

Ann K. Heiman Elementary School



2024-2025

Student and Family Handbook

Preparing every child for success in tomorrow's world!

"It's a We Thing!"

Message from our Principal

Dear Parents,

Welcome to the Ann K. Heiman School Community! We are very excited that you have chosen to attend our school. Thank you for entrusting us with the education of your child. We take this responsibility very seriously. You have our pledge that we will do everything in our power to help your child grow and learn at the highest possible levels. We believe in creating a safe and stimulating learning environment for all of our children.

Parent involvement and effective communication are highly valued at our school. We are continually working toward the goal of making Ann K. Heiman Elementary School a "community of learners." We invite you to become involved in this very important mission.

Our school handbook is designed to provide you with important

information about our community. Please review this document and keep it in a handy place for future references. Please know that you are always welcome to call us with any concerns that you might have.

I look forward to our working together for a great school year!

Sincerely,

Anne Ramirez

~Principal

This handbook outlines Ann K. Heiman policies and procedures. In addition to this handbook, District 6 developed a Parent-Student Handbook (District 6 Handbook) that includes more detailed information regarding disciplinary information, as well as the rights and responsibilities of students and parents. The District 6 Handbook can be viewed at [Link to District 6 Handbook](#).

Students and parents are expected to review the information contained in the Ann K. Heiman Handbook and the District 6 Handbook carefully. Please keep in mind that student and parent rights and responsibilities are covered in greater detail in the District 6 Handbook. If you have any questions or need additional clarification on a topic, please do not hesitate to contact the school's administrator, Anne Ramirez, at annramirez@greeleyschools.org. For more detailed information regarding board policies, please visit the district's website at [link to District 6 board policy](#).

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Climate

Create a school climate that is welcoming, safe, positive, and inclusive.

School Calendar



Updated 4/15/2024

2024-2025 Student Calendar

- = Students are in school
- = Students are NOT in school

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
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September 2024						
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28	29	30				

October 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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March 2025						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
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18	19	20	21	22	23	24
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June 2025						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 12, 2024
Grades 1-12 Students' first day of school

August 15, 2024
Preschool and Kindergarten
Students' first day of school

September 2, 2024
Holiday – District Closed, No school

September 23, 2024
No school for students

October 11-14, 2024
No school for students

October 21, 2024
No school for students

November 25-29, 2024
Thanksgiving Break, No school for students

December 20, 2024-January 6, 2025
Winter Break, No school for students

January 20, 2025
Holiday – District Closed, No school

February 3, 2025
No school for students

February 17, 2025
Holiday – District Closed, No school

March 7, 2025
No school for students

March 17-21, 2025
Spring Break, No school

April 24-25, 2025
No school for students



May 2, 2025
No school for students

May 22, 2025
Students' last day of school

May 23-25, 2025
High School Graduation Days

June-July, 2025
Summer Break, No school

2024-2025 Calendario Escolar

 = Alumnos Van a la Escuela
 = Alumnos No Van a la Escuela

Julio 2024						
D	L	M	M	J	V	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Agosto 2024						
D	L	M	M	J	V	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Septiembre 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Octubre 2024						
D	L	M	M	J	V	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Noviembre 2024						
D	L	M	M	J	V	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Diciembre 2024						
D	L	M	M	J	V	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Enero 2025						
D	L	M	M	J	V	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Febrero 2025						
D	L	M	M	J	V	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Marzo 2025						
D	L	M	M	J	V	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Abril 2025						
D	L	M	M	J	V	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mayo 2025						
D	L	M	M	J	V	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Junio 2025						
D	L	M	M	J	V	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Agosto 12, 2024
Primer día de clases para alumnos en los grados 1-12

Agosto 15, 2024
Primer día de Clases para alumnos de preescolar y kinder

Septiembre 2, 2024
Día Laboral - No Hay Escuela

Septiembre 23, 2024
No Hay Escuela para Alumnos

Octubre 11-14, 2024
No Hay Escuela para Alumnos

Octubre 21, 2024
No Hay Escuela para Alumnos

Noviembre 25-29, 2024
Descanso de Acción de Gracias,
No Hay Escuela para Alumnos

Diciembre 20, 2024-Enero 6, 2025
Descanso de Invierno,
No Hay Escuela para Alumnos

