HAROLD S. WINOGRAD
K-8 SCHOOL
2018-2019
Student-Parent Handbook

Working together in a safe environment, our mission is for students at Harold S. Winograd K-8 School to achieve at high levels and celebrate the joy of learning.

“CUBS HAVE COURAGE”

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Harold S. Winograd K-8 School

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Welcome to an extraordinary new school year at Harold S. Winograd K-8 School. We have successfully completed our first fifteen years as a school. Our first five years in the second decade have been filled with successes, challenges, and celebrations. During the 2018-2019 school year, the CUBS will continue to celebrate the joy of learning, the excitement of competing, and the satisfaction of reaching our goals.

As always, we welcome our returning students and their families back for another great school year. If you are new to Harold S. Winograd K-8 School, we welcome you and will strive to provide the best educational experiences possible for your child(ren). As our school’s mission states, we expect ALL students to achieve at high levels and celebrate the joy of learning.

As we begin year sixteen, Harold S. Winograd K-8 School continues its commitment to the implementation of our mission, vision, commitments, and customer service statements. In addition, the Cubs will continue to model COURAGE door-to-door as we add new students and families to our school. The Winograd Parent-Teacher Organization Board is motivated to help make our school be the best it can be for children, parents, families, and teachers. Whether formally or informally, parents are encouraged to get involved.

This handbook provides information about the policies and procedures that govern our school. Please read this handbook and discuss the contents with your child. Together we can make a difference for all of our students.

Sincerely,

Holly J. Bressler
Principal
Board of Education

Roger DeWitt
President

Terri Pappas
Vice-President

Doug Lidiak
Past President

John Haefeli
Director

Michael Matthews
Director

Dr. Julia Richards
Director

Rhonda Solis
Director

Weld County School District #6 Leadership Team

Superintendent of Schools
Dr. Deirdre Pilch

Assistant Superintendent of Academic Achievement
Dr. Stacie Datteri

Assistant Superintendent of Secondary Schools
Dr. Rhonda Haniford

Assistant Superintendent of Elementary & K-8 Schools
Mr. Wesley Tuttle
Harold S. Winograd K-8 School Staff

**Kindergarten**
- Amanda Gurney
- Letricia Parker
- Teresa Santos

**First Grade**
- Audrey Forgue
- Nikki Liesman
- Natalia Turner

**Second Grade**
- Sarah Gerbers
- Julie Smith
- Larea Warden

**Third Grade**
- Katie Horvath
- Angela Kinyon
- Kelsey Odom

**Fourth Grade**
- Teresa Douglas
- Jennifer Galloway
- Susie Mearsha

**Fifth Grade**
- Katie Ericson
- Amy Foore
- Adrianna Hassell

**Sixth Grade**
- Jana Flores
- Erin Jarrell
- Angela Nelson

**Seventh Grade**
- Stephanie Joseph
- Jennifer Marshall
- Stephanie Mick

**Eighth Grade**
- Justin Hope
- Scott Inloes
- Tamara Page

**Art**
- Adrienne Wilson

**Gifted & Talented**
- Danae Rosso

**Career & Technical Education, Art, Technology**
- Kelli Smith

**K-5 Music/6-8 Band**
- Robyn Albertson

**K-5 Music/6-8 Orchestra**
- Helena Ferguson

**Physical Education**
- Laurie Hughes
- TBD

**Library Media Specialist**
- Pat Otto

**International Languages**
- Jill Luna, Spanish

**ELL**
- Jennifer Rogakis

**Special Education Resource**
- Marissa Agripino
- Kristin Martin
- Angela Miller

**Interventionists**
- Karissa Vinal
- Kelly Bush

**Assistants**
- Amy Brech
- Jemalie Gallegos

**School Counselor**
- Scott Pell

**School Psychologist**
- Nicole Cornell

**Health Services**
- Diane Phillips, Nurse
- Kesia Larrea, Health Clerk

**Food Services**
- Annabel Garcia, Kitchen Manager
- Teresa Rempel
- Florence Youngclaus

**Custodial**
- Jon Halverson, Building Manager
- Nathan Sanchez-Garcia

**Office Manager**
- Courtney Archibeque

**School Secretary**
- Aaron Kunkel
- TBD

**Instructional Coach**
- Kathy Mattenklodt

**Dean of Students**
- Russell Tupper

**Assistant Principal**
- Jessica Bishop

**Principal**
- Holly Bressler
School Hours

Grades K-8

Monday, Tuesday, Wednesday, Thursday, Friday - 7:50 a.m. - 3:10 p.m.

Winograd’s Office hours are 7:15 a.m. to 4:00 p.m.
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What We Stand For and Who We Are

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Mission

Working together in a safe environment, our mission for students at Harold S. Winograd K-8 School is to achieve at high levels and celebrate the joy of learning.

Vision

Harold S. Winograd K-8 School is a diverse, energetic, positive, and student-focused community which is built upon four cornerstones.

**Academic Excellence** is focused on the individual needs of each student. This is accomplished through clear, high expectations supported with appropriate instruction and learning opportunities. Students will become responsible learners and be held accountable for their academic accomplishments. Pride in achievement and the joy of learning are evident.

**Professional Excellence** is demonstrated by our educators through ongoing and advanced study. Expertise is acknowledged and shared. As a result, our children receive the benefits of best classroom practices.

**Social/Emotional Climate** is positive and caring with the expectation of behavior that demonstrates respect, responsibility, fair treatment, and safety for all. This results in strong self esteem for our children and a welcoming environment for our community.

**Community Partnership** is driven by open communication between educators, students, parents, and the community. There are a variety of opportunities for parent and community involvement which serve to further enrich our children. The spirit of volunteerism and community support are constants in the life of our school.

These four cornerstones promote mutual understanding and shared responsibility for the vision of excellence at Harold S. Winograd K-8 School.

Adopted 2003-2004
Staff Commitments

ACADEMIC EXCELLENCE

We will ensure academic excellence for our students by providing an environment with clear expectations, accountability, and specific articulated goals which are guided by students' individual needs.

PROFESSIONAL EXCELLENCE

Through ongoing and advanced study, we will work collaboratively to implement best instructional strategies, analyze and utilize assessment data and advance the vision of the school.

SOCIAL/EMOTIONAL CLIMATE

We will provide a positive, safe and inviting environment for students; an environment with clear expectations and consistent consequences which results in strong self esteem for our students.

We will promote a positive school climate by modeling and teaching the qualities and characteristics that we will instill in our students.

COMMUNITY PARTNERSHIP

We will involve parents in the education of their children by keeping them informed of their children’s progress, being available for conversations about growth and concerns, and offering suggestions for assistance they can provide their children.

We will involve parents and the community in the educational process by creating shared learning experiences which serves to further enrich our students.

Adopted 2003-2004
Parent Commitments

**ACADEMIC EXCELLENCE**

We commit to encourage our children to strive to exceed expectations. We will commit to supporting students in being responsible, accountable, and achieving at their full potential.

**PROFESSIONAL EXCELLENCE**

We commit to supporting the staff’s professional development so that they may better meet the academic and social/emotional needs of our children.

**SOCIAL/EMOTIONAL CLIMATE**

We commit to getting our children ready to learn emotionally, mentally and physically.

We will insist that our children respect and support students and staff.

**COMMUNITY PARTNERSHIP**

We will volunteer our time, talent, and resources to the best of our ability to support all students.

Adopted 2003-2004
This policy and compact has been jointly developed and agreed upon by Harold S. Winograd K-8 School and parents of students served in the school pursuant to Title I (hereafter referred to as “parents”).

Policy

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student’s family involved in the student’s education).

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student’s education
- Parents to participate in school decision-making
- Effective communication between the school and parents

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

School Parent Involvement Policy, the administration will:

- Facilitate and implement the Title I Parent Involvement policy.
- Involve parents in the planning, review and improvement of the School Parent Involvement Policy at least annually.
- Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community.
With regard to parent meetings, the administration will:

- Convene annual meetings to inform parents of their school’s participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

With regard to Title I Programs and Plans, the administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents’ suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state’s academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student’s academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

- With the assistance of parents, educate teachers, pupil services personnel, principals and other staff in:
  - the value and utility of contributions of parents
  - how to reach out to, communicate with, and work with parents as equal partners
  - implementing and coordinating parent programs
  - building ties between parents and the school
With regard to the coordination with other programs, the administration will:

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the state’s academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student’s academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student’s achievement, such as literacy training and using technology as appropriate, to foster parental involvement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a comprehensible format.
- Provide such other reasonable support for parental involvement activities as parents may request.
- Provide access to educational resources for parents to use together with their students.

