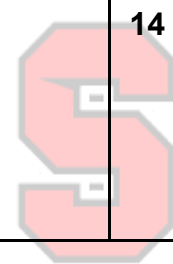


2023-24 Family Handbook



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Strasburg School District's Mission Statement:

The mission of the Strasburg School District is to develop responsible and productive members of society by providing a safe, disciplined, challenging environment.

Diversity and Inclusion Statement:

Strasburg School District honors human rights, celebrates diverse cultures, fosters a climate of mutual respect, and promotes an inclusive learning environment that affirms the value of all persons. Dimensions of diversity can include sex, race, age, national origin, immigration status, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, and military experience. Reasoning, thoughtfulness, and open dialogues that honor the dignity of everyone is expected.

Strasburg Elementary Vision Statement

Delivering on the dream; academic achievement for every student!



ENROLLMENT & WITHDRAWAL

Colorado Mandatory Immunization Law

Immunizations are an important part of our children's health. Colorado law requires that children going to school be vaccinated to prevent vaccine preventable disease. All children entering Colorado elementary schools for the first time (e.g. kindergarten and out of state transfers) must show proof of immunization. Please go to www.cdphe.state.co.us/dc/immunizations for the most up-to-date information about what shots are required for specific age or grade level groups * (see attachment 1).

A student may be exempted from receiving the required immunizations in the following manner:

- A) A *medical* exemption signed by a licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contradicted; or
- B) A *religious* exemption signed the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
- C) A *personal* exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

Please see **Immunization of students- JLCB (Complete policy online at www.strasburg31j.com)**.

Kindergarten Entrance Requirements

Any child who is five years of age prior to **June 1st** is eligible to enter kindergarten. To register, the parents/guardians must provide the child's birth certificate, proof of immunization, social security number and proof of residency (i.e. utility bill).



Registration

Registration is on-line through the district website. The registration form should be filled out in detail and, in particular, parents should give telephone numbers of place of employment of both the parents, **and** a person the school may call if the parent cannot be reached by telephone. It is the parent's responsibility to provide an accurate address and telephone numbers (emergency, etc.) and periodically update the information. Any disability or allergy should be noted on the health update form. **STUDENTS MUST HAVE CURRENT EMERGENCY NUMBERS AT ALL TIMES.** Parents/guardians must come into the school and provide the child's birth certificate, proof of immunization, social security number and proof of residency (i.e. utility bill). Students may begin school 48 hours after all registration forms are complete and staffing needs are identified. Please be aware of the **Interdistrict Choice/Open Enrollment Policy JFBB** (Complete policy online at www.strasburg31j.com).

Withdrawal before the End of the Term

The Elementary School should be contacted at least one week prior to parent's departure from the school district in order that report cards and transfer cards may be prepared. It is the usual procedure for the new school to obtain your signature on a "Request for Records" form of some kind, and send it to us, so that we can send your child's records directly to the new school.

Student Withdrawal from School/Dropouts Policy JFC (Complete policy online at www.strasburg31j.com).



ATTENDANCE & TRANSPORTATION

Attendance

One major criteria of a student's success in school is regular and punctual attendance. Frequent absences and tardiness may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. A child can never make up a day's experiences he has missed even though he may complete the assignments that were presented. The discussions that take place in the classroom are often more valuable than the written material. Excessive absenteeism may affect the student's chance to participate in certain interventions.

At **5** unexcused absences or tardies, administration will contact you to make you aware. At **8** unexcused absences or tardies, the administration will send a letter home informing you of the number. Excessive absenteeism (**12** days or more in a semester) and/or habitual tardiness (**12** tardies or more in a semester) will be considered a serious matter and may lead to administrative and board action, retention and referral to legal authorities. Please be aware of the **Truancy Policy –JHB (Complete policy online at www.strasburg31j.com)**.

Excused (EXC) – Do not count toward the 12 absences allowed per semester. Example: Illness, appointment for orthodontist, dentist or doctor, funerals, or court (please provide paperwork whenever possible). We will continue to mark absences excused with parent notification until absences become a problem. If a student has over five absences in a semester, we will begin to require paperwork in order for an absence to be considered excused. After the fifth absence, subsequent absences without paperwork will be classified as verified only (and count toward the 12 absences allowed per semester).

Verified (VER) – Count toward the 12 absences allowed per semester. Absences verified by the parent, but do not fall under the guidelines as set above for excused absences.

Unverified (UNV) – Count toward the 12 absences allowed per semester. Nature of absence has not yet been determined.

Tardy- Arriving after 7:55 to SES.



Absence Excuses

A phone call from the parent to the school is requested before 9:00 a.m. on the morning of the absence. If we do not receive a call, the elementary office will call the parents at home to try to confirm the reason for the child's absence. If the parent is unable to call, a note to the office is required for each absence.

Arrival/Departure Times

Please note that supervision begins at 7:30 am on the playground and ends at 3:10 after school. **For their own safety, please do not drop your children off earlier than 7:30 or pick them up later than 3:10.** For early release Monday's, supervision begins at 7:30 am. School is released at 2:00 pm and students can be picked up at that time. If students are unable to be picked up, supervision will be provided for students until 3:10 with prior notification to the school needed.

