

(Cover)
2011 - 2012

LETFORD ELEMENTARY STUDENT/PARENT HANDBOOK

SAFETY, DISCIPLINE AND ACADEMIC
EXCELLENCE

(Back of Cover)

LETFORD ELEMENTARY'S MAJOR RULES

Students must always remember to:

1. Keep Your Hands and Feet to Yourself
2. Walk away from trouble
3. Call an adult
4. Show respect for everyone at all times!



IMPORTANT PHONE NUMBERS

Letford Elementary	587- 6150
ABC Child Care	587- 9403
Milliken Elementary	587- 6200
Pioneer Ridge Elem.	587- 6142
Transportation	587- 4202
Milliken Middle School	587- 6300

(Inside cover)
Mission Statement
Weld County School District Re-5J
Johnstown-Milliken

In the spirit of cooperation with our communities, the Johnstown Milliken School District, RE 5J, shall strive to provide a safe environment and dedicates itself to providing all students with challenging, meaningful learning experiences that will lead to lifelong achievement and productivity in society.

Letford Elementary School believes that we, together with the community will develop responsible, lifelong learners through a challenging and safe learning environment.

Bus Conduct Rule Regulations

All bus passengers must observe the rules of bus conduct in order to keep the buses running on schedule and to maintain the safety of riders. If you have any questions you may contact the building principal or the bus driver. Concerns may be referred to the District Transportation Supervisor at 587-4202.

(Back cover)
BUS RULES OF CONDUCT

- * The bus driver is in complete authority of the students riding the bus at all times.
- * Pop cans, bottles, or other drink containers are not to be brought on the bus. Food should not be eaten during regular bus routes.
- * Passengers must be ready to get on the bus as soon as the bus arrives in the morning.
- * In the afternoon, passengers must be ready to get on the bus immediately at the place and time announced. The bus will not be delayed for late students.
- * The bus driver may assign each rider to a certain seat, which will be the regular place for the passenger to sit. Students will not move about while the bus is moving.
- * Passengers will not extend arms, legs, or head out of the bus windows.
- * Passengers shall not talk to the driver while the bus is in motion except in an emergency.
- * Passengers shall not mark or deface the bus and its equipment.
- * Passengers shall not open windows except by the direction of the bus driver.
- * Passengers shall not fight or scuffle on the bus or throw objects out of the bus windows.
- * Passengers must remain seated until the bus has come to a completed stop.
- * Books, lunch boxes, and similar objects must be kept out of the aisles.
- * Passengers shall leave the bus in an orderly manner.
- * Wipe feet free of mud or snow before entering the bus.
- * It is unlawful to transport animals, firearms, explosives, or anything that might endanger the lives or health of passengers on the bus.
- * Visitors (students) are not eligible to ride the bus.
- * Students must be on time.
- * In approaching a bus stop, if a student has to walk along the highway, he/she should always walk on the left, on the shoulder of the road, facing traffic.
- * When crossing the highway, the student should walk, not run.
- * Students should not run along side the bus, but should wait until it stops and then walk to the door.

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WELCOME to Letford Elementary! We look forward to working with you to provide your child the best possible education. We encourage active parental involvement. Your child's needs are best met through a positive and supportive relationship between home and school. Please visit school often!

We hope this handbook will provide you with useful information about school policies and procedures. Please refer to it whenever you have questions or concerns. We wish you and your child an exciting, productive and successful school experience!

Sincerely,

Kerry Boren
Principal
Letford Elementary

Second Language Learners

Weld County School District RE-5J has implemented a plan to ensure that second language learners in the district receive equal and meaningful access to educational programs. The plan includes processes to identify students who have second language issues, processes to assess the student's language proficiency in English, processes to assure that Special Education students are correctly placed, the initiation of an educational program to teach English to Second Language Learners and other administrative procedures for the benefit of all students. If you have questions regarding the Weld RE-5J plan for Second Language Learners, please call Dr. Foster, Superintendent, at 587-6050.

Title IX Notice

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Martin Foster, Superintendent, Johnstown, CO, (970) 587-6050, or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-2991.

