



Sanford  
Elementary  
Parent/Student  
Handbook

2019 - 2020

“A caring community that serves, engages, educates and empowers all to excel”

# Sanford School District

## **Educational Mission:**

Sanford School's Mission is: *To offer today's students a universal education in a safe, rigorous, and engaging environment that will inspire their greatness, prompt their creativity, push them to achieve, encourage their personal growth, and prepare them to be tomorrow's leaders.*

## **Educational Vision:**

*“A caring community that serves, engages, educates and empowers all to excel”*

## **Educational Core Values:**

- All opportunities for student learning exist within a safe environment of respect, honesty, and integrity.
- Our main purpose is to improve student academic achievement.
- We maintain high expectations for all staff and students.
- All students have the right to be challenged to achieve their full academic potential. With our help, at risk students will achieve at the same rate as those not at risk.
- Effective instruction makes the most difference in student academic achievement.

## **Operating Principles:**

*As a team, we will:*

- Work as a team and with a united purpose
- Conduct ourselves and the business of the district with integrity and honesty
- Always guide our efforts by our mission, vision, and core values
- Recognize those who maximize their potential and the potential of our district
- Maintain a positive attitude and contagious level of energy with one another

## **District Core Strengths:**

*We will focus on the strengths of our district, which include:*

- The use of technology to better educate children
- Early intervention with young children that gives them the best start to school
- Maintaining a stable financial portfolio over time
- Recognizing that our students are fully capable of achieving great personal success
- Priding ourselves on maintaining a safe environment for everyone in the educational process
- Continuing to make our school welcoming to others
- Committed staff members and employees
- A nurturing and friendly community that makes Sanford the best place to live and learn.

## **District Goals:**

1. Reliable data that proves that the “student achievement gap” is narrowing.
2. True collaboration amongst all the stakeholders.
3. A rigorous and tightly aligned standards-based Pre-12 curriculum integrated with technology.
4. Instruction that is focused, rigorous, and engaging for students.

## **Elementary Goals:**

*We support the District Mission, Vision, and Core Values through the following:*

1. Use student data to drive our instruction
2. Early identification and intervention for individual student learning needs
3. Provide a standards-based curriculum, taught with fidelity, rigor, and student engagement
4. Work to have parents as partners in their children’s education
5. Have high goals and expectations for all students
6. Continued collaboration amongst teachers through RTI and PLC meetings
7. Committed to providing a safe learning environment
8. Provide opportunities and encourage students to be creative

## BELL SCHEDULE

First Bell                    7:55 a.m.                    Tardy Bell    8:00 a.m.

Elementary                Lunch 11:10 – 11:50

Last Bell                    4:00 p.m.

## ATTENDANCE

Attending class regularly, successfully completing assigned work, and class participation are directly related to success in school. *There is no way to duplicate the classroom experience after a student has been absent.* The basic responsibility for regular attendance of the student lies with the student and parent(s)/guardian(s).

As per attendance policy JH, the maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) during any school year. In addition, the school administrator may deny grade promotion if the student has accumulated ten (10) or more unexcused absences for the school year.

### **Reporting Absence**

If a student is unable to attend school, a parent or guardian must call the school at 719-274-5167, and/or send a written note to notify us of the absence. Any doctor's excuse or other documentation must be submitted to the office within two (2) school days after the return of the student to school. A call or parent note does not automatically give the student an excused absence. Please see excused absences below. It does let us know that the student is/was not truant. The following information should be included in a written notice:

- a. Student's name
- b. Student's grade level
- c. Date of absence
- d. Reason for absence
- e. Parent/guardian signature

If a student is not in attendance, and the front office has not been notified, a school official may call or notify the parents of such absence. Without parent notification, a student may be deemed truant, and be subject to disciplinary actions.

### **Excused Absence**

Reasons which will be considered “excused” are:

1. Illness
2. Funeral/Death of a family member or person of significance
3. Observance of a religious holiday
4. Family emergency or other circumstance beyond the student’s control
5. Court appearance
6. Medical/Dental appointment; please send proper documentation to the school.
7. Administrative approval
8. Pre-approved absence – Before the absence, please arrange with classroom teachers to get the work students will miss.
9. Out of school suspension

### **Make-up work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student or parent to pick up any make-up assignments. There shall be (2) days allowed for make-up work for each day of absence.

### **Unexcused Absence/Out-of-School Suspension**

Reasons other than those mentioned under “excused absence” will be considered unexcused. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive no more than 70% of the total points.