Day Check-out Procedure

Please check your child out through the office and sign them out in the Early Dismissal book located in the office. **School personnel will send for or go get children who are checking out for the day.**

Parent Authorization for Student Pick-up

No child will be taken from a class or from school by anyone other than a parent or guardian without the parent first supplying a note giving written permission for such. If you find that you need to send someone to pick up your child at the last minute, please notify us as soon as possible by telephone before the time the child is to be taken from school. This way, we will know that someone other than the parent is authorized to pick up the child. Please advise the check-out person of our check-out procedure; identification will be required.

School Closures/Delays

School may be delayed and/or closed during periods of inclement weather or other emergencies. Such a closure will be announced by the Superintendent as early as possible via automated phone message and text message (be sure we have updated phone information), as well as by email or on radio station KOA (850 AM) and local TV stations. Be sure that your family has filled out or updated the emergency contact information.

Parking

Please follow all posted signs and drive slowly in the school zones on Strasburg Road and in the parking lots. **Please pay close attention to our crossing guards** and be courteous to all staff providing assistance. Model the proper use of our crosswalks for all our students. Make sure students enter and exit the vehicle on the curbside. The entrance for car drop-off is from Colorado Ave. Stay in the right lane when in the drop-off/pick-up lane. Both the Elementary main lot off Strasburg Rd. and the lot east of the high school off Colorado Ave. are available for your use when parking at the building. When entering the parking lot, choose your lane to either park (left lane) or drop off (right lane) and **stay in those lanes until the lanes merge at the west end of the parking lot.**

Pets

Strasburg Elementary does not allow personal pets on the premise at any time. If a student wants to bring a pet for Show and Tell, please bring a photo instead.

Use of Tobacco on School Premises

The use of tobacco in any manner is prohibited by policy at all times in the school buildings and on school grounds. Please help us to implement this policy while in attendance of functions at school and while accompanying your child on a field trip or other school-related function, or waiting for your child in your car. Please be aware of the **Tobacco Free Schools Policy –ADC (Complete policy online at www.strasburg31j.com).**



BUS TRANSPORTATION

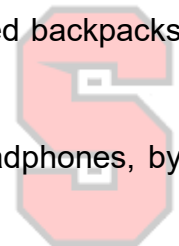
Bus Transportation is arranged with the school by the parent at the time of enrollment or whenever a change to home residence occurs.

The district's Director of Transportation makes the bus assignments for our students.

PLEASE NOTE: STRASBURG SCHOOL DISTRICT WILL TRANSPORT ELIGIBLE STUDENT RIDERS ONLY FROM THE STUDENT'S PRIMARY BUS STOP TO SCHOOL AND BACK TO THE PRIMARY BUS STOP. ANY requested exception to this rule must be made to the Director of Transportation at Strasburg Schools ahead of time.

Strasburg Dist. 31-J Bus Rules

- Be courteous and cooperative with the driver and students
 - Use inside voices
 - No foul language or rude gestures
 - No pushing or fighting
 - Absolute quiet at RailRoad Crossings
- No destruction of bus property.
 - Do not mark on, poke hole or cut the seat
- Remain facing forward in your assigned seat at all times.
 - Keep aisles clear (feet, backpacks)
- Keep the bus clean.
- NO food or drink, gum, sunflower seeds or tobacco
- The bus is exited from front to back-one row at a time.
 - Stay seated, no pushing or shoving. PATIENCE!
- Unauthorized riders are required to have a note from parents to ride the bus.
 - Students only ride their assigned bus
 - Home to school - school to home
- Be at your bus stop five minutes before scheduled time
 - Buses cannot wait
- Nothing alive or dangerous can be taken on the bus (glass, sharp objects, weapons)
- If bringing personal items (i.e. toys, electronics), keep them in closed backpacks while on the bus
 - This includes playground balls of any type.
 - Electronics can **ONLY** be out for listening to music with headphones, by yourself



- NO sprays, deodorant, perfume, or nail polishes are to be sprayed or used on the buses

The School Bus is part of the school setting, therefore ALL the school rules do apply.

DISCIPLINE STEPS FOR BUS MISBEHAVIOR

1. Minor Infractions:
 - a. Verbal warnings will be given to the students by the bus driver to stop the detrimental behavior. Drivers will reinforce the rules to students. If this does not solve the problem
 - b. The driver will write a referral, and a conference will be held between the offending students, driver, Transportation Director, and/or Principal of the school the student attends. The student is warned by the Principal and a copy of the report is sent to the parent(s). Included in this warning is the statement that a second referral may result in a 10 day suspension of bus privilege. The Principal issues the suspension.
 - c. A second written referral may result in a suspension of bus privileges for 10 days. A report is sent to the parent(s) stating the 10 days suspension and that a third report would mean that the student could lose his/her bus privilege for the remainder of the year. The principal issues the suspension.
 - d. A third written report may result in suspension of bus privilege for the remainder of the year. He/she and parent(s) are informed that the student may be re-instated only by the Superintendent.
2. If a major infraction occurs, such as fighting or vandalism and other such activities, the driver shall pull the bus off of the road and stop the activity. The driver may call law enforcement if the infraction warrants. The driver will then proceed on the route. When the stop for the student is reached, the driver shall inform the student that he/she is suspended from the bus until further notice. The Transportation Director shall be notified as soon as practical.
3. The Principal will talk with the student(s) involved and get his/her side of the story. He/she will then make a decision as to what action will be taken. He/she can suspend the student from the bus for any length of time or may refer the case to the Superintendent. Eventual suspension can range from a few days to a year. No set rules can be made for major infractions because the cases will vary and the students are different.
4. All suspensions of bus service will follow minimal due process procedures.

