and any substance (other than food) intended to affect the structure or any function of the human body. The term "medication" includes aspirin, vitamins and other nonprescription drugs. **No Prescription medication shall be administered by any school personnel except:**

Upon the written request of the parent or guardian of a student which states the name of the child to whom the medication shall be administered, the name of the physician prescribing the medication, the dates the medication is to be administered, and is signed by a parent or guardian. Upon the receipt from a medical practitioner of written and signed directions specifying the frequency, amount, and method of administration of the medication, and a description of any possible adverse reaction of the pupil to the medication will be administered by trained personnel. Medications will be given with a doctor's order until an order is received from the doctor to

discontinue or change the schedule or dose. If a parent/guardian wishes to change or discontinue a medicine, written orders will be required from the doctor prescribing the medicine. Non prescription medicines will not be kept at school to be used on an as needed basis with the following exceptions: asthma medication, inhalers, or doctor prescribed medications for other chronic conditions. Other nonprescription medicine will be administered with an order from parent and doctor indicating dose, frequency, and duration of use for short periods of time only.

It is, of course, strongly recommended that whenever possible students take medications before and after school, rather than during the school day

**Prescription medications shall be maintained in the original prescription container that shall be labeled with:**

- Name of Pupil
- Name of medication
- Directions for use
- Name of physician
- Name and address of pharmacy
- Date of prescription

**No medications are to be brought to school with the student. An adult must bring medication in above mentioned container with instructions of administration.**

**ALL MEDICATIONS WILL BE HOUSED AND ADMINISTERED THROUGH THE HEALTH OFFICE.**

The school has a designated locked and limited access space to store pupil prescription medication, and all prescription medications are stored in said space. Access to prescription medication shall be under the authority of the principal/school nurse. At the end of the school year or end of the dispensing time, any remaining prescription medication shall be returned to pupil's parents or destroyed. Parents must pick up prescription medication within 1 week of last school day or remaining medication will be destroyed.

The principal, his/her designee, or the school nurse shall administer prescription and nonprescription medications.

## IMMUNIZATIONS

Colorado law requires that all students be properly immunized before being enrolled in school. All students are required to have a DPT series, Polio Series, and Measles, Mumps, and Rubella vaccinations.

The Colorado Department of Public Health and Environment approved additional vaccine requirements for children in schools beginning in the 2007 – 2008 school year.

- Chickenpox (Varicella)  
A second dose of Varicella vaccine will be required at Kindergarten entry.  
If your child has had chickenpox disease, a laboratory test showing immunity OR proof of disease which has been documented by a health care provider will be required.
- Tetnus/Diphtheria/Pertusis (Tdap)  
The Tdap vaccine will be required for ALL 6<sup>th</sup> and 10<sup>th</sup> graders for the next school year.

If your student has not yet received these vaccinations, please schedule an appointment with your health care provider to obtain the required immunizations. Please furnish documentation of immunizations to the School Health Clinic as soon as possible. Contact the school nurse if you have any questions.

To learn where to obtain immunizations free, call the Family Health Line (1-800-688-7777)

## HEAD LICE

Children returning to school after treatment will be checked by the nurse or principal and sent back home if nits (lice eggs) are still present. We realize that nit removal is tedious and painstaking; but it is necessary to prevent the spread of this problem. Your child will be rechecked at intervals to make sure there is no recurrence and that treatment was followed through.

## ACCIDENTS/EMERGENCIES

We ask you to complete and sign consent for emergency treatment form at your initial registration. This can be changed as needed but we need the information it provides, such as:

- The name of your family doctor.
- The name and phone number of a close friend or relative, in the event you cannot be reached.
- A list of other children in the family that are in school

### **When numbers change - Notify the school immediately**

In the event your child is injured or becomes ill at school, the following steps will be taken.

- The supervising teacher will report the accident/illness to the principal, nurse, or designee, with the details of the incident.
- If the accident or illness is of a serious nature, the parent(s) will be notified immediately.
- If the parent(s) cannot be located, the emergency number(s) given to us will be called.
- If no one can be reached, the principal and/or nurse will decide what needs to be done.

## MISSING CHILDREN IDENTIFICATION ACT

Parent(s) or Guardian(s) enrolling students in the Weld County School District shall provide a copy of a student's birth certificate or other reliable proof of the student's identity, citizenship, and age prior to entry.

