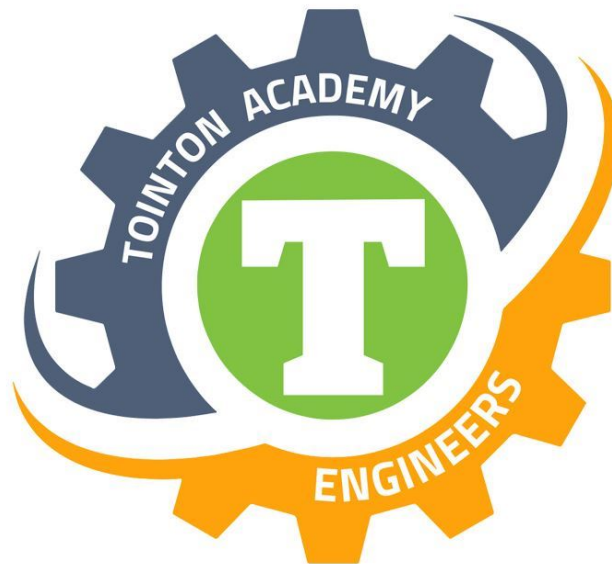
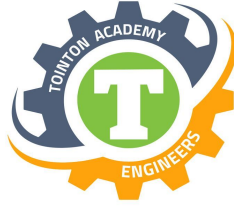


Tointon Academy of Pre-Engineering Student and Family Handbook 2023-2024



Justin Ungeheuer, Principal
Russell Tupper, Assistant Principal
Cassie Guy, Assistant Principal



Dear Tointon Families,

Whether you are new to our school or are returning for another year, I welcome you into the Tointon family. The 2023-2024 school year promises new opportunities for learning within Tointon's educational environment. We embrace our second year together with great anticipation for greater engagement with our [Project Lead the Way](#) engineering connection.

Tointon Academy of Pre-Engineering is the only P-8 school in the region that offers project-based pre-engineering programming. Tointon's students are immersed in meaningful, purposeful, and rigorous daily instruction from preschool through eighth grade. Tointon will focus on teaching students engineering concepts and career awareness across grade levels and content areas. District 6 has selected [PROJECT LEAD THE WAY](#) as the curriculum for the engineering focus and is working on partnering with a Colorado college of engineering and local engineers. Tointon will incorporate AVID as well. Our school still has the core subject areas of math, literacy, science and social studies, as well as electives such as music, physical education, art and more.

Parents and families are an essential part of the educational team at Tointon Academy. You are an integral part of our learning environment, and we value your support and input as we strive to foster excellence every day, for everyone.

Our office is open from 7:15 a.m until 3:45 p.m., Monday through Friday, and our staff is here to serve your needs. Thank you again for your partnership. We look forward to working with you this school year.

Regards,

Justin Ungeheuer

Justin Ungeheuer

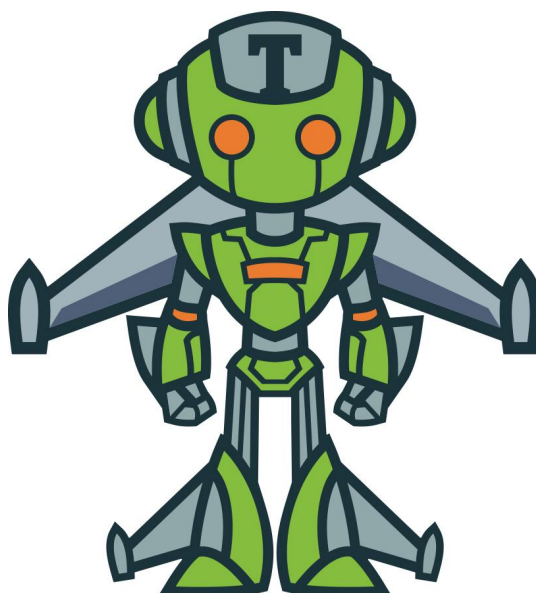
Principal

Tointon Academy of Pre-Engineering



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Welcome to the 2023-2024 school year. This handbook outlines Tointon Academy of Pre-Engineering's academic policies and procedures. In addition to this handbook, District 6 developed a Parent-Student Handbook (District 6 Handbook) that includes more detailed information regarding disciplinary information and the rights and responsibilities of students and families. The District 6 Handbook can be viewed [here](#).

Students and families are encouraged to carefully review the information in the Tointon Academy Student and Family Handbook and the District 6 Handbook. Please keep in mind that student and parent rights and responsibilities are covered in greater detail in the District 6 Handbook. If you have any questions or need additional clarification on a topic, please do not hesitate to contact Tointon's Principal, Justin Ungeheuer, at jungeheuer@greeleyschools.org. For more detailed information regarding board policies, please visit the district's website here: [Our Board of Education / Welcome](#)



School Contact Information

Tointon Main Office (970) 348-4000
Tointon Attendance- same line (970) 348-4000
Fax Line (970) 348-4030
Tointon Website www.greeleyschools.org/tointon

If you have questions or concerns, your first contact should be with your child's teacher or staff member. Please visit our school website or contact the front office if you need general school information. Please contact our front office at the number listed above for urgent or immediate needs.

