Monfort Student and Family Handbook

2101 47th Avenue
Greeley, Colorado 80634
Office Phone: 970-348-2100
Office Fax: 970-348-2130
monfort.greeleyschools.org
Greeley-Evans 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 student 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
MONFORT MISSION STATEMENT
We provide a personalized, well-rounded, and rigorous education in a safe and caring environment to prepare all students for college and career readiness.

MONFORT SCHOOL SONG
We are Monfort School, learn for life that’s our rule!
Watch us work, watch us learn, watch us grow!
We do our best to stretch out our minds, so check out the things that we know!
We’re the best in the West. You can put us to the test.
Give us wings so that we can fly.
We know education is the key, Monfort students keep your dreams alive.

Monfort students keep your dreams alive!
VALUES AND 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.

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.

STUDENT LEARNING AND ACHIEVEMENT
Students will engage in a challenging, personalized, well-rounded education preparing every student to be college and career ready with the skills needed to be successful in the community and world.

STRENGTHENING PARTNERSHIPS
District 6 will increase engagement and interest in learning through community and school partnerships with our students, parents, and community to enhance student success.

CLIMATE AND CULTURE
We will cultivate a safe and supportive learning environment for all, embracing our diversity, honoring and engaging all stakeholders, and promoting safety.

OPERATIONAL AND ORGANIZATIONAL EFFECTIVENESS
We will be innovative and accountable to the community, through measurable outcomes and continuous improvement
VALORES Y CREENCIAS

Nuestros estudiantes son los primeros.

Sabemos que cada niño puede lograr.

Nos comprometemos a la excelencia, la innovación y la mejora continua.

Garantizamos escuelas seguras y saludables.

Consideramos la diversidad como un activo.

Ofrecemos oportunidad y elección.

Nos asociamos con familias y comunidades.
Dear Monfort Elementary Students and Parents,

On behalf of the staff at Monfort Elementary School, we are excited to welcome you to the upcoming school year. Our goal at Monfort is to provide an outstanding educational program that will encourage students to attain their highest possible achievement level while recognizing and respecting their needs as individuals. We strive to help each child to develop academic and social skills that will contribute to their future successes and enjoyment of life. We will be creating a culture of excellence that will guide everything we do here at Monfort.

Our teachers are working collaboratively to provide quality instruction in all subject areas. Mrs. Baack and I will work diligently during professional development meetings on early release Mondays, during staff evaluations, and will strive to be as visible as possible to every student and staff member to assure that our staff is consistently working at the highest level. Our MTSS (Multi-Tiered System of Supports) team and the staff will work to teach the students our expectations of a positive, safe and collaborative learning environment for all of our students and in every learning location in and around the building. Our MTSS team will lead and support the staff so that every student will receive interventions they need to become the best learners possible. We are confident that these practices will enhance the learning experiences we offer students on a daily basis.

The Monfort family handbook is intended to make useful information available to families and answer questions that come up during the school year. The policies of Greeley-Evans School District 6, regulations, and behavior matrix (including but not limited to those in this handbook) also apply at Monfort Elementary and keep our attendance, conduct, and discipline as consistent and fair as possible. Although this handbook makes reference to district policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in the handbook. By sharing expectations and responsibilities we hope to be able to work closely with you to support the growth of your children. Please do not hesitate to call us at (970) 348-2100 if you need additional information or clarification of material in this handbook. Effective schools are characterized by strong partnerships between school and home to help children become successful. We look forward to your involvement and support as we enjoy the opportunity to work with your children!

Sincerely,

Justin Ungeheuer, Principal
Pamela Baack, Assistant Principal
CALENDAR OF EVENTS 2019-2020

August 2019
Back to School Night, 13th
First Day of School, 15th
Kinder First Day, 20th

September 2019
All School Field Day
Parent Teacher Conferences, 30th

October 2019
Parent Teacher Conferences, 1st
Student Count Day, 3rd
Jog-a-thon 18th
Award Ceremony, 10th
First Quarter Ends, 11th
School Accountability Meeting (SAC), 16th
Halloween Trunk or Treat, 31st

November 2019
Monfort Family Feast, 16th

December 2019
Winter Concert, 10th
Award Ceremony, 19th
Second Quarter Ends, 20th

January 2020
School Accountability Meeting (SAC), 8th

February 2020
Parent Teacher Conferences, 3rd & 4th

March 2020
Third Quarter Ends, 6th
Awards Ceremony 6th
School Accountability Meeting (SAC), 11th
Spring Break, 16th-20th

April 2020

May 2020
Staff Appreciation, 4th-8th
Music Program, 5th
Volunteer Appreciation, 12th
School Accountability Meeting (SAC), 13th
Award Ceremony, 20th
Monfort Family BBQ, 21st
Fourth Quarter Ends, 21st

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2019</td>
<td>12-8 pm</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>4-8 pm</td>
</tr>
<tr>
<td>February 3, 2020</td>
<td>12-8 pm</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>4-8 pm</td>
</tr>
</tbody>
</table>

School Hours

<table>
<thead>
<tr>
<th>School Hours</th>
<th>Monday – Friday 7:45 am – 3:10 pm</th>
</tr>
</thead>
</table>

Office Hours

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Monday – Friday 7:15 am – 3:30 pm</th>
</tr>
</thead>
</table>

Teacher Contract Hours

<table>
<thead>
<tr>
<th>Teacher Contract Hours</th>
<th>Monday– Friday 7:30 am – 4:00 pm</th>
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</thead>
</table>
DAILY STUDENT SCHEDULE