Enero 20, 2025
Día de Martín Luther King, No Hay Escuela

Febrero 3, 2025
No Hay Escuela para Alumnos

Febrero 17, 2025
Día de los Presidentes, No Hay Escuela

Marzo 7, 2025
No Hay Escuela para Alumnos

Marzo 17-21, 2025
Descanso de Primavera,
No Hay Escuela para Alumnos

Abril 24-25, 2025
No Hay Escuela para Alumnos

Mayo 2, 2025
No Hay Escuela para Alumnos

Mayo 22, 2025
Último Día Escolar para Alumnos

Mayo 23-25, 2025
Día de Graduación de Preparatoria

Junio-Julio, 2025
Descanso de Verano,
No Hay Escuela para Alumnos

Communication

We value talking with all of our parents! Feedback is very important, both positive and negative. We work to prevent problems, but also to solve issues as they arise. If we are not in the office when you call, leave a message and we will return your call within 24 hours. Talking and working together is the best way for us to solve our problems.

Additionally, a Monday Message will be sent each week via phone and email. Please make sure that your information is current and accurate in Infinite Campus so that you can be up to date with important events and information.

District and Building Phone Information

Heiman Elementary School

3500 Palermo Avenue- Evans, CO 80620



Heiman Main Office Number - 970-348-2400

Absence Reporting Number - 970-348-2466

School Fax Number - 970-348-2430

District 6 Transportation Number - 970-348-6800

Heiman Cafeteria Number - 970-348-2429

District 6 Nutrition Department - 970-348-6600

School Hours

All District 6 schools will have a delayed start on Mondays for the 2024-2025 school year. Schools will start one hour later than the normal start time on Mondays. Here is our bell schedule:

Arrival Time and breakfast: 8:30 am Monday, 7:30 am Tuesday-Friday

First Bell: 8:35 am Monday, 7:35 am Tuesday-Friday

Tardy Bell: 8:40 am Monday, 7:40 am Tuesday-Friday

Dismissal Bell: 2:50 pm

2024 - 2025 Staff List

POSITION	NAME	EXTENSION	ROOM #
Principal	Anne Ramirez	2409	130A
Assistant Principal	Jennifer Meredith	2410	130B
Office Manager	Gina Hohmann	2401	130
Secretary	Perla Ramos	2400	130
Parent Family Advocate	Stacey Schwartz	2402	130
Counselor	Stefanie Mora	2485	252
School Psychologist	TBD	2474	175
Health Clerk	Terry Strachan	2426	131
Nurse	Jennifer Berg-Ramsey	2418	130C
Smart Lab	Gerrek Zwickle	2490	127
Library	Kali Bohrer	2492	128
PE	Jarrold Mora	2461	125
Art	Jennifer Mays	2460	122
Music	Kayleigh Smith	2462	126
Gifted/Talented	Pam Smith	2470	156
READ Act Interventionist	Brianna Benson	2444	105
ESS	DeDe Huebner	2424	184
ESS IFL	Makenzie Powers	2451	112
ESS	TBD	2449	110
ESS	Jill Baeza	2472	184
ESS	Matthew Rick	2469	184
	Brenda Desmond	2467	184
CLD	Kendra Villarreal	2471	171
Kindergarten	Shawna Potter	2442	103
	Karissa Liscano	2443	104
	Ashlee Sims	2441	102
	Rea Reyes	2440	101
First Grade	Haley Brady	2445	106
	Nicole Cox	2446	107
	Hannah Cummings	2448	109
	Samantha Lanning	2447	108
Second Grade	Shelly Harwell	2450	111
	Marissa Hurtado	2454	115
	Denise Shannon	2455	116
	Delaney Simpson	2453	114
Third Grade	Hedy Holland	2458	119
	Michelle Renner	2456	117
	Keegan Kellogg	2452	113