OFFICE HOURS

Monday - Friday
7:15 a.m. - 3:45 p.m.

SCHOOL HOURS

Monday 8:35 a.m. - 2:50 p.m.
Tuesday - Friday 7:35 a.m. to 2:50 p.m.

Preschool: Morning Class: Mondays 8:45-10:57 AM: T-F 7:45 - 10:57 AM
Afternoon Class: Monday- Friday 11:45AM - 2:45PM

Student Arrival:

Monday

Doors will open at 8:20 a.m.
Students will report to classrooms.
First bell at 8:35 a.m.
Instruction begins at 8:40 a.m.

Tuesday through Friday

Doors will open at 7:20 a.m.
Students will report to classrooms.
First bell at 7:35 a.m.
Instruction begins at 7:40 a.m.

Rolling Start Days Information

(1st-7th) A-L will attend on August 14th, 2023
(1st-7th) M-Z will attend on August 15th, 2023

Preschool and Kindergarten

A-L will attend on August 17th, 2023
M-Z will attend on August 18th, 2023

Kindergarten will have a sign-up for 30 minute assessment times August 14 and 15, 2023

Preschool

<https://www.greeleyschools.org/D6preschool>

For more information regarding our District-wide Preschool Program procedures, visit our [Preschool website](#). The [Preschool handbook](#) is available for your reference.

2023-2024 District Calendar

Important Dates

June-July ... 4-10s schedule, District Closed Fridays
 July 4 Holiday – District Closed
 August 1-4 New Professionals Academy
 August 7 Returning teachers report
 August 11 Staff Day
 August 14 Students Grades 9-12 report
 August 14-15 Students grades 1-8 rolling start
 August 17-18 Students in Pre-K/K rolling start
 September 4 Holiday – District Closed
 September 25 No school for students, Staff Day
 October 9 No school for students
 Elementary Parent/Teacher Conferences
 October 27-30 No school for staff and students
 November 20 No school for staff and students
 Parent/Teacher Conference Comp Day
 November 21-24 . No school for staff and students
 November 23-24 Holiday – District Closed
 December 21 No school for students, Staff Day
 December 22 - January 8 Winter Break
 December 22 & 25 Holiday – District Closed
 Dec. 29 & Jan. 1 Holiday – District Closed
 January 8 No school for students, Staff Day
 January 9 All students return
 January 15 Holiday – District Closed
 February 5 No school for students
 Elementary Parent/Teacher Conferences, Staff Day
 February 19 Holiday – District Closed
 March 11-15 Spring Break
 March 25 No school for students, Staff Day
 April 1-24 CMAS Testing
 April 23 SAT Makeup Day
 April 25 No school for staff and students
 Parent/Teacher Conference Comp Day
 April 26 No school for staff and students
 April 29-May 10 AP/IB Testing
 May 17-19 State Track Meet
 May 23 Last day for students
 May 24 Last day for teachers
 May 23-25 Graduation Days
 May 27 Holiday – District Closed

July 2023						
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September 2023						
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October 2023						
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March 2024						
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April 2024						
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28	29*	30*				

May 2024						
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June 2024						
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30						

	Holiday - District Closed
	Students Report/Students' Last Day
	Vacation/Break - No School
	New Professionals Academy
	Teachers Report/Teachers' Last Day
	Staff Day - No School
	Parent/Teacher Conference Comp Day
	Parent/Teacher Conferences
	Student Contact Day
*	Testing Window

Please refer to the 2023-2024 Work Calendar Guide for specific work dates for various employee groups.

Home/School Communication

The partnerships of families, students, staff, and community members are characterized by mutual commitment and collaborative effort. Family involvement is one of the most critical variables in a student's successful education. Tointon Academy provides many opportunities for you to be a partner in your child's education.

To ensure reliable communication between families and staff, students will bring home a weekly Wednesday Folder. This folder will contain your child's work and relevant information from the school. Please review your child's folder each weekend, complete any necessary paperwork, and return it in the folder with your child to the classroom teacher on Monday morning.

A monthly update is emailed to all families and posted on our school website. We also use the ClassDoJo message system to send information to families. Please make sure we have your current contact information in the front office. We also use our school social media accounts to share the incredible happenings at Tointon. Please follow us at:

Facebook

www.facebook.com/tointon

Visiting Campus

As a reminder, all visitors shall sign in at our kiosk using the Raptor System inside our school office. After signing in at the kiosk, all visitors shall display their visitor tag while on campus. Classroom visits must be pre-arranged with the classroom teacher in advance. If you are planning to meet with your child's teacher, please contact them in advance to make sure they are available to meet. Please make sure you are registered as a volunteer through our district application.