<table>
<thead>
<tr>
<th>Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playground Supervision Begins 7:35 am</td>
</tr>
<tr>
<td>First Bell 7:45 am</td>
</tr>
<tr>
<td>Tardy Bell 7:50 am</td>
</tr>
<tr>
<td>Student Dismissal 3:10 pm</td>
</tr>
<tr>
<td>Playground Supervision Ends 3:20 pm</td>
</tr>
</tbody>
</table>

HOME / SCHOOL COMMUNICATION

Parent and community communication is very important to the success of our school program. We would like to keep you highly informed, involved, and a part of the education of your child. We realize this close communication cannot happen by any single method. Newsletters, report cards, conferences and our school/district website are a few means by which we hope to meet this challenge. Also, we would like for our parents to keep us informed of any contact information changes that may take place. This information is crucial in times of emergency. If your contact information (address, phone, emergency contacts, etc.) should change during the year, it is important that you let the office know so we can keep the information current. Please use the form on this page to assist in keeping your child’s records up to date. For your convenience you may send this form to school with your child in their Monfort folder to turn into their teacher at any time.

MONFORT ELEMENTARY CHANGE OF ADDRESS FORM

Name of Child_______________________________ Grade _____ Teacher_________________

NEW ADDRESS INFORMATION

Name of Parents/Guardians _______________________________________________________

Address ___________________________________________________________ as of __________

City, State Date

Contact Number ____________________________ for □ Mother, □ Father, □ Home, □ Other

_____________________________________________ __________________________
Signature to Verify Changes Date

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## MONFORT STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Justin Ungeheuer</td>
<td>2109</td>
<td>Office</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Pamela Baack</td>
<td>2110</td>
<td>Office</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Staci Moore</td>
<td>2101</td>
<td>Office</td>
</tr>
<tr>
<td>School Secretary</td>
<td>Christine Dunsbergen</td>
<td>2100</td>
<td>Office</td>
</tr>
<tr>
<td>Health Clerk</td>
<td>Rene Lang</td>
<td>2126</td>
<td>Office</td>
</tr>
<tr>
<td>Nurse</td>
<td>Kelley Stanley</td>
<td>2127</td>
<td>Office</td>
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### Kindergarten

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Frawley</td>
<td>2143</td>
<td>4</td>
</tr>
<tr>
<td>Trenton Anderson</td>
<td>2147</td>
<td>37</td>
</tr>
<tr>
<td>Lisa Helmbrecht</td>
<td>2163</td>
<td>K-1</td>
</tr>
<tr>
<td>Katie Hansen</td>
<td>2162</td>
<td>K-2</td>
</tr>
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### First Grade

<table>
<thead>
<tr>
<th>Name</th>
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<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nina Hoyt</td>
<td>2144</td>
<td>6</td>
</tr>
<tr>
<td>Amber Every</td>
<td>2145</td>
<td>7</td>
</tr>
<tr>
<td>Katie Bell</td>
<td>2146</td>
<td>8</td>
</tr>
<tr>
<td>Lacey Zwirn</td>
<td>2147</td>
<td>9</td>
</tr>
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### Second Grade

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shay Howard</td>
<td>2140</td>
<td>1</td>
</tr>
<tr>
<td>Jen Gross</td>
<td>2141</td>
<td>2</td>
</tr>
<tr>
<td>Tara Phillips</td>
<td>2142</td>
<td>3</td>
</tr>
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### Third Grade

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<thead>
<tr>
<th>Name</th>
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<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsey Frazier</td>
<td>2151</td>
<td>13</td>
</tr>
<tr>
<td>Melissa McLarty</td>
<td>2149</td>
<td>11</td>
</tr>
<tr>
<td>Aubrie Cook</td>
<td>2153</td>
<td>15</td>
</tr>
</tbody>
</table>
## Fourth Grade

<table>
<thead>
<tr>
<th>Name</th>
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<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Belt</td>
<td>2155</td>
<td>17</td>
</tr>
<tr>
<td>Kaitlen Farruggia</td>
<td>2154</td>
<td>16</td>
</tr>
<tr>
<td>Grace Baker</td>
<td>2152</td>
<td>14</td>
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</table>

## Fifth Grade

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Stacy Maldonado</td>
<td>2159</td>
<td>21</td>
</tr>
<tr>
<td>Matthew Whittaker</td>
<td>2158</td>
<td>20</td>
</tr>
<tr>
<td>Stephanie Meyer</td>
<td>2157</td>
<td>19</td>
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## Specialists

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
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<tbody>
<tr>
<td>Art</td>
<td>Jennifer Gilbert</td>
<td>2161</td>
<td>Art Room</td>
</tr>
<tr>
<td>Media/Library</td>
<td>Bridget Yohon</td>
<td>2190</td>
<td>Learning Lab</td>
</tr>
<tr>
<td>Music</td>
<td>Michael Apodaca</td>
<td>2169</td>
<td>Music</td>
</tr>
<tr>
<td>P.E.</td>
<td>Robby Bustrum</td>
<td>2170</td>
<td>Gym</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Nicole Cornell</td>
<td>2173</td>
<td>Office 55E</td>
</tr>
<tr>
<td>Speech Language</td>
<td>Madison Hale</td>
<td>2173</td>
<td>Office 55E</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Ken Fischer</td>
<td>2172</td>
<td>MOD 25</td>
</tr>
<tr>
<td>English Language Teacher</td>
<td></td>
<td>2191</td>
<td>36A</td>
</tr>
<tr>
<td>Kitchen Manager</td>
<td>Jen Cline-Bullock</td>
<td>2129</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Climate and Culture Coach</td>
<td>Michelle Wiest</td>
<td>2167</td>
<td>Coaches Office</td>
</tr>
<tr>
<td>Gifted and Talented (GT)</td>
<td>Danae Rosso</td>
<td>2171</td>
<td>Mod 24</td>
</tr>
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</table>