### **Consequences for Unexcused Absences (per semester)**

2nd Unexcused absence: After a cumulative total of two (2) unexcused absences, parents will be contacted.

3rd Unexcused absence: After a cumulative total of three (3) unexcused absences, a meeting will be held with the principal, classroom teacher, and parents.

4th Unexcused absence: After a cumulative total of four (4) unexcused absences, a second meeting with the principal will be held and an attendance contract will be put into place.

5th Unexcused absence: After a cumulative total of five (5) unexcused absences, the student will be considered habitually truant and the administration may pursue judicial proceedings to enforce Colorado’s Compulsory Attendance Laws. Excessive unexcused absence could also result in the student being retained.

### **Leaving School Early**

School officials will not grant permission for a student to leave the school for any reason during the school day until a parent/guardian or approved adult has personally checked out the student. Leaving the building without permission is considered truancy.

Students coming/returning to school must be signed-in by an adult.

### **TARDINESS** (BOE Ref: JH)

A student entering a class after it has started disrupts the orderly learning process and interferes with instruction time. Students are tardy if they are not present and/or seated by the bell signaling the start of the class.

### **Consequences for tardiness**

A student may have a total of two (2) tardies each semester without penalty.

After the 2<sup>nd</sup> tardy a letter of notification will be sent to the parent(s)/guardian(s).

After the 3<sup>rd</sup> tardy and each subsequent tardy, the student will be assigned lunch detention.

After the 5<sup>th</sup> tardy a conference will be held with the student's parent(s) and the principal.

## Grading System

Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grades: U (Unsatisfactory)  
PP (Partially Proficient)  
P (Proficient)  
A (Advance)

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grades: A - 90%  
B - 80%  
C- 70%  
D- 60%  
F- 59% and below

## Awards

The Administration has established the following Honor Rolls:

Scholastic Honor Roll: 3.0-3.74  
Principal's Honor Roll: 3.75-3.99  
Superintendent's Honor Roll: 4.0

## Books and I-pads

Textbooks will be provided to students for use throughout the school year. Students are responsible for maintaining these books in good condition. Students will be required to pay for any missing or damaged books they were issued during the school year. If a lost book has been paid for and then found, the student will be issued a refund.

I-pads are to be used with care, and as outlined in the internet use agreement. Misuse of an I-pad may result in loss of I-pad privileges and/or cost of replacement. Elementary students are not given permission to take the I-pads home. Each student needs to have a signed internet use agreement on file each year before they are given access to the devices.

## Care of Personal Property

Sanford School is not responsible for stolen or damaged personal electronic devices and other personal articles. Students are to report theft to the Principal's Office. Parents/guardians may wish to file a police report and file an insurance claim with their insurance company. Parents are strongly encouraged to not allow their child to bring expensive toys or electronics to school. Teachers and administrators cannot possibly be responsible for these types of articles.

## Care of School Property

It is the responsibility of all users of school facilities and property to exercise proper care and to prevent unnecessary and malicious damage to these facilities and property. Video cameras may be used to obtain information relating to disruptive classroom behavior, destruction and/or theft of school property. Penalty for theft, destruction, or vandalism may result in suspension or expulsion.

Students are responsible for the repair and replacement of school property damaged by their intentional or negligent actions. Parents/guardians are responsible for actual damage to school property caused by the willful and malicious acts of their children to the extent allowable under Colorado law.

## Cafeteria

Lunches are available at the school cafeteria. Breakfast is also offered through the cafeteria. Students will eat according to the schedule published. Free and reduced lunch prices will be handled by application through the office of the Superintendent of Schools. Proper conduct and manners are expected while in the cafeteria.

## Student Behavior Expectations

Expectation 1- Students are expected to treat their family members, peers, teachers, supervisors, parents/guardians, and all other people with respect and dignity at all times.

Expectation 2- Students are expected to come to school and all classes on time, to be prepared with materials and assignments, and to pursue their learning activities at the highest level possible.

Expectation 3- Students are expected to solve their problems with others in a proper manner, avoiding fighting, threats, and/or any type of intimidating behavior.

Expectation 4- Students are expected to treat the building, grounds, and the entire contents of the school with respect, care, and in a manner that demonstrates they are preserving them for future students.

Expectation 5- Students are expected to demonstrate through their academic achievement and behavior that they attend a school where learning is the top priority.

Expectation 6- Students are expected to conduct themselves in such a manner as not to disturb other students or classes as they move through the building.