Transportation Policies

Walking Students

All students are asked to cross the streets only at designated street crossings. Please instruct your child to look each way before entering any crosswalk or wait for the assistance of an adult assigned to guide them through the intersection. K-7 Students who walk to school are asked to arrive no earlier than 7:20 am for their safety. Tointon is unable to provide adult supervision earlier than this time.

Bicycles, Scooter and Skateboards

Students should dismount bicycles and walk upon reaching the school property. Bikes and scooters are to be parked in the racks and locked. They are not to be ridden when school is in session or during the lunch hour. Bikes and scooters must be walked on the sidewalk, on bike paths, and by vehicles. Skateboards/roller skates/roller blades and Heely wheels will not be allowed inside classrooms or the hallways. Skateboards must be stored in the front office during the school day. Motorized scooters are not permitted on school property. Students riding bikes or scooters are required to wear helmets per state law.

Pick-up/Drop-off Procedures

Creating a safe environment for all who enter our parking lot is a high priority. Please review the following expectations for arrival and dismissal.

Student pick drop off/pick up options:

- Drop off and Pick Up Lanes
 - Arrival - Families pull through one of the outside lanes to drop off their students.
 - Dismissal - Students will be released to meet their ride on the East side of the building to the car lanes.
- Street parking - Dundee or 8th St. - Families can park along Dundee or 8th St.
 - Arrival - Families drop off their students by the sidewalks and students walk to the building.
 - Dismissal - Students walk to their family vehicle by walking to where they are parked along the streets.
- Parking Lot -
 - Arrival - Families park in the parking lot and walk their students across the raised crosswalks to drop off students. Preschool students need to be walked into their classrooms by an adult, at least 18-years-old, and signed in with the classroom teacher.
 - Dismissal - Families park in the parking lot and walk across the raised crosswalks to pick up students. Preschool students need to be picked up in their classrooms by an adult, at least 18-years-old, and signed out with the classroom teacher.

Bus Riders

- The buses will drop off and pick up students on the West side of Tointon.

Daycare Vans

- Daycare vans will park in the East parking lot and walk inside to the Commons area to pick up students.

Walkers/Bike Riders

- Students walking or riding their bike will be dismissed from their assigned door at Tointon to walk home.

Morning Arrival Procedures

The front doors will be unlocked at 8:20 am on Mondays and 7:20 am Tuesdays through Friday. Students are welcome to meet their teacher at their classroom door and proceed with the morning routine that includes:

- Hanging up backpack and coats; placing lunch bag in cart
- Breakfast
- Getting out materials for first activity
- Morning Class Meeting

Attendance Policies

Absences

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused absences

The following will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.

3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is as defined by C.R.S. 22-32-138(1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties which relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension. Academic penalties, out-of-school suspensions, or expulsion will not be imposed for any unexcused absence.

The administration will develop regulations to implement appropriate penalties. The school administration will consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and will implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences in a school year, whether the absences are excused or unexcused, may be

identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

If a student is identified as “chronically absent,” the principal or designee will develop a plan to improve the student’s attendance. The plan will include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism, including but not limited to individual attendance plan, parent contacts and other student specific interventions. When practicable, the student’s parent/guardian will participate in the development of the plan.

Nothing herein will require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parents/guardians to compel the student’s attendance in accordance with state law.

Make-up work

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There will be two days allowed for make-up work for each day of absence.

Make-up work will be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work will not be provided during a student’s expulsion. Rather, the district will offer alternative education services to the expelled student in accordance with state law. The district will determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall be imposed for excessive tardiness.

Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in

accordance with this policy. The provisions of this policy are applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Truancy

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of truancies.

For more information regarding compulsory attendance and District 6 truancy policies, please refer to Board policies JHB, JH, JFC, and JEA.

For all students, Preschool- 8th, Please call (970) 348-4000 to notify the school of your child's absence. **The *absence will be "excused" by the school according to the guidelines above.** If you know your child will miss one (1) or more consecutive days of school for something other than an illness, a pre-arranged absence form must be completed and approved by a school administrator. These can be completed in the school office. If your student misses more than half a day of school, they cannot participate in after-school events. Preschools in UPK may lose their spot if there are more than 10 unexcused absences. Attendance letters will be sent home for students with 4, 7, or 10 total absences during the school year. Please see the District 6 Parent-Student Handbook for additional information. Access the handbook here <https://www.greeleyschools.org/Domain/10131>

Pre-Arranged Absence

If you know in advance that your child will miss one (1) or more consecutive days of school, a pre-arranged absence form must be completed and approved by an administrator. Pre-arranged forms may be downloaded and printed from our school website by accessing this link: <https://www.greeleyschools.org/Domain/9366>. Please complete either an Elementary Form (K-5) or a Secondary Form (6-8) and submit that form to your child's classroom teacher so they may fill out their portion. Middle School students should take the form to each of their teachers. Once teachers complete the form, families need to return the form to the front office for approval. **It must be submitted to the front office for approval at least two (2) days before the pre-arranged absence starts.**

Tardiness

We expect all students to be in their classrooms and ready to work by 7:40 a.m.(T-Fr) and 8:40 am (Mon). Students who arrive after those times are considered tardy. Habitual tardiness is defined as a third tardiness in one semester. Just like absences, an accumulation of tardies will result in a warning letter from the school and a conference with our assistant principal or dean. Parents/guardians shall be notified of all penalties regarding tardiness.