## Special Education

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Autism 3</td>
<td>Cammaron Sanders</td>
<td>2150</td>
<td>12</td>
</tr>
<tr>
<td>Intensive Autism 2</td>
<td>Torrie Seifert</td>
<td>2148</td>
<td>10</td>
</tr>
<tr>
<td>Intensive Autism 1</td>
<td>Danielle Rainer</td>
<td>2156</td>
<td>18</td>
</tr>
<tr>
<td>Resource/Multi-categorical</td>
<td>Hannah Morris</td>
<td>2160</td>
<td>10</td>
</tr>
<tr>
<td>Resource/Multi-categorical</td>
<td>Bre Twamley</td>
<td>2160</td>
<td>22</td>
</tr>
<tr>
<td>Resource/Multi-categorical</td>
<td>Victor Verosky</td>
<td>2166</td>
<td>36B</td>
</tr>
</tbody>
</table>
HOMEWORK GUIDELINES

Each child is expected to read for at least 15 minutes and practice math facts each night. Homework guidelines will be sent out by grade level teachers. Teachers will choose the amount of homework according to students’ age and instructional level. There are a number of reasons our teachers assign homework:

1. To reinforce concepts that have been introduced and practiced in school.
2. To do work that can be done more effectively at home than at school.
3. To complete work that a student did not finish in the allotted time.
4. To make up work missed because of absence.
5. To assist a pupil in acquiring progressively better home-study techniques.

For the benefit of your child, it is very important that we work together in this important aspect of school. We thank you for checking with your child each day regarding homework, to build in him/her the satisfaction of knowing he/she can handle this responsibility. Great satisfaction comes from being a responsible person.

BIRTHDAY PARTIES AND DISTRICT WELLNESS POLICY

The last 10 minutes of the school day may be spent observing students’ birthdays and passing out treats. According to the Greeley-Evans School District 6 Wellness Policy, included on page 29 of this handbook, we would like to encourage students to bring a healthy snack, or instead of buying treats, the student could buy a book to contribute to the library or their classroom library. As required by the Weld County Health Department, all party treats, birthday treats, or snacks must be prepackaged, not homemade items. Items purchased from bakeries are acceptable. The reason for this change is to protect the health of all students in our school. Please check with your child’s classroom teacher before bringing treats to the classroom. Deliveries to school such as flowers, etc., will be held in the office until the end of each school day, including party days and will then be delivered to the student.

Party invitations should be handled through mail or email. Please do not bring them to school as it may result in hurt feelings for those students not invited.

FIELD TRIPS

Field trips are a fine way to acquaint students with various ideas first hand. Each grade level may take one field trip per year according to the Greeley-Evans School District 6 policy. The field trip should correlate with their grade level standards. Parents will be informed of the field trip and will give parental permission. According to Board Policy IJOA-R, The use of private vehicles by staff members for transporting small groups of students may be authorized in certain instances, provided the driver has the required liability insurance. Transportation by students
and parents shall not be permitted. Parent chaperones will need to register online through the Get Involved option on the Monfort School website.

EXTENDED DAY PROGRAMS

Monfort is proud to be working to enrich and educate students before and after school. Please check with the office and on the website for additional information about these programs. There will be a variety of enrichment opportunities for our students.

BEFORE AND AFTER SCHOOL CARE

Monfort’s Bright School-Age Center, Before and After School Enrichment

Convenient, safe and fun educational enrichment for children ages K-5th grade.

Based out of the cafeteria at Monfort Elementary

We extend your child’s daily educational experience by offering a variety of activities and clubs that make learning fun!

- Kids Café
- Homework Club
- Sports and Games Galore
- Dive into Books
- Math Madness
- Science Club
- Artists Extraordinaire
- Music and Drama
- Kings Kids Club (optional)

Operating Hours: 6:15 am - 6:15 pm

Open year round including snow days and days out of school.

Call 970-352-2222 x 3 to enroll today or check us out at www.abccdc.com.

Social Services and United Way Assistance Accepted

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Attendance and Safety

DISTRICT ATTENDANCE POLICY
DISTRICT STUDENT DRESS CODE EXPECTATIONS
SCHOOL BASED PBIS
MONFORT’S SCHOOL WIDE PBIS MATRIX
DISCIPLINE / BULLYING
WEATHER CLOSURES / TWO-HOUR DELAYED START
INDOOR RECESS
SCHOOL AND PLAYGROUND SAFETY
PERSONAL PROPERTY / TOYS / LOST AND FOUND
HEALTH AND MEDICAL SERVICES
STUDENT EMAIL ACCOUNTS
GREELEY-EVANS SCHOOL DISTRICT 6 ATTENDANCE POLICY

It is our philosophy that significant learning for all students is provided each time class is held in Greeley-Evans 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
- Extreme inclement weather
- Emergency, serious illness or death in the family
- Participation in religious observances
- Any absence that 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 above guidelines.

When a student has reached four excused absences from school in any month or ten excused absences during any school year, the school shall either require a meeting or other form of communication between the 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 practical, the student’s parent/guardian may participate with school personnel in the development of the plan.

Any pre-arranged absences must be pre-approved by the school administrator. If you have any questions regarding attendance, please call (970) 348-2100. If your child will not be attending school, please call 348-2100 before 8:20am. You may leave a message. For student safety, all unaccounted absences are followed up with a phone call.

