



# **STUDENT/PARENT HANDBOOK**

**2011 - 2012**



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**SCHOOL MASCOT: SCOTT STARS**  
**SCHOOL COLORS: BLUE AND WHITE**  
**PRINCIPAL: JEFFREY ROCKWELL**

**ADDRESS: 3000 13TH STREET**  
***OFFICE NUMBERS***  
**OFFICE NUMBER: 348-2200**  
**ABSENTEE/FAX #: 348-2230**

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***“TEAMWORK—TOGETHER WE CAN!”***

# WELCOME TO SCOTT ELEMENTARY

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The staff at Scott Elementary is very excited about the 2011-2012 School Year. We feel confident that your child will have an enjoyable, successful and productive year.

For your information , we have included our monthly school calendar as it appears on our website at this time as well as our district calendar. We will be providing up-to-date information to you regarding upcoming events and other school information in two formats. 1.) The “Scott Star News” is published two Thursdays each month in an effort to keep you informed of the many happenings at Scott School and sent home in the Thursday folders for you to review. 2.) We also have a school website at

**[www.scott.greeleyschools.org](http://www.scott.greeleyschools.org)**

that spotlights Daily Announcements, classroom information and a calendar with upcoming events. Please take time to review this handbook and keep it handy as it will answer many of your questions about some of the policies and procedures at Scott. No handbook can be all inclusive, so when in doubt, please do not hesitate to contact the office at **348-2200**.

## COMMUNICATION

We feel the key to successful learning is a partnership among parents, students, staff, and community members. One of the most critical components in a student’s successful education is the degree of parent involvement. Scott provides many opportunities for parents to become involved in their child’s education.

Also to ensure the best possible communication between you as parents and our staff, we will send home a “Thursday 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 through your child’s folder each Thursday evening, sign it, and return it with your child to their homeroom teacher by Friday morning.

If you have a question or concern, the first person you should consult with is your child’s teacher. The teacher has daily contact 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 at 970 348-2200.



## *SCHOOL HOURS:*

.....FIRST BELL: 8:25 A.M.  
.....TARDY BELL: 8:30 A.M.  
.....MONDAY DISMISSAL BELL: 2:00 P.M.  
.....TUESDAY—FRIDAY DISMISSAL: 3:30 P.M.

**MORNING KINDERGARTEN: 8:30 - 2:00 Mondays 8:30 -11:25 Tuesday-Thursday**

**NO SCHOOL ON FRIDAYS FOR AM KINDERGARTEN**

**ALL DAY KINDERGARTEN: 8:30—2:00 MONDAY**

**8:30 –3:30 TUESDAY-FRIDAY**





# ATTENDANCE

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We ask your help in assuring that your child arrives at school on time. The first bell for students rings at 8:25 and the tardy bell rings at 8:30 a.m. Parents will be notified with a phone call after a student has been tardy ten (10) times and **students will be required to make up the time missed after school.**

## **DAILY ATTENDANCE:**

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 benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school, and absences are detrimental to effective learning. Good attendance builds good work habits. Effective, November 1, 2008, a New Attendance Policy for District 6 was implemented to meet the state guidelines (CRS 22-33-104): Parents are required to notify the school for student absences, but the absence will be "excused" by the school according to the guidelines for excused absences. Excused absences include: 1.) Temporary illness or injury; 2.) Prearranged absence approved by an administrator; 3.) Extended absences due to physical, mental or emotional disability; 4.) School-sponsored field trips or activities; 5.) A work-study program under the supervision of the school; 6.) Extremely inclement weather; 7.) Emergency, serious illness, or death in the family; 8.) Participation in religious observances; 9.) Any absence which occurs when the student is required to be in court or in the custody of the court or law enforcement authorities. We request a doctor's note for all doctor appointments. A student will be limited to **four (4)** excused absences in a month or **ten (10)** excused absences in a year. All pre-arranged absence forms **MUST** be received at least 5 days prior to being absent for administrator approval. Tardies are all unexcused unless you have a doctor or dentist note. If your child is **ABSENT FOR ANY REASON, PLEASE CALL OUR ABSENTEE MESSAGE LINE** at 348-2230 or you may call the school office number at 348-2200 by 9:00 A.M. For your child's safety, unaccounted absences will be followed up with a phone call if we do not hear from you. If you take your child out of school during school hours, you **MUST** check him/her out through the office. For the safety of each child, the parent must visit the office to complete a check-out form. We will not release a student to anyone not listed on your child's database other than parent(s) or legal guardian(s) without written permission from the parent(s)/guardian(s). Children are not permitted to wait outside.