Preschool students arriving 10 minutes after arrival time will need to go through the front office. Once the preschool gate is closed, families need to enter school through office.

Checking Students In/Out

Students entering the school after the start of the school day or returning from an appointment must check in at our front office. If possible, please schedule appointments before and after school. According to the guidelines, excused absences will be "excused" by the school.

Please come into the front office to sign out your student, PreK - 7th grade. Be prepared to show identification. Your student will then be sent from class. We will not call your student to the office before arrival, so please plan accordingly. Only individuals listed on a student's Infinite Campus page will be authorized to sign out the student.

Please ensure to provide our front office with the most recent custody/parenting orders pertaining to your child so that records can be updated as necessary.

Expectations for Riding the Bus

Some students at Tointon qualify to ride a bus to and from school. If you feel your child may be eligible to ride the bus, please call transportation at (970) 348-6800.

General Bus Riding Guidelines

1. Students are to be waiting at the designated bus stop when the bus arrives. It is suggested that students arrive at the bus stop 5 minutes before the designated time and wait no more than 15 minutes past the designated time if the bus is running late. It is also suggested that students not arrive at the bus stop more than 5 minutes early to avoid any mischievous behavior. Most district buses run multiple routes and are expected to maintain assigned schedules. Therefore, bus drivers are instructed not to wait for latecomers who fail to arrive at designated pick-up points at the scheduled time.
2. Students should wait in an orderly line, behind the fence, and should refrain from running games or horseplay.
3. Misbehavior of students at bus stops may result in disciplinary action.
4. The majority of school buses are designed to transport three passengers per seat. The bus driver is authorized to assign seats.
5. School buses are designed to transport passengers only. Any item (such as a band instrument or backpack) that is carried on board the bus should be carried in that passenger's lap. No item that is hazardous (such as glass containers), disruptive (such as pets), blocks the center aisle, or takes up the room of another passenger may be transported in a school bus. If there is a difference of opinion regarding this provision, the Transportation Supervisor (or designee) shall make the determination.
6. Passengers will not be permitted to wear clothing or footwear that can damage upholstery or floor finishes.

7. Food, candy, gum, or beverages should not be consumed on the bus during regular route operations. Passengers who violate this provision may be subject to disciplinary action.
8. Bus drivers are responsible for maintaining discipline on buses. They need your support and cooperation to ensure the safety and welfare of all passengers.
9. Students shall leave and board the bus at their assigned stops at home or school. In accordance with District Six policy, any exceptions to this provision will require prior written approval from the appropriate principal or authorized designee.
10. Families are responsible for instructing their children to board and depart the bus only at their assigned stop. Bus drivers will try to be cooperative and supportive; however, it must be recognized that bus drivers, particularly substitutes, cannot always know where each child is supposed to board or depart the bus.
11. The Transportation Department will make a reasonable effort to return items left on school buses to their rightful owners. Please note that District 6 cannot be responsible for lost items.
12. When requested by a school authority, all bus riders are required to properly identify themselves.
13. Examples of inappropriate behavior are as follows:
 - 32 a. Failure to follow instructions of driver or para-pro.
 - b. Failure to board or depart the bus in an orderly manner.
 - c. Failure to remain properly seated.
 - d. Unnecessary loud noises.
 - e. Hitting, teasing, or harassing other students.
 - f. Throwing objects in, on, at, or from the bus.
 - g. Failure to provide proper identification.
 - h. Vandalism or destruction of property.
 - i. Profanity, vulgarity, or obscene gestures.
 - j. Use of tobacco in any form.
 - k. Spitting.
 - l. Abuse of lap belts.
 - m. Failure to remain quiet and still in the vicinity of railroad crossings.

Academic Policies

Report Cards

K- 8th Report cards celebrate and encourage student improvement and keep families informed about their child's development. Report Cards will be sent home in January and May. Preschool will provide progress reports at conferences at least twice a year.

We urge families to ask questions if they need clarification or more information about their child's progress. Report cards are issued twice a year. Middle school grades are updated weekly in Infinite Campus. Guardians of students are given a username and password to access those in-progress grades online. If you need your username and password, please contact our front office.