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.
- Advise parents of their student’s progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student’s progress and to participate as appropriate in the decisions relating to their student’s education. For elementary schools [may want to include this provision for all grade levels], at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent Involvement Policy (School/Parent Compact) will be discussed as it relates to the student’s achievement.
- Provide opportunities for parents to volunteer and participate in their student’s class and observe classroom activities.
Parents will:

- Support their student’s learning at home by:
  - monitoring attendance
  - monitoring completion of homework
  - monitoring television watching
  - encouraging positive use of extracurricular time
- Volunteer in the classroom.
- Participate, as appropriate, in decisions related to their student’s education.
- Participate in school activities on a regular basis.
- Actively communicate with school staff regarding their student’s needs and circumstances.
- Be aware of and follow rules and regulations of the school and school district.

Adopted 2003-2004

CUBS HAVE *COURAGE

Compassion
Optimism
Unity
Respect
Achievement
Generosity
Excellence

Winnie-O-Grad
Customer Service Statement

At Harold S. Winograd K-8 School, we are committed to providing quality service to our community. We will ensure that every person who enters is welcome, respected, and valued for his/her contribution in developing life long learners.

The Harold S. Winograd Staff will:

- Ensure a safe learning environment
- Be available
- Communicate frequently and clearly
- Provide opportunities for purposeful involvement
- Identify individual needs and tailor quality instruction
- Foster instructional leadership for professional growth
- Articulate and work towards meeting educational goals

As a result of our efforts, our hope is that students and families will serve with us as ambassadors for Harold S. Winograd K-8 School.

Adopted September 8, 2003
School District Mission and Vision

MISSION

Engage, Empower, Inspire
District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.

VISION

District 6 educates today’s students in partnership with families and communities to succeed in tomorrow’s world.

Values & Beliefs:

- Our students come first
- We know every child can achieve
- We commit to excellence, innovation and continuous improvement
- We ensure safe and healthy schools
- We view diversity as an asset
- We provide opportunity and choice
- We partner with families and communities

Goals

Student Learning and Achievement
Strengthening Partnerships
Climate and Culture
Operational and Organizational Effectiveness
**Academics and Activities**

**Homework Policy**

**Home-School Communication**

**Personnel Complaints**

**Field Trip Policy**

**Music**

**Physical Education**

**Technology**

**Activity and Eligibility Requirements**

**Athletics**

**Competitive Athletics**

**Intramural Athletics**

**Co-Curricular Activities**

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**Six things we can all do to make sure students succeed in school and thrive.**

**As a teacher I will...**

1. Have high expectations and provide academic rigor for all students.
2. Address the diverse needs of students who have differing cultures, strengths, challenges and primary languages.
3. Build positive, professional relationships with students and families through active communication.
4. Make sure students and parents clearly understand what is needed for mastery-level performance.
5. Engage in ongoing, collaborative work to design high-quality lessons aligned to Colorado's Academic Standards.
6. Participate in professional learning opportunities, including coaching.

**As a support staff member I will...**

1. Know how my job contributes to student achievement and success.
2. Treat students, parents, co-workers and others with courtesy and professionalism.
3. Deliver great customer service to students, parents, co-workers and the community.
4. Seek ways to improve procedures, systems and service.
5. Be an ambassador of the district to the community.

**As a student I will...**

1. Do my best at school, pay attention in class, get assignments done on time and be involved in extracurricular activities.
2. Behave well at school, on the bus and at school activities.
3. Treat other students and adults nicely, even if they are different from me and my friends. I will not bully anyone.
4. Attend school every day, on time, unless I am sick.
5. Talk to my parents often about school and what I am learning.
6. Ask a teacher or principal for help if I have any questions or problems at school.

**As a principal I will...**

1. Provide students with the opportunities and supports they need to master their grade-level content and reach expected outcomes.
2. Keep my school safe.
3. Create opportunities for students to connect their school to their personal education goals.
4. Make sure every teacher designs and delivers high-quality lessons.
5. Communicate often with parents.
6. Use data to guide school improvement planning.
Innovation 2020
Academics And Activities

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Co-Curricular Activities
Homework Policy

Homework is an expected part of every child’s education experience. Children need to practice what has been learned during the school day. At Harold S. Winograd K-8 School, homework expectations begin in Kindergarten and continue through eighth Grade. While researchers have stated that homework at the elementary school level should not be expected to improve test scores, homework for young children should help them develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes work at home as well as at school.

At Harold S. Winograd K-8 School, the following statements guide our homework policy for teachers.

- Assigned homework from Kindergarten through eighth grades will look different in terms of the amount, complexity, time and number of days needed to complete an assignment.
  - **When** homework is assigned in Kindergarten through third grade, homework will usually take between fifteen (15) and thirty (30) minutes per night.
  - **When** homework is assigned in fourth through eighth grades, homework will usually take between forty (40) and eighty (80) minutes per night.
- Provide opportunity for homework: (1) practice, and (2) preparation. Homework as “practice” should be structured around content with which students have a high degree of familiarity. Homework as “preparation” might look like teachers having students think about or gathering data for an upcoming topic before studying or using it in class.
- Distinguish between effort and completion. Students sometimes get stuck in the course of doing homework because they do not understand something critical. While perseverance and resourcefulness are important, we do not want students and parents to be frustrated.
- Feedback will be provided to students on a timely basis.
- Teachers will contact parents when homework is repeatedly not turned in by students.

At Harold S. Winograd K-8 School, the following statements guide our homework policy for parents.

- Help set up a consistent organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help him create a schedule each weekend that reflects a particular week’s after school activities.
• Keep your involvement to a minimum. While parents may help to “facilitate” homework, they should be careful not to do homework for the child.
• Encourage, motivate, and prompt your child, but do not sit with her and do the homework for her. The purpose of homework is for your child to practice and use what she has learned. If your child is consistently not able to do the homework by herself, please contact the teacher.
• Stop your child’s homework session if your child has been working on a homework assignment for an hour or more and is stuck or frustrated.

At Harold S. Winograd K-8 School, the following statements guide our homework policy for students.
• Be aware of assignments.
• Take home and return all assignments.
• Discuss problems or concerns about homework with your teacher if you are not able to complete it.
• Plan your time wisely.
• Follow all homework directions and explanations.
• Do your best.

At Harold S. Winograd K-8 School, the following statements guide our use of student planners.
• Check the planner daily for assignments and/or communication from the teacher.
• Sign the planner daily.
• Write communication to the student’s teacher as needed.
Homework Practices and Guidelines

This document was collaboratively constructed by teachers and administrators through District Curriculum Council

- The goal of homework is to assist with student learning that is relevant to instruction.
- Homework should be formative in nature and can be differentiated when appropriate for students.
  - Provide students with strategies for completion
  - Develop a homework plan to complete homework successfully if needed (chronic non-completion of homework)
  - Could include tasks, amount, products
- Homework should be tied to standards-based instructional objective(s), purposeful and relevant for:
  - Pre-learning
  - Checking for Understanding
  - Practice
  - Processing
- When assigning homework consider access to resources for all students. (Resources can include paper, pencils, space to complete homework, computer, printer, internet access, transportation, etc.)
- Systematic and timely feedback (from teacher or other students) provided for homework.
- Students have the right to homework they can complete on their own. If they cannot complete homework without help, students should feel free to approach the teacher to arrange for reteaching and/or instructional support.
- A student will not fail a course due to incomplete homework. Students shall be provided with opportunities for homework support if they are unable to complete homework at home. Examples may include but are not limited to:
  - In-school homework support
  - After-school homework support
  - Online resources
  - Community resources (public library)
  - Access teacher before and after school-hours
- Suggested time guideline = approximately 10 minutes total homework per grade level for all classes combined (reading a book may be additional) (ie: 3rd graders should expect to have 30 minutes total of homework a day) except that students who self-select higher-level courses may have an increased number of minutes.
- Consideration should be given to families to have weekends and holidays free from homework.
- Discussion with building content/grade level teams to determine the weight of the homework on the over-all class grade. All above considerations should be in place.

**Home-School Communication**

Parent/Teacher communication is encouraged and can be made through personal contact, phone calls, or notes. Parent-Teacher Conference days are designated in the school calendar. It is very important that parent(s) attend school conferences so the teacher may discuss your child’s progress. Please note the conference dates on your calendar and make every effort to attend.

While your need to visit with your child’s teacher is important, and we welcome your involvement, there are times when dialogue cannot occur productively. Example: Prior to or just after the start and/or dismissal bell. Your child is important to all of us. We want to spend our time together productively with the outcome being what is best for your child.

Please call the office (348-2600) to set up an appointment or leave a voice mail message for the teacher. The classroom teacher will contact parents/guardians and set up a mutually agreed upon time to meet. In this manner, we will be able to ensure that those affected by the resolution of the situation are involved in the discussion. If further meetings are needed and/or additional staff members need to be included to resolve the issue, appointments will be scheduled.