Please be aware of **Student Conduct in School Vehicles Policy – JICC (Complete policy online at ww.strasburg31j.com)**.

EMERGENCY PROCEDURES

Strasburg 31J has adopted the Standard Response Protocol, which provides protocols for weather and safety. Should such severe weather or safety conditions exist that dismissal would endanger the safety of students; the school will hold the students at school until conditions allow safe dismissal.

WEATHER

Tornado (Shelter in Place)

In the event of a tornado watch being in effect at the time of regular dismissal, the students will be dismissed as usual. The buses will run at the regular times, but in conscientious contact with the school bus station.

If the tornado watch is upgraded to a tornado warning, all students will be taken to their assigned shelter. They will remain in the shelter until we are officially notified that the warning has been canceled for our area. If we are in the shelters at the time of regular dismissal, we will remain there until the warning is lifted. Students will not be released to anyone but their parents, and then only if the parent writes a note that they are picking up their child and assuming responsibility for their safety.

Buses will be radioed if a tornado warning is in effect. The students will be taken to the nearest shelter if time permits, or if necessary, shelter will be taken in a ditch.

Severe Thunder/Lightning

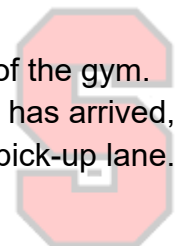
Students that must walk home may be held at school should lightning be so severe that it presents a reasonable hazard to their safety.

Severe Rain/Snow

In the morning, students will have indoor arrival.

In the afternoon, students getting picked up will wait in the corridor outside of the gym. Students WITH siblings at SES will wait together in the corridor. Once a car has arrived, the students will exit the corridor from the south door by the gym to the car pick-up lane.

SAFETY



Hold

In the event of needing a hallway or location to be cleared in the building, a hold may be initiated. Events that dictate a hold to be called may include: vomit, student health situations, dangerous animals in a building, spills, etc.

Secure

All buildings in Strasburg 31J will have exterior doors locked during school hours. A secure will be initiated if there is an outside threat. In the event of a secure, all students and staff will stay in the building, exterior doors will be checked, and nobody will be let in or out of the building unless told otherwise by law enforcement. Events that may dictate a secure to be put into place may include: dangerous animals in the area, high-speed chase through town, etc. Local law enforcement agencies may inform schools about outside threats to initiate the protocol.

Lockdown

A threat inside the school building will initiate a lockdown. All interior classroom doors are locked during the school day. Lockdown procedures include: teachers closing classroom doors, placing students in a location not be seen from interior windows, and keeping students quiet. Law enforcement will release students and staff from their safe locations and lead them to a defined evacuation location for reunification. Nobody will be allowed to enter the building during a lockdown.



PARENT INFORMATION

Breakfast and Lunch

Breakfast will be served in classrooms daily beginning at 7:45 a.m. **Breakfast and lunch meals are free this year. Even though there is no cost for breakfast and lunch, we are requesting that all parents fill out a Free and Reduced Meal form.** This can be obtained from the front office or cafeteria staff. Federal Law has mandated that schools have a Wellness Program for the purpose of promoting “Healthy” habits. The Strasburg School District is no longer providing access to the purchase of soda or pop during the school day on school grounds. In keeping with the idea of establishing healthy habits, we are asking that lunches from home **NOT** contain soda pop. Other beverage suggestions might include milk, water, or juices. **Milk is available for purchase with or without a school lunch.**

Communication

Keeping an open line of communication with parents is extremely important to us. We know that students are more successful when parents and the school cooperate to provide the best learning environment possible. We welcome any input from you and encourage you to contact us about any questions or concerns you have regarding your child’s education. If you have a question regarding a specific issue in the classroom please contact the teacher directly by calling the school office and making an appointment, or you may make arrangements with the teacher by leaving a voicemail or an email. Teachers may be available by phone before 7:45 AM or after school is over - teachers are not able to leave their classrooms during the day unless there is an emergency. If you continue to have questions or concerns after speaking with the teacher(s), and you need to speak to an administrator or have questions about a particular school policy please feel free to call the school office. Administrators are also available by appointment.

Translation and interpretation services are available to families. Please notify the school office if you are in need of such services.

Fundraising



Strasburg Elementary School does ONE big fundraiser a year. This fundraiser is conducted for the benefit of our elementary students. Its purpose is to enrich our elementary students' school experience and/or their school environment. Reporting of the expenditure of these funds is done through the school newsletter and school accountability reporting.

Other, smaller fundraisers may be done through the year for specific causes (i.e. events to raise money for the Music program's annual play). If a fundraiser takes place, the purpose will be advertised.

Lost or Damaged Books

A fee will be assessed for lost or damaged books equal to the total replacement value of the book. The fee may relate to books from the classroom or Library. You will be notified of the total cost by the school.

Lost and Found

Our Lost and Found box is located on the North end of the building, just beyond the double door exit on the way to the intermediate playground. Unclaimed, unmarked articles will be turned over to a charitable organization every trimester.

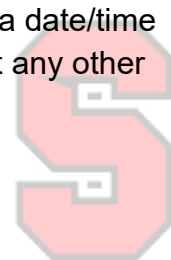
Parent Contact

If you need to get a message to your child at school, the office secretary will relay it for you. Students are allowed to call parents or guardians only, and only if it is **extremely** important or an emergency. Students must get permission from their teacher and **may only make calls from the office**. There must be a valid emergency for a student making any call, such as illness. **We will not allow students to call home to make sudden changes to after-school plans or for forgetting their lunch, as hot lunch is provided. Students may not use cell phones on the School Campus.**

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year as noted on the district calendar and on our website. Watch the newsletter for sign-up information. To schedule a parent/teacher conference, call the front office and they will sign you up for a date/time that works best for you. If you would like to meet with your child's teacher at any other time, please contact the teacher to schedule an appointment.