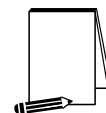
**If your child is absent from school during the day, he/she may not attend after school activities for that evening, i.e., choir performances, skating parties, field trips, etc.**

## **HOMEWORK POLICY:**

Homework will be assigned to students according to their age/grade levels. Students will be expected to complete all assigned homework. Any arrangements needed to complete homework assignments not turned in will be the responsibility of the teacher and student and will be communicated to parents. In addition, ALL children are expected to read 20 minutes a night for at least 20 times (T-Time) during the month. A weekly calendar will be sent home to keep track of total minutes read and the materials your child is reading.

## **MAKE UP WORK POLICY:**

If your child is going to be absent from school for only one day, he/she can make up his/her required homework when they return to school without requesting homework from the teacher. If your child will be absent for more than one day, you may request make up work from the classroom teacher. Homework may be picked up from the office after 3:30 p.m. if requested before lunch.





# PARKING LOT SAFETY

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**Student safety is a high priority at Scott.** Please help us maintain a safe environment by doing the following:

1. Only school buses and daycare buses are to park in the red/white painted sidewalk area along 14th Street on the south side of the school.
2. In the parking lot, children may only be picked up in the **loading and unloading zone**. The loading and unloading zone has a time limit of **2 minutes**. If you need more time, please park in one of the designated parking spots and walk your child into the school or walk to pick your child up from the school.
3. **Do not park along the sidewalk in the front of school.** This is painted yellow, and is for **loading and unloading students only**. There are clearly identified parking spaces in the lots located west of the school that you may use and walk in to meet your child.
4. Please continue to loop through the lot until your child is at the curb ready to get in the car or park in either lot and walk to pick up your child.
5. Do not block the driveway to stop and pick up or drop off your child. Please pull over into the **loading and unloading zone**.
6. Do not ask your child to cross traffic in the parking lot to be picked up on the other side or the other parking lot.
7. Please do not drop your child off on the other side of the parking lot requiring them to cross traffic. Please use the **loading and unloading zone** only.
8. Please use the **crosswalk** located in the school parking lot to cross the traffic. It is dangerous and very unsafe for people to cross in between the other cars.
9. You may **only turn right** when exiting the school parking lot.
10. Do not park in the graveled lot on the south side of the school at any time.
11. As you drive anywhere around the school, please drive slowly and watch for children.

The above procedures were developed in accordance with Safe Routes to School Campaign by the School Safety Advisory Committee which is made up of Weld County School District 6, the City of Greeley and the Greeley Police Department.

## **DESIGNATED DAYCARE AND SCHOOL BUS ZONES:**

**The red/white painted sidewalk area along 14th Street south of the school is a designated daycare and school bus zone ONLY, do not park in this area.**