**Tardiness**

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

As with daily attendance, tardies can affect your child’s progress in school. Tardies are tracked by our office attendance secretary. Just like absences, an accumulation of tardies will result in a warning letter from the school and a conference with the school administration. Please help us by making sure that your child is at school on time every day.
Any child who arrives after 10:00 am is considered absent for the morning. A student who leaves before 2:00 pm and does not return will be considered absent for the afternoon.

_Students who are tardy need to come to the office to sign-in prior to going to class._

**VACATIONS**

Personal vacations taken during regularly scheduled school sessions are discouraged. An “extended absence” request form must be filled out and signed by the building administrator prior to the planned event. You can obtain this form by contacting the school office. In general, all absences occurring after the 10th school day missed are unexcused. When a student is absent and classes continue, the student is missing valuable instruction. The student is responsible for making up all work during the absence time. If your child needs to be out of school for an extended period of time due to a vacation or special activity, please contact the office.

Please give classroom teachers at least 24 hours of advanced notice in order that they can have time to get together any make up or missed work.

**EARLY STUDENT CHECKOUT**

We discourage checking students out of school during the regular instructional day. This causes the child to miss information and interactions that help them learn the grade level curriculum and may imply that school is not important. It can also lead to attendance issues now and in the future. Please make appointments when the school day will not be interrupted. Please bring your child back to school after appointments if there is time left in the school day. A guardian or person authorized by the guardian must check out students at the front office. Students will be dismissed from class when the guardian or designee arrives at school to sign the student out.

If you need to get your child a message before the end of the school day, please call before 3:00 pm. Messages will be taken and delivered before 3:30 pm. Calls/messages after this time will not be delivered to your child in time.

If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused each day. Frequent or extended absences from recess or PE may require a note from the doctor’s office.
GREELEY-EVANS SCHOOL DISTRICT 6
NON-NEGOTIABLE UNIVERSAL STUDENT DRESS CODE
EXPECTATIONS

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

SCHOOL BASED POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Our School-wide Climate Plan is designed to help create a climate of safety, teamwork and cooperation, academic excellence, and respect. The plan is based on seven guiding principles. We believe these principles will help create an optimal learning environment for the students at Monfort Elementary School. The guiding principles are as follows:

- Clear expectations for student behavior.
- Clear and consistent strategies for teaching appropriate behavior.
- Clear and consistent strategies for encouraging appropriate behavior.
- Clear and consistent consequences that discourage inappropriate behavior.
- A support system and individual behavioral programs for students with unique or exceptional needs.
- Clearly designed methods for evaluating and revising the plan.
- The characteristics and philosophy of the behavior plan will be communicated to the students and parents.
MONFORT’S SCHOOL WIDE PBIS MATRIX

Please note that classrooms are defined as any environment where learning is occurring.

<table>
<thead>
<tr>
<th></th>
<th>Classrooms</th>
<th>Playground</th>
<th>Lunchroom</th>
<th>Hallways</th>
<th>Restrooms</th>
<th>Before/After School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trustworthy</strong></td>
<td>Use walking feet.</td>
<td>Stay within the boundaries of the playground and use equipment safely.</td>
<td>Stand quietly in line, hold your tray with both hands, and stay in my seat until dismissed.</td>
<td>Walk on the right side of the hall.</td>
<td>Return to class quickly and clean up after yourself.</td>
<td>Go to the playground or to breakfast before the bell rings. Take approved routes and stay behind the yellow line on the sidewalk.</td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
<td>Respect self, others, and property.</td>
<td>Play games fairly and include others.</td>
<td>Use whispering voices, keep hands/feet to yourself and clean up after yourself. Empty all trash into the barrel and stack your tray.</td>
<td>Voices off. Keep your hands and feet to yourself.</td>
<td>Quiet voices.</td>
<td>Arrive no earlier than 7:30 am. Walk in a single file line in the hallway when leaving.</td>
</tr>
<tr>
<td><strong>Achieving</strong></td>
<td>Engage in learning and show pride in all work.</td>
<td>Follow the rules and model good sportsmanship.</td>
<td>Eat as much as you can (without wasting food).</td>
<td>Model good behavior for younger students.</td>
<td>Report anything needed in the restroom (paper towels, toilet paper, etc.).</td>
<td>Arrive on time: no later than 7:45 am. Stay in class until dismissed by my teacher.</td>
</tr>
<tr>
<td><strong>Cooperative</strong></td>
<td>Listen, follow directions and participate.</td>
<td>Share and take turns.</td>
<td>Help other students or staff members.</td>
<td>Stay in line and avoid cutting corners.</td>
<td>Wash your hands with soap and water and put trash in the garbage.</td>
<td>Line up in the correct location when the first morning bell rings. Wait for an adult to walk you to a car or bus.</td>
</tr>
<tr>
<td><strong>Kind</strong></td>
<td>Include others and have nice manners: say please and thank you.</td>
<td>I solve conflicts with kindness and follow the approach: “Stop, Walk, Talk”.</td>
<td>Use polite manners (please, thank you, etc.).</td>
<td>Open and hold doors for others.</td>
<td>Flush the toilet and keep the floors clean.</td>
<td>I use HALLS when entering the building. I walk my bike, board, or scooter on school grounds. I keep my voice low when leaving the building.</td>
</tr>
</tbody>
</table>

**DISCIPLINE**

The discipline philosophy at Monfort Elementary School is intended to help all students act responsibly and respectfully toward others in our school community. There are several elements related to student behavior expectations at Monfort. The first is Monfort’s Code of Conduct, which will be sent home for parents to review and sign in the fall of each school year. This publication specifies student rights, responsibilities and the consequences for negative misconduct by students. We will implement the policies in the Code of Conduct as part of our legal and educational commitment to our students and families. Monfort also has behavior standards that apply to the classroom setting, and other areas of our building, including the hallways, cafeteria, playground and restrooms. Monfort believes in Positive Behavior Interventions and Support to help us to be as effective as possible so children learn to make positive behavior choices and work through any interpersonal problems they may experience.
BULLYING

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior, if any, shall be considered when disciplinary decisions are made.

Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying are encouraged to report it to the school administration.

Anti-bullying efforts are aligned with PBIS and are evidence-based practice. Monfort has developed a comprehensive plan that will further address practices that promote awareness, focus on prevention, and help us respond in consistent and appropriate ways. The School Board has adopted Policy JICDE regarding bullying prevention and education in schools. Board policies are revised as state laws and regulations change.

WEATHER CLOSURES

In the event that schools are closed due to extreme weather or other situations, parents can tune in to local radio, television stations, or go online to the Greeley-Evans School District 6 website at www.greeleyschools.org to find out about school closures the morning of the day in question. The announcement regarding the closure of school is broadcast by approximately 6:00 am. Please do not call the school. It is extremely important that the telephone lines be kept open during times such as these.

TWO-HOUR DELAYED START

School will open on a two-hour delayed start. Students should arrive at school two hours later than the normal start time. Buses will run two hours later than normal. This information will be announced on the district website.

INDOOR RECESS

In the event of inclement weather, such as temperatures below 15 degrees Fahrenheit, heavy snow, rain, etc., children will come inside upon arrival at school and/or stay inside at recess. The building administration will make the determination as to whether or not students will go outside or will remain inside.
SCHOOL AND PLAYGROUND SAFETY

At Monfort, we take the safety of our students very seriously. Important safety precautions:

- All exterior doors are locked during the school day. Please utilize our front door “buzzer-system” to gain access to the building.
- All volunteers will be screened to ensure safety of Monfort students and staff.
- All visitors and volunteers are required to check in at the front office.
- Our school will run periodic fire drills, tornado drills, and lockdown drills to ensure proper student and staff training in the event of an emergency.
- In the event we should ever go on complete lock down, whether by drill or by request of local law enforcement you can expect communication to come home informing you of our situation or drill.

It is the responsibility of ALL staff to make sure that our playground is a safe and healthy environment. The following rules are to be used as a guideline for proper student behavior.

**Outside**
- Stay where you can be seen by the supervisor.
- Stay away from classroom windows.
- Stay within the fenced school boundaries.
- Do not throw rocks, sticks or sand.

**Games**
- Use good sportsmanship.
- Rough behavior will result in removal from the game.
- Use cones to designate soccer and football goals.
- Do not walk through games that are in progress.

**Balls**
- Do not throw balls against the building.
- Please place balls in the tub when you are done using.

**Bars**
- Do not sit or stand ON TOP of the bars.
- Do not jump from the bars.

**Slides**
- Only one person on the slide at a time.
- Slide on your bottom, sitting upright feet first.
- No tag.

**Swings**
- Swing facing forward on your bottom.
- Remain on swing while swinging.
- Keep proper distance from others that are swinging.
- Hold on with both hands.

**Bad Weather**
- Students will be taken inside immediately if thunder is heard or lightning is seen.
- Sliding on ice is not allowed.
- When there is snow, students are encouraged to wear boots. Please warn your students if they chose to play in the snow and their feet or clothing become wet, they will NOT be allowed to change or call home for dry clothing.
- Students are not allowed on top of snow mounds.
- Snowballs, dirt balls, rocks or ice are not to be made or thrown.
General

- Re-entering the building without duty teacher’s permission is not allowed.
- Restroom and water fountain usage will not be granted while teacher is on outside duty.
- Spitting of any kind is not allowed.
- Gravel remains on the ground. Gravel is not to be kicked or thrown.
- No Guns/Knives/Weapons are allowed on the school grounds/properties (this includes toy imitations; *Refer to discipline policy).
- All food stays in the cafeteria.

PERSONAL PROPERTY

Students are encouraged to leave all electronic devices such as video games, CD players, I-Pods etc., at home. These items are easily lost or damaged and are a distraction to learning. Monfort Elementary School regulates student possession and use of personal communication devices (PCD) at school. A PCD is defined to include all cell phones, pagers, personal digital assistants, cameras, audio/video recorders, and other hand held electronic communication and data storage devices. While we do not encourage students to bring cell phones or a PCD to school, we ask for your cooperation in seeing that cell phones are used only before and after school for contact with a parent/guardian. During school hours devices must be kept in backpacks, out of sight, and turned off.

Students are encouraged to bring electronic devices that can further be used in educational settings, such as Kindles, Nook, and other tablets. Parents will be asked to sign permission for these devices to be used. The student and guardian must take full responsibility for bringing this expensive item to school.

TOYS

As an overall rule, toys are not allowed at school. This includes before and after school, recess and during class. This would include: Bakugan, Pokémon cards, stuffed animals etc. Confiscated items will need to be picked up from the office by a parent. Monfort is not responsible for any lost or stolen items. Teachers have been asked to take any toy that a student has out during instruction. This includes tools such as pencils, erasers, sticky notes etc. that are being used as a toy rather than a tool.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be clearly marked with a permanent marker with the child’s name. Found articles are turned into the lost and found area in the hallway by the cafeteria. Unclaimed articles are given to the district’s clothing bank two times per year.
HEALTH AND MEDICAL SERVICES

For all Health Service forms and information please see the Health Services website for the district at www.greeleyschools.org/Page/8187.