Conferences

Conferences are an essential part of your child's educational process. Formal conferences are held twice a year. If more time is needed, the teacher and family should reschedule the conference for a more convenient appointment. Informal conferences may be arranged with the classroom teacher for a time when the family and the teacher are mutually available.

Eligibility

In order to be eligible to attend or participate in Tointon Academy-sponsored events, including, but not limited to middle-level dances, musicals, plays, end-of-year field trips, etc., students must meet the following requirements related to academics, behavior, and attendance:

- Students must maintain grades in all classes that reflect adequate academic responsibility. Students with an F grade will not be eligible to participate. Likewise, students with more than 2 D grades will not be eligible to participate.
- Students must also be in good disciplinary standing to be eligible. Generally, the requirement will be no in-school or out-of-school suspensions inside the eligibility window.
- Students who meet the definition of chronically absent inside the eligibility window will also not be eligible to participate. Chronically absent is defined as four or more unexcused absences in one month. Habitual tardiness may also be considered and is defined as more than three unexcused tardies in a semester.

Whenever possible, students will be provided opportunities to earn their eligibility by working with their teachers to raise their grades to an acceptable level for eligibility. Activities will occasionally be based on the grades earned for a past grading period. In those cases, students cannot be given opportunities to change their grades.

The use of the above eligibility requirements is at the discretion of the staff member responsible for that event and with the school principal's approval. The above requirements may also be altered for specific events at the discretion of the staff member responsible for that event and with the approval of the school principal. Still, such alterations will always be communicated to students and families/guardians promptly prior to the event.

Students participating in sports for other District 6 middle schools are subject to the eligibility requirements of those schools.

Homework

Our goal at Tointon Academy is academic excellence, every day, for everyone. Our teachers continuously collect and analyze academic data to make instructional decisions and facilitate growth in each student. To accomplish this goal, we rely on our families to help reinforce academic concepts at home, including:

Reading- 20 minutes per night, plus 10 minutes of other content by grade level (Ex. 3rd Grade: 20 minutes of reading + 30 minutes of other content)

Internet and Electronic Communications

Weld County School District 6 encourages students to use the Internet and electronic communications, such as email, to help them with schoolwork. Using the school computers and the Internet is a privilege, not a right. Students are expected to follow these rules:

- Use the Internet only when the teacher has given permission.
- Tell the teacher immediately if you have unintentionally accessed inappropriate material using the Internet or electronic communications.
- Only use your name and password to log on, never someone else's.
- Keep others' personal information private while using the Internet or electronic communications unless specifically approved by the teacher or counselor.
- Never arrange face-to-face meetings with people met on the Internet or through electronic communications.
- Treat technology equipment and the district network respectfully. Failure to do so will result in the cancellation of privileges and may lead to school disciplinary action or legal proceedings.
- 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 face disciplinary or legal action.

This entire policy on student use of the internet and electronic communications is available at BOE policy [JS](#)

Student Email Accounts

Greeley-Evans School District 6 will provide a free email account for every student. An email account will allow students to email teachers' questions and receive classroom

updates. Depending on the teacher, students may also be able to turn in assignments using email.

All students will receive training on the appropriate use of email before teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record.

If you do NOT want your student to have a district-provided email account, you may fill out a “Student Electronic Mail (email) Opt-Out Form” in the office of any district school. Otherwise, your child will be assigned a school email account.

Safety and security are our priority, and families should not expect privacy when using district-issued email accounts. This entire policy on student internet and electronic communications use are available at BOE policy [JS](#).

Cell Phones/Electronic Policy

Due to daily classroom disruptions, misuse of social media and an overall misuse of cell phones during the school day, all electronic devices and cell phones must be turned off (Door to Door) during the school day. All electronics must be turned off and be safely stored either in backpacks or in the pockets of their clothing during the school day (7:20am-3:00pm) unless students are otherwise permitted and directed by a staff member. We have also provided storage pocket charts in each middle level classroom, so that students can safely store their cell phone while in the classroom. Use of electronics in the classroom is always subject to the teacher’s permission and supervision. Electronics are forbidden from use in the cafeteria during breakfast, lunch or outside during recess. We respectfully ask that families, staff, and visitors refrain from using cell phones within the building unless absolutely necessary. If you need to contact your child during the school day, please contact our front office. Tointon is not responsible for theft, loss, or destruction of students’ electronics.

***If your child needs to use a personal cell phone for documented medical or educational needs (504 or IEP) during the school day, please contact the front office. This entire policy on student use of the internet and electronic communications is available at BOE policy [JS](#).

Health Services

District 6 School Health Clerks are the primary caregivers in health offices in all districts and charter schools. They perform first aid and care for ill children,

administer medications, perform health screenings, and manage immunization and health records. They are available to answer questions and can contact School Registered Nurse Consultant at all times. Health Clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other training as needed for specific student health needs.