## BICYCLES/SKATEBOARDS/ROLLERBLADES/MOTORIZED AND PORTABLE SCOOTERS

Bikes and scooters are to be parked in the bike rack and locked up. They are not to be ridden when school is in session or over the lunch hour. Bikes and scooters are ALWAYS to be walked on the sidewalk, bike paths, and by the buses. Skateboards/roller skates/roller blades and Heely wheels will not be allowed inside the school. Motorized scooters are not allowed on school property.

## WALKING STUDENTS

All students are asked to cross the streets only at street crossings. Please instruct your child to look each way before crossing the street intersection. Intersections are controlled by a traffic light. This policy is in place to protect the safety of your child/children. Children should get off of their bicycle and walk after reaching school property. Bicycles and scooters must be securely locked in the bicycle racks during the day. *Roller-skates, roller blades, Heely wheels, skateboards, & scooters are not allowed in school. Motorized scooters are not allowed on school property.*

## FIELD TRIPS

Field trips are part of the child's learning experiences and are a part of the school curriculum. They are planned and supervised by the teacher. A permission slip must be signed by the parent at the beginning of the year or at registration to allow the child to participate. The only fees that will be assessed are those for entrance, programs, or facility use but not for bus transportation.

## DISCIPLINE PHILOSOPHY: PBS

McAuliffe Elementary School follows the components of Positive Behavioral Support, or PBS. PBS is a school-wide discipline program which emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as in hallways and on the playground).

McAuliffe Silver Falcons are expected to behave in a way that demonstrates:

**S Safety**  
**O Ownership**  
**A Achievement**  
**R Respect**

Students caught demonstrating SOAR behaviors may be given a Silver Falcon award. This award will describe the appropriate behavior, where and when it occurred, and will list the student's name, as well as the staff member who gave the Silver Falcon to the student. The Silver Falcon award will be placed on our SOAR bulletin boards.

Again, the purpose of school-wide PBS is to establish a climate in which appropriate behavior becomes the norm, and students are encouraged to behave in an appropriate manner.

If a student chooses to behave in an inappropriate manner, the infraction will be sorted into minor or major levels.

### **Level one: Minor Classroom Issue**

A Level 1 issue would include behaviors that distract other students from the learning process, or that is disrespectful to adults in the building.

The consequence for a Level One discipline issue would be handled by the classroom teacher in the classroom. Discipline may range from a verbal warning, completing a refocus sheet allowing the child to examine their behavior and make a better plan of action, a written referral sent home to parents, and/or a call home to parents. A third written Level One referral will most likely become a Level Two referral. A student demonstrating habitually inappropriate behaviors will be referred to the STAR Team.

### **Level Two: Major Referral**

A Level Two referral would include inappropriate behavior that is likely to upset, distract, or annoy others. Examples could include threatening or harassing behaviors, lack of respect for adults, stealing, sexual harassment including verbal or physical behaviors, inappropriate physical contact including hitting, pushing, throwing objects which cause harm, bullying or harassing behaviors, bringing weapons to school, or inappropriate verbal behaviors which includes inappropriate language or inciting other students to behave in an inappropriate way and/or Level One behaviors that have become habitual.

The consequence for a Level Two referral may begin with a cool-off time to complete a refocus sheet allowing the child to examine their behavior and make a plan of action to demonstrate appropriate behavior. Then, consequences may include a conversation with the principal or assistant principal, a written referral that must be signed by the child's parents, a call to the child's parent(s), and/or detention in the office. A student demonstrating habitually inappropriate behaviors will be referred to the STAR Team.

All student discipline referrals will be recorded on a regular basis, with a review of the data by the McAuliffe PBS Committee. Students with a pattern of inappropriate behavior (majors or minors) may be referred to the school STAR Team. This team will study the incidents and patterns of behavior to create a plan to support both the student and the teacher(s).

Classroom teachers are required to develop a plan for maintaining an orderly environment that is conducive to learning. These plans must include a process for alerting students that their behavior is inappropriate and steps to be taken in assisting the student to change their behavior to a more acceptable level. All plans are reviewed and approved by the principal.

## S. CHRISTA MCAULIFFE SOAR CITIZENSHIP CODE

As a McAuliffe citizen, I will:

1. Try my hardest and do my best.
2. Help others and myself.
3. Use appropriate language.
4. Treat myself and others with kindness and respect.
5. Take care of property.
6. Be honest with myself and others.
7. Follow school procedures.
8. Be safe.

### ELECTRONICS / CELL PHONES

Students are not allowed to bring iPods, Cell phones, walkmans, boom boxes, recording devices, CD/DVD players, headphones, or other electronic devices which may distract from learning environments. These will be collected by teachers or school officials and will be available in the office for pick-up after school. Parents may be called in for a meeting with administration if the problem persists.