Letford Elementary 2011-2012 School Staff

Principal.....	Ms. Kerry Boren
Secretary.....	Ms. Silvia Calvillo
School Nurse.....	Mrs. Marlene Gebhart
Kindergarten.....	Mrs. Tania Reinick
1 st Grade Teacher.....	Mrs. Katherine Schiffer
1 st Grade Teacher.....	Mrs. Nissa Cronin
1st Grade Teacher.....	Ms. Christy Schmidt
2 nd Grade Teacher.....	Mrs. Linda Daly
2 nd Grade Teacher.....	Mrs. Robin Denman
2 nd Grade Teacher.....	Ms. Jennifer Huwa
3 rd Grade Teacher.....	Ms. Tracie Dolph
3 rd Grade Teacher.....	Mrs. Valerie Stumpf
3rd Grade Teacher.....	Mrs. Kylie Ault
4 th Grade Teacher.....	Mrs. Kathleen Rainbolt
4 th Grade Teacher.....	Mrs. Stacey Yost
4 th Grade Teacher.....	Mrs. Emily Murphy
5 th Grade Teacher.....	Mr. Colt Rossman
5 th Grade Teacher.....	Mrs. Sarah Willard
Speech.....	Mrs. Kerry Jones
NCR Teacher.....	Mrs. Sheena McOuat
NCR Aide.....	Mrs. Nancy Waldrop
Reading Specialist.....	Mrs. Patsy Burenheide
Librarian & Media Specialist.....	Ms. Sheryl Monahan
Computer Teacher.....	Mrs. Nancy Rippman
E.S.L. Teacher.....	Mrs. Carla Marine
Art.....	Mrs. Sally Knight
Music.....	Mrs. Cheryl Primmer
Physical Education.....	Mr. Michael Pappas
Counselor.....	Mrs. Katy Burack
School Psychologist.....	
Head Cook.....	Mrs. Sonia Swartzbaugh
Head Custodian.....	Mr. Dan Stout
Custodian.....	Mrs. Yolanda Herrera
Custodian.....	Mrs. Esther Aguilar

ATTENDANCE

SCHOOL HOURS

School begins at 8:30 a.m. and dismisses at 3:30 p.m.
Playground supervision is not provided at our elementary school until 8:10 a.m. Students are counted as tardy if they arrive at school after 8:35 a.m. Students are to go directly home after school unless they ride a bus.

ABSENCES AND TARDIES

Please call the school office (587-6150) before 9:30 a.m. on any day your child is going to be absent or late and state the reason.... Your call will ease our concern and eliminate the need to call you. (A secretary calls to verify the absence of any student whose parent has not already called the school.) Students are required by state law to attend school unless they are ill, there is a family emergency or there has been a prearranged absence. The student should bring a parent note giving the reason for the child's absence when he/she returns to school after an absence where the parent was unable to call the school. Students who are tardy negatively affect the instruction in the classroom. Please make every effort to get your child to school on time.

UNEXCUSED ABSENCES

Student absences which have not been excused by a parent call or note are considered unexcused and the student may be required to "make up" this time during recesses.

MAKE UP WORK

Students are required to make up all required work that is missed due to an absence or tardy. Two days of make-up time is allowed for each day that is missed. Students may not receive credit for any work that is completed after this time.

LONG TERM ABSENCES AND ASSIGNMENTS

If you know that your son/daughter will be out of school for several days, please contact the school to arrange for work to be sent home or picked up. Please give teachers some time to prepare assignments and materials. A call at least a half-day in advance will help to ensure that work is ready when you arrive. In the case of a prearranged absence (family trip), assignments should be checked on several days before you leave.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students must be signed out from the office during the school day. Anyone who is picking up a child during the school day must first come to the office and sign the student out. The student will then be called to the office to leave. If the individual needs to go to a room or outside to get a student, a release form will be sent with them from the office which verifies that the student has first been checked out at the office. **In no case will a student be allowed to leave with anyone but a custodial parent/guardian unless the office has been provided with a note giving permission signed by the legal parent/guardian. Students cannot leave school grounds during the day without permission from the office.**

ADMISSION TO SCHOOL AFTER SCHOOL HOURS

Students will not be admitted back into the school after school hours unless it is an emergency. Students should take books and personal items with them when they leave at the end of the day.

BAD WEATHER AND EARLY DISMISSAL

Sometimes school may need to be canceled or dismissed early due to weather or other circumstances. Please do not tie up school phone lines by calling to see if there will be school that day. "No School Announcements" will be made (usually by 7:00 a.m.) over the following stations: **AM Stations - KOA (850), KFKA (1310) & KGRE (1450) and FM Stations - KUNC (91.5) & K99 (99.1)**

Occasionally, school is dismissed early due to rapidly deteriorating weather. Please plan **in advance** and make certain your child knows where to go if a parent is not at home.