Personal Items: Bicycles, Roller Blades, Skateboards, etc.



The school can assume no responsibility for stolen or damaged personal items. We recommend bikes be registered with the Sheriff's Department and padlocks provided for them. Bike racks are available. Modes of transportation can be used to and from school, before and after school only and **not** on school grounds.

Personal Items: Toys, Cell Phones, iPods, and other Electronics

We strongly encourage these items remain at home. In particular, personal communication devices are not necessary, as our students are supervised and students, parents and staff have access to school phones. **Students bring these items to school at their own risk.** The School District, its Faculty, and Staff are not responsible for any damaged, missing or stolen items. The School will not utilize administrative time to investigate any incident involving damage, theft, or missing items. Nor will the district take any financial responsibility for the items.

Would you and/or your student choose to bring these items to school, cell phones, iPods, and Mp3 players must be turned off and in backpacks from 7:30 -3:10 or off campus.

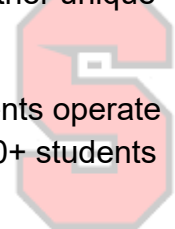
Use of cell phones may result in confiscation of the phone, notification to parents, and release of phone to parents. Inappropriate use may include possible police referral and disciplinary action.

Requesting a Teacher for Student Classroom Placement

The Strasburg Elementary teaching staff and building administration have the responsibility to assign students to classroom teachers. It is important to understand that assignment is a complex process with many elements taken into consideration when initially placing a child in a classroom or when selecting a placement for the next year.

Grade-level teacher teams look at student academic strengths/areas of growth, learning styles, peer social relationships, the need for structure, any necessary behavior supports, prospective teacher's teaching styles, class size, gender balance, and equity in classrooms as mandated by state and federal regulations in addition to other unique individual concerns.

The teaching staff understands the classroom setting, knows how the students operate within it, and know their colleagues. Teachers must balance the needs of 80+ students



in a grade level with 4 teachers using this complex process, and therefore are not able to open this placement process to our larger community.

We respectfully ask that you trust the decisions made by the teaching staff. If you have a concern that may not be known by your child's teacher, please speak with her/him. Often, if you have a reason for wanting placement with a certain teacher, your child's current teacher may agree with you. If this is the case, the teacher will make a recommendation for placement that concurs with your request. If, however, you feel strongly about a placement that is not in line with teacher data, you may put your request in writing for the administration to consider. Requests must be in writing and include current academic data to support the request being made. These requests are to be made no later than April 1st for consideration of placement for the following year. Please note that the final decision for placement is always made by the building administrative team in coordination with the current grade level team.

Security

Our school is a safe place to be and we have had very few incidents of severe misbehavior by any of our students. While school violence is rare, we can never be too careful when it comes to protecting your children and our staff. There is a district crisis plan in place for emergency situations that has been reviewed by the local Sheriff and Fire Departments and is updated each year. Drills on procedures for these crises are practiced each quarter with faculty and students.

The most important and effective strategy to prevent a crisis situation on campus is for our students and community members to report any weapons and/or suspicious or dangerous behavior to a staff member and/or the Sheriff's Department immediately. There is also a state hotline available to report threatening or dangerous behavior-it is called Safe2tell and the phone # 1-877-542-SAFE. If someone threatens another person or our school we can prevent a serious incident from occurring if we are informed right away. It is also important to tell us if someone is being mistreated, is depressed, or is talking about harming oneself. Telling a staff member is not "tattling"- it is taking action to help others and helping to keep our school safe.

For the safety of our students and staff the following procedures are in place:

- ALL VISITORS MUST IMMEDIATELY REPORT TO THE OFFICE. All visitors will receive a visitor label to be worn throughout the building. Strasburg 31J utilizes Raptor, which is a visitor management system. All visitors will be required to produce a form of identification upon the first visit. A label will be printed off with the visitor's name and destination.

- ID'S ARE CHECKED IF THERE IS ANY QUESTION ON THE IDENTITY OF A PARENT/GUARDIAN WHO WANTS TO REMOVE A STUDENT FROM SCHOOL. If you check your student out of school we will ask you to provide identification and will check to make sure you are on the approved list of emergency contacts if there is any question regarding your identity. Please help us by providing this identification willingly even if you are a familiar face in our community.
- MAIN LOBBY ENTRANCE. This entrance is accessible by buzzing in and stating the reason for entrance. This is the **only** entrance that visitors can access the school from.
- ALL OUTSIDE ENTRANCES ARE LOCKED DURING SCHOOL HOURS
- BUZZ-IN DOORS. When you enter the front foyer of the school, to the right is a buzzer and staff will gladly let you in after you identify yourself and purpose.
- CAMERA SYSTEM: A camera system monitors our facilities.
- LOCKDOWN PROCEDURES; We have levels of lockdown to use when necessary. The district has an appointed spokesperson that will be responsible for disseminating appropriate and timely information as the situation dictates.
- EVACUATION PROCEDURES: We have specific plans on how to evacuate our building in case of an emergency in the building and specific procedures for evacuating the campus, if necessary. Parents will be notified using the contact number given to us on enrollment papers. You are asked to update this for us each year as school starts and immediately upon changes to this information.