	Haley Richey	2459	120
	Dalia Rojas	2457	118
Fourth Grade	Melinda Andrews	2481	218
	Vicki Miller	2480	217
	Gretta Brinson	2482	219
	Ryan Paul	2483	220
Fifth Grade	Quaneece Rogers	2478	215
	Kayla Schlitz	2476	213
	Crystal Reed	2477	214
	Alice Pendlebury	2479	216
ABC Before/After Program		2438 / 352-2222	Cafeteria
Speech/Language	Carlee Schuetz	2468	152
Speech/Language	Leah Ochsner	2468	152
Occupational Therapist	Karla Emmerich	2425	185
Physical Therapist	Katie Greer	2425	185
Adaptive PE	Judy Smaic	2425	185
Building Manager	Jose Godoy	2428	
Night Manager/Custodian	Aurora Alvarado	2428	
	Elsa Cervantes		
	Lupe Blanco		
	Levi Ming		
	Juan Martinez		
Kitchen Manager	Cindy Folsom	2429	
Kitchen Staff	Gracie Mendoza		
Kitchen Staff	Sophia Herrera		
	Eva		
Lunch Monitor	Martin Crain		
ESS Assistant	Wendy McSwain	2479	216
ESS Assistant	Luda Dann	2449	110
ESS Assistant	Julia Claudio	2449	110
ESS Assistant	Barb Gonzales	2422	186
ESS Assistant	Evelyn Lucero	2449	110
ESS Assistant	Augie Rekers	2449	110
ESS Assistant	Heather Sparks	2449	110
ESS Assistant	Joel Crain	2424	184
ESS Assistant	Crystal Reza	2449	110
ESS Assistant	Tara DeLong	2449	110
ESS Assistant	Maria Tovar	2479	216
ESS Assistant	Michelle Mejia	2449	110

ESS Assistant	Kali Bohrer	2449	110
Lounge		2465	
Motor Room		2425	185
Workroom – East Wing		2475	179
Workroom – West Wing		2470	156
Workroom – 2 nd Floor		2487	256
Husky Hub		2423	187

Homework

Reading is KEY! Establish a 20-30 minute reading routine with your student. This includes you reading to them, and them reading to you!

Classroom Celebrations and Birthday Parties

Please support the District 6 School Wellness Policy (Policy ADF) when considering foods to send in for classroom holiday celebrations and birthday parties. The District 6 Policy encourages healthy alternatives to food with high sugar and high fat content. Home baked products cannot be accepted. We have many children with peanut allergies, avoid these when possible. Please call the school if you need further clarification.

If you would like to send in goodies for your child’s birthday, please coordinate with the child’s classroom teacher.

Birthday Books

Thanks to our PTO, all children are awarded a free birthday book! We will pass books out at the end of the week

Field Trips:

There may be field trips scheduled during the year. When a field trip is coming up please sign permission slips, communicate health or personal needs with staff, and volunteer to assist, if possible.

Extended Day Programs

We offer some extended day programs through the course of the year. If your student joins one of our before and after school programs, please plan to arrange for student drop-off or pick-up as is appropriate. We look forward to serving your students before, during and after the regular school day!

ABC offers before and after school care for students. They are open at 6:15 am until school starts. Then they take kids after school until 6:15 pm. ABC is open all year round from 6:15 am to 6:15 pm even on non school days except for National holidays.

Contact: 970-352-2222 ext.3

Attendance and Safety

District 6 Attendance Policy

The Board believes that significant learning is provided daily for all students in every district classroom. This educational opportunity is the result of in-class participation and quality classroom instruction, consequently, regular and punctual attendance is important for success in school.

Each student in the district is required to attend school daily as established by the school calendar. Unauthorized absences shall be subject to disciplinary action as outlined in accompanying procedures.

The following goals and guidelines have been developed to establish good attendance habits at an early age

Goals

The goals of this policy shall be as follows:

1. To improve the attendance of elementary and secondary students.
2. To improve student achievement through improved attendance.
3. To develop attitudes and habits in students, parents/guardians, and the community that reinforce the value of school and good attendance.
4. To address potential attendance problems through early intervention.