**Personnel Complaints**

Most problems and disagreements are the result of inadequate communication between the parties involved. For this reason, please address any concerns you may have directly with the person first. If a solution is not reached in the first meeting, please contact the principal for another meeting with all parties present.
Field Trip Policy

Field trips provide valuable learning experiences for children. Parent permission is required for student participation on field trips. We must have a signed permission slip on file before any trip. **A child may not be allowed to go on a field trip due to continued misbehavior or lack of effort in the classroom.**

Music

Students at Harold S. Winograd K-8 school will have music classes on a scheduled basis. Choir is an after school activity that is offered to students in third through eighth grades. Information about choir will be sent home to families early in the school year.

Physical Education

Students at Harold S. Winograd K-8 School will have physical education classes on a scheduled basis. Students need to wear or bring tennis shoes and socks on days when they attend physical education. Information about intramurals will be sent home to families early in the school year.

Technology

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network is often public in nature. General school rules for behavior and communication apply.
The network is provided for students to conduct research and communicate with others. Access to network services is given to students whose parents have signed district permission forms. Access is a privilege, not a right. Access entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Activity and Eligibility Requirements

Behavior and satisfactory academic progress are required for eligibility in certain activities. These include, but are not limited to, athletics, field trips, performances, school dances, school parties, and/or trimester celebration activities. Students may not participate in these and other activities if they have one or more “F” grades or do not meet behavioral expectations. Other requirements may apply to specific activities.

Athletics

Winograd students in sixth through eighth grades have the opportunity to participate in a variety of intramural and competitive athletics.

Competitive Athletics

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<th>PARTICIPANTS</th>
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<td>6th, 7th, 8th boys and girls</td>
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<td>Swimming</td>
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<td>Track</td>
<td>6th, 7th, 8th boys and girls</td>
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City of Greeley Sponsored Intramural Athletics

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</tr>
<tr>
<td>Basketball</td>
<td>6th girls</td>
<td>Winter</td>
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Co-Curricular Activities

Winograd Middle school students have the opportunity to join COURAGE Team and to join Yearbook Club. In addition to athletics and clubs, participation in Band and Orchestra is also highly encouraged. Performances are held in the Winter and late Spring.
Attendance

Attendance Requirements
District 6 Attendance Policy
Who Should I Call if My Child Will Be Late or Absent?
Excusing Students From School
Attendance Requirements

Success in school is strongly influenced by regular and punctual attendance in class. We believe that relationships forged between students and teachers in a high quality learning environment are critical to the student’s education and personal growth. Poor attendance, along with a failure to complete required make-up work, is a major cause of student frustration. Even make-up work does not adequately replace the experiences provided by hands on opportunities within the classroom.

District 6 Attendance Policy

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.

Excused absences include: temporary illness or injury, prearranged absence approved by an administrator, extended absences due to physical, mental, or emotional disability, school-sponsored field trips or activities, a work-study program under the supervision of the school, extremely inclement weather, emergency, serious illness or death in the family, participation in religious observances, and any absence which occurs when the student is required to be in court or in the custody of the court or law enforcement authorities.

Parents are encouraged to notify the school for student absences, but the absence will be “excused” by the school according to the guidelines for excused absences (see above). A student will be limited to four excused absences in a month or 10 excused absences in a year. Prearranged absences must be pre-approved by the school administrator.

When a student has reached four absences from school in any month or ten absences during any school year, the school shall either require a meeting or other form of communication between a student’s parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school. A plan may be developed for the student with the goal of assisting the student to remain in school. When practicable, the student’s parent/guardian may participate with school personnel in the development of the plan. The district may require suitable
proof regarding the above exceptions, including written statements from medical sources. When the district is aware that criteria exist to designate a student as habitually truant, the district shall refer the students and his or her parent/guardian to the Weld County Judicial System, Youth and Family Connections and/or the Weld County District Attorney’s Juvenile Division Unit.

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

Who should I call if my child will be late or absent?

Please contact the school office at 348-2600 if your child will be late for school or absent. If you call before or after school hours, leave your name, your child’s name, his/her teacher’s name, and the reason your child cannot be at school. If your child will come to school late, include what time he or she will arrive. When your child returns to school after an absence, please send a note explaining the reason for the absence.

Winograd’s Office hours are from 7:15 A.M. - 4:00 P.M.

Excusing Students From School

Students will not be excused from school for any purpose before regular closing hours except upon request from the parents and/or the approval of the principal or her designee. Absence(s) will be excused for the same reasons listed above. If a child has a note from home requesting that s/he should leave the building during the school day, the note will be given to the office immediately. The release of students from classes, during school hours, is not granted unless the parent/guardian comes to the school office for the child. Students may not be dismissed from the classroom. Only adults whose names appear on the database may take a child out of school.
Health, Safety, and Nutrition

Illness or Injuries
Should I Keep My Child Home From School Today?
Immunizations
Medications at School
Lunchroom Information
Daily Lunch Schedule
School Meal Prices
Low Balance/Charging Policy
Meal Payment
Free and Reduced Meal Benefits
Wellness Policy
Health Services Information

For Health Service forms and information please see the District 6 Health Services Website. [http://www.greeleyschools.org/Page/8187](http://www.greeleyschools.org/Page/8187)
www.greeleyschools.org > departments > health services

District 6 has School Health Clerks who are the main care-givers in health offices in all district and charter schools. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. They are available to answer questions and are able to contact a 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 trainings as needed for specific student health needs.

District 6 has School Registered Nurse Consultants who work as a team 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 the special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Illness or Injury

When minor injuries occur at school, trained school personnel give first aid treatment. Parents will be called if there is a serious injury. Parents will also be called to pick up children who have a temperature above 100 degrees or diarrhea, vomiting, or a contagious disease. Please be sure we have your daytime phone number and at least one backup emergency number. **PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF.** Students should not call home when they feel ill. They are to go to the Health Office where the nurse or health clerk will visit with them and make a decision.

If your student has chronic health concerns, please contact the Health Office each year to update your student’s health information. An “emergency
medical plan” form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). If the school is unable to contact parents in an emergency situation, an ambulance may be called to transport the child to the North Colorado Medical Center’s emergency room.

**Should I Keep My Child Home From School Today?**

**District 6 Health Exclusion Guidelines**

The following Exclusion Guidelines will be utilized to determine if a student should be sent home because of illness.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Exclusion Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Recommended for students experiencing severe, uncontrolled coughing or wheezing, or difficulty breathing.</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Recommended for students with other symptoms in addition to diarrhea such as vomiting, abdominal pain, fever, the diarrhea cannot be contained in a toilet, there is blood or mucus in the stool. Student should be diarrhea free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Fever (defined as a temperature &gt;100.5 F orally)</td>
<td>Recommended if the student has symptoms in addition to the fever such as a rash, sore throat, vomiting, diarrhea, etc. Student should be fever free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Mouth Sores</td>
<td>Recommended if student is drooling uncontrollably.</td>
</tr>
<tr>
<td>Rash</td>
<td>Recommended if student has symptoms in addition to the rash such as behavioral change, fever, joint pain, bruising not associated with injury, or if the rash is open and oozing.</td>
</tr>
<tr>
<td>Stomach Ache Abdominal Pain</td>
<td>Recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomach ache such as vomiting, fever, diarrhea, etc.</td>
</tr>
<tr>
<td>Swollen Glands</td>
<td>Recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Generally recommended if the student has vomited more than 2 times in 24 hours, if the vomit is green or bloody, if the student had a recent head injury, or if the student has symptoms in addition to the vomiting such as fever, diarrhea, stomach ache, etc. Student should be vomit free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Earache</td>
<td>No exclusion necessary</td>
</tr>
<tr>
<td>Headache</td>
<td>No exclusion necessary. Contact nurse if headache is persistent, severe, is accompanied by other symptoms or if the student has a health care plan.</td>
</tr>
<tr>
<td>Lice</td>
<td>Exclusion is for children found with live head lice only. Data does not support school exclusion for nits (lice eggs).</td>
</tr>
<tr>
<td>Contagious Illness</td>
<td>Students on antibiotics for contagious illnesses, such as strep throat, tonsillitis, bronchitis, pinkeye or pneumonia, must stay home until antibiotic has been taken for 24 hours. All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ring worm, scabies, and other fungal, bacterial or viral skin infections.</td>
</tr>
</tbody>
</table>
Immunizations

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

If parents have concerns about immunizations and vaccine safety, visit www.ImmunizeForGood.com. The Colorado Immunization Program’s website is located at www.ColoradolImmunizations.com.

Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

Medications at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. School District Six personnel encourages medicines be taken at home if at all possible. Many medicines may be taken before school hours and/or after school hours. However, 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. If school personnel are asked to take some of the responsibility, the following policy/procedures apply:

1. Parents/Guardians may come to school and give it to their child at the appropriate time.
2. Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.

3. Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.

Medications of any sort (over the counter or prescription) are not to be in the possession of students, except for those with written authorization from their health care provider, their family and the School Registered Nurse Consultant.

If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the Health Office or download from health services website http://www.greeleyschools.org/Page/8183

Health Questionnaire / Students with Health Concerns

It is extremely important that parents/guardians complete the Annual Health Questionnaire and Emergency Information form.