Student Dress Code

Students shall maintain an appearance and dress which has no detrimental or disruptive effect on the educational program of the school. Students shall dress in a clean and neat fashion, so as to reflect positively on the school and community. The following attire is absolutely not allowed:

- Clothing that bares the midriff or reveals any underwear apparel (i.e. spaghetti straps).
- Clothing that is shorter than mid thigh length.
- Clothing that displays any depiction of alcohol, cigarettes and/or drugs.
- Clothing that has any obscene language or that is considered offensive towards others.

A student will be asked to change clothes upon violating this dress code.

Other Dress Code Notations:



- Please dress your student(s) appropriately for the weather. While we do strictly monitor the weather conditions outside, students will often play outside in weather requiring warm apparel. Please be sure your student is properly equipped with winter coat, hat and gloves when necessary. Students will have recess outdoors as long as the temperature (including windchill) is at least 20 degree fahrenheit.
- All students receive Physical Education (P.E.) and are required to wear tennis shoes. The maintenance of our gym floor is important to many programs in our school and within our community. Students must have a pair of “rubber-soled tennis shoes” on all days in which they attend P.E. in order to participate.

Visitor and Guest Procedures

All schools in Strasburg 31J have implemented Raptor, which is a Visitor Management System. When a visitor wants to come into the building, they will be required to provide a form of identification for the first time of entry. Raptor does a screen of the identification to flag any offenders who should not be in the building. Once screened through Raptor, the visitor will be provided a label with their picture, name, and destination for the visit. Visitors will only have to provide a form of identification the first of each school year. When anyone other than staff or students enter the building, we require you to come in the front door, sign in at the office as a visitor, and put on a name tag. This will allow staff to identify anyone in the building and will help make our school safer.

Please do not bring preschool children or infants with you, as younger children often distract both the visitor and the class. To ensure a successful visit, please schedule your visitation with your child’s teacher, 24 hours in advance and stay for no longer than approximately 30 minutes. We will require this for any parents who are walking students to the classroom (morning) or picking students up from the classroom (afternoon). We prefer that parents DO NOT walk students to and from the classroom but instead, utilize our drop off zones at the front of the building. We have staff members assigned to support your child getting to and from where they are supposed to be. Please be aware of the **Sex Offender Information-JLFF (Complete policy online at ww.strasburg31j.com)**.

Volunteer Parents

Our individualized curriculum demands an optimum of individual attention to each student. Volunteer parents provide a valuable means of making this need a reality. Parents interested in volunteering at the school (in classrooms, on field trips, etc.) are asked to complete a **Parent Volunteer Agreement** on the school website and then contact a classroom teacher. A PVA must be filled out every school year. Volunteers

will be held to the same code of ethics as a paid employee. Please ask us for a copy of the procedure for volunteering.

HEALTH SERVICES

Parents will be called when there is a serious accident or a contagious illness that requires parental notification as outlined in CDE state health regulations and SES policy guidelines. Basic First-Aid supplies (Band-Aids, gauze, etc.) are available throughout the school. No injured or sick child will be sent home until the parent or another responsible person has been notified. If the child appears to need medical attention and neither parent nor the designated contact can be reached, ambulance service will be requested.

Due to increasing legal implications, the issue of dispensing medication in the school has become a critical one. **We are mandated by law to obtain written permission from your doctor to administer ANY medication (including non-prescription medicines) to your child. Blank permission forms have been included at the back of this handbook for your convenience.** ** (see attachment 2)

MEDICATIONS AT SCHOOL: Prescription medications are administered at the school only when the proper form is completed and signed by both the physician and the parent/guardian. A substitute form **from the physician** is permissible if it includes the following:

- the name of the student
- the name of the medication
- the dosage
- the purpose of the medication
- how many days it will be given

The medication must be in a container appropriately labeled by the pharmacy or the physician and brought to the office by the parent/guardian. **Please do not send medications with your child to be turned into the office.**

Non-prescription medications are not administered at school without a permission form signed by a physician and a parent, thereby making it a prescription medication. It must be in its **original container**. This includes Tylenol, cough drops, cough syrup, or any other over-the-counter medication.

Parents are responsible for providing the proper permission from the physician and the medication. All unused medications will be returned to the family at the end of the school year. New permission forms are required at the beginning of each school year.

Please see **Administering Meds to Students-JLCD** and **Students with Food Allergies- JLCDA** (Please see complete policies online at www.strasburg31j.com).

Mandatory Reporting

This school district complies with the Child Protection Statutes. To that end, school official or employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the county department of social services and local law enforcement agency.

REPORTING STUDENT PROGRESS

Report cards will be sent home at the end of every trimester. Progress will be communicated via paper copy, e-mail, or phone call whenever a concern arises. Reporting student progress is done with a standard/referenced system. This system benefits students by better detailing their progress and connecting our use of this system with the direction of the state's assessment of standards. Parent/Teacher conferences will be helpful for parents to see how a standards/referenced reporting system are similar and different to a traditional grading system.

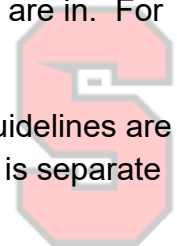
Homework

Our students need practice to move from good to great. The homework we send is practice...something they have been taught to do, not something you need to teach them. Please partner with us in providing this necessary practice.