Health Services Mission:
Our mission is to increase student achievement by supporting the education of all students through prevention and accommodation of health related barriers to learning. We strive to maintain the physical, mental and social health of children so they can benefit maximally from their educational opportunities. We also try to assist students to develop positive health attitudes and practices so that they can assume responsibility for their own health after leaving the school community.

Who Are We?
- Health Services consist of 30 Health Clerks and 10 Registered Nurses who work together in Greeley-Evans School District 6 schools to help support children’s needs.
- **School Health Clerks** are the main care-givers in health offices in all district and charter schools.
  - They perform first aid and TLC for ill children, medication administration, health screenings, immunization records and health records maintenance among many other responsibilities.
  - 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.
- **School Registered Nurse Consultants** work as a team with school health clerks, school administration and staff to provide physical, mental, and social support to help children learn.
  - School Registered Nurse Consultants are typically trained with an RN-BSN and have obtained School Nurse licensure through CDE.
  - School Nurses are responsible for preparing written plans of care, documenting health histories, providing support for students with Individual Education Plans (IEPs) and Section 504 plans, delegation to unlicensed personnel who provide care for students in our schools, assist with health education units, and are available at all times for consultation on health emergencies or concerns.

Illness/Injury and Emergency Information
- Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parent/guardians will be contacted and in extreme cases, 911 may be called.
- Emergency information- PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF. We need to be able to contact you if your child is ill or injured.

Students with Health Concerns
Many students have health concerns which may need to be addressed or cared for at school. School Registered Nurses work with Health Providers and School Health Clerks to administer medications, treatments, and care. Health care plans (HCPs) are written by the School Registered Nurse Consultant for students who have health conditions for which the health office
has specific procedures to follow (medications, inhalers, EpiPens, pills, syrups, creams, cough drops, treatments, and special directions for emergencies, and/or special precautions).

All students who have diabetes, seizures, severe allergies or medications 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 Nurse if you have concerns about your child. Not all students with health concerns require a specific HCP unless we have specific medications, treatments, or care that should be given at school.

**Medications**

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

- Parents/guardians may come to school and give it to their child at the appropriate time.
- Parents/guardians and health care providers may complete and sign a physician authorization instructions.
- Parents/guardians may discuss with their health care provider an alternative schedule so the medication can be given outside schools 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 the Health Services website.
- 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 Nurse if you have concerns about your child’s health.

**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 with meeting immunization requirements or having a signed personal, medical, or religious exemption.
- If parents have concerns about immunizations and vaccine safety, visit www.immunizeforgood.com the Colorado immunization program’s website is located at www.coloradoimmunizations.com.
- Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

**Screenings**

- Hearing and vision screenings are conducted annually by health services staff including district audiologist. The following are screened: Pre-K, K, 1, 2, 3, 5, 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 clothes at your earliest convenience.

**Parent Health Resources**
The health office staff members 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, Greeley-Evans School District 6 offers exciting wellness opportunities for both students and employees. Please visit www.greeleyschools.org/wellness.

**When to keep your child home or exclusion from school for health reasons:**
Healthy children learn better. The following exclusion guidelines will be utilized to determine if a student should be sent home because of 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>
</tbody>
</table>
STUDENT EMAIL ACCOUNTS

Greeley-Evans School District 6 will provide a free email account for every student. Having an email account will allow students to email teachers questions and receive classroom updates. Depending on the teacher, students may also be able to turn in assignments using email.

All students will receive training on appropriate use of email before teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record. Parents are encouraged to use Common Sense Media resources to learn how to support their children as they navigate the online world. Resources can be accessed by visiting the following website: www.commonsensemedia.org.

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

Acceptable use of email falls under the Board of Education policy governing student use of the Internet and electronic communications. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information:

1. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
2. That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
3. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district’s nondiscrimination policies.
4. That uses inappropriate or profane language likely to be offensive to others in the school community.
5. That is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. That contains personal information about themselves or others, including information protected by confidentiality laws.
7. Using another individual’s Internet or electronic communications account without written permission from that individual.
8. That impersonates another or transmits through an anonymous remailer proxy.

If you have questions, please contact your school principal.
Nutrition

SERVICES
MEAL PRICES
LOW BALANCE / CHARGING POLICY
MEAL PAYMENTS
FREE AND REDUCED MEAL BENEFITS
SERVING SCHEDULE
DISTRICT WELLNESS POLICY
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:

<table>
<thead>
<tr>
<th></th>
<th>Elementary School</th>
<th>1 day</th>
<th>5 days</th>
<th>10 days</th>
<th>20 days</th>
<th>80 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.70</td>
<td>$8.50</td>
<td>$17.00</td>
<td>$34.00</td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>Reduced Breakfast*</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>$2.60</td>
<td>$13.00</td>
<td>$26.00</td>
<td>$52.00</td>
<td>$208.00</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$3.00</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td>Reduced Lunch*</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$4.00</td>
<td>$20.00</td>
<td>$40.00</td>
<td>$80.00</td>
<td>$320.00</td>
<td></td>
</tr>
</tbody>
</table>

Greeley-Evans D6 Meal Charges, Alternative Meals, Delinquent Debt Policy

Purpose
Greeley-Evans D6 feels it is important to ensure we feed all kids, every day, in an equitable manner. Meal charge privileges are at the discretion of the district and evaluated on an annual basis. United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) has determined children and their families must be informed about how children who pay full-price (paid rate) or reduced-price for a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal. There is no Federal regulation that require school districts to serve meals to a child who does not have sufficient funds to purchase one.