School Registered Nurse Consultants write Health Care Plans (HCP) for students with known health concerns and/or that require specific procedures at school.

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

Students with severe asthma, severe allergies, seizure disorder or diabetes are able to secure forms from Health Office or on health services website for physician completion http://www.greeleyschools.org/Page/8183

Screenings

Hearing and vision screenings are conducted annually by health services staff including the District Audiologist. 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 the school audiologist.

Loaned Clothing

The health office has a limited supply of extra clothing for accidents. Please wash and return all clothes that are loaned or borrowed at your earliest convenience.

Parent Health Resources

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

School Wellness

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

Lunchroom rules are few in number but are expected to be followed. Inappropriate behavior may result in a student being removed to a separate area of the cafeteria, removed from the cafeteria or having to eat with his/her parent or guardian.

Daily Lunch Schedule

Monday-Friday

<table>
<thead>
<tr>
<th>Grade</th>
<th>Recess</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kind</td>
<td>11:05-11:25 AM</td>
<td>11:25-11:45 AM</td>
</tr>
<tr>
<td>First</td>
<td>11:05-11:25 AM</td>
<td>11:25-11:45 AM</td>
</tr>
<tr>
<td>Second</td>
<td>11:25-11:45 AM</td>
<td>11:05-11:25 AM</td>
</tr>
<tr>
<td>Third</td>
<td>11:25-11:45 AM</td>
<td>11:05-11:25 AM</td>
</tr>
<tr>
<td>Fourth</td>
<td>11:30-11:50 AM</td>
<td>11:50-12:10 PM</td>
</tr>
<tr>
<td>Fifth</td>
<td>11:30-11:50 AM</td>
<td>11:50-12:10 PM</td>
</tr>
<tr>
<td>Sixth</td>
<td>11:50-12:10 PM</td>
<td>12:10-12:30 PM</td>
</tr>
<tr>
<td>Seventh</td>
<td>12:35-12:55 PM</td>
<td>12:55-1:15 PM</td>
</tr>
<tr>
<td>Eighth</td>
<td>12:35-12:55 PM</td>
<td>12:55-1:15 PM</td>
</tr>
</tbody>
</table>
School Meal Prices

<table>
<thead>
<tr>
<th>TYPE OF MEAL</th>
<th>2018-19 PRICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast K-5</td>
<td>$ 1.60</td>
</tr>
<tr>
<td>Breakfast 6-8</td>
<td>$ 1.70</td>
</tr>
<tr>
<td>Reduced Breakfast</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Milk</td>
<td>$ 0.60</td>
</tr>
<tr>
<td>Lunch K-5</td>
<td>$ 2.75</td>
</tr>
<tr>
<td>Reduced Lunch K-5</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Reduced Lunch 6-8</td>
<td>$ 0.40</td>
</tr>
<tr>
<td>Lunch 6-8</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$ 3.50</td>
</tr>
</tbody>
</table>

Nutrition Services

Weld County School District 6 Nutrition Services Department is taking a proactive approach to offering healthier and fresher foods for the students in our community. Our ‘home-cooked’ meals are prepared fresh daily utilizing whole, natural ingredients. Eliminating processed foods and replacing them with items made ‘from scratch’ has allowed the department to significantly reduce the amount of sodium, preservatives and other artificial ingredients that are served to our students. In addition, the Nutrition Services Department continues to expand its Farm to School Program by purchasing fresh produce from local growers. This provides our students with the freshest fruits and vegetables possible, while also supporting the local community. If you ever have a question, concern or want to give some general feedback, please contact us at schoolfood@greeleyschools.org or call the Nutrition Office at 970.348.6600.

Nutrition Services aims to “Fuel the Future of Our Students” with healthy, nourishing foods that provide their bodies with the nutrients they need to grow, learn and succeed in the classroom! Thank you for allowing your student to dine with us. Here is some additional information about our program:
Low Balance/Charging Policy

If your student(s) meal balance begins to run low, nutrition staff will provide verbal reminders to students and utilize auto-call and low-balance letters to communicate the need for additional funds to be placed on the meal account. However, from time to time a student’s meal account may have insufficient funds to cover the cost of a meal. Our policy in District 6 is to allow Elementary students to charge up to two (2) breakfast and two (2) lunch meals, Middle School students to charge one (1) breakfast and one (1) lunch and we extend no charging privileges for high school students. All meal charges are to be paid in full by the end of the school year.

Meal Payments

Payments to your student’s account may be made a number of ways:
- Cash can be sent with your student to pay for each meal and/or be placed on their meal account.
- Checks are accepted at all schools for meal accounts.
- Credit/Debit cards are accepted online at [www.greeleyschools.org](http://www.greeleyschools.org)
Please allow 24 hours for payment to post to your students’ meal account.

Free & Reduced Meal Benefits

Your student(s) may qualify to receive their breakfast and lunch meals for free or at a reduced rate. Meal Benefit Applications are mailed to each district household approximately 30 days prior to the start of the new school year and are also available on the district’s website, in the school office and cafeteria. Only one application per household is necessary. Application processing can take up to 10 business days with families responsible for all meal costs until the application is approved. Once approved, meal applications are good for the entire school year and carry over for the first thirty (30) days into the next school year.

Wellness Policy

Research shows that children perform better in school when they eat healthy and are physically active. To support academic achievement and healthy living, Weld County School District 6 offers exciting wellness opportunities for both students and employees. With devotion to wellness programming for the entire district, healthy initiatives are changing behaviors for life. District 6 has strategies in place to improve eating habits, increase physical activity, and provide a healthier school atmosphere. For more information about the wellness program, please visit [www.greeleyschools.org/wellness](http://www.greeleyschools.org/wellness).
General Information
Nuts and Bolts
Day to Day

Non-Custodial Parent Access to Students and Records

Visitors
Non-Winograd Students Visitation Policy
Telephone Policy
Birthday Parties
Dress Code
Non-Negotiable Universal Student Dress Code

Expectations
Inclement Weather
School Closures and Delayed Starts
School Closure
Two Hour Delayed Start
School Closing Announcements

Student Email Accounts
Family Educational Rights and Privacy Act
Statement of Intent to Comply with the Protection of Pupil Rights Amendment
Parent’s Right to Know

Equal Opportunity
Non-Custodial Parent Access To Students And Records

We request that when parents are divorced, they provide the school a copy of any legal documentation restricting legal or physical custody of the children. Harold S. Winograd K-8 School will use these documents to make certain that your child’s best interests as well as both of the parents’ interests/rights (as determined by law) are being served.

Without a court order terminating or determining parental rights, or a restraining order denying access to the children, school, or children’s records both parents have access to the following:

- copies of report cards
- parent-teacher conferences
- access to the child’s school records and cumulative files

The parent without physical custody may visit the child at school, i.e., during lunch/recess, or pick them up from school if these actions fall within the custody agreement. The school will not know if a person’s parental rights have been removed or modified by the courts unless we are so informed by the child’s caretaker. This information must be in the form of a copy of the official court documents.

Visitors

Parents and guardians are encouraged to visit the building and observe classes. From time to time, however, it may be inappropriate for you to visit, i.e., when students are involved in testing. On such occasions we would ask that you reschedule your visit. In order to avoid a disappointment we ask that you contact the school office and teacher to arrange your visit. When you arrive at school for your visit we ask that you first stop in the office to say hello, show us one form of identification, sign in, and receive a visitor’s badge. Students not enrolled in Winograd School will not be permitted to attend classes.

Non-Winograd Students Visitation Policy

Children who are not enrolled at Winograd should not be sent to visit. Ordinarily it is the policy of the school to discourage child visitors due to liability reasons.
Telephone Policy

School telephones are to be used by students only in cases of emergencies, i.e., illness or accident or with the permission of the teacher.

Students who bring cell phones to school may not use them during the school day. They are to be turned off. Violating this policy will lead to the confiscation of the cell phone. Parents will need to pick up the phone from the principal.

Birthday Parties

Birthdays are a very important part of a child’s life. Therefore, we ask that the classroom teacher be contacted so birthday arrangements can be made. Commercially prepared treats that are individually wrapped are most convenient. Treats should be dropped off in the office unless previous arrangements have been made with the classroom teacher.

We request that private birthday invitations not be passed out at school.

To make your child’s birthday even more special, parents may purchase a book for the library or classroom. The child’s name will be placed in the book as the donor. Parents may ask their child’s teacher or our Librarian for title recommendations.
Dress Code

At Harold S. Winograd K-8 School, we recognize that parents have the primary responsibility for selecting their child’s dress. However, the school has a responsibility to establish a safe environment and an atmosphere that is conducive to learning.