Adults and visitors are asked to refrain from using a cell phone to make calls within the building. Making phone calls in the hallways of the building is disruptive to our learning environment.

### CLASSROOM SOAR RULES

<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself</li> <li>• Walk</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Be responsible for yourself</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Always do your best</li> <li>• Be at school EVERY day</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Always be ready to learn</li> <li>• Listen to others</li> <li>• Treat others respectful</li> </ul>

### HALLWAY SOAR RULES

<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Walk single file on the right hand side</li> <li>• Walk quietly</li> <li>• Face forward</li> <li>• Hands to yourself</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Hands to yourself</li> <li>• Own your voice</li> <li>• Contribute to a clean environment</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Get to where you are going in a timely manner</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Respect displays with hands and thoughts</li> <li>• Keep voices quiet</li> </ul>

## RECESS

Unless the weather is inclement, children should play outside for recess. We ask that no child stay in from recess for more than two consecutive days unless he/she has a note from his/her doctor. A parental note is needed for a child to stay in from recess (up to 2 days).

When the temperature reading is 15 degrees (including wind chill) or above, we go outside for recess. On days when students have had to stay in for most of their recesses, the teacher may decide to take the students out for a quick breath of fresh air. When the temperature is below 15 degrees the students will remain inside for recess.

## PLAYGROUND SOAR RULES

Students will have specific areas to report to in the morning before school begins.

<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Walk on blacktop</li> <li>• Wear proper clothing</li> <li>• Stay where an adult can see you</li> <li>• Follow playground rules</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Be responsible for yourself and equipment</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Practice good sportsmanship</li> <li>• Be a good friend</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Play fair</li> <li>• Take turns</li> </ul>

## SPORTSMANSHIP

School spirit is an essential element to the success of a school. The demonstration of this spirit is of vital importance. This spirit should show in everyday school life, assemblies, special events, and extra curricular activities

<b>Before/ After School</b>		
<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Walk to location</li> <li>• Be in appropriate supervised area</li> <li>• Take the safest route</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Plan for arrangement for drop off and pick up</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Leave in a timely manner</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Listen to adult supervisors</li> </ul>
<b>Special Events and Assemblies</b>		
<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Wait respectfully and quietly</li> <li>• Stay in your personal space</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Be responsible for yourself</li> <li>• Stay in designated area</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Practice good citizenship</li> <li>• Follow the golden rule</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Participate appropriately</li> <li>• Use appropriate voice</li> </ul>

## HOT LUNCH POLICIES

Nutrition is an integral part of learning. A hungry child does not learn by hearing his/her stomach growl. We encourage every child to participate in the hot lunch program. We also encourage children to eat breakfast at school each morning. Breakfast is served daily from 8:00-8:20a.m. for **\$1.25**. In order for a student to eat breakfast they must arrive in the breakfast line by 8:15.

Students are still expected to be outside and in their class line by 8:25.

Our Hot Lunch Program provides a well-balanced meal each day for **\$2.00**. The school district is making every effort to keep the cost as low as possible. Parents wishing to join their students for lunch may purchase a school lunch at the adult price of **\$3.00**.

Regulations allow for substitutions in the food components of the basic meal requirements. If individual children are unable to consume the required foods because of medical or other special dietary needs, a statement from the physician must be sent to the school office. An example would be substituting for milk in the case of a child with lactose intolerance. A statement from a recognized medical authority, which includes recommended substitute foods, must support such an exception. The statement should be maintained on file in the school.

Regulations allow for certain other variations in the food components of the basic meal requirements on an experimental or continuing basis in schools where there is specific evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

If your child participates in the hot lunch program but is not able to eat certain foods, the school principal and/or secretary must have a written note from the doctor stating the food item and the length of time it cannot be consumed.

Information concerning free lunches or reduced price lunches is available from the office for those who feel that finances or hardships make it difficult to participate in the hot lunch program.

Lunch may be prepaid any morning during school. Students are encouraged to take their money to the lunchroom first thing in the morning. Students will not be allowed to charge more than 2 meals. Students will receive milk and a roll until the account is brought current.

Milk is available for purchase for those children bringing sack lunches or for those children desiring extra milk. Milk and juice purchased separate of meals is **\$.65**.

Parents, who wish to eat with their child, need to check in with the front office upon arrival.