Expectation 7- Students are expected to follow all specific classroom rules and procedures set forth by the classroom teacher.



## Playground Rules

1. Students must have permission from the duty teacher to go back into the building.
2. Students are discouraged from bringing softball bats on the bus. If bringing a bat, it must be given to the driver upon boarding the bus, and will be given back to the student when he/she exits the bus. Only one student may be holding a bat at time for each organized game.
3. Tackle football is absolutely not acceptable during recess. Only flag football is allowed, and contact must remain minimal. Students must have 2 flags to participate. The flags must be worn appropriately. Belts and flags can be purchased from the principal.
4. Students are to stay out of the landscaped areas. If playground equipment goes into these areas, they are to get permission to retrieve it.
5. Only one “rider” per swing and swing can only go forwards and backwards. No side-to-side swinging or twisting around. No “bailing” out of the swing allowed.
6. When playing basketball, there is to be no hanging on the rims or nets.
7. All play stops when the bell rings and students need to quickly and quietly line up by classes.

## Dress, Personal Appearance and Personal Effect Code

1. All students are required to maintain a neat, clean and modest appearance at all times and shall not dress in such a manner which is provocative, lewd, obscene, distracting, indecent or materially disruptive of the educational process, or which creates a health or safety hazard for the student or others.
  - (a.) Footwear must be worn by all students.
  - (b.) No clothing shall be worn which shall be damaging to school property (such as: cleats, spurs on boots, rollers on shoes).
  - (c.) Particular types of clothing may be specified to be worn for school sponsored excursions or activities. (such as: pajama day, Homecoming events...)
  - (d.) Personal cleanliness is required of all students.
  - (e.) No sunglasses or hats may be worn inside the building during the regular school day.
  - (f.) Students’ eyes must be visible through their eyewear.
  - (g.) Students shall not wear, carry, or have clothing, tattoos or other personal effects (such as notebooks, folder, backpacks, hair coloring etc.), which display, depict, or promote violence, vulgarity, nudity, obscenities, gang related symbolism, tobacco, weapons, alcohol or other drugs, or any other product or service not permitted to minors by law, in school or at any school sponsored activity on or off campus at any time.
  - (h.) Students shall not wear clothing in such a way as to signify gang affiliation or that identifies a gang through colors, symbols, pictures, etc.

- (i.) The wearing of buttons, badges, or armbands bearing slogans or sayings shall be permitted as another form or expression unless the message thereof falls into the restricted categories.
  - (j.) Clothing and accessories that are judged to be unsafe or extremely disruptive, such as spiked bands, heavy chains, and fishhooks, are not appropriate.
  - (k.) Shorts worn must be in compliance with the rest of the Code of Conduct [ie. appropriate length (no shorter than 2” above knee), material, etc.].
  - (l.) No visible underwear.
  - (m.) No inappropriately sheer, tight, or low-cut clothing such as midriffs, halter-tops, backless clothing, tube-tops, and garments made of fishnet or mesh material, or muscle shirts.
  - (n.) Shirts must cover the shoulders. No “spaghetti” straps or sleeveless tops are to be worn, unless covered with a jacket or other type of clothing; or worn with a t-shirt or covering underneath.
2. Interpretation of appropriate dress and appearance will be made by the principal. Appeal of their interpretation is to be directed to the superintendent.
  3. Final interpretation belongs solely to the superintendent.
  4. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, on the first offense the student shall be given a written warning and an administrator shall notify the student’s parent(s) or guardian(s). Second offense, the student may be given in-school suspension. On the third offense, the student may be subject to further suspension or other disciplinary actions.

#### Prescription Medications

It is advised that students who are taking prescription medication should alert the teacher and/or principal. If it is required that the medication be taken during the school day, it must be sent in the original prescription bottle with the child’s name and original pharmacy label. Written instructions must be provided by the parents and/or doctor on use of such medication. Medication will then be dispensed from the front office and/or nurse’s office. If needed, students may carry inhalers in their backpacks or give them to the classroom teacher for keeping and to help the student with use. Again, teachers must be notified if a student has an inhaler, and the inhaler must have proper medication labeling with the student’s name clearly visible. The same protocol is used for epi-pens.

## Student Code of Conduct

The principal may take disciplinary measures including suspension or recommending expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, or during a school-sponsored event.

1. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
2. Violation of the district's policy on dangerous weapons in the schools.
3. Violation of the district's alcohol use/drug abuse policy.
4. Violation of the district's violent and aggressive policy.
5. Violation of the district's tobacco-free policy.
6. Violation of the district's policy on sexual harassment.
7. Acts which directly or indirectly jeopardize the education process or the health, safety, and welfare of school personnel or other students. This may include throwing objects that can cause bodily injury or property damage.
8. The possession or transmission of literature or illustrations which are obscene, vulgar or indecent, or which substantially disrupt the educational process or directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
9. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
10. Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of forces.
11. Lying or giving false information, either verbally or in writing, to a school employee.
12. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
13. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
14. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
15. Repeated interference with the school's ability to provide educational opportunities to other students.
16. Engaging in "hazing" activities, i.e. forcing prolonged physical activity, improper use of Atomic Balm or Atomic Sit-ups, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for the purposes of initiation into any student group.
17. Violation of the district's dress code policy.

## Habitually Disruptive Students

The principal may develop a remedial disciplinary plan for any student who causes a material and substantial disruption in the classroom, on school grounds, or at school sponsored activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school. However, students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, or at school sponsored activities or events three times during the school year and in violation of their individual remedial discipline plans shall be declared habitually disruptive and may be recommended for expulsion. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student.

## Suspension

The Board of Education delegate to the principals of the school district the power to suspend a student in the school for no more than five days on the grounds stated in C.R.S. 22-33-106 9 (1) (a), (1) (b), (1) (c), or (1) (e) or no more than 10 school days on the grounds stated in C.R.S.22-33-106 (1) (d) unless expulsion is mandatory under law, but the total period of suspension shall not exceed 25 school days.

The principal or the superintendent at the time the contemplated action occurred will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. The notice will contain a statement of the charges against the student, and statement of the basis of the allegation. Specific name may be withheld if necessary to shield a witness.

## Expulsion

Expulsion for students guilty of gross disobedience or misconduct shall take place only after the parent(s)/guardian(s) have been requested to appear at an Administrative Expulsion hearing. Such requests shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. A written summary of the evidence heard at the meeting will be presented to the Board of Education which may take such action it deems appropriate.

## Accidents/Medical Emergencies

It is the responsibility of students to report **immediately** (to a staff member and /or the School Nurse) any accident which causes injury or medical emergency to themselves or to any other person. It is the responsibility of the school nurse or principal to determine if paramedics need to be called. It is important that an accident report be completed and submitted within twenty-four hours of an accident.

When paramedics are called to transport a student to the hospital the following guidelines will be followed:

1. The student's parents/guardians will be notified by the principal or designee and advised as to which hospital their child will be taken.
2. In the event a parent/guardian cannot be reached, the emergency person listed on their Emergency Information card will be contacted and informed as to which hospital the student will be taken.
3. The Confidential Health Problem list will be checked to see if the student has a known health problem. This information will be given to the paramedics. They will be given the name of the person who will meet them at the hospital.
4. If a parent/guardian or designee cannot meet the child at the hospital, the school principal will follow the student until a family member arrives to be with the student.

#### Medical Authorization

Every student must have a Medical authorization form on file with the office. The information contained on this form will be used as a yearly update of each student's health status and to contact a parent(s)/guardian(s) at home/work regarding a student's illness, injury or medical/dental emergency. In the event of a medical/dental emergency and no parent/guardian are available, the school will act "in loco parentis" until such time that a parent/guardian can be notified of the emergency. Therefore, it is extremely important that all phone numbers (home, work, and cellular) are correct and kept up-to-date. All changes are to be reported to the front and/or health office.

#### Child Abuse Reports

School personnel are required by law to report child abuse and neglect whenever they have reasonable cause to believe a child known to them in their professional or official capacity may be undergoing abuse. They are required to report immediately their belief by telephone to the Department of Social Services. "Child abuse and neglect" generally means "the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen, by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby."

The State provides legal protections for those professionals making the reports, and imposes penalties for those who willfully fail to report child abuse; this may include loss of their teaching certificates.

## Parent Acknowledgement Form

This form is for parents/legal guardians of all students enrolled in Sanford Elementary School to ensure that they have reviewed the Student Handbook. The Student Handbook will be posted on the district website under the Elementary page. Paper copies of the handbook can be requested and will be made available from the school.

I have read the Sanford Elementary handbook. I have discussed the content of this handbook including the Student Code of Conduct with my child/children. I shall do everything possible to support my child's/children's education and work with my child's/children's teachers to make their school experience successful.

Elementary Student(s) name(s) and Grade:

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Please print

Parent(s) Name: \_\_\_\_\_

Please print

Parent(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_