Students will be given homework in reading (including chances to respond in writing), spelling, and math at their level. Students will be held accountable for reaching their homework goals through follow-up assessments that are done in the classroom. These assessments provide the vehicle for important feedback on student progress as a result of their work at home. **Neat handwriting will be expected on all written portions of homework.**

As a general rule of thumb please plan on the 10 minute rule. Students will have approximately 10 minutes of homework each night per grade level that they are in. For example, a 2nd grader will have 20 minutes of homework each night.

Additionally, students are expected to read every single night. K-2 grade guidelines are 10 minutes per night. 3-5 grade guidelines are 20 minutes each night This is separate from the 10 minute rule mentioned above.



Student Performance Levels

The boxes below show student performance levels. At the end of each trimester, each student is assessed according to their performance and effort on the benchmarks their class completed toward the state and district standards during that trimester. A complete list of these benchmarks is available on our website or by request of the classroom teacher. **The expectation is that students will score a 3 by the end of the school year.**

1 (Limited Progress)	2 (Making Progress Toward Standard)	3 (Meets Standards)	4 (Exceeds Standard)
<p>Student is performing significantly below District grade level standards and/or</p> <p>Student is showing limited progress in applying skills and strategies to understand concepts</p>	<p>Student is performing near District grade level standards and/or</p> <p>Student is showing a partial understanding of concepts applying skills and strategies</p>	<p>Student has achieved District grade level standards</p> <p>And</p> <p>Student consistently demonstrates understanding of concepts applying skills and strategies</p>	<p>Student has achieved District grade level standards and</p> <p>Student demonstrates exceptional level of understanding</p>

Gifted Education Identification and Services

We have a process to identify students who are considered gifted in one or more academic areas. Students who are identified as gifted are placed on an advanced learning plan (ALP) and modifications are made in their curriculum and instruction to meet their needs and extend their learning.

Promotion or Retention

The authority of promoting or retaining a student rests with the Superintendent and the Board of Education. However, much of this authority is delegated to the building Principal. No student shall be promoted, graduated or retained unless the Principal and the Superintendent agree to that decision. The classroom teacher(s) shall advise the Principal as to their opinion in the matter of retaining students at each grade level. A meeting with the classroom teacher, parents, and the principal will be held to evaluate the decision to either promote or retain the student. The Principal shall review these findings and make specific recommendations for the Superintendent concerning retention or promotion.

Awards



At the end of each trimester, students have the chance to receive an award for all the hard work they have put in throughout that time. Students can receive the award for Outstanding Achievement (consistent proficient or advanced work), Most Improvement (consistent progress from pre assessments to post assessments), and Remarkable Effort (consistent effort when doing work, no matter the outcome). Also, per grade level, students will be chosen for demonstrating all four areas of ROCK.

These awards will be given out by classroom teachers and will be sent home.

SCHOOL RULES AND EXPECTATIONS

All Teachers and students will honor the following:

- Respect
- Ownership
- Compassion
- Knowledge

Internet Rules

We are pleased to offer students of Strasburg Elementary School access to the district's computer network and internet. To gain access to the internet, all students under the age of 18 must obtain parental permission. The permission form is given at the beginning of the school year.

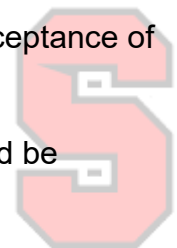
The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. ***Access is a privilege – not a right.***

Communications on the network are often public in nature. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Students need to treat all school computer hardware and software with respect.

It is presumed that users will comply with district standards and will honor the agreements they have signed.

Access to the Internet is conditional on the students' understanding and acceptance of the following terms:

1. While using the Internet I agree to be polite, use proper language and be considerate of others.
2. I will use the Internet primarily to extend the work of my class work.



3. I will only download materials that are considered to be appropriate with teacher's approval.
4. I will only access computers and programs with my password.
5. I will acknowledge copyright laws.
6. I will respect all property related computers at the school. (including NO food or drink).
7. I will consult my teacher before printing.
8. I understand that inappropriate use will result in the loss of Internet privileges as well as other disciplinary actions.

Playground Rules

1. Be respectful to all playground supervisors.
2. Play safely at all times and be considerate of others.
3. Use the playground equipment safely.
 - a. Swings: Do stay seated in the swings, swing straight back and forth. Keep the area between swings clear.
 - b. Slide: Sit on the slide and only go down. One person on the slide at a time.
 - c. Bars: Do not stand on the bars.
 - d. Spinning Equipment: Small spinner- 3 at a time; Large spinner- 8 at a time, keep all body parts on the spinner during use.
 - e. Tower Play Structure: Climb up the ramp or the side ropes to the top of the structure.
 - f. Tetherball: Do not remove the ball/rope from the pole. When broken, find an adult.
4. No backpacks allowed on the playground.
5. Do not play tag on the equipment.
6. Do not climb trees.
7. Only touch football is allowed.
8. Play ball only in designated areas; hard balls (such as: baseball, softball, etc.), rocks and other dangerous objects are not to be brought to school; no bats are allowed.
9. Conflicts must be resolved in a peaceful manner. Consult with an adult as needed.
10. If someone is hurt, get an adult right away.
11. Please sit on the benches or at the picnic tables.
12. Run only on the open playground - not on the sidewalk, in the mulch, on the landscape rocks, or in between the equipment.

Student Behavior



Staff and school administration will use the Strasburg Elementary School Discipline Matrix in regards to student behavior.