# SCHOOL TELEPHONE

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Please be sure that your child knows what their “after-school” arrangements are before they leave home in the morning. We try to limit phone usage after school as that is the time of day that the staff needs the phone to return calls, receive calls, etc. Also be sure your child knows the plan in inclement weather. If it does change during the day, they should know the “back-up” plan ahead of time. We do not allow children to call to make arrangements to go home with friends. They need to plan for that ahead of time. We sincerely appreciate your help in this matter. **If you need to get an IMPORTANT MESSAGE TO YOUR CHILD, PLEASE CALL OUR OFFICE BY 3:00 P.M. IF YOU WOULD LIKE US TO DELIVER THE MESSAGE BY THE END OF THE DAY.** Except in cases of emergency, students or teachers are not called to the telephone during school hours. Messages for teachers will be placed in their office mailboxes or on voice mail. The teacher will return calls after school. If your child has a birthday coming up and you need to know good times for treats, please make arrangements the day before the birthday. To help keep our Scott School families updated about important events, we have a reverse calling system that we implement at different times during the school year. Please keep your phone number updated with our office to get the very latest news regarding Scott. Personal cell phone usage during school hours is not permitted and phones must be kept in students backpacks. Teachers may grant special permission for usage if deemed necessary however, teacher may collect a phone if it is being used inappropriately during school hours and parents will need to pick up.

# **VISITORS AT SCOTT**

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PARENTS ARE ALWAYS WELCOME AT SCOTT! Please come and visit classrooms or eat lunch with us. It is important that we know who is in the building or on the playground, so we do ask that you stop and check in at the office, and sign our log sheet each time you visit or volunteer at our school. When you do sign in, we will have a special visitor/volunteer tag for you to wear. Thank you for your support for the safety of our children.

If you do visit during class time, please remember the teacher's attention is on the instruction of students. It is not the best time to attempt to discuss your child's progress or ask specific questions. Feel free to arrange these conferences before or after school. If you would like to visit a special program, please call the principal at 348-2209 to make arrangements.

## **VOLUNTEER ACTIVITIES**

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**SCOTT PARENT ACTIVITIES**—We are very proud to have very active and supportive parents at Scott. There are many areas in which parent involvement is encouraged. The PTO meets the first Tuesday of every month, at 7:00 p.m. with discussions on topics including fundraising, budget, school improvement plans, and technology. We welcome and encourage your participation in school decision making at these meetings. Please mark the dates on your calendar and plan to attend: September 13th, October 4th, November 1st, December 6th, January 10th, February 14th, March 6th, April 3rd, May 1st. All meetings are held at 7:00—8:00 p.m.

## **BUS TRANSPORTATION**

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Bus transportation is provided for students west of 35th Avenue. To provide safe transportation for all students, the bus rules must be followed while waiting for the bus (at bus stops and at school) and while riding. The most critical rules are:

- \* Bottoms must be on the seat.
- \* Keep hands, feet and all other items to one's self.
- \* Talk in a quiet voice.

Bus riding privileges may be denied to any child who does not use appropriate behavior while waiting for the bus or while on the school bus. Parents will be contacted prior to a child being denied bus transportation to and from school. (Bus rules also apply to field trips where transportation is provided.) All regular bus students will be put on the bus unless the school is notified otherwise by the parents.

The Transportation Department requires that a written note from the parent, and approved by the office, be presented to the bus driver for any student wishing to ride a bus on which they are not a regular passenger. If you have questions/concerns, please call the district Transportation at the following number:

# LUNCHROOM INFORMATION

**BREAKFAST:** School breakfasts are \$1.40 each. Students wishing to eat breakfast at school may arrive beginning at 8:05 a.m. **Please enter the outside cafeteria doors for breakfast and not the main entrance.** Students may not be in the cafeteria unless they are having breakfast.

**LUNCH:** Hot lunches are available to students at Scott in kindergarten through fifth grade. The cost is \$2.15 per day. *CREDITS CAN BE PURCHASED BEFORE SCHOOL IN THE CAFETERIA.* **CHARGING LUNCHES IS STRONGLY DISCOURAGED.** ONLY TWO CHARGES WILL BE PERMITTED PER STUDENT. If it is unavoidable, arrangements should be made with the school lunchroom manager or the principal. Please encourage your child to check on the credits he/she has and to keep up to date. Milk may be purchased by students bringing sack lunches at 60¢ cents per carton.