Scope
The following practices will be utilized when handling unpaid meal account balances, the collections of delinquent meal payments and uncollectible amounts owed, delinquent debt or bad debt.

UNPAID MEAL ACCOUNTS

Definitions
- Reimbursable Meal – Meals that are eligible for Federal Reimbursement.
- Charged Meal – Any reimbursable meal purchased that takes the account balance below $0.00.
● A la Carte – Single items offered in addition to or separate from the reimbursable meal such as: bottled beverages, milk, extra entrees, snack items, etc.
● NSFSA – Nonprofit School Food Service Account

Charge Allowances - Grades PreK-12th Students may charge a reimbursable meal for a limited time, up to $50.
● Families are expected to keep student meal account(s) current.
● Charged meals are tracked in the student’s meal account within the point of sale system.
● Students may not charge a la carte items.
● Students may not purchase a la carte items with cash (bottled beverages, milk, extra entrees, snack items, etc.) when their account is in the negative.

Prevention and Communication of Low/Insufficient Funds There are a number of measures in place for all schools to prevent students and families from experiencing negative meal account balances:
● Free & Reduced-price Meal Application - Families are encouraged to complete the application for meal benefits annually. The form may be accessed through the district’s website or printed copies are available at every school and from the Nutrition Services Office located at 2508 4th Ave Greeley, co 80631.
● Carry Over Statuses – All students with a prior year “Free” or “Reduced” status keeps their status for 30 school days into the new school year, allowing time to submit a new application for the current school year.
● Verbal Reminders – Kitchen staff will offer discrete, verbal reminders a few days before the student account balance will run out.
● Negative Balance Letters – negative balance letters are mailed/emailed monthly to families.
● Auto Calls- The Greeley-Evans D6 Student Messenger system can generates automatic calls to families with students whose account balances drop below $0.00. These calls occur two times per week until the account balance increases above $0.00.
  o Students with an exact balance of $0.00 will not receive an auto call.
  Generally, these students are inactive or do not dine with us.
  o Families can have this turned off by contacting Nutrition Services.
● Personal calls from Greeley-Evans D6 staff members to discuss payment options.
● MyPaymentsPlus – Food and Nutrition Services offers an online system for families to check balances and make payments. Families can manage their own notification preferences or set up auto payments when the balance is low or at $0.00
● Contact Your School – Families can contact the school kitchen directly to check their student(s) balance (s).
● Bring Payment – Students may purchase a reimbursable meal with cash or check at the time the meal is served. Families may send in funds (cash or check) to add money to the student’s meal account.
● Additional Action – If behavior patterns develop with students who consistently do not have money for meals, the Kitchen Manager should discuss this with the Principal, Counselor, student or family to determine the best solution for the student.

COLLECTIONS OF DELINQUENT MEAL PAYMENTS
Delinquent Debt – As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectable, and efforts are being made to collect them. Delinquent debt, or a negative balance, remains on the accounting documents (accounts receivable) until it is either collected or is determined to be uncollectible and written off. Greeley-Evans D6 considers student accounts with negative balances to be in delinquent status.
During the time a student has a negative balance or delinquent debt no a la carte purchases are allowed, even with cash in hand.

Once the account balance is brought to zero ($0.00) a la carte purchases may resume.

**UNCOLLECTIBLE DELINQUENT DEBT OR BAD DEBT**

Bad Debt – Delinquent debts that have been determined to be uncollectible will be reclassified as “bad debt”. Greeley-Evans D6 considers student accounts with uncollectible delinquent balances to be “bad debt” when collection efforts have been unsuccessful after a student leaves the district or graduates. Repayment of “bad debt” is an unallowable expense for the NSFSA; therefore, payment for this bad debt balance will come from other sources such as:

- Other non-federal sources
- The district’s general fund
- Special funding from state or local governments
- Donations

Donations

Regardless of their source, monies received through FNS as donations to pay off negative meal balances will be deposited into a district account set up specifically for meal account donations. Donations will be distributed to student accounts district-wide on an annual basis to ensure equity for all families and schools.

**REFUNDS**

Families may request a refund of their student(s) meal account(s) at any time using the refund request process. If a refund request is not received, families will be given a refund of their student(s) meal account(s) twelve (12) months after the student leaves the district or graduates. These refunds are issued annually.

**SERVING SCHEDULE**

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Recess 10:40 am</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:00 am</td>
</tr>
<tr>
<td>First Grade</td>
<td>Recess 11:00 am</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:20 am</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Recess 11:20 am</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:40 am</td>
</tr>
<tr>
<td>Third Grade</td>
<td>Recess 11:40 am</td>
</tr>
<tr>
<td></td>
<td>Lunch 12:00 am</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>Recess 12:00 pm</td>
</tr>
<tr>
<td></td>
<td>Lunch 12:20 pm</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Recess 12:20 pm</td>
</tr>
<tr>
<td></td>
<td>Lunch 12:40 pm</td>
</tr>
</tbody>
</table>

**GREELEY-EVANS SCHOOL DISTRICT 6 WELLNESS POLICY**

The WCSD6 Board of Education recognizes that students need to be physically active and eat nourishing food to grow, learn, and maintain healthy physical and mental development. It further recognizes that a significant body of research indicates a positive correlation with optimal health, learning, and academic success.

**Vision:**

A district that fosters a culture of healthy, active learners.

**Mission:**
To improve the health of students and families. This mission will be accomplished through education, environmental changes, and opportunities to establish life-long healthy nutrition and physical activity habits.

**Overarching Goals:**

1. The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. The district will support and promote proper dietary habits contributing to students' health status and academic performance.
3. The district will provide opportunities for students to engage in physical activity.