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BICYCLES, SCOOTERS, ROLLER BLADES, SKATES, AND SKATEBOARDS

Bicycles and scooters may be ridden to and from school. Bicycles are to be locked in the bike rack and scooters are to be kept in student lockers. They are not to be moved during the school day. **Students are required to walk their bicycle or scooter on school grounds.** Students are encouraged to wear a helmet if they ride a bike or scooter to school.

Roller Blades, skates, and skateboards are not permitted on school grounds at any time!

STUDENT FEES

A student fee of \$7.00 is collected from all students. The student fees are used for planners at the intermediate grade levels and supplementary materials at the primary levels.

BUILDING ACCOUNTABILITY COMMITTEE

As required by state law, there is a Building Accountability Committee at Letford composed of appointed parents and teachers. This committee meets regularly with the principal. This committee is charged with setting and evaluating appropriate goals to improve the graduation rate, attendance, and student achievement. Meetings are open to the public and all parents are welcome to attend.

NOTIFICATION TO PARENTS CONCERNING SCHOOL PERSONNEL TRANSPORTING STUDENTS TO AND FROM SCHOOL

This is a friendly reminder that under no circumstances will school personnel transport any student to or from school other than students that ride school buses to and from school on a daily basis. Every attempt will be made to contact parents or emergency contacts to provide for their child's transportation if a student needs to be transported home once they have arrived at school for the day. Also, please make sure that all of your child's contact information is current and up to date in case the school needs to contact you.

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BUS TRANSPORTATION AND RULES

We strive for the highest standards of student conduct and carefully supervise all phases of bus transportation. Any student missing a bus is to report to the school office at that loading site.

A copy of our school bus rules is given to each student by the transportation department at the start of the school year and new students to the district throughout the school year should be given a copy of the rules on their first day on the bus. Our bus rules are also included in the discipline section at the end of this handbook.

Students may have only one designated pickup point in the morning and another one after school in the afternoon. These may be either the home address or the address of the day care provider. Transportation to or from a location other than those designated is the parents' responsibility. This includes transportation to after school activities. Students are not allowed to go home with other students on the bus. Daily changes on where students ride the bus are not allowed.

Parents are encouraged to make arrangements with their child in advance if you are picking him/her up after school he/she will not be riding the bus. However, if arrangements have not been made in advance, please call before 3 p.m. to allow the office time to get that message to your child before dismissal.

CARE OF PROPERTY

We take pride in the appearance of the school building and grounds. Students are expected to help keep the school free of litter and help dispose of trash properly. Students involved in graffiti or other destruction of school property or equipment will receive appropriate disciplinary consequence.

DROPPING OFF AND PICKING UP STUDENTS

Parents are to drop off and pick up students from South Park Avenue which is directly south of the school, West Park Avenue which is directly west of the school or North Jay Avenue which is directly in front (east) of the school. Crosswalks are available. **DO NOT USE THE CIRCLE DRIVE IN FRONT OF THE SCHOOL.** Parents are asked **not** to drop off or pick up students on North Park Avenue which is directly north of the school as our school busses arrive and depart using this street. NO PARKING is allowed in the bus-loading zone.

EMERGENCIES AND EMERGENCY SHEET INFORMATION

911 will be called first when an extremely severe (life threatening) medical emergency arises. In the case of a serious illness or injury, the home phone is called first. If there is no answer at home, the emergency numbers are called. If there is no response, the parents will be called at work. Every attempt is made to notify parents when there is a serious injury. It is extremely important that your child's emergency sheet information is current at all times. Please inform the school office of any changes in residence, employment and/or phone numbers, which occur during the school year.

FIELD TRIPS

Field trips are designed to provide students with quality educational learning experiences outside the school. Teachers have the responsibility to choose the parent volunteers from their class that will assist them with supervision on each field trip. Volunteers are then required to ride the school bus to assist in providing the appropriate supervision. Siblings or other children are not allowed to accompany parents on field trips. Also, parents are not allowed to meet and accompany classes at the field trip site.

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GUIDANCE AND COUNSELING

The counselor is an integral part of the total school program. The counselor meets with students individually and in small groups and works together with teachers, parents, administrators, specialists, and community agency personnel to best meet student needs.

GUM AND CANDY

Gum and candy are not to be brought to school unless they are refreshments for a scheduled classroom party.