## Elementary School 2011-2012 School Meal Prices

Elementary School	1 Day	5 Days	10 Days	20 Days	80 Days
<b>Breakfast</b>	\$1.40	\$7.00	\$14.00	\$28.00	\$112.00
<b>Reduced Breakfast</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>
<b>Adult Breakfast</b>	\$1.80	\$9.00	\$18.00	\$36.00	\$144.00
<b>Lunch</b>	\$2.15	\$10.75	\$21.50	\$43.00	\$172.00
<b>Reduced Lunch K-2</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>
<b>Reduced Lunch 3-5</b>	\$.40	\$2.00	\$4.00	\$8.00	\$32.00
<b>Adult Lunch</b>	\$3.10	\$15.50	\$31.00	\$62.00	\$248.00
<b>Milk 60¢</b>					

Meal prices: Full Pay \$2.15 lunch, \$1.40 breakfast, Reduced lunch for K-2 free, reduced lunch for 3rd-5th Grade \$.40. Nutrition Services accepts personal checks and cash. Please include student ID # on your check or envelope. Free and Reduced applications can be obtained from the school office or the kitchen after August 1, 2011. **A new application is required each school year.** Charging lunches will not be permitted after May 1, 2012.

# PLAYGROUND SUPERVISION

The playground is supervised before school from 8:05—8:30. **There is no supervision on the playground until 8:05 a.m.** We ask parents' cooperation in seeing that your children do not arrive at school before this time. Except in very bad weather, all children will be expected to remain outdoors until time for school to begin. If your child is not participating in a scheduled activity, they should not arrive at school before 8:05 a.m. **After school, students are not allowed to remain on the playground and should go directly home.**

**ALL PLAYGROUND MONITORS WILL WEAR AN ORANGE VEST FOR BETTER VISIBILITY.**

### EQUIPMENT FOR RECESS:

The school provides equipment for students to use during recess times. Please do not bring any playground equipment that is your own as the school cannot be responsible for any loss or damage. No trading cards, or electronic equipment may be brought to school at anytime.

### BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES:

Students in grades **3, 4 and 5** are welcome to ride bikes, skateboards, scooters and rollerblades to school. We expect the following behavior from students using this equipment:

- ◆ Walk bikes and scooters when on school grounds.
- ◆ Carry skateboards, rollerblades and scooters when on school grounds.
- ◆ Remove rollerblades when on school grounds.
- ◆ Wear appropriate safety equipment.
- ◆ Lock bikes during the day.

**The school does not assume liability for items brought to school.** All bikes ridden to school should be locked in the bicycle racks. A tamper proof lock is strongly encouraged for bicycles. **DO NOT LEAVE BIKES AT SCHOOL OVERNIGHT.**

# **INCLEMENT WEATHER PROCEDURES**

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## **EMERGENCY CLOSINGS**

Occasionally, the decision is made to close Greeley-Evans School District 6 because of severe winter weather. Deciding whether to close schools is always done with the safety of students, parents and staff in mind. District staff will do everything they can to make a decision as early as possible to allow you to make alternative plans if schools are closed.

If schools are to be closed, then that decision will be announced primarily through radio and television. The district message will be one of the following: 1. **All District 6 schools are closed.** 2. **All District 6 schools are open.**

**PLEASE REFER TO THE FOLLOWING WEBSITE FOR UPDATES:** [www.greeleyschools.org](http://www.greeleyschools.org)

Following is a list of radio and television stations that have agreed to broadcast any closure announcement:

<b><u>RADIO STATIONS:</u></b>	<b>KFKA – 1310 AM</b>	<b>KUNC – 91.5 FM</b>	<b>KUAD – 99.1 FM</b>
<b>TRI 102 – 102.5 FM</b>	<b>KGRE – 1450 AM</b>	<b>KJJD – 1170 AM</b>	<b>KOA – 850 AM</b>

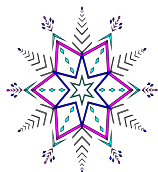


<b><u>TELEVISION STATIONS:</u></b>	<b>Channel 2- KWGN</b>	<b>Channel 4-KCNC</b>	<b>Channel 7-</b>
<b>KMGH</b>	<b>Channel 9-KUSA</b>	<b>FOX 31-KDVR</b>	<b>Channel 3—School District 6 TV</b>

One radio station, KFKA, has agreed to be our “official school closure headquarters” so count on regular and dependable information from 1310 AM.