Examples of inappropriate clothing include: shoes with wheels (heelies), bandanas, short-shorts, halter tops, tank tops, “spaghetti straps”, oversized clothing that allows underwear to be visible and/or imposes a tripping hazard, shirts with inappropriate or offensive slogans (such as references to alcoholic beverages, tobacco, sex or foul language, etc.), and clothing not worn as originally intended (such as athletic undershirts being worn as a shirt or overalls not being properly hooked, etc.). Shirts and blouses should cover the stomach. Caps and hats may not be worn indoors except for religious, cultural, and medical requirements. Hats that are worn outside must be worn with the bill of the cap facing forward.

In an instance where unsuitable clothes are worn to school, the principal or her designee will inform the child that a change of clothes is necessary before he/she can return to class. A common set of expectations for students in grades K-12 has been developed. This Universal Dress Code is the expectation for all students in Weld County School District #6.
Greeley-Evans School District 6
Non-Negotiable Universal Student Dress Code Expectations

1) 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.

2) Tattoos, clothing or accessories that display drugs, including any marijuana reference, sexual innuendos, inappropriate language, alcohol, tobacco products, violence, weapons or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times.

3) 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)

4) Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building.

5) Trench coats are not permitted anywhere on school property.

6) Soled shoes or sandals must be worn at all times. (For example, no “bedroom” slippers or similar footwear)

7) No exposed undergarments, inappropriately sheer, tight or low cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted.

8) No shaved or notched eyebrows (Absent a verified medical condition)

9) No red or blue unnatural hair color or belts.

10) No clothing or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81.

11) No solid red or solid blue shirts (Other than designated school uniforms)

12) No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts.

13) No red or blue bandana or any color bandana that is draped on clothing or hanging out of a pocket.

Endorsed and supported by the D6 Council of Student Representatives.
Inclement Weather

Weather and temperature changes in Colorado can often be very difficult to predict. It can be very cold in the morning when you child leaves for school, but often by lunch time, the temperature will have completely changed. Parents are encouraged to pay attention to the Colorado weather forecasted for our area.

On extremely cold or wet mornings, at the direction of the teachers on duty, students may enter the Cafeteria when they arrive at school before the 7:45 a.m. bell. The signal for students to come in to the cafeteria will be orange traffic cones placed on the playground blacktop and in front of the school. Students will go outside for lunch recess at the discretion of the principal or her designee.

Be sure your child dresses warmly for winter playground activities. Most days we go outside before school and for lunch recess. Please mark clothing so misplaced items can be returned to your child.

School Closures and Delayed Starts

Occasionally, winter weather in northern Colorado can cause severe enough conditions that we have to consider closing schools or delaying the start of schools. This decision could be made because of significant snowfall, dangerous road conditions, or extreme cold.

Deciding whether to close or delay the start of 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 parents to make alternative plans.

School Closure

If schools are closed for the day because of weather, students will remain home. Generally, this also means that all other school activities, such as after-school clubs, spots, practices, etc. are also canceled for that day. The lost instructional time may need to be made up later in the year in order to meet
the State of Colorado’s minimum requirements for annual instructional time for students.

Two Hour Delayed Start

If schools will open on a two-hour delayed start, then students should arrive at school two hours later than their normal start times. A delayed start could be used if weather or road conditions are severe overnight but expected to improve in the morning. On a delayed-start day, school buses will run their routes two hours later than normal. Parents who drive their children to school should drop their children off two hours later than the normal time.

School Closing Announcements

If schools are to be closed or put on a two-hour delayed start because of poor weather and road conditions, then that decision will be announced by these means:

- A posting on the district’s main website
- Postings to the district’s social media sites: Twitter and Facebook
- A recorded message on the district’s main telephone number: 970-348-6000
- Notification to local and metro-Denver area radio and television stations
- Notification to The Greeley Tribune newspaper

Announcements of school closings, delayed opening or early closing of Weld County School District Six - Greeley/Evans Schools due to sleet, snow, or hazardous weather conditions are made on the District’s website and/or local radio stations such as KFKA 1310 AM, KUAD 99.1 FM; & KUNC 91.5 FM

If snow or bad weather begins after school is in session, school may be closed early to permit students to be driven home before the roads become dangerous.

Again please refer to the District’s website and/or local radio stations for closing announcements so that phones at the schools, the superintendent’s office, and the bus supervisor’s office can remain open to confer with the local police and the highway patrol.
Family Educational Rights and Privacy Act
2018-2019 School Year

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

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

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

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

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

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

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

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

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

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

COURAGE Door-to-Door
Winograd
Cubs have Courage

Door-to-Door
Positive Expectations for Student Behavior
Courage is doing what is right even when it is hard.

Winograd Cubs are expected to demonstrate courage in their words and actions at Winograd, at home, and in the community.

The following positive descriptions of behavior are based on the types of courage we look for at Winograd in order to maintain excellence in our learning environment. Also listed are behaviors that absolutely result in disciplinary action.

**Compassion**
- Show care for others, be kind, helpful, considerate, show good manners, be friendly, give compliments.

**Optimism**
- Have a good attitude, be cheerful, enthusiastic, show a sense of humor, problem solve, apologize, make amends, show determination and perseverance, good manners, fairness, and patience.

**Unity**
- Work together, cooperation, fairness, support one another.

**Respect**
- Treat others the way you want to be treated, problem solve, conflict resolution, show high regard for self, others, and property.

**Achievement**
- Set and reach for goals, try your best, persistence, perseverance, humility, and uniqueness.

**Generosity**
- Give to others, share of time and talent, community service, citizenship

**Excellence**
- Strive to be your best, self control, honesty, responsibility, dependability, reliability.

**Behaviors that absolutely result in immediate disciplinary action**
- Physical violence/dangerous behavior
- Possession of weapon or dangerous objects
- Harassment, threats, and bullying behavior
- Insubordination-repeated refusal to follow adult directives
- Directed swearing
- Vandalism
- Possession of drugs/alcohol
Courage at the Bus Stop and on the Bus

**Compassion/Caring**
- Be kind to others on the bus and the bus driver
- Make sure to take care of the bus and areas around the bus stop.
- Talk quietly to friends who are near you.

**Optimism**
- Share a good attitude with driver and others.
- Say good morning or other positive greetings.
- Show good manners for lining up.

**Unity**
- Cooperate with others when lining up.
- Include everyone in games while waiting for the bus.
- Assist those who may need help.

**Respect**
- Treat people, things and the environment with respect and care.
- Go straight home.
- Keep hands and feet to yourself.
- Put trash in trash cans.

**Excellence**
- Be the best person you can be; use self control.
- Obey bus, school, and community rules
- Walk calmly to and from the bus stop and playground.
- Sit back in your seat on the bus and face forward.
Courage on the Playground at Recess

Compassion/Caring
- Everyone is welcome to play games.
- Help others to play or be included.

Return playground equipment to appropriate location after use.

Optimism
- Use encouraging words like “good job”, “I like the way you threw that ball”.
- Have a sense of humor even about yourself.
- Be willing to try new things and stay positive.

Unity
- Share equipment
- Be fair; talk about the rules
- Try to solve kid problems calmly. Get adult help to problem solve if needed.

Respect
- Honor the playground rules and supervisors by staying away from classroom windows and where you can’t be seen by an adult.
- Use trash cans for trash.
- Others have the right to be safe on the playground.

Achievement
- Let everyone have a chance to reach their goal.
- Be willing to try new things.
- The goal of recess is fun, fresh air, and exercise.

Generosity
- Share equipment.
- Share your talent with others; teach them the game or skills you have.

Excellence
- Manage your words, actions, and emotions.
- Follow playground rules. Climb on lower bars only, stop swings before getting out, one person at a time on the slide, slide sitting down feet first. Tag on the grass only. Ask an adult before going to retrieve a ball. Snow stays on the ground.
Courage in the Hallway or Restroom Areas

Compassion/Caring
- Be quiet in hallways. Voices are off.
- Walk on the right side of the hall so others can pass.
- Pick up trash or other things on the floor.

Optimism
- Be polite to adults and other students in the hallways.

Unity
- Help keep our school safe and clean.

Respect
- Say a positive greeting to others. “Hello, how are you?”
- Be polite and considerate of others while waiting your turn at sinks/hand sanitizing stations.
- Walk quietly with hands and feet to self in the hallways.

Achievement
- Walk directly to and from destination.

Generosity
- Give the next person a clean area.

Excellence
- Follow school rules. Clean up after yourself. Rinse dirt down drains, pick up dirty paper towels and put in the trash, flush toilets.
- Save water by turning off the faucets.
- Show honesty, responsibility and self control.
Courage at Assemblies and on Field Trips

Compassion/Caring
- Give attention to the presentation.
- Show good manners to others around you and our visitors.

Optimism
- Be positive about the presentation.

Unity
- Sit in your own space.
- Be fair to others by listening and not talking.

Respect
- Be polite; say please and thank you.
- Clap appropriately, show appreciation.
- Keep hands and feet to self.
- Make sure you leave the place better than when you came.

Achievement
- Learn something new.

Generosity
- Share materials with others.