HEALTH INFORMATION - ALLERGIES AND FOOD INTOLERANCES

The school should be informed of any student who has a serious known allergy that could endanger his/her life, especially to bee stings, food, or medication that causes severe or life threatening reactions. In the case of intolerance to milk or other foods, the Federal Hot Lunch Program requires a physician's note if the food or milk is not to be served to your child.

HEALTH INFORMATION - IMMUNIZATIONS

The State of Colorado requires evidence of immunization for school enrollment. A child entering school must meet the requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided.

HONOR ROLL AND PRINCIPAL'S AWARDS

Leford Elementary has an A/B Honor Roll Program to recognize and motivate students. To be on the honor roll a student must achieve all A's and B's. To earn the Principal's Award a student must demonstrate outstanding effort or improvement during the grading period but not be eligible for the honor roll. The Principal's Award is limited to a few students in each classroom. The Honor Roll and Principal's Awards are published each quarter and students receive certificates for their achievement.

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ILP'S (INDIVIDUALIZED LITERACY PLANS)

All students who are not staffed into special education and yet who do not achieve a passing score on the state test in reading (or who do not meet other criteria for being considered on grade level in reading) must be placed on an Individualized Literacy Plan (I.L.P.). A student's I.L.P is to be reviewed annually by his/her classroom teacher with his/her parents.

INSURANCE

School insurance is offered as a service to parents. Insurance information is sent home with students the first week of school or is available when a student is registered. Insurance information will be sent home upon request.

LIBRARY

We are proud of our school library and have it open as much as possible during the school day. Use of library materials is FREE except when there is damage or loss. In such cases, the parent(s) will be notified and asked to pay for the materials.

LOCKERS

Lockers for student use are the property of the school and are for the storage of school supplies and personal items necessary for school. Students should take care of these lockers and report any broken lockers immediately to the school office. Locks will not be allowed on student lockers at any time. Student use of a locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker to insure that it is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen items and to prevent its use to store prohibited or dangerous materials which are forbidden by State Law or school rules.

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LOST AND FOUND

The school maintains a Lost and Found. Articles that are found are to be turned in to the office. If a student has lost something, he/she should check the Lost and Found. The school is not responsible for lost articles. Students should not bring or wear expensive items to school. Clearly marking all personal items with a first and last name greatly assists a quick return to the rightful owner. Unidentified objects will be donated to Good Will before the holidays and at the end of the year.

LUNCH AND BREAKFAST PROGRAMS

Students are encouraged to participate in the school lunch and breakfast programs, which are provided by Sodexo. Students may also bring their lunch or go home for lunch. Students are encouraged to buy several lunches in advance and bring lunch money (preferably a check) in a prepayment envelope or in one with their full name, teacher's name, number of meals being purchased (full price or reduced) and the amount enclosed on the envelope. Students should deposit this envelope in the locked box in the office before school. Milk tickets may also be purchased this way. For 2 to 20 lunches or milks a ticket will be issued. If students are purchasing only the lunch or milk for that day, cash will be accepted in line and no ticket will be needed. Students will receive their lunch tickets as they enter the cafeteria each day.

Students are not forced to eat items they do not want. Your child is however required to take a main entree and at least one other item, which may be milk in order to meet Federal Lunch Guidelines.

A family may qualify for free or reduced lunches and breakfasts. If you feel your family would qualify, check with the office for information and an application. All information will be kept confidential.

*Those that go home for lunch must bring a note each year signed by the parent or guardian giving permission for the student to leave school for lunch.

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LUNCH PROGRAM CHARGE POLICY

Due to the administrative cost of collecting charges and the potential loss of revenue, **no charges will be allowed.** An envelope will be sent to notify the parent or guardian when their child has 2 remaining meals. When there are no remaining meals left, the student will be provided with one alternate meal. The alternate meal will consist of Sliced Bread, Peanut Butter, Carrot Sticks, Apple, and White Milk. On the day a student receives an alternate meal, a written notice will be sent home to request payment for the alternate meal and future meals. If payment is not received, the parent or guardian must provide the student with a sack lunch for the following day and every day until the balance due is paid.