School closure information will also be posted on the district’s web site ([www.greeleyschools.org](http://www.greeleyschools.org)).

District 6 can e-mail any closure announcement to you as well. To sign up for this service, send an email to [district-news@greeleyschools.org](mailto:district-news@greeleyschools.org). This will also provide you with other district-wide updates and information but if you are receiving too much information, you could subscribe when the weather is threatening and unsubscribe when it is not.



**In the event of a closure of schools, the Superintendent will determine when the school time will be made up.**

If you have any questions or concerns about our procedure, please contact the School District 6 Office of Communication Services, at (970) 348-6000.

**IF SCHOOL IS NOT CANCELLED AND THE WEATHER IS BAD ENOUGH TO WARRANT AN “INSIDE” DAY, WE WILL PLACE ORANGE CONES OUTSIDE BY ENTRANCES TO THE SCHOOL. WHEN THE CHILDREN ARRIVE IN THE MORNING AND SEE THE CONES OUT, THEY ARE TO REPORT DIRECTLY TO THE GYMNASIUM.** If the temperature remains below 18 degrees, considerable precipitation or other adverse weather conditions, it will be an inside day as determined by the staff for noon recess and other recesses as well.

Students should dress appropriately for Colorado’s ever changing weather. In winter months, a warm morning can quickly change into a winter blizzard. Since students are outside before and after school as well as during recess, appropriate dress would include hats, gloves, and winter coats. Snow boots should also be worn for outdoor activities in the winter. If you are in need of any of these items, please let us know in the office and we can help supply you with these items. If your child is well enough to attend school, he/she will be required to participate in recess outside.

## **CHANGE OF ADDRESS**

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**The school should be notified immediately of any change of address, telephone numbers, or emergency contact numbers. Children will not be released to anyone not listed in the emergency information without appropriate notification..**

# PARENT-TEACHER CONFERENCES

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Formal conferences will be held twice during the school year. You will be notified by your child's teacher to set up conference appointments, which will fall within the dates listed below: We will also have sign-up sheets at the Open House to sign up for a convenient time for you.

**First semester-Sept. 16th-12:00-4:00, Sept. 20th & Sept. 22nd-4:00-8:00 pm**  
**Second semester-Feb. 3rd-12:00-4:00, Feb. 7th & 9th-4:00-8:00 pm**

## **MEDICAL**

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*IT IS VERY IMPORTANT TO KEEP YOUR CHILD'S EMERGENCY CARD INFORMATION CURRENT.*

**Accident:** Most injuries that occur at school require minimal assistance administered in the school health clinic. In the event of more serious accidents, we will first attempt to reach the parents at home or work. If we are unable to reach you, we will call the emergency numbers you provide for your child.

**Illness:** Children sent to the health clinic are evaluated on an individual basis by the health clerk or school nurse. It is the district's policy to send children home who have a temperature of 101 degrees or more, vomiting, diarrhea, a suspicious rash or head lice and/or nits. If your child is well enough to attend school, he/she will be expected to participate in recess outside.

**Medication:** 1. All medications to be administered at school must be in a clearly labeled pharmacy bottle. All medications must be kept in the health clinic and dispensed from there. A doctor's note and parent permission slip with instructions must also accompany the medication.

2. It is the student's responsibility to report to the health clinic to take his/her medication.

3. Please do not send "over-the-counter" medications such as **COUGH DROPS, COUGH SYRUP, TYLENOL**, etc. with your child. We cannot administer medication of **any kind** without a doctor's note.