For more information about the District Wellness Policy, please visit the district website following the links: Greeley-Evans School District 6 ► Parents & Students ► Student Wellness ► District 6 Wellness Policy or go to [www.greeleyschools.org/wellnesspolicy](http://www.greeleyschools.org/wellnesspolicy).

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Transportation

BUS EXPECTATIONS
PARKING AND STUDENT DROP OFF/PICKUP
WALKING TO AND FROM SCHOOL
BICYCLE SAFETY RULES
BUS EXPECTATIONS

Riding the school bus is a privilege. According to Weld County School District 6 Policy #EEAEC, the driver of a school bus is in complete charge of the bus and its passengers. Student passengers are expected to comply promptly with any request made by their driver or bus monitor and to observe the student code of conduct and discipline both at bus stops and on buses.

School bus transportation is a privilege that may be denied any student who violates the provisions of this policy. Misbehavior on a school bus can result in the driver being distracted, and such distractions could endanger the lives of all students being transported. Therefore, inappropriate behavior must be reported and disciplinary action will be taken.

Parents/guardians are asked to explain the importance of proper behavior on the bus and are expected to support disciplinary actions that are necessary to help the child improve his/her behavior.

All students are expected to exercise self-control commensurate with their age and development. Students are expected to remain in their seat and listen respectfully to the directions of the bus driver. Students failing to follow the rules of the bus jeopardize the safety of others. If your child is written up for a bus infraction, you will be contacted. If the infraction continues, the privilege of riding the bus to school may be taken away.

In addition to the rules mentioned above, bullying behavior, loud voices, and bringing food on the bus are considered infractions. Schedules and bus route information can be obtained from the transportation department (348-6800) or the school office (348-2100).

PARKING AND STUDENT DROP OFF/PICKUP

We ask your help in making our drop off and pick up as safe as possible. Please park only in designated, marked parking spaces. Please stay off of cell phones and refrain from texting. Do not leave your car unattended in the drive-through area in front of the school. Please pull as far forward as possible when you pick-up or drop-off your child. Thank you for your assistance.

WALKING TO AND FROM SCHOOL

Your child's safety is a major concern of the school district, whether he/she is in school or out of school. It is important children learn to be safe at an early age. Parents should talk to their children about safety measures.

1. Allow yourself enough time to arrive at school no earlier than 8:05 am
2. Walk on the sidewalk.
3. Cross only at intersections protected by adult crossing guards.
4. Obey the crossing guards.
5. Refuse to enter or approach strange automobiles.
6. Proceed directly to school or home before beginning to play.
7. Be considerate of smaller children.
8. Be respectful of the neighbors and their property.
BICYCLE SAFETY RULES

All students may ride bicycles to and from school. We strongly recommend that students wear helmets when riding bicycles to and from school. Students are highly discouraged from riding their bicycles to school on icy and snowy days. Upon arrival at school, please make sure that your child has an adequate lock for his/her bike. Bicycles are not to be ridden on the playground, blacktop, or sidewalk. The school is not responsible for bikes that are vandalized or stolen.

Should a student be found to be in violation of these rules a staff member will give him one warning. A teacher will communicate this warning to the parents, also. Should a second infraction occur, the child may not be permitted to ride a bicycle to school for a designated amount of time.

Students riding skateboards, scooters, or roller blades must follow the same rules as those riding bicycles. Skateboards and roller blades should be stored in a location that will not disrupt learning. Scooters should be locked in the bike racks. Again, we strongly recommend that students wear helmets when riding bicycles, skateboards, scooters or roller blades to and from school.
Getting Involved

VISITORS / VOLUNTEERS
SCHOOL ACCOUNTABILITY COMMITTEE (SAC)
MONFORT SCHOOL ASSOCIATION (MSA)
ASSEMBLIES FOR PBIS
VISITORS

In order to help ensure a safe, secure environment at our school all visitors should enter through the main doors at the front of the school. All other doors will be locked from the outside during the regular school day. We ask that all visitors check in at the office. You will be asked to sign in and wear a visitor badge. The visitor badge will let everyone know that you have checked in.

Parents are welcome to come to school any day to visit their child and even eat lunch with us. Please refrain from bringing infants and younger siblings when volunteering in the classroom as younger children often distract the attention of both the visitor and the class. An adult must accompany student visitors. Visits from out-of-town students, friends and relatives are discouraged. Due to liability issues, non-Monfort students cannot accompany your student to school.

VOLUNTEERS

Parent and community involvement is an important connection to a positive educational environment. We invite our Monfort families to volunteer and we have a variety of opportunities for our parents to do this. Please visit the office for an application and additional information on volunteering. When our parents are involved, all of our school community will benefit. A cooperative effort between school and home has a positive impact on your child’s academic growth. To register online click the Get Involved symbol on the website and always feel free to contact the office for more information.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

Our School Accountability Committee meets several times throughout the year in the school library. We are always looking for parents and community members who would be willing to serve on this committee.

MONFORT SCHOOL ASSOCIATION (MSA)

The parent teacher association of Monfort Elementary is called MSA. The group meets on the second Tuesday of each month, alternating evening and morning meeting times, in the school library. Agendas for upcoming MSA meetings are shared on the school website. All parents are encouraged to attend any meeting at any time.

ASSEMBLIES FOR PBIS

Teachers and staff members are given the opportunity to recognize students as On TRACK Trailblazers. To earn this recognition students have demonstrated outstanding character or major improvement in being Trustworthy, Respectful, Achieving, Cooperative and Kind within the nine week window of each of the four quarters. These students are honored and recognized at a school wide assembly where all Monfort students and Monfort families may attend.