Excused absences

Excused absences are defined as any absence from school due to temporary illness or injury, and any other reason deemed acceptable by the school administrator. In general, prior notice of absence from the student's parent or guardian is required and the school administrator may require verification, such as a physician's statement, when appropriate.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Approval for a pre-arranged absence(s) may necessitate a parent conference.
2. A student who is absent for an extended period due to physical, mental or emotional disability. Medical documentation may be required.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

When a student has reached four excused absences from school in any month or ten excused absences during any school year: the school shall either require a meeting or other form of communication between the student's

parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school. A plan may be developed for the student with the goal of assisting the student to remain in school. When practicable, the student's parent/guardian may participate with school personnel in the development of the plan.

If a student is in out-of-home placement (as that term is as defined by C.R.S. 22-32-138(1)(e), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Additionally, an unexcused absence shall be recorded if a student leaves a school or leaves a class without permission of the teacher or school administrator. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

When the district is aware that criteria exist to designate a student as habitually truant, the district shall refer the students and his or her parent/guardian to the Weld County Judicial System, Youth and Family Connections and/or the Weld County District Attorney's Juvenile Diversion Unit.

In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 during any calendar year or school year. In general, all absences occurring after the 10th school day missed are unexcused.

Tardiness

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

Parents/guardians shall be notified of all penalties regarding tardiness.

As with daily attendance, tardies can affect your child's progress in school. Tardies are tracked by our office attendance secretary. Just like absences, an accumulation of tardies will result in a warning letter from the school and a conference with the school principal. Please help us out by making sure that your child is at school on time every day.

Any child who arrives after 10:00 a.m. is considered absent for the morning. A student who leaves before 2 pm and does not return will be considered absent for the afternoon.



Vacations

Personal vacations taken during regularly scheduled school sessions are discouraged. A “pre-arranged absence” request form must be filled out and signed by the building administrator prior to the planned event. You can obtain this form by

contacting the school office. In general, all absences occurring after the 10th school day missed are unexcused. When a student is absent and classes continue, the student is missing valuable instruction. The student is responsible for making up all work during the absence time. If your child needs to be out of school for an extended period of time due to a vacation or special activity, please contact the office.

Early Student Checkout

We discourage checking students out of school during the regular instructional day. Please try and make appointments when the school will not be interrupted. Please bring your child back to school after appointments, if there is time left in the school day. A guardian or person authorized by the guardian must check out students at the front office. Students will be dismissed from class when the guardian or designee arrives at school to sign the student out.

If you need to get your child a message before the end of the school day, please call before 2:30. Messages will be taken throughout the morning, and delivered at 2:30. Calls/Messages after this time will not be delivered to your child in time.

Student Dress Code - Board Policy JICA

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the student dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall

remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. Classes missed as a result of the second offense are considered excused. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses or dark glasses, absent a verified medical condition, and/or hats worn inside the classroom. If “hoodies” are worn, the hood may not be worn inside of the school (religious headwear exceptions)
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts or cleavage
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing item or accessory that causes or may cause a substantial disruption to or material interference with school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, tattoos, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
 - Tattoos displaying any of these must be covered at all times.
7. Trench coats are not permitted anywhere on school property
8. Soled shoes or sandals must be worn at all times (no “bedroom” slippers or similar footwear)
9. No exposed undergarments
10. No shaved or notched eyebrows (absent a verified medical condition)

11. No red or blue belts or shoelaces
12. No team jerseys or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81
13. No solid red or solid blue shirts (other than designated school uniforms)
14. No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts
15. No red or blue bandanas or any color bandana that is draped on clothing or hanging out of a pocket

Statement of NonDiscrimination

Greeley-Evans School District 6 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

Jim Donahue, Director of Title IX & Compliance

1025 Ninth Avenue, Greeley, CO 80631

Phone: 970-348-6070

Email address: jdonahue@greeleyschools.org

Inquiries regarding compliance with equal educational opportunity, including but not limited to complaints of discrimination, may also be directed to the Compliance Officer or in writing to the outside agencies below.

Outside agencies:

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA

(prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202

Title IX

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District 6, Greeley, Colorado, does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

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Bullying

Bullying in schools is a real concern of students, parents, staff and community members. Anti-bullying efforts have been aligned with our PBIS systems here at Ann K. Heiman. We adhere to the Bullying in Schools- board policy JICDE regarding bullying prevention and education in our school. We currently utilize a K-5 curriculum called "Bullying Prevention In Positive Behavior Support". Bullying is not tolerated at Ann K. Heiman.