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

## **LOST AND FOUND**

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All personal property children bring to school should be clearly marked with the owner's name. A lost and found box is located on the south end of the building facing the bus stops. **Please do not permit your child to bring extra money or other valuable items to school.** Trading items with other students is not permitted. Much valuable instructional time is often lost due to conflict over rightful ownership of even small items.

## **STUDENT WITHDRAWALS**

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Please be sure to let us know as soon as possible if you will be moving. It is important that your child return all district-owned books and materials. Early notification will enable your child's new school to receive his/her records promptly. We have a

withdrawal form your child will need to take to their new school with them. If you have any questions, please feel free to call.

## STUDENT RIGHTS, RESPONSIBILITIES AND SCHOOL RULES

Greeley-Evans School District 6 Board of Education in accordance with state law has developed and adopted a written Student Conduct and Discipline Code, (Policy #8205) based on the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The staff at Scott has also developed behavior guidelines consistent with the district Conduct and Discipline Code. The next few pages contain excerpts from policy #8205 Students Conduct and Discipline Code and Scott School Rules. All WCS6 Board of Education Policies can be found on the District website

@ <http://www.greeleychools.org> in the board section; board Policy Manual.

### 1. COMPLIANCE WITH LAWS

Students shall abide by the laws of the United States, and the State of Colorado and by the ordinances of the cities of the District and County of Weld. Commission of any act which, if committed by an adult would be robbery or assault as defined by state law, shall result in mandatory expulsion in accordance with state law.

### 2. COMPLIANCE WITH DISTRICT RULES

Students shall abide by the policies, rules, and regulations of the District, their school and the activity in which they are engaged. Students are responsible for being knowledgeable of such standards.

### 3. GENERAL CONDUCT

Students shall be responsible for behaving so their performance is a credit to themselves and their community and permits uninterrupted learning to occur. Respect for themselves, others and property is expected at all times!

### 4. DRESS AND PERSONAL GROOMING—

#### 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.
- ◆ No spaghetti strap shirts or halter tops.
- ◆ Shorts and skirts must be to your finger tips.
- ◆ 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.

### 5. USE OF TOBACCO

All students are prohibited from possessing or using tobacco.

## **6. USE OF DRUGS/ALCOHOL**

Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing, possessing, distributing, using, abusing or being under the influence of alcohol or a controlled substance while at school or on school property or at a school-sponsored or school-sanctioned event, whether or not on school property, or in route thereto. This policy also includes substances represented to be any such controlled substances or which a student believes to be such a substance. The sale or distribution of drugs or other controlled substances in a school building or in or on school property shall result in mandatory expulsion in accordance with state law.

## **7. POSSESSION OF FIREARMS, WEAPONS, EXPLOSIVES**

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity, without the authorization of the school or the District, is prohibited. In accordance with state and federal law, a student who violates this policy shall be expelled. However, mandatory expulsion shall not be required if, when the student discovers that he/she has carried, brought or is in possession of a dangerous weapon, the student notifies a teacher, administrator or other authorized person in the School District as soon as possible and delivers the dangerous weapon to such person. A “dangerous weapon” means: 1) A firearm, whether loaded or unloaded or a firearm facsimile that could reasonably be mistaken for an actual firearm; 2) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; 3) A fixed blade knife with a blade that measures longer than three (3) inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3.5) inches; or 4) Any object, device, instrument, material or other substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. Pursuant to the Gun Free Schools Act of 1994, the District shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm or weapon to school. For purposes of this provision, a firearm or weapon is defined as: 1) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; 2) The frame or receiver of any such weapon; 3) Any firearm muffler or firearm silencer; or 4) Any destructive device.

## **8. RESPECT FOR PROPERTY**

Students are responsible neither to take nor damage the property of other students, district employees, or the District. Upon receipt of proof deemed adequate to the school administration of any damages occurring on school premises to the personal property of a student, a teacher or school employee by a student, the student shall be suspended for three days and there may be further sanctions pursuant to Colorado law and District 6 school policy.