District 6 has School Registered Nurse Consultants who work with health clerks, school administration, and staff to provide physical, mental, and social support to help children learn. School Registered Nurse Consultants are trained with an RN-BSN and have obtained School Nurse licensure through CDE. School Nurses are responsible for preparing health care plans, documenting health histories, collaborating with a special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, and consulting with outside health providers and agencies.

Illness/Injury, Emergency Information

Health office staff or other qualified personnel will administer first aid to any ill or injured student. If needed, parents/guardians will be contacted, and in extreme cases, 911 may be called.

Emergency information – PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE.

Medications

If your child must have medication of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:

- Parents/Guardians may come to school and give it to their child at the appropriate time.
- Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
- Parents/Guardians may discuss an alternative schedule with their health care provider so the medication can be given outside of school hours.

Medications of any sort (over the counter or prescription) are not to be in possession of students, except those with written authorization from their health care provider, family, and school registered nurse consultant. Medication needs to be dropped off at the health office by parent/ guardian with accompanied paperwork signed by physician and parents.

For Health Service forms and information, please visit:

[Greeley-Evans School District 6 Health Services](#)

Health Questionnaire / Students with Health Concerns

Health questionnaires - Parents/guardians must complete the annual health questionnaire and Emergency Information form.

Students with known health concerns – School Registered Nurse Consultants write Health Care Plans (HCP) for students requiring specific school procedures.

All students with diabetes, seizures, severe allergies, severe asthma, or any medication (prescription or over-the-counter) in school should have an HCP. Other disorders may also have specific precautions which would require an HCP. PLEASE contact the school Health Clerk or School Nurse if you have concerns about your child's health.

For students with Severe Asthma, Severe Allergies, Seizure Disorder, or Diabetes – forms are available from the health office or on the health services website for physician completion: [Health Services / Student Health Concern Information & Forms](#)

Immunizations

Immunizations are an essential part of our children's health care, and Colorado Law requires that children going to school be vaccinated to prevent vaccine-preventable diseases. Students cannot attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.

Screenings

Health services staff, including District Audiologists, conduct hearing and vision screenings annually. The following grades are screened: Pre-K, K, 1, 2, 3, 5, 7, and 9, all new students, and students with special education needs – per the State of Colorado guidelines. Glasses, when prescribed by an eye care professional, are extremely crucial to student success. Please make sure students wear them daily at school. Students who do not pass vision screening will receive a "referral" for follow-up care. Students who do not pass hearing screening will continue to be monitored by school audiologists.

Loaned Clothing

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

Family Health Resources

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

School Wellness

Research shows that children perform better in school when they eat healthily and are physically active. District 6 offers exciting wellness opportunities for students and employees to support academic achievement and healthy living. Please visit www.greeleyschools.org/wellness.

Positive Behavior and Intervention Systems

Tointon Academy follows the components of Positive Behavior Intervention & Supports or PBIS. This school-wide Social emotional behavioral program emphasizes total-school support systems. This encompasses proactive strategies for defining, teaching, and supporting appropriate student behaviors, thereby creating a positive school environment. The continuum of positive behavior support for all students within the school is evident in the classroom and non-classroom settings, such as in hallways and on the playground.

Tointon Academy Engineers are expected to behave in a way that demonstrates:

R espect

E mpathy

M indfulness

I ntegrity

[Tointon PBIS REMI Matrix](#)



Students seen modeling appropriate behaviors are opportunely awarded Dojo Points. Dojo is an online application that allows teachers to provide feedback to students. Dojo points can be used for “lunch bunch” with teachers, buying items in Tointon REMI reward store, participating in school-wide special events, or daily reward drawings.

Playground Expectations

Students have outside time mid-day and occasionally an additional Vitamin D time in the afternoon. To ensure a safe playground, Tointon follows these playground rules. Please support us by discussing with your child the reasons for these expectations.

General

Remain outside the building unless permission from a Duty Teacher is obtained.
Go inside the restroom and drink *only* with the Duty Teacher's permission.
Eat all the food in the cafeteria, not on the playground.

Outside

Stay where a supervisor can see students.
Stay away from classroom windows.
Stay within the fenced school boundaries.

Inclement Weather

Go inside immediately if thunder or lightning is present.
Choose not to slide on the ice.
Wear boots for snow.
Stay off of the tops of snow mounds.
Neither make nor throw dirt balls, rocks, or ice.

Games

Use good sportsmanship.
Not engage in rough behavior (which will automatically result in removal from the game).
Use cones to designate soccer and football goals.
Be aware of games in progress, not walking through them

Recess Equipment

Never throw balls against the building.
Place balls in tubs when students are finished with them.

Bars

Never sit or stand *on top* of the bars.
Never jump from the bars.