Excellence
- Ask to help with setting up or taking down presentation equipment.
Courage in the Lunchroom

Compassion/Caring
- Clean hands before eating.
- Be kind to others in line and wait your turn.

Optimism
- Show good table manners, use utensils and napkin.
- Talk nicely and quietly to others at your table.

Unity
- Cooperate with others at your table to clean up.

Respect
- Welcome anyone to sit near or with you.
- Say please and thank you.

Achievement
- Eat an appropriate amount of healthy foods.

Generosity
- Leave a clean area for those who follow you.

Excellence
- Keep hands and feet in your space. Keep elbows off the table.
- Chew with your mouth closed and talk when you do not have food in your mouth.
- Wait to be dismissed by your teacher.
Courage in the Classroom

Compassion/Caring
- Be kind and helpful to teachers and other students.
- Show good manners.
- Give attention to the speaker.

Optimism
- Be cheerful.
- Keep trying even when things are hard.

Unity
- Work with others; do your fair share.
- Be fair and cooperate with others.
- Be flexible.
- Be trustworthy.

Respect
- Take care of the books, desks, and other classroom objects.
- Be respectful with your words and actions.
- Listen and follow directions.
- Raise your hand and wait patiently.

Achievement
- Set goals for yourself.
- Do your best work, using your time and materials well.

Generosity
- Share materials when appropriate.
- Share your knowledge and talents.

Excellence
- Give consistent effort.
- Be honest.
- Be responsible for your work and your behavior.
COURAGE Awards may be given to students by any staff member. They are given when students demonstrate one of the COURAGE attributes—Compassion, Optimism, Unity, Respect, Achievement, Generosity, or Excellence. The COURAGE Awards are collected from students by the school counselor. At each COURAGE assembly there are several COURAGE Awards drawings. A variety of prices including a COURAGE t-shirt are given to students as their reward.
Greeley-Evans School District 6
Bully Prevention In Positive Behavior Intervention Support

The Board recognizes that bullying behavior can have a negative effect on the school climate and can lead to more serious behavior 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 any type of 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.

- Blending School-wide positive behavior support, and explicit instruction to provide every student the tools to prevent bullying.
- Positive Behavior Intervention Support has been shown to have both short and long term beneficial effects on academic achievement, decreased discipline, aggression, crime, school attachment and drug use.
- All students and staff are taught about how to behave in safe, respectful, and responsible ways across all school settings.
- The emphasis is on prevention and reduction of bullying problems and behaviors.

Bully Prevention in Positive Behavior Intervention Support is a program that is used at all grade levels in all of our elementary schools. The program is a series of explicitly taught lessons that are designed to give children tools to help them reduce and prevent incidences of bullying.

The student lessons teach a three step response to problem behavior:

“Stop”
“Walk”
“Talk”
Student Conduct

Behavior at School
Playground Rules
Nuisance Items
Code of Conduct
K-5 Matrix
6-8 Matrix
Behavior at School

School is a special place for children. It is our wish to make every child feel self-worth, develop good relationships with peers and staff members, experience success, and be self-controlled. Our primary objective is to create an environment where students can achieve at high levels and celebrate the joy of learning. We believe that it is up to parents to send their child(ren) ready for school. With this in mind, we feel that all students arrive at Winograd K-8 School with a “ticket” to good behavior and all of the benefits and rewards for behaving appropriately.

All teachers at Winograd School have created a student/classroom management plan. At the beginning of the year, and at timely intervals, staff will review rules and procedures with students. Students consistently in disregard of school/classroom rules are referred to the principal or her designee. The principal will follow Colorado Statute and District 6 Policies/Procedures.

Please share with your child the expectation that school is a place to learn and that there will be consequences for proper and improper behavior at school.

Playground Rules

Winograd’s playground needs to be a safe place for students. In order for students to be able to enjoy the playground and play area, the following expectations need to be observed:

- Students should not be on the playground before 7:30 am.
- Walk on the black top, sidewalks, or in sand areas.
- Stay off fences.
- Bicycle racks are off limits unless you are locking/unlocking your bicycle.
- Students are not to leave playground without permission, including ball retrieval.
- No “war/martial arts” type of games. For example: pretend kickboxing.
- Only playground balls provided from the physical education office should be thrown on the grass field.
- Balls should be used away from the building, not bounced against it.
- Ropes are for jumping only.
- Students will not have or chew gum or candy on school grounds.
Nuisance Items

No nuisance items are to be in the possession of students on school premises. This includes any item that disrupts the educational environment. This may include but is not limited to the following examples: balls from home, MP3 players, iPods, balloons, electronic games, noisemakers, puzzle cubes, toys, trading cards, trucks or any other items unless authorized by the teacher. Items deemed a nuisance by the classroom teacher or staff member will be confiscated and returned to the parents only. Such items have a way of disappearing or getting lost and we do not have the time or resources to protect them. This rule is for the protection of your child’s personal property.

Code of Conduct

District 6 expects all students to behave appropriately for an educational environment and follow school rules. All schools are expected to establish behavior guidelines as defined in the school’s Positive Behavior Intervention and Support (PBIS) plan. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

Consequences for inappropriate behavior are contained in the following chart which is used in all schools. The school’s responses to inappropriate behaviors are subject to change by the direction of Weld County District 6 Board of Education. Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her side of the story. Students using Internet must abide by the provision of the District 6 Technology User Agreement and Colorado Revised Statute 18-5.5-101 and 18.5.5-102 (also Title 17, USC Section 102). Copies are available upon request. For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure JK*-2. Please note that any infraction marked with an asterisk (*) may involve school police resource officer or local law enforcement agency. CCS means community/campus service and suspension can be in-school (ISS) or out-of-school (OSS).
## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR
### Elementary School Level

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.

<table>
<thead>
<tr>
<th>CODE</th>
<th>BEHAVIOR</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>REPEAT OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Unauthorized presence on, or in the vicinity of, another school campus.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>A02</td>
<td>Public nuisance - any act that is a source of inconvenience, annoyance, and/or bothersome to the school community. Examples: a) excessive profanity; b) unsafe driving on or around school property; c) others as interpreted by the Administration which cause unnecessary inconvenience to others or to normal routine; d) distasteful display of affection.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>A03</td>
<td>Verbal abuse or obscenities toward staff.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>A04</td>
<td>Any act which disrupts the normal educational process. Examples: a) setting off fire alarm, b) calling in of a bomb threat, c) any act that causes the unnecessary evacuation of the building.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS or recommendation for expulsion, depending on the severity of the offense.</td>
<td>School counseling and up to 5 days OSS or recommendation for expulsion, depending on the severity of the offense.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
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<tr>
<td>A05</td>
<td>Trespassing</td>
<td>School counseling,</td>
<td>School counseling,</td>
<td>School counseling,</td>
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<tr>
<td>A06</td>
<td>Disrespectful behavior.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>A07</td>
<td>Insubordination/refusal to follow a reasonable request of a staff member.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>A08</td>
<td>Disruption of class.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>B01*</td>
<td>Possession/use of alcohol/consumption of alcohol or under the influence of alcohol.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
</tr>
<tr>
<td>B02*</td>
<td>Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling and up to 5 days OSS.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
</tr>
<tr>
<td>B03*</td>
<td>Sale/distribution of alcohol.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling and up to 5 days OSS.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
</tr>
<tr>
<td>B04*</td>
<td>Sale/distribution of drugs or other controlled substances.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
</tr>
</tbody>
</table>