LUNCH PRICES

Elementary Students
1 day ticket = \$1.80

Adult lunches = \$2.40

Milk Prices
1 day = \$.40

BREAKFAST PRICES

Elementary, Middle & High School Students
1 day ticket = \$1.30
Adult breakfasts = \$1.30

MEDICATION POLICY

The procedure for administering medication during school hours is as follows:

Parents must obtain and submit:

1. Physician's order for prescription on a permission for Medication Form (or its equivalent) signed by the physician.
2. Parent signature on Permission for Medication Form or a note indicating permission for the child to receive the medication.
3. The prescription bottle, properly labeled with the child's name and containing only enough medication necessary to be given during school hours.

School personnel can dispense only prescription medication providing that the above procedure has been followed. Students

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who have asthma and use an inhaler must have written permission from both their physician and their parent before being allowed to carry their inhaler or to have their inhaler in the nurse's office.

Over-the-counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's order. When possible, medication should be taken at home (Before school, after school and before going to bed), unless it has been ordered to be taken with meals.

MONEY AND ARTICLES FROM HOME

Students are discouraged from bringing money or valuable items to school as the school assumes no responsibility for lost, damaged or destroyed items. Money may be left with the teacher or office personnel for safekeeping. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students like to bring items from home for show and tell. However, items of value that may get lost or damaged should be brought to school by a parent and, after they have been shown, taken back home.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Occasionally, there may be a misunderstanding about an occurrence at school. Parents and teachers need to remember that students are often incomplete when they tell the details about an incident. This is normal. Parents and teachers need to have confidence in one another and should keep communication channels open to ensure misunderstandings are avoided. Parents and teachers working together have the best chance of helping the student grow and learn from these experiences.

Teacher hours are from 8:00 a.m. to 3:50 p.m. You are encouraged to contact your child's teacher before school between 8:05 and 8:20 a.m. or after school between 3:35 and 3:50 p.m. Also, you may contact the school office to see if your child's teacher is available at other times during the school day. Regular parent-teacher conferences are scheduled twice during the school year on

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the school calendar. Parents or teachers may request additional special conferences.

PARENT VOLUNTEERS

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Room mothers may assist the teacher in scheduling other volunteers to assist in the classroom. Volunteers are most welcome at Letford, and their efforts are highly valued. Please contact the teacher or school office if you have an interest in serving as a volunteer.

PARTY TREAT RECOMMENDATION

The health department recommends that "prepackaged food may be a safer choice at holiday parties". You will be notified if it becomes necessary to require prepackaged food for a period of time if there are specific problems within the school or school district.

PETS

Please make sure that pets do not come to school with your child. Their visits are often disruptive and are potentially dangerous to students. We call city officials to pick up dogs on school grounds. If we know the dog belongs to one of our students, he/she is permitted to phone home to have someone come and get the dog.

PROBLEMS TO AND FROM SCHOOL

Students sometimes need guidance with their behavior to and from school. They have the right to go to and from school without being harassed by others. It is a shared responsibility of the home, community and school to help students learn to get along and to respect the rights of others. The procedure to follow when your child has difficulty to or from school is:

1. Join your child in walking to and from school.
2. Contact the school for suggestions and to influence or remind those involved about mature, responsible behavior.
3. If the problem persists, contact your local police department for assistance.

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RECESS

Recess is a regular part of the school day and we go outside except when it is extremely cold, rainy or muddy. Students need to wear clothing that is appropriate for the weather. Please send a note to your child's teacher if he/she is under a doctor's orders not to go outside. Children should not be sent to school with abnormal temperatures or contagious diseases. It is our policy that if a child is healthy enough to come to school, he/she is healthy enough to go outside for recess.

RETENTION

Retention is used sparingly. When considering retention of a student, the teacher must confer with the student's parents well before the end of the school year. The principal will review each individual case before approving retention. The principal's decision is final, and there is no appeal process.

SCHOOL SUPPLIES

Classroom teachers prepare a list of supply items that are needed each school year. Copies are available from the school office. Parents should check with their child periodically throughout the school year to see that consumable supplies are replenished as needed.

TOYS AND SPORTS EQUIPMENT

Toys should be left home, as our playground is well equipped to meet the needs of students. While playground equipment is available for checkout from the office, a student may bring the following items: basketballs, footballs, kicking tee, soccerballs, volleyballs, soft/cushioned balls, tennis gloves and baseball gloves with the child's first and last name written on the items. However, the school assumes no responsibility for lost, stolen, or damaged items.

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STUDENT DRESS

Letford Elementary takes pride in the appearance of our students. It is our belief that there is a direct relationship between student dress and behavior. Students are expected to dress in a clean, neat, modest and safe manner. Shoes are to be worn at all times. Clothing that tends to disrupt the class will result in a call to parents asking that they bring an appropriate change of clothing.