School Safety

At Ann K. Heiman, we take the safety of our students very seriously. We have a school safety committee that looks at safety issues and makes safety recommendations.

Some things to note:

- ⇒ All exterior doors are locked during the school day- Use the front door to check-in.
- ⇒ Our campus is closed from dusk until dawn.

⇒ Our school will run fire drills, tornado drills, and lockdown drills to ensure preparedness in the event of an emergency.

In the event we should ever go on complete lock down, whether by drill or by request of law enforcement, we will send a communication home explaining the reasons.

Playground

Participating in physical activity is an important part of child development. Students will be given at least 2 recesses a day. To ensure student safety during these times, all classes will be accompanied by their classroom teacher who will provide supervision.

Tobacco Free School

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students, and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

Academic Honesty Policy

It is important to respect the work and ideas of others. When students make use of or reference another's ideas, appropriate credit needs to be given.

School Rules (Positive Behavior Intervention Support)

Ann K. Heiman Elementary School is a school dedicated to creating a successful learning environment for all students through a system of Positive Behavior Support. We are in our 12th year of being a PBIS school. In all grades and all classrooms we use the PBIS system to encourage and develop problem solving skills and good behaviors.

There are four basic guidelines for students to follow at Ann K. Heiman.

- ⇒ Be Respectful
- ⇒ Be Safe
- ⇒ Be Responsible
- ⇒ Be Kind

These guidelines of behavior are introduced to children at all grade levels and students are taught to apply them, not just in the classroom, but in all areas of our building and our school grounds. When students follow these basic rules positive rewards, recognition, and self-satisfaction result.

We use a problem solving approach to help correct poor choices students sometimes make. This includes:

Clearly define the problem

Help the student see his or her responsibility for the problem

Consider appropriate consequences

Make a plan for how the problem can be avoided in the future

A range of consequences to help the student learn and implement more appropriate choices may include loss of privileges during the school day and recess, visiting the principal, calling parents, detention, and restitution for damages caused.

Here is a [link to the District 6 Response to Behaviors document](#)

Student Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. Students at Anne K. Heiman are taught how to use these tools appropriately, to educate and inform. All students are required to adhere to the [Link to district 6 policies on use of the internet and email](#).

Student Email Accounts

Greeley-Evans School District 6 will provide a free email account for every student. Depending on the teacher, students may also be able to turn in assignments using email.

All students will receive training on appropriate use of email before receiving their usernames and passwords. Trains include: dealing with potential bullying, email from unknown senders, email etiquette, and that email messages leave a permanent digital record. Parents are encouraged to use Common Sense Media to support their children. Resources can be found at commonsensemedia.org.

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

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



That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.

That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.

That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in

violation of the district's nondiscrimination policies.

That uses inappropriate or profane language likely to be offensive to others in the school community.

That is knowingly false or could be construed as intending to purposely damage another person's reputation.

That contains personal information about themselves or others, including information protected by confidentiality laws.

Using another individual's Internet or electronic communications account without written permission from that individual.

That impersonates another or transmits through an anonymous remailer proxy.

ID Cards

ID cards will be provided to students. These cards will be checked on buses and used for School lunch as well. Please help your children to take good care of the ID cards. There is a small fee to replace them.

Social Media

Ann K. Heiman has a Facebook page which is updated regularly. Check us out!

<https://www.facebook.com/HeimanElementary>

Library and Media Resources

All students have access to the school library. On a regular basis, students will be given the opportunity to visit and check out books.

We also have a Smart Lab. This will be part of the students' specials rotation and they will be taught by Gerreck Zwickle.

Personal Property

Lost and Found

All personal property that your child brings to school should be clearly marked with your child's name. We have a lost and found area located near the playground door.

Each semester the unclaimed items will be donated to a local charity. We do take every precaution to try and

return lost and found items to the rightful owner. If your child left an item at school, please check the lost and found.

Play Items from Home

Playground equipment will be provided for all children to use during recess. Children should not bring toys to school. This includes items such as handheld electronics, Pokemon, Beyblades, Legos, roller blades etc... We are not responsible for any lost, broken or stolen items brought from home.