**NOTE:** Any violation of B01-B04 will result in at least a 30-calendar day exclusion from all school-sponsored activities.
<table>
<thead>
<tr>
<th>Code</th>
<th>Incident Description</th>
<th>School Counseling, Detention, and Up to Days ISS/OSS</th>
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<th>School Counseling, Detention, and Up to Days ISS/OSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C02</td>
<td>Verbal abuse/harassment/sexual harassment of a student.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C03</td>
<td>Fighting (mutual combat - Including self-defense).</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C04</td>
<td>Possession of or setting off fireworks or other incendiary devices.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C05</td>
<td>Theft.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C06</td>
<td>Vandalism or defacing/ Destruction of school property.</td>
<td>School counseling and/or 1-3 days ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling and/or 1-3 days ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling, 5-10 day OSS suspension, and recommendation for expulsion with restitution.</td>
</tr>
<tr>
<td>C07</td>
<td>Gang activity/apparel/ Paraphernalia.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C08</td>
<td>Threatening another student.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling and up to 5 days OSS.</td>
</tr>
<tr>
<td>C09</td>
<td>Possession/use of a weapon or other article to cause bodily harm.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
<td>School counseling, detention, and up to 5 days ISS/OSS.</td>
</tr>
<tr>
<td>C10</td>
<td>Physical abuse/assault of a student.</td>
<td>School counseling,</td>
<td>School counseling and up to 5 days</td>
<td>School counseling and up to 10 days</td>
</tr>
<tr>
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<tr>
<td>C11</td>
<td>Physical abuse (assault) of a staff member.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS</td>
<td>School counseling and up to 5 days OSS.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
</tr>
<tr>
<td>C12</td>
<td>Possession/use of a weapon as defined by Colorado Revised Statutes.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
</tr>
<tr>
<td>C13</td>
<td>Off campus crimes of violence where charges or a petition has been filed in district court.</td>
<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
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<td>10 day OSS and recommendation for expulsion as per State Statute.</td>
</tr>
<tr>
<td>C14</td>
<td>Vandalism or defacing/destruction of other's personal property.</td>
<td>School counseling and/or 1-3 day ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling and/or 1-3 day ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School Counseling, 5-10 day OSS suspension, and recommendation for expulsion, with restitution.</td>
</tr>
<tr>
<td>D01</td>
<td>Continual tardies.</td>
<td>School counseling, detention, and/or ISS suspension.</td>
<td>School counseling, detention, and/or ISS suspension.</td>
<td>School counseling, detention, and/or ISS suspension.</td>
</tr>
<tr>
<td>D02</td>
<td>Unexcused tardy.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>D03</td>
<td>Truancy from class.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>E01</td>
<td>Failure to attend detention.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>E02</td>
<td>Dishonest/deceitful behavior.</td>
<td>School counseling, detention, and up to 1 day ISS/OSS.</td>
<td>School counseling, detention, and up to 2 days ISS/OSS.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS.</td>
</tr>
<tr>
<td>E05</td>
<td>Endangering health, welfare or safety of others.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS</td>
<td>School counseling, detention, and up to 5 days OSS or</td>
<td>School counseling and up to 10 days OSS and</td>
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<tr>
<td>F01*</td>
<td>Any action that affects the networking system that results in the disruption of the educational process.</td>
<td>3 day OSS suspension with computer time limited to when the student is scheduled for a computer class.</td>
<td>3-day OSS suspension time with total computer restrictions.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>F02</td>
<td>Changing, deleting, or modifying the operating systems of computers (Windows, Novell, DOS, Mac OS, WIN 95, WIN 98, WIN NT).</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
</tr>
<tr>
<td>F03</td>
<td>Loading or installing any unauthorized software, including games.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
</tr>
<tr>
<td>F04</td>
<td>E-mail chatting or mudding.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
</tr>
<tr>
<td>E06</td>
<td>Continual defiance / habitually disruptive.</td>
<td>School counseling, detention, and up to 3 days ISS/OSS or recommendation for expulsion, depending on the severity of the offense.</td>
<td>School counseling and up to 5 days OSS or recommendation for expulsion, depending on the severity of the offense.</td>
<td>School counseling and up to 10 days OSS and recommendation for expulsion.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Action</td>
<td>Consequence</td>
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<tr>
<td>F05</td>
<td>Using E-mail for purposes that interfere with the instructional process. E-mail is not private and may be monitored by technology supervisors.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
</tr>
<tr>
<td>F06</td>
<td>Using E-mail for purposes of intimidation, threats or harassment.</td>
<td>E-mail privileges terminated. Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing, and 3 - 10 day OSS suspension based on severity.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>F07</td>
<td>Vandalism - malicious intent to harm and destroy data. Uploading or creation of viruses.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
<td>Recommendation for expulsion.</td>
</tr>
<tr>
<td>F08</td>
<td>Using any person's log-in name or password other than their own.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
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<tr>
<td>F09</td>
<td>Downloading or accessing profane, obscene, racially offensive, threatening, subversive, or illegal material.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use - if enrolled in a computer class, may be withdrawn failing.</td>
</tr>
</tbody>
</table>

**ISS** - In-School Suspension  
**OSS** - Out-of-School Suspension  
Any OSS requires a behavioral plan.
- Involvement of school police resource officer or local law enforcement agency. Any violation will include a parent contact and/or reparation.

Definitions:

**School Counseling:** A student involved in a purposeful meeting with a certified staff member regarding future behavior strategies.

**Detention:** Consequences (may take place before, during, or after school) imposed on a student, which may include, but not limited to:

- revocation of recess privileges;
- revocation of privilege to attend special events or special occasions;
- revocation of participation in class/school parties;
- revocation of the right to participate in free time, activities, field trips, or other privileges.

**PLEASE NOTE:**

The school's response to inappropriate behaviors is subject to change by the direction of Weld County District 6 Board of Education.

Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her side of the story.

The individual codes are subject to change by the direction of the Colorado Department of Education's reporting system.

Students using Internet must abide by the provision of the Six-Net contract and Colorado Revised Statute 18-5.5-101 and 18-5.5-102 (also Title 17, USC Section 102). Copies are available upon request.

For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure #8205.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

**Middle School Level**

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.
<table>
<thead>
<tr>
<th>CODE</th>
<th>BEHAVIOR</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>REPEAT OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Unauthorized presence on or in the vicinity of another school campus.</td>
<td>School counseling and/or 1 day ISS or OSS suspension.</td>
<td>School counseling and 1-3 day OSS suspension.</td>
<td>School counseling and 5 day OSS Suspension.</td>
</tr>
<tr>
<td>A02</td>
<td>Public nuisance – Example: a) profanity; b) unsafe driving on or around school property; c) others as interpreted by the Administration, which cause unnecessary inconvenience to others or to normal routine; d) distasteful display of affection.</td>
<td>School counseling, detention, and/or ISS or OSS suspension.</td>
<td>School counseling, detention and/or OSS suspension.</td>
<td>School counseling, detention and/or OSS suspension.</td>
</tr>
<tr>
<td>*A03</td>
<td>Verbal abuse or obscenities toward staff.</td>
<td>School counseling and 1 day ISS or OSS suspension.</td>
<td>School Counseling and 1-3 day OSS suspension.</td>
<td>School Counseling and 3-5 day OSS suspension.</td>
</tr>
<tr>
<td>A04</td>
<td>Any act which disrupts the normal educational process.</td>
<td>School Counseling and 1 of the following: loss of privileges or suspension or expulsion depending on the severity of the offenses.</td>
<td>School Counseling and 1 of the following: loss of privileges or suspension or expulsion depending on the severity of the offenses.</td>
<td>School Counseling and 1 of the following: loss of privileges or suspension or expulsion depending on the severity of the offenses.</td>
</tr>
<tr>
<td>A05</td>
<td>Trespassing (unauthorized presence on a District 6 facility while under suspension).</td>
<td>School Counseling and 1-3 day ISS or OSS suspension.</td>
<td>School Counseling and 3-5 day OSS suspension.</td>
<td>School Counseling, 5 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>A06</td>
<td>Disrespectful behavior.</td>
<td>Warning, School Counseling, CCS and/or detention.</td>
<td>School counseling, CCS, or 1 day ISS or OSS suspension.</td>
<td>School Counseling and 1-3 day OSS suspension.</td>
</tr>
<tr>
<td>A07</td>
<td>Insubordination/refusal to follow a reasonable request of a staff member.</td>
<td>School counseling, CCS, or 1-3 day ISS or OSS suspension.</td>
<td>School counseling, CCS, or 3 day OSS suspension.</td>
<td>School counseling, 3-5 day OSS suspension.</td>
</tr>
<tr>
<td>CODE</td>
<td>BEHAVIOR</td>
<td>FIRST OFFENSE</td>
<td>SECOND OFFENSE</td>
<td>REPEAT OFFENSES</td>
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</tr>
<tr>
<td>A08</td>
<td>Disruption of class.</td>
<td>Warning, School Counseling, CCS and/or detention.</td>
<td>School counseling, CCS, detention, or 1-3 day ISS or OSS suspension.</td>
<td>School counseling and 3-5 day OSS suspension.</td>
</tr>
<tr>
<td>*B01</td>
<td>Possession/use of alcohol, consumption of alcohol or under the influence of alcohol.</td>
<td>School counseling and 3 day school suspension.</td>
<td>School counseling, 5-day suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
<td>School counseling, 10 day suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
</tr>
<tr>
<td>*B02</td>
<td>Possession/use of drugs or other controlled substances or possession/use of drug paraphernalia.</td>
<td>School counseling and 3 day OSS suspension.</td>
<td>School counseling, 5 day OSS suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension, recommendation for evaluation and treatment program or recommendation for expulsion.</td>
</tr>
<tr>
<td>*B03</td>
<td>Sale/distribution of alcohol.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
</tr>
<tr>
<td>*B04</td>
<td>Sale/distribution of drugs or other controlled substances.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension, and recommendation for expulsion.</td>
</tr>
</tbody>
</table>