No clothing shall display or advertise alcoholic beverages or illegal substances. Gym shoes are required during physical education classes. Net shirts, midriff shirts, and halter-tops are not to be worn at school. Hats may be worn outside during recesses only (except for special occasions). Students should be dressed appropriately for the weather since they spend some of the day outdoors. The exceptions to this are severe cold or rainy weather.

TELEPHONE USE

Students are discouraged from using the telephone at school unless it is necessary and they have received permission from school personnel. Students will not be called to the phone unless it is an emergency. When necessary, messages will be taken for students and given to them at the end of the school day.

TEXTBOOKS AND WORKBOOKS

There is no book fee charged. However, when materials are damaged or lost, the student must pay the replacement cost.

VISITING SCHOOL AND BRINGING FRIENDS TO SCHOOL

Visitors are required to sign in at the office when they enter the school. Parents are **always welcome**. However, we ask that preschool age children not be taken into classrooms. We also ask that parents postpone classroom visits during the first three weeks of school as instructional programs are just getting organized. Visitations the last week of school are also discouraged. Parents are

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encouraged to call the teacher in advance to help determine the best time of day to visit.

Students are **not** allowed to bring friends to school during school hours. No student visitors are permitted during school hours, which include former students, visiting school age friends, relatives and preschoolers.

WITHDRAWAL FROM SCHOOL

A parent should contact the school office at least one day in advance of a student's withdrawal stating where the child is moving and, if known, the name and address of the new school. Information will be prepared to assist the student's entry into the new school. Any library books not returned when the student withdraws must be paid for at that time. Also, all lunches need to be paid for before the student withdraws.

DISCIPLINE SECTION

INTRODUCTION

This section includes the School Discipline Policies for Letford and the District School Board Policies that are required to be provided to every parent. These policies give school personnel the authority to take appropriate action in responding to student behavior, which requires disciplinary consequences. All school personnel have the responsibility and the authority to appropriately discipline any student. We believe in positive discipline that emphasizes respect for one another and one another's property.

It is impossible to have specific rules for every event and there is a difference in severity of student incidents of misbehavior. Minor infractions of school rules are called inappropriate behavior and there is flexibility in how school personnel can respond to these incidents. Each individual situation and the student involved are considered while trying to follow some general guidelines to achieve consistency. Every effort is made to make consequences appropriate with the student's misbehavior incident.

More severe incidents of student misbehavior are called unacceptable behavior and, by School Board Policy, consequences are much more severe. There is much less flexibility in how an

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individual school can react to these more severe incidents of student misbehavior.

PHILOSOPHY AND STUDENT EXPECTATIONS

We believe that the students at Letford Elementary School should conduct themselves in such a way that they demonstrate respect for themselves, classmates, teachers, or other adults and school property.

Students will be expected to demonstrate respectful behavior by:

- Walking in the building in a quiet, orderly and safe manner.
- Speaking politely to each other, staff members and visitors.
- Using and maintaining school and personal property correctly.
- Listening, participating, cooperating, showing interest and effort and completing assignments within time allotted.
- Practicing good sportsmanship and safety.

STUDENT DISCIPLINE CODE

Students are expected to behave appropriately at all times at school. Those who choose to misbehave and violate school rules will be referred to the office for disciplinary action. At Letford, student misconduct is broken down into three types of offenses:

TYPE I

Classroom misconduct, hall misconduct, field trip misconduct, lunchroom misconduct, cheating, stealing, defiance of authority, disrespectful behavior, disorderly conduct, disruptive behavior, forgery, gambling, inappropriate language, profanity, obscene conduct, truancy, unexcused tardies, throwing objects, tobacco use /possession, etc. Type I also includes acts of Aggressive Behavior for which there is Zero Tolerance and which are dealt with more severely than other Type I offenses.

TYPE II

Arson, fighting, physical assault, harassment, sexual harassment, inciting others to violence, intimidating/threatening a school employee, theft, vandalism, extortion, trespass, etc.

TYPE III

Alcohol or drug use/possession/sale, assault on a school employee, possession of a weapon, etc.

ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR

A school administrator will immediately suspend any student who is referred to the office by a staff member for aggressive behavior from school for a time deemed appropriate. Acts of aggressive behavior include but are not limited to the following: pushing, shoving, hitting, kicking, tripping, taunting, harassing, verbal abuse, intimidation, verbal threats, etc. Any such behavior, even if in jest, will not be tolerated. Parents will be contacted by telephone, informed of their need to pick up their child, and **MAY** be given the option of returning their child to school after they have discussed appropriate, alternative behaviors with their child. Repeated acts of aggression may result in additional suspensions and/or expulsion from school.

MORE SERIOUS OFFENSES

. Acts of fighting, physical assault, and intimidating or threatening a school employee are considered more serious offenses than aggressive behavior and will be dealt with accordingly.

CONSEQUENCES FOR DISCIPLINE CODE VIOLATIONS

Consequences listed by number of incidents in each type: (The following guideline is utilized at the discretion of Administration.)

Type 1 Offense:

1. Warning, letter sent home, loss of a recess
2. Loss of a full day of recesses and parent phone call
3. Loss of 2 full days of recesses, parent call and stays after school for an hour within 5 days of the incident (failing to stay after school = 1 day student out-of-school suspension)
4. Automatic 3 day out-of-school suspension
5. Automatic 5 day out-of-school suspension

Type II Offense

1. Immediate out-of-school suspension for 3 days and administration may recommend expulsion
2. Immediate out-of-school suspension for 5 days and administration may recommend expulsion
Expulsion recommendation may occur as a combination of Type I and Type II offenses.

Type III Offense

1. Immediate suspension for 5 days and expulsion will be recommended.

TIME TO TEACH PROGRAM

We use the “Time to Teach” Discipline Program in the Re-5J School District. This is part of our district-wide focus on students making appropriate behavior choices. This program stresses that students learn to respond appropriately with only one warning. If a student does not respond appropriately after this one warning, he/she is required to “refocus.” The student must go to a specially designated area (most often in a partner classroom) to consider appropriate choices. He/she completes a form about changing his/her behavior and making good choices, and then he/she resumes participation in class. There are further procedures to deal with a student who doesn’t cooperate as required. **We care too much to let behavior interfere with learning!**

POSITIVE BEHAVIOR SUPPORT SCHOOL

A School wide research based system approach that organizes adults and students to create a social-culture that will encourage positive behavior and interactions, while discouraging problem behaviors. This system will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. A matrix has been designed (focused on Safety, Respectful and Learner expectations) that will include direct instruction opportunities along with positive reinforcement of expectations and behaviors.

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AFTER SCHOOL ACADEMY

The After School Academy is an important component of the Time to Teach Program. If a student gets behind on his/her work due to having to “refocus” too often, he/she will be required to stay at an After School Academy. Parents will be given at least one day’s notice if your child needs to stay. Academies are held on Thursdays until 5 p.m. A student is required to stay until he/she finishes his/her work. If he/she finishes before 5 and a parent can be contacted and can pick up the student earlier, then the student may leave at that time. However, if a student does not complete his/her work during an Academy, and then he/she would need to stay for the next Academy. Transportation home after the Academy is a parental responsibility.

PLAYGROUND RULES

The playground is a place where students have an opportunity to enjoy physical activity in a safe environment. Specific rules for playground equipment and appropriate activities are explained to students. Practicing positive sportsmanship and respect among all students is constantly reinforced.

CONSEQUENCES FOR NOT FOLLOWING PLAYGROUND RULES

Misuse of playground equipment: A student who is not following the rules for a piece of playground equipment may lose the privilege of playing on that equipment the remainder of the recess.

Poor sportsmanship, foul language, and rough play: A student demonstrating poor sportsmanship, using foul language or playing too rough may be required to spend the remainder of that recess or the following recess standing next to the building and may be required to see the principal. If a group of students are demonstrating poor sportsmanship during an activity, that activity may be banned from the playground for those individuals for a period of time.

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Behaviors that put other students in risk of serious injury: A student’s behavior that puts others in danger of injury such as fighting, throwing rocks, etc. will be sent immediately to the principal’s office for appropriate consequences in accordance with the Letford Discipline Code.

THREATS

We take instances of students making threats very seriously! If your child is threatened, please have them report this immediately to a teacher or the office. Students making threats will receive consequences in accordance with our discipline code.

NOTICE TO PARENTS CONCERNING SEX OFFENDER REGISTRATION ACT

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available online at:
http://dcj.state.co.us/odvsom/Sex_Offender/So_Pdfs/schoolresourceguideregistration.pdf or
http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf. In addition, copies of this guide are available upon request at Weld Re5J Administration Building.