Technology/Cell Phones

We have many students who are bringing cellphones to school. While we don't encourage students to bring cell phones, we realize that it may be a necessity for some families. Due to the mobile connection to the internet, it is important for students and parents to read Board Policy JS (Student Use of the Internet and Electronic Communications). Students will be asked to keep all mobile devices in a backpack and not use them during the school day. Ann K. Heiman is not responsible for lost, stolen, or broken electronic devices. [Link to District Policies on Phone usage](#)

Bring Your Own Device Policy

It is the teacher's discretion to implement a policy that allows students to bring their own devices to school for an educational purpose.

As a review, any parent who wishes that their child use a personally owned electronic device at Ann K. Heiman Elementary agrees to the following:

The student takes full responsibility for his or her device. The school is not responsible for the security of the device.

The student is responsible for the proper care of their personal device, including any costs of replacement or any modifications needed to use the device at school. A sturdy case is highly recommended.

The school reserves the right to inspect a student's personal device if there is reason to that the student has violated school policies, administrative procedures, school rules or has in other misconduct while using their personal device.

Violations of any school policies, administrative procedures or school rules involving a personally owned device may result in the loss of use of the device in school and/or action.

The student must comply with teachers' request to shut down the device or close the.

The student may not use devices to record, transmit or post photos or videos of a person on campus. Nor can any images or video recordings at school be transmitted or posted at

any without the express permission of a teacher.

The student should only use their device to access relevant files.

The student will use the district's secured wireless network. Use of cellular 3G, 4G, LTE wireless connections is not allowed.

Students are not permitted to use personally owned devices in the cafeteria, health clinic, office, or on the playground.

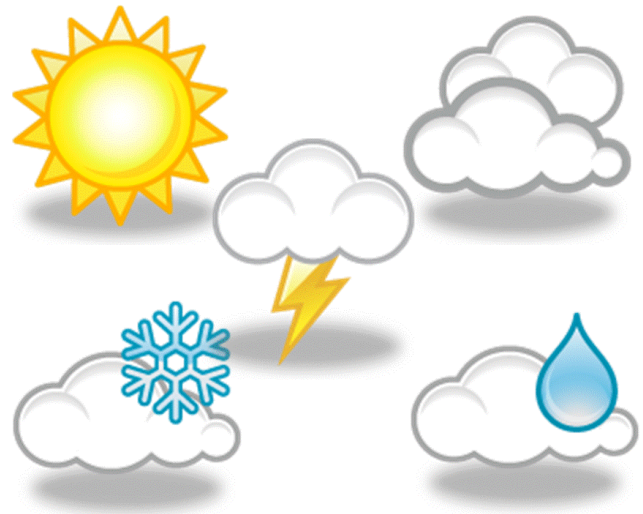
Students are not to share the use of their device with others.

Weather Related School Information

Unless there is inclement weather, children will remain outside. If for medical reasons your child must stay inside, please send a note from your doctor. During severe weather children will enter the gym until the first bell rings for school to begin. If there is inclement weather during the day, the children will remain in their classroom during recess times.

The signal will be an orange cone by the north and west entrance.

When school is delayed or canceled, the decision will be made by 6:30 a.m. Listen for school announcements on KFKA 1310 AM, KVV5 1170 AM, KGRE 1450 AM, and KUAD 99.1 FM. The Denver television stations will have information if school will be closed. There will also be a recording on the school phone (348-2400) or check the main District 6 website ([website on weather/closures](#)) or Facebook Page.



Working parents need to make daycare arrangements in advance in case of early dismissal or closing. We will not release students to unregistered persons. Please make sure your file is updated with phone numbers, guardians, and emergency contacts.