Swings

Swing facing forward on the swing.
You need adult supervision to use the adaptive swing

Social-Emotional Curriculum

Tointon will use our social emotional curriculum called **Second Step** for grades PreK-5. We will use this curriculum to help students examine how they are feeling, and what they are thinking, in order to make better decisions. This curriculum uses extensive brain research, which allows us to structure and sequence short lessons that meet the needs of all three levels of the brain: safety, emotions and motivation, and thinking. This curriculum will provide common language throughout our school, and help us support all of our students.

For grades 6-8 **Seven Mindsets Curriculum** will be taught. The 7 Mindsets approach is based on the premise that success depends less on what a person knows, and much more significantly on how he or she thinks. Our mindsets provide the foundation for resilience, motivation, and meaning in life. By making small shifts in the way someone views the world and his or her future in it, we help create a positive and sustainable transformation.

Bullying Prevention and Education

The Board recognizes that bullying behavior can have a negative effect on the school climate and can lead to more serious behaviors affecting the health, safety, and welfare of students. The Board supports a secure school climate conducive to teaching and learning that is free from threat, harassment, and bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying is coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made. Teachers who observe or become aware of bullying shall take appropriate steps to intervene and report such behavior to the school principal. Families and students who become aware of bullying are encouraged to report it to the school principal. School principals shall take appropriate steps to educate students about ways to prevent bullying. The superintendent shall develop a comprehensive program to address bullying at all school levels. **Please reference** BOE policy [JICDE](#) and District 6 Handbook.

Student Dress Code

A safe and disciplined learning environment is essential to quality education. District-wide standards on student attire encourage school pride and unity, reduce discipline problems, and improve school order and safety. The Board recognizes students' right of expression through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom, to the educational process, to the environment or to the maintenance of a safe and orderly school, that presents health or safety concerns, or that contains lettering or symbols that are obscene or profane. A student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. This dress code has been reviewed and is supported by the Council of Student Representatives.

Review the district dress code expectations here: [Dress codes and uniforms / Home](#)

Inclement Weather Plan

If weather conditions occur, our campus will implement our inclement weather plan (heavy rain, snow, sleet, hail, or temperatures below 15 degrees with unsafe wind-chill levels).

If there is inclement weather during the day, the children will have a designated spot for recess.

When District 6 decides to delay the opening of school or cancel a school day, the decision will be made with the safety of our students in mind. The decision will be made by 6:30 a.m. Listen for school announcements on KFKA 1310 AM, KVVS 1170 AM, KGRE 1450 AM, and KUAD 99.1 FM. The Denver television stations will also have information if the school will be closed. There will also be a message on the main District 6 [website on weather/closures](#) or Facebook Page.

School Safety

Keeping our students safe is our first priority at Tointon Academy. As a school, we practice procedures for fire drills, tornado drills and a lockdown of our school in the event of an emergency.

In the school building:

Tointon's doors are locked throughout the day. If you enter school at any time for information or to check your child in or out, you must be "buzzed" into the front office of the school and then you MUST sign the visitor's log in the office.

Preschool students- families need to go through the front office, not the playground in order to pick up students outside of regular pick-up time. If your preschool student is more than 10 minutes after drop off time, please drop off your student in the office.

Nutrition Services

Proper nutrition is an integral part of learning. A hungry child may struggle with learning. Nutrition Services supports student achievement by offering healthy and great tasting meals. We encourage students to participate in both the school breakfast and school lunch programs offered at Tointon Academy. School menus can be viewed [here](#).

Breakfast is served daily from 7:40-8:00 am (T-F), and 8:40-9:00 am (Mon) in the K - 7 classrooms and 7:50-8:10 am (T-F) and 8:50-9:10 am (Mon) in the PreK classrooms. Lunch is served daily in the cafeteria, and inside the classrooms in PreK. We also encourage our students to participate in the Fresh Fruit and Vegetable Program (free fresh produce items served each afternoon in the classroom T-F).

Families wishing to join their students for a meal are welcome to purchase an adult meal. Family members must check in with the front office upon arrival.

If a student has a food allergy or food intolerance or requires any other food modification because of medical or other special dietary needs, [this statement](#) from the physician must be sent to the school office.

An example would be substituting milk for a child with lactose intolerance. [This statement](#) from a recognized medical authority, including recommended substitute foods, must support such an exception. The information should be maintained on file in the school. More information related to special dietary needs can be found [here](#).

Nutrition Services strives to meet the needs of students with ethnic, cultural and/or religious food guidelines. Please reach out to the kitchen manager for more information at 970-348-4029

Milk is available to be purchased for those students bringing lunch from home.

VOLUNTEERS

We involve many school volunteers to support our students in their learning. If you are volunteering daily or for a one-time event, all volunteers will need to complete an application on the district website. Once your application is completed, along with a background check, it allows us to identify volunteers by need. You can access the volunteer site directly at [Volunteer Program](#).

STATEMENT OF NONDISCRIMINATION

Greeley-Evans School District 6 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, an applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and federal law.