*Students who adhere to the above rules, expectations, guidelines, and principles have the opportunity to receive Rock Stars to support their positive behavior. In addition, each classroom teacher has the ability to reward students to support their positive behavior.

SES STUDENT BEHAVIOR

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

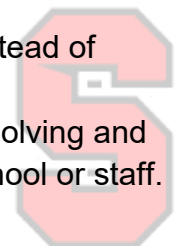
Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic/Restorative Practices

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.



School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Positive Behavior Intervention Supports (PBIS) System

PBIS is an acronym that stands for **Positive Behavior Intervention Supports**. Our school-wide PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. PBIS was adopted by our school district as a result of the Colorado School-wide Positive Behavior Supports Initiative.

The purpose of the Colorado School-wide Positive Behavior Supports Initiative is to establish and maintain effective school environments that maximize the academic achievement and behavioral competence of all learners in Colorado.

Strasburg Elementary School values a social and cooperative learning environment. We work together to continually provide students with a safe and nurturing setting. Our work targets; developing school-wide positive recognition supports, collecting and using data, developing celebrations for our successes, deepening what we have achieved (keeping our momentum) and deepening our knowledge and skill of Love and Logic and Restorative approaches to working with students to guide behavior. Positive behaviors are documented via ROCK Slips and ROCK Stars ** (see attachment 3).

BEHAVIOR INFRACTIONS

The primary mission of Strasburg School District is to develop responsible and productive members of society. Violations of our standards for behavior/rules of conduct are categorized by the severity of the event or behavior and are addressed as identified below. Negative behaviors/events are documented via the Classroom Referral form.

Minor Behavior Infractions

Minor behavior infractions are those negative behaviors that do not have severe impacts to the student, other students or adults, classroom or school environment; safety and security have not been breached. They are misbehaviors that need education, redirection, and practice of the positive behavior(s) we are seeking. Minor behavior infractions can become a major behavior infraction if it repeats for a third time without improvement.

Students who violate our standards or rules of conduct will be reminded of these standards or rules. Teachers will issue a **Classroom Referral** after an appropriate reminder(s) has not brought about compliance from the student. The event is



documented on a Classroom Referral form. Parents are contacted about the event by the teacher via phone, email or Classroom Referral form sent home with the student.

The purpose of the Classroom Referral is to provide an opportunity for the student to “stop and think” about the offending behavior, to make a plan for how to fix the situation and/or repair relationships, to discuss consequences and to make a plan for how s/he will behave the next time the same or similar trigger for the poor behavior might present itself.

Major Behavior Infractions

Major behavior infractions are those negative behaviors that have more severe impact to the student, others, classroom or school environment; safety and/or security have been breached. They are misbehaviors that require the attention of the administration. A major behavior infraction can be a first time offense because of its severity or a major behavior infraction can be the result of 3 minor behavior infractions that have not improved by the third time the negative behavior repeats itself. An **Office Referral** is documented at this point.

Behavior that disrupts the classroom or is harmful to the welfare of other students or school personnel is unacceptable because such behavior impairs the ability of Strasburg Elementary School to fulfill its mission.

Consequently, such behavior may result in disciplinary action up to and including expulsion. It is the intent of Strasburg Elementary that disruptive and unsafe behaviors are unacceptable and will be dealt with in accordance with the Discipline Code. Violation of the Code may also result in referrals to law enforcement agencies. The Board of Education directs the Superintendent of Schools to develop regulations to implement the purposes of this policy.

This discipline code shall be in effect at Strasburg Elementary, from Preschool through the fifth grade. This Code applies to conduct at school, on District property, in District vehicles or at a school-sponsored activity or event (whether or not the school-sponsored activity is on or off campus), and under circumstances where off campus activity is detrimental to the welfare or safety of other pupils or school personnel.

GUIDELINES AND CODE OF ETHICS FOR DISCIPLINE



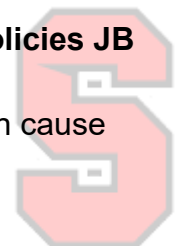
Please see **Code of Conduct Policy JICDA and Student Conduct Policy JIC**
(Please see complete policy at www.strasburg31j.com)

Effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her action.

District Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds in school vehicles or during a school sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another except in self –defense.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory, in accordance with state law except for commission of an act by an elementary student which would be third degree assault.
5. Violation of criminal law which had an immediate effect on the school or on the general safety of welfare of students or staff.
6. Violation of district or building regulations.
7. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a **dangerous (deadly)** weapon without the authorization of the school or school district, in accordance with state law. Please be aware of the **Weapons in School Policy JICI (Complete policy online at www.strasburg31j.com)**
8. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law. Please see the **Drug and Alcohol Use Policy JICH (Complete policy online at www.strasburg31j.com)**
9. Violation of the district’s smoking and use of tobacco policy.
10. Violation of the district’s policy on sexual harassment. Please see **Policies JB and JBB (Complete policy at www.strasburg31j.com)**.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.



12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, of derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. 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 force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.

Disciplinary Measures & SES Discipline Matrix

Definition of Major Discipline Measures:

1. Loss of Privileges: The removal of a student from lunch and/or recess or other activities.
2. Suspension: The temporary exclusion of a student from class either in or out school for a period of from one to ten days as determined by the Principal and/or Superintendent.
3. Expulsion: The exclusion of the student from the school for a period in excess of ten school days by a final decision of the Board of Education.