## **9. SECRET SOCIETIES AND GANG ACTIVITY**

Students may not wear or carry gang paraphernalia or make gestures that symbolize gang membership. The presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes memberships in gangs is prohibited.

## **USE OF THE INTERNET:**

Students using the Internet must have a signed parent permission slip or an opt out slip on file at school. Students must abide by the policies outlined in the information document provided to parents accompanying the permission form.

### **Weld County School District 6—Human Resources**

Weld County School District 6 is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its education programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to:  
Office of Human Resources, Weld County School District 6  
1025 9th Avenue, Greeley, CO 80631  
(970) 348-6070.

## **PLAYGROUND RULES**

### **BOUNDARIES AND GENERAL RULES:**

- West - Tetherball area
- North - Trees, but in front of bushes
- East - Bushes west of tennis court and alley if using soccer field
- South - Soccer field and picnic tables (Baseball diamond and far picnic tables are out of bounds.)

Climb and hang on bars and climbers only (not trees, soccer poles, tether poles, etc.)

Balls and frisbees are for throwing ( no rock throwing, snow, sticks, etc.)

Shoes on at all times

No sliding on ice or snow

Picnic tables and bleachers are for sitting only

Hands and feet to ourselves

Must have Playground Pass to go to Nurse or Bathroom

Once on Playground, must stay unless you have a pass

### **SPORTS RULES:**

Tag games are played on grassy areas only

No kicking, hanging on or sitting on tether balls

Football - Touch only

Soccer - No slide tackling - play within field boundaries

Baseball - Not allowed. However, you may use gloves and soft-textures ball (nerf, tennis, etc) to play catch.

No karate, kick boxing or Power Ranger-type activities

No lock outs

### **SLIDES:**

SLIDE BY YOURSELF, IN SITTING POSITION, FEET FIRST, INSIDE THE SLIDE

Stay back from slide when watching others

Once you start, go all the way down and out and away from slide

Don't swing out for bars on top of slides

### **SWINGS:**

SWING BY YOURSELF, SITTING UP, FORWARD AND BACKWARD

No side to side swinging or twisting

Slow swing down to get off; no bail outs

Swing chains should remain at lowest level

Friends may push but no "under dogs" or "run unders"

Keep safe distance from others swinging

BLUE SWING is not for general use

### **BARS - One hand on at all times**

#### **PARALLEL**

No standing on top

No leg locks

#### **SPIDER WEB**

No standing up on bars

No jumping off top

#### **MONKEY BARS**

No leaping from side to side

Must stay underneath

#### **TRAPEZE**

This is a bar, not a swing

#### **SPACE SHUTTLE**

No jumping off top

### **RINGS**

Must be tall enough to get on without help

Go from East to West on set of rings

No chicken fights

No flipping rings over

Hands in rings, not feet

No bailing out



PLEASE SIGN, DATE AND RETURN THIS SHEET  
IF YOU HAVE RECEIVED AND READ THE  
STUDENT RIGHTS, RESPONSIBILITIES AND  
SCHOOL RULES IN THE PARENT HANDBOOK  
FOR SCOTT ELEMENTARY 2011-2012 SCHOOL  
YEAR. THANK YOU.

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Parent/Guardian Name

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Date

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Student's Name

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Teacher

# **THE SIX PILLARS OF CHARACTER**

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We have implemented the following six pillars of character as a guideline to help inspire others with our own good attitude and behavior and to help develop good people who can live healthy, happy lives of purpose. The six pillars of character are as follows:

## ***TRUSTWORTHINESS***

- Be honest
- Don't deceive, cheat or steal.
- Be reliable—do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal — stand by your family, friends and country.

## ***FAIRNESS***

- Play by the rules
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame other carelessly.

## ***RESPECT***

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

## ***CARING***

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

## ***RESPONSIBILITY***

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act—consider the consequences
- Be accountable for your choices

## ***CITIZENSHIP***

- Do your share to make your school and community better
- Cooperate.
- Stay informed; vote.
- Be a good neighbor
- Obey laws and rules.
- Protect the environment.