A lack of English language skills will not hinder admission and participation in the District's career and technical education programs (CTE). Students have the opportunity to participate in several career pathways, including but not limited to the following areas: Agriculture, Alternative Cooperative Education, Business Education, Construction, Culinary Arts, Engineering Academy, Engineering Technology, Entrepreneurship, Family and Consumer Science, Fashion Design, Finance Pathway, Graphic Design, Health Services, Industrial Technology, Information Technology, Interior Design, Manufacturing (Advanced) Pathway, Marketing, Math & Science Academy, Multimedia, Performing Arts, Teacher Cadet, and Visual Arts. Participation in the District's CTE programs is open for all students at no cost to the students/families; however, some CTE programs have limited space or require successful completion of minimum prerequisite courses to be eligible. Please contact your school's counselor or the CTE program teacher for participation information. Additionally, please visit the District's CTE webpage here to learn more about the many CTE programs District 6 has to offer.

Complaint procedures have been established for students, families, employees, and members of the public. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

Assistant Superintendent of Human Resources, Annette Overton
1025 Ninth Avenue, Greeley, CO 80631
Phone: 970-348-6074
Email address: joverton@greeleyschools.org

Inquiries regarding compliance with equal educational opportunity, including but not limited to complaints of discrimination, may also be directed to the Compliance Officer or in writing to the outside agencies below.

Outside agencies:

Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), and Section 504/ADA (handicap or disability) may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Statement of Nondiscrimination: Please reference BOE policy [AC](#))

Discipline Process at Tointon Academy

All staff will teach and practice Tointon REMI expectations and procedures with all students. Our goal is to create a caring community where students feel valued, and one where they show and practice acts of kindness. All students need to participate in their community in order to create a sense of ownership and belonging. All staff will implement verbal and written recognition in the classroom. Staff will also narrate the positive - what they want to see - in order for students to hear the expectation. Teachers will also use Class DoJo in order to provide positive reinforcement as well as communication with you about behaviors we are seeing at school.

Teaching Expectations:

- When staff notice behaviors that are not helping all learn, they will address it the first time verbally. This could sound like, "Right now I am seeing you do _____. What I need to see you do is _____."
- Should the same problem reappear, or another behavior that is getting in the way of all people learning, the teachers will directly address it a second time. It could sound something like, "I am seeing _____, and I need you to do _____ so all may learn."
- If there is a third appearance of behavior that is interfering with the learning of all, your child's teacher will invite them to fill out a reflection sheet. This is done for two reasons. The first and most important, in order for anyone to change, they have to look at their actions and how those actions contribute to the results they currently have. If your child can reflect on what is causing them difficulties, this can go a long way to help find something that works better for them. The second reason is for

accountability. If we have the same problem over and over, if it is happening during the same time or day or subject, this is helpful in determining how to best help all learn and what changes can be made.

● Should there be a fourth instance of behavior that gets in the way of learning for all, your child will be asked to come to the office. In the office your child will have a conversation with either Mrs. Solana, Mrs. Guy or Mr. Tupper, as well as receive a phone call. We know you want the best for your child, and in order to find a solution that allows all to learn as much as possible, we appreciate your partnership in this process.

Items Not Allowed in School

Students come to school to learn. When they bring “toys” or electronic games, it interferes with learning. Students are to bring to school only those items which are needed for learning. Students, who bring non-required items such as: electronic games, I-Pods, MP3 players, CD players, trading cards, laser pointers, playground equipment and/or toys etc., may have these items confiscated. Families will be called and will be given an opportunity to come to the school to pick up the item. If these items are brought to school and stolen, the school is not responsible. Personal cell phone usage during school hours is not permitted by students and phones must be kept in the students’ backpacks or locked up in the child’s classroom. Teachers may grant special permission for usage if deemed necessary; however, teachers may collect a phone if it is being used inappropriately during school hours. Families will be allowed to pick-up the phone from the office. The school is not responsible for lost, stolen or damaged phones.

Fidget Spinners

Fidgets are not a new craze, and have been advertised to improve focus and concentration. However, most students do not need a device such as this to focus on their instruction. In our experience, most Tinton students are playing with their spinner and NOT paying attention to the instruction. If a student needs some type of a fidget, a behavioral plan will be created with guidelines to ensure the fidget helps, not hurts, the student’s attention. If a student without a specific behavioral plan brings a spinner fidget to school, and has it out during class, that spinner fidget will be confiscated and be awaiting pickup by the child’s parent.

Possession of the following items is NEVER acceptable and WILL RESULT in consequences such as suspension and/or expulsion:

Alcohol	Fireworks	Pocket knives	Drugs
Lighters	Weapons (or replicas of weapons)	Tobacco in any form	Vapes or e-cigarettes

**Any other items deemed dangerous by school administration.

Medication needs to be dropped off at the health office by parent/ guardian with accompanied paperwork signed by physician and parents.