The disciplinary measures defined above are not all inclusive but rather are a listing of major disciplinary action that may be taken to punish a student for misconduct. It is the hope and intent of the school that such consequences, when utilized assist the student in developing proper behavioral patterns.

A **detention, suspension, or expulsion** may be imposed at any time when a student commits an infraction that seriously violates the rights or endangers the safety of another person, or commits major damage to any school property or another person's property while at school. (**Complete discipline policies JKBA, JKA-R, and JK-R online at www.strasburg31j.com**)

Strasburg Elementary has implemented a Discipline Matrix to use for student behaviors, which can be found here: [SES Discipline Matrix](#).

Strasburg Elementary Bullying Practices

At Strasburg Elementary School we use prevention and intervention strategies and provide education for students to help them determine the difference between disagreements, mean/rude behaviors, and bullying. The school counselor and staff utilize bullying education materials throughout the year. The Strasburg Elementary School community gives and receives a consistent message that bullying and harassment are not tolerated. Per Board policy, any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. Investigation and response to any reports of bullying will be handled using the superintendent's comprehensive program procedures. Staff and students make every effort to create a safe school climate that is conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior.

Bullying Prevention and Education

The Board of Education supports a secure school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Prohibited behaviors include: bullying, retaliation against those reporting bullying and/or other behaviors prohibited by this policy, making knowingly false accusations of bullying behavior

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm 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 against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation(which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false

accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

[Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]

CONFIDENTIALITY

The information that the students share is confidential and will not be discussed with others with the following exceptions or limits:

- Child neglect or abuse
- Danger to self or others
- Emergency situations
- A client reveals any potentially life-threatening circumstance, such as criminal exploitation or substance abuse.

Privacy and Protection of Confidential Student Information Policy JRCB and JRCB-R (Complete policy online at www.strasburg31j.com)

Student Records/Release of Information on Students Policy JRA/JRC-R (Complete policy online at www.strasburg31j.com)

Concurrent Enrollment Policy- I HCDA (Complete policy online at www.strasburg31j.com)

Homeless Students Policy JFABD (Complete policy online at www.strasburg31j.com)



January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives

an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. For questions about school immunization requirements, please contact your school.

Sincerely,

Jamie D'Amico, RN, MSN, CNS

CDPHE Immunization Branch - Schools and Community Coordinator

303-692-2957 | jamie.damico@state.co.us

www.coloradoimmunizations.com

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe

John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer



PARENTS: PLEASE HOLD THIS FORM AND SUBMIT ONLY WHEN NEEDED.

STUDENT MEDICATION PERMISSION FORM

STRASBURG ELEMENTARY SCHOOL

NON-PRESCRIPTION MEDICATIONS

Per state school guidelines, non-prescription medications **will not** be administered at school without a signed form from the physician as well as the parent, thereby making it a prescription medication. This includes Tylenol, cough drops, cough syrup and any other over-the-counter medicines.

PRESCRIPTION MEDICATIONS

Prescription medications are administered at school only when the following form is completed and signed by the parent/guardian and the physician. (It is permissible for the physician to substitute a signed instruction form if you do not have this form available at the doctor's office.) The prescription must be up-to-date. It must be brought to school in its *original* container, appropriately labeled by the pharmacy or with a note from the physician stating the name of the medication, dosage, time it is to be given, and for how many days.

-NAME OF STUDENT _____

-NAME OF MEDICATION _____ DOSAGE _____

-TIME OF DAY MEDICATION IS TO BE GIVEN _____

-HOW MANY DAYS MEDICATION IS TO BE GIVEN _____

-PURPOSE OF
MEDICATION _____

-KNOWN SIDE EFFECTS _____

-SPECIAL INSTRUCTIONS _____

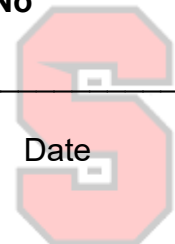
Physician's Signature

Date

Physician's permission to self-carry and administer the medication such as an inhaler if the student exhibits ability to do so in a safe manner. **Yes** **No**

Physician's Signature

Date



I hereby give my permission for _____ to take the above medication at school as prescribed. I understand that it is my responsibility to furnish the medication. I understand an adult should be responsible for bringing the medication to the elementary school office, especially all controlled medications such as Ritalin.

I further acknowledge that this medication is being given at my expressed request and therefore release the school district, its representatives, and employees from any liability or loss related to the administration of this medication.

By signing this form, I give my permission for a representative of the school to communicate with my child's physician in matters pertaining to the administration of this medication and the related health matter under treatment.

Parent/Guardian signature

Date

Physician's Name

Date

Daytime phone number

Physician's office phone number



Parental Permission Form

Student Name: _____ **Grade:** _____

I give permission for my child to be videotaped or photographed in his/her classroom. I understand that the tape or photos may be used to share information about the school with legislators, educator, and other parents. In addition, photos may appear throughout the classroom, on bulletin boards, in the yearbook, in the newspaper, and on the school website. Student names will not be used on website.

Parent Name: _____

Parent Signature: _____ **Date:** _____



Parental Acknowledgment Form

I acknowledge that the Strasburg Elementary Handbook is available on our website. www.strasburg31j.com. (Paper copies available on request).

The handbook contains our policies about:

- Enrollment Requirements
- Immunization Laws
- Attendance Procedures
- School, Internet, Playground, and Bus Rules
- Dress Code
- Medication Distribution
- And all of Strasburg Elementary policies and procedures.

Parent Signature: _____ Date: _____

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S TEACHER.