*NOTE: Any violation of B01-B04 will result in at least a 30 calendar day exclusion from all school-sponsored activities.*
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Action 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>B05</td>
<td>Smoking/chewing or use of tobacco.</td>
<td>School counseling and 1 day OSS suspension.</td>
<td>School counseling and 1-3 day suspension.</td>
<td>School counseling and 3-5 day suspension.</td>
</tr>
<tr>
<td>C01</td>
<td>Intimidation or threatening of a staff member.</td>
<td>School counseling and 1-3 day suspension.</td>
<td>School counseling, 3-5 day OSS suspension, and/or recommendation for expulsion.</td>
<td>School counseling, 5 day suspension and/or recommendation for expulsion.</td>
</tr>
<tr>
<td>C02</td>
<td>Verbal abuse, harassment, sexual harassment of a student.</td>
<td>School counseling and parent contact, and/or detention or ISS or OSS suspension.</td>
<td>School counseling and 1-3 day OSS suspension.</td>
<td>School counseling and 3-5 day OSS suspension.</td>
</tr>
<tr>
<td>C03</td>
<td>Fighting (mutual combat, including self defense).</td>
<td>School counseling and 1-3 day OSS suspension and/or mediation.</td>
<td>School counseling and 13-5 day OSS suspension and/or mediation.</td>
<td>School counseling and 5-10 day OSS suspension, and recommendation for expulsion.</td>
</tr>
<tr>
<td>C04</td>
<td>Possession of or setting off fireworks or other incendiary devices.</td>
<td>School counseling and 1-2 day OSS suspension.</td>
<td>School counseling and 3-5 day OSS suspension.</td>
<td>School counseling and 5 day OSS suspension.</td>
</tr>
<tr>
<td>C05</td>
<td>Theft.</td>
<td>School counseling and 3-5 day school suspension with restitution.</td>
<td>School counseling and 5 day school suspension with restitution.</td>
<td>School counseling, 10 day suspension, and recommendation for expulsion, with restitution.</td>
</tr>
<tr>
<td>C06</td>
<td>Vandalism or defacing/ Destruction of school property.</td>
<td>School counseling and/or 1-3 day ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offen</td>
<td>School counseling and/or 1-3 day ISS or OSS suspension with restitution or recommendation for expulsion depending on severity of the offen</td>
<td>School counseling, 5-10 day OSS suspension, and recommendation for expulsion with restitution.</td>
</tr>
<tr>
<td>C07</td>
<td>Gang activity/apparel/ paraphernalia.</td>
<td>Warning, school counseling, parent contact and/or possible 1-3 day ISS or OSS suspension.</td>
<td>School counseling, parent contact and/or 3-5 day ISS or OSS suspension.</td>
<td>School counseling, 5-10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>CODE</td>
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</tr>
<tr>
<td>C08</td>
<td>Threatening another student.</td>
<td>School counseling and 1-3 day ISS or OSS suspension.</td>
<td>School counseling and 3-5 day OSS suspension.</td>
<td>School counseling, 5 days OSS suspension and/or recommendation for expulsion.</td>
</tr>
<tr>
<td>C09</td>
<td>Possession or use of a weapon or other article to cause bodily harm.</td>
<td>School counseling, 3-5 day OSS suspension, and/or recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>C10</td>
<td>Physical abuse/assault of a student.</td>
<td>School counseling, 3 day OSS suspension and/or recommendation for expulsion.</td>
<td>School counseling, 5 day OSS suspension and/or recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>C11</td>
<td>Physical abuse/assault of a staff member.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>C12</td>
<td>Possession/use of a weapon as defined by Colorado Revised Statutes.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>C13</td>
<td>Off campus crimes of violence where charges or a petition has been filed in district court.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>C14</td>
<td>Vandalism or defacing/destruction of other’s personal property.</td>
<td>School counseling and 3-5 day school suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling and 3-5 day school suspension with restitution or recommendation for expulsion depending on severity of the offense.</td>
<td>School counseling, 10 day suspension and recommendation for expulsion, with restitution.</td>
</tr>
<tr>
<td>D01</td>
<td>Continual tardies.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
</tr>
<tr>
<td>D02</td>
<td>Unexcused tardy.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
</tr>
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<td>-----------------------------------------</td>
</tr>
<tr>
<td>D03</td>
<td>Truancy from class.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
<td>School counseling, detention and/or ISS suspension.</td>
</tr>
<tr>
<td>E01</td>
<td>Failure to attend detention.</td>
<td>School counseling, double detention time and/or ISS suspension.</td>
<td>School counseling, double detention time and/or ISS suspension.</td>
<td>Insubordination (A07), first offense.</td>
</tr>
<tr>
<td>E02</td>
<td>Dishonest/deceitful behavior.</td>
<td>School counseling and 1-3 day ISS or OSS suspension.</td>
<td>School counseling and 3-5 day ISS or OSS suspension.</td>
<td>School counseling and 3-5 day OSS suspension.</td>
</tr>
<tr>
<td>E03</td>
<td>Inappropriate driving on or around campus.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
<td>Referral to Greeley Police Department and loss of driving privileges, depending on severity.</td>
</tr>
<tr>
<td>E04</td>
<td>Cheating on a class assignment or activity.</td>
<td>Grade of zero on assignment or activity. NO retake for credit.</td>
<td>Grade of zero on assignment or activity. NO retake for credit and parent contact.</td>
<td>Grade of zero on assignment or activity. NO retake for credit and parent contact.</td>
</tr>
<tr>
<td>E05</td>
<td>Endangering health, welfare or safety of others.</td>
<td>School counseling, ISS or OSS suspension and/or loss of curricular or co-curricular privileges, or recommendation for expulsion depending on severity of offenses.</td>
<td>School counseling, ISS or OSS suspension and/or loss of curricular or co-curricular privileges, or recommendation for expulsion depending on severity of offenses.</td>
<td>School counseling, ISS or OSS suspension and/or loss of curricular or co-curricular privileges, or recommendation for expulsion depending on severity of offenses.</td>
</tr>
<tr>
<td>E06</td>
<td>Continual defiance – habitually disruptive.</td>
<td>School counseling, 1-3 day ISS or OSS suspension and behavior plan.</td>
<td>Per pyramid plan.</td>
<td>Per pyramid plan.</td>
</tr>
<tr>
<td>*F01</td>
<td>Any action that affects the networking system that results in the</td>
<td>3 day OSS suspension with computer time limited to when the</td>
<td>3 day OSS suspension time with total computer restrictions.</td>
<td>10 day OSS suspension and recommendation for expulsion.</td>
</tr>
<tr>
<td>disruption of the educational process.</td>
<td>student is scheduled for a computer class.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Action Taken</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>F02</td>
<td>Changing, deleting, or modifying the operating systems of computers (Windows, Novell, DOS, Mac OS, WIN 95, WIN 98, WIN NT).</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days. Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F03</td>
<td>Loading or installing any unauthorized software, including games.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days. Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
<td></td>
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</tr>
<tr>
<td>F04</td>
<td>E-mail chatting or mudding.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days. Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F05</td>
<td>Using e-mail for purposes that interfere with the instructional process. E-mail is not private and may be monitored by district personnel.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days. Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F06</td>
<td>Using e-mail for purposes of intimidation, threats, or harassment.</td>
<td>E-mail privileges terminated. Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing. 3-10 day suspension based on severity. 10 day suspension and recommendation for expulsion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F07</td>
<td>Vandalism – malicious intent to harm and destroy data. Uploading or creation of viruses.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class. Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing. Recommendation for expulsion.</td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>F08</td>
<td>Using any person's login name or password other than his or her own.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
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<tr>
<td>F09</td>
<td>Downloading or accessing profane, obscene, racially offensive, threatening, subversive, or illegal material.</td>
<td>Parents notified, a warning given, and restricted use of computers for 3 days.</td>
<td>Time limited to use of computers only when the student is scheduled in a computer class.</td>
<td>Permanently restricted from computer use – if enrolled in a computer class, may be withdrawn failing.</td>
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* = involvement of school police resource officer or local law enforcement agency  
CCS = community/campus service  
Suspension = can be in-school (ISS) or out-of-school (OSS)

**PLEASE NOTE:**  
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For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure #8205.
Transportation

Parking - Student Drop Off and Pick Up

Bicycles

Skateboards, In-line Skates, and Scooters
Parking - Student Drop Off & Pickup

Traffic is heavy both before and after school. Parent parking is located on the south side of the school. **PLEASE DO NOT PARK IN NO PARKING AREAS!** Curbs painted RED are no parking areas.

Bicycles

Harold S. Winograd K-8 School expects that students understand and follow bicycle safety rules before being allowed to ride to school. All bicycles ridden to school should be locked in the bicycle racks. All riders should wear safety helmets. The school does not assume liability for bicycles. Bicycles must be parked in the designated bicycle racks promptly upon arrival at school. For safety, bicycles need to be walked on and off the school grounds.

Skateboards, In-Line Skates, and Scooters

Skateboards and scooters are not to be ridden on school grounds and students are asked to remove in-line skates when on school property. Shoes with wheels are not allowed at school. After a warning to remind students of this rule, students may be asked to leave these items at home for a given length of time. Students who continue to violate this rule will have their items confiscated. A parent/guardian will need to come to school to pick up this item.