# **BULLY-PROOFING OUR SCHOOL**

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At Scott School we are striving to decrease the incidences of verbal, physical and exclusion-type bullying behaviors and increase the feelings of safety among our students by using a school-wide program called “Bully-Proofing Your School.”

The strength of Bully-Proofing is its ability to mobilize the “caring majority”—the 85% of students who are neither bullies or victims. By developing and reinforcing the strong identity of this caring majority, we can activate them to help create a safe school environment and maintain the values of kindness and decency. Through their actions and influence, these students set the tone and dictate the operating environment, giving strength and support to victims and defusing the powers of bullies.

# **POSITIVE BEHAVIORAL SUPPORT SCHOOL (PBS)**

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Scott 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).

**I am proud to be a Scott Star!** I promise to show:

**S Self responsibility** by being prepared to work and turning in my homework.

**T Teamwork** by being a role model for all other students.

**A Positive attitude** by following directions and cooperating with others.

**R Respect** by listening to my teachers and other students.

**S Safety** by keeping my hands, feet, and other objects to ourselves.

**I am proud to be a Scott Star!**

Students caught demonstrating appropriate behaviors may be given a **Star Buck** award. This award will describe the appropriate behavior, where and when it occurred, and will list the student's name, their classroom teacher's name as well as the staff member who gave the Star Buck to the student. One copy of the Star Buck award will be given to the student to take to their classroom teacher, and one copy of the Star Buck award will be placed on our Star Buck bulletin board in our front lobby. At the end of every week, a drawing will be held rewarding a few primary and intermediate students who received a Star Bucks during that week. These students will win a small prize for being drawn as the weekly Star Buck winners. In addition, at the end of each month all Star Bucks awarded will be included in a larger drawing. The more Star Bucks a student earns the more chances they have to win a prize!

In addition to Star Bucks, students can earn other rewards:

**Table of Honor:** Classes who are caught demonstrating appropriate behavior in the cafeteria throughout the week such as cleaning up after themselves, maintaining appropriate noise level, placing their trash appropriately in the trash cans, stacking their trays appropriately at the window, and how orderly they dismiss from the cafeteria may receive the Table of Honor that Friday. All classes grades K through 5 are required to sit by class. 5<sup>th</sup> grade classes may earn the privilege of choice seating on Friday if they meet the above criteria.

**Principal's Reception:** The Principal's reception is also available monthly to students in all grades who have had no more than one absence, no tardies, have completed all of their homework assignments, have had no discipline referrals in the office or the classroom, displayed positive behavior and have received a certificate from their classroom teacher stating that the student has demonstrated excellent effort for the entire month. Kindergarten through 2<sup>nd</sup> grade students will receive a treat in the cafeteria during their lunch time. 3<sup>rd</sup> through 5<sup>th</sup> grade students will receive their treat in a designated location during the first 5 minutes of their recess.

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 one of three levels.

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

A Level 1 issue would include minor 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 Scott STAR Team.

### **Level Two: Office Referral**

A Level Two referral would include inappropriate behavior that is likely to upset, distract, or annoy others. Examples include not keeping hands to one's self, threatening or harassing behaviors, lack of respect for adults, stealing, or Level One behaviors that have become habitual.

The consequence for a Level Two referral will 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 Teacher on Special Assignment, 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 \*Scott STAR Team.

### **Level Three: Suspension: In-School or Out-of-School**

A Level Three Referral includes Level Two behaviors that have become habitual, 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 can be placed on the District 6 Discipline Matrix.

The consequence for a Level Three referral will begin with a cool-off time for the student to complete a refocus sheet allowing them to examine their behavior and make a plan of action to demonstrate appropriate behavior. Then, consequences will be determined according to the District 6 Discipline Matrix.

All student discipline referrals will be recorded on a monthly basis, with a review of the data by the Scott PBS Committee. Students with a pattern of inappropriate behavior (majors or minors) may be referred to the Scott 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).