## LUNCHROOM SOAR RULES

<b>S</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Sit while eating</li> </ul>
<b>O</b>	<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Use conversation voices</li> </ul>
<b>A</b>	<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Practice good eating habits</li> <li>• Eat healthy</li> </ul>
<b>R</b>	<b>Respect</b>	<ul style="list-style-type: none"> <li>• Practice table manners</li> <li>• Wait quietly in line</li> <li>• Use please and thank you</li> </ul>

## **DRESS**

How students dress does affect how they act at school. We highly recommend that children dress appropriately for the weather. Shorts must be worn extending beyond the fingers when the students' hands are by their sides. Girls are asked to wear shorts under skirts at all times. Students must come to school with what they will be wearing for the day. Students will not be allowed to change clothing at school.

### **Greeley-Evans School District 6** **Non-Negotiable Universal Student Dress Code Expectations**

- Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators
- Tattoos, clothing or accessories that display drugs, sexual innuendos, inappropriate language, alcohol, tobacco products or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times
- No hats permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school. (Religious headwear exceptions)
- Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building
- Trench coats are not permitted anywhere on school property
- Soled shoes or sandals must be worn at all times (For example, no “bedroom” slippers or similar footwear)
- No exposed undergarments
- Inappropriately sheer, tight or low cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted
- No shaved or notched eyebrows (Absent a verified medical condition)
- No red or blue belts or shoelaces
- No team jerseys or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81
- No solid red or solid blue shirts (Other than designated school uniforms)
- No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts
- No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket

## NEWSLETTERS AND NEWS

A building newsletter is distributed monthly. Highlights of the past month are presented as well as details of upcoming events. In addition, feature news items may be found on the district web page at [www.greeleyschools.org](http://www.greeleyschools.org), the school web page at [www.mcauliffe.greeleyschools.org](http://www.mcauliffe.greeleyschools.org), The Greeley Tribune, and/or through the local television and/or radio stations.

## LOST AND FOUND

A basket containing lost articles is located by the cafeteria. Any articles remaining at the end of each semester will be given to a charitable organization.

## PARTIES

**As required by the Weld County Health Department, all party treats, birthday treats, or snacks must be prepackaged, not homemade items.** Items purchased from bakeries are acceptable. (The reason for this change is to protect the health of all children in our school.) The school does not supply paper products such as cups, napkins, plates or serving utensils for parties. In planning for a student party, be sure to include such items on your list. **Please check with your child's classroom teacher before bringing treats to the classroom.** BIRTHDAY PARTY INVITATIONS MAY NOT BE DISTRIBUTED AT SCHOOL UNLESS THE ENTIRE CLASS OR ENTIRE BOY/GIRL POPULATION IS INVITED. Deliveries to school such as flowers, etc. will be held in the office until the end of each school day, including party days and will then delivered to students.

## PARENT TEACHER ORGANIZATION (PTO)

The objectives of the Parent Teacher Organization are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in its bylaws.

- To promote the welfare of children and youth in home, school, and community.
- To improve the family's capabilities to provide in the home the type of learning environment that develops readiness for learning.
- To secure adequate laws for the care and protection of children and youth.
- To provide academic and nonacademic services and information to the family this will enable the child to come to school able to learn.

The PTO meets once a month in the school library or cafeteria. Please visit our website or call our office for a schedule of meetings.

## OPEN HOUSE

Prior to the start of school, parents and students are invited to school to attend an Open House. This is an evening in which parents meet their child's teacher, visit the classroom and drop off supplies. Open discussion between the parents and teachers is a valuable way of developing and maintaining the communication needed to make each child's school year successful. Students are welcome and urged to be tour guides for their parents/guardians. Parents/Guardians are given the opportunity to check your student's database information, pay for lunches, and complete your child's registration process.

## VISITORS

All visitors must check in at the office prior to proceeding to the classroom and request a visitor's pass. The visitors pass should be worn while in the building. We feel confident that you can appreciate this procedure, as we strive to make McAuliffe Elementary a safe place to be for all students, staff and parents!

## TELEPHONE

The school phone is for business use only. Students may use the phone for emergencies only. Your child must ask the office personnel prior to using the phone. Students may not use the classroom or office phone to make after school play arrangements.

**Reminder: It is the responsibility of parents/guardians to have a back up plan for their children in the case of emergencies. If you need to get an important message to your child, call our office by 2:50 p.m. and we will make every effort to deliver your message by the end of the day.**

Parents should feel free to call the school at any time. Except in cases of emergency, teachers are not called to the telephone during school hours. You will be directed to their voicemail where you may leave a detailed message. Teachers will return calls after school. A complete listing of voicemail addresses is given at the front of this handbook.

## SCHOOL CLOSING

You can be assured that whenever the decision is made to delay the opening of school or to cancel a school day, it will be made with the safety of students in mind. Prior to making the decision to delay opening or canceling school, District #6 personnel will drive the roads to assess the condition, communicate with the weather service and highway department, and consult with those people in our area who can help determine the best course of action. In each case every effort is made to have a decision by 6:30 A.M.

You may listen to the following radio stations for a message regarding a decision:

**KFKA - 1310 AM KUNC - 91.5 FM KVVS - 1170 AM KUAD - 99.1 FM KGRE - 1450 AM**

Or view the district web site: [www.greeleyschools.org](http://www.greeleyschools.org)

If schools are in session and the weather conditions deteriorate during the day, the safety of the students may require an early dismissal. In homes where both parents work, an early dismissal can be very inconvenient. We urge parents for whom it is appropriate, to be certain that the children know the "back-up" plan if we dismiss early and they are NOT to go home.

**\*\*\* If school is NOT canceled and the weather is bad enough to warrant an "inside" day, we will place orange cones that say 'INSIDE' on them by the south and north entrances (by cafeteria) of school. If children see these cones out in the morning when they arrive, they are to report directly to the gymnasium.**

## SCHOOL COLORS:

Silver and Blue

## SCHOOL MASCOT:

Silver Falcon



## SCHOOL SUPPLY LIST:

*Dear Parents:*

*The following supplies are used by classrooms at every District 6 elementary and K-8 school, so you may use this list regardless of which specific school your child attends. You might notice that the list is shorter this year than it has been in the past. During these economic times, District 6 has made an effort to reduce the number of items being requested in order to lessen the financial impact on your family.*

*We look forward to seeing you and your students at school, and we wish everyone a very successful and enjoyable school year.*

*District 6*

### **Kindergarten**

24 #2 pencils  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
6 pocket folders (blue, red, orange, green, yellow, purple)  
1 wide-ruled spiral notebook

### **First Grade**

24 #2 pencils  
1 box of 24-count crayons  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
6 pocket folders (blue, red, orange, green, yellow, purple)  
4 wide-ruled spiral notebooks

### **Second Grade**

36 #2 pencils  
1 box of 24-count crayons  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
1 package of loose-leaf, wide-ruled paper  
6 pocket folders (blue, red, orange, green, yellow, purple)  
4 wide-ruled spiral notebooks

### **Third Grade**

36 #2 pencils  
1 box of 12-count colored pencils  
1 box of 24-count crayons  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
1 highlighter (yellow)  
2 ink pens (blue or black)  
2 packages of loose-leaf, wide-ruled paper  
6 pocket folders (blue, red, orange, green, yellow, purple)  
4 wide-ruled spiral notebooks

### **Fourth Grade**

36 #2 pencils  
1 box of 12-count colored pencils  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
1 highlighter (yellow)  
3 ink pens (blue or black)  
3 packages of loose-leaf, wide-ruled paper  
6 pocket folders (blue, red, orange, green, yellow, purple)  
5 wide-ruled spiral notebooks

### **Fifth Grade**

36 #2 pencils  
1 box of 12-count colored pencils  
2 boxes of facial tissue  
1 box of resealable bags (gallon-size or quart-size)  
2 glue sticks  
3 highlighters (yellow)  
3 packages of loose-leaf, wide-ruled paper  
3 ink pens (blue or black)  
6 pocket folders (blue, red, orange, green, yellow, purple)  
5 spiral notebooks

## HIGH QUALITY EDUCATION

Dear Parent/Guardian,

At S. Christa McAuliffe Elementary we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. Under the No Child Left Behind Act, we must meet federal rules related to teacher qualifications. These rules allow you to learn more about your child's teachers' training and credentials. We are very happy to provide this information to you. At any time you may ask:

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to know any of the information mentioned above, you must complete a Teacher Request Form. Human Resources will process all written requests within thirty days of receiving it; you will be provided written information by mail. Human Resources will not provide information over the telephone.

1. You may fill out a form at the school office. This form will then be sent to the Human Resources Department and they will send you the information within 30 days.
2. You may also apply for this information directly through the district HR department (third floor) at the Administration Building on 1025 9<sup>th</sup> Ave.
3. The form may also be obtained from our website at [www.greeleyschools.org](http://www.greeleyschools.org). It will be located under Human Resources, Teacher Qualification Request Form.

Please call if you have any questions,

Sincerely,

Sandy Cosner  
Principal