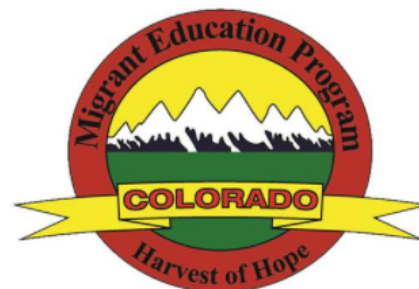
Delayed Start

The district may implement a 2-hour delayed start to school should the need arise. In this case, buses will pick students up 2 hours later than the regularly scheduled time, and classes will start 2 hours later (9:30 A.M. for elementary). No breakfast will be served on a delayed start day. School dismissal times will remain on regular

schedules, including bus drop-off times. All afternoon and evening programs will operate as normally scheduled

Migrant Education Program

The Migrant Education Program provides supplemental and support services to eligible students. The primary purpose of the MEP is to ensure that all Migrant Students reach challenging academic standards and graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment. The MEP ensures that children of migratory farm workers have access to the same free, appropriate public school education that is provided to other children. It seeks to remove barriers to school enrollment, attendance, and achievement of migrant children. [Find out more on the district website](#)



Health and Medical

Health Services

For Health Service forms and information please see the District 6 Health Services Website. [Link to District 6 Health Services Website](#)

District 6 has School Health Clerks who are the main care-givers in health offices. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. Health Clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other training as needed for specific student health needs.

District 6 has School Registered Nurse Consultants who work as a team with health clerks, school administration and staff to provide physical, mental, and social support to help children learn. School Nurses are responsible for preparing health care plans, documenting health histories, collaborating with special education teams on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Illness/Injury, Emergency Information

Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, the parents/guardians will be contacted and in extreme cases, 911 may be called.

PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF. We need to be able to contact you if your child is ill or injured.

Medications

If your child must have medication during school, including prescription or over-the-counter medicine you have three choices:

Parents/Guardians may come to school and give it to their child at the appropriate time.

Parents/Guardians and health care providers may complete and sign a physician authorization form. The

medication must be in a pharmacy-labeled bottle or original packaging with instructions.

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

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

If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the health office or download from Health Services website at <http://www.greeleyschools.org/Page/13266>

Health Questionnaire / Students with Health Concerns

Health questionnaires - It is extremely important that parents/guardians complete the annual health questionnaire and Emergency Information form.

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

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

Students with Severe Asthma, Severe Allergies, Seizure Disorder or Diabetes – forms are available from health office or on health services website for physician completion <http://www.greeleyschools.org/Page/13266>

Immunizations

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

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

Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization is greatly appreciated.

Screenings

Hearing and vision screenings are conducted annually by health services staff including District Audiologist. The following grades are screened: Pre-K, K, 1, 2, 3, 5, 7, and 9, all new students, and students with special education needs.

Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily at school.

Students who do not pass vision screening will receive a "referral" for follow-up care. Students who do not pass hearing screening will continue to be monitored by a school audiologist.

Loaned Clothing

The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes at your earliest convenience.

Parent Health Resources

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

School Wellness

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

When to keep your child home / Exclusion from school for health reasons

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

[Link to District 6 student exclusion procedures](#)

Counseling Services and Resources

We are committed to the social and emotional health of our staff, students, and families, especially in these uncertain times. Taking care of our emotional health is critically important. Below, you will find resources to support you and your family to grow your strength and resilience.

[Link to District 6 Mental Health Resources](#)

If you or your student are in a life-threatening situation, please call 911. For other urgent mental health crisis situations, contact:



web: coloradocrisiservices.org
call: 844-493-TALK (825)
text: TALK to 38255



call: 970-347-2120
walk-in crisis center:
928 12th Street, Greeley

Nutrition

Nutrition Services

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

Breakfast and Lunch are free for all students!!

ALL families: please fill out the [Link to Nutrition Services Homepage](#)

Adult meals can be purchased for \$2.60 (breakfast) and \$4.00 (lunch)

Adult meal purchases can not be charged.

Wellness Policy

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

Grade Level Lunch Schedule 2024-2025

Kindergarten 11:00-11:20	1st Grade 11:20-11:40	2nd Grade 11:40 - 12:00
3rd Grade 12:00 - 12:20	4th Grade 12:20 - 12:40	5th Grade 12:40 - 1:00

Morning Supervision

Morning supervision starts at 7:30 AM inside the student's classroom. Students should not arrive prior to this time unless they are participating in a scheduled activity with supervision.

After School Supervision

If you are running late, children should wait by the main entrance. If your child is picked up by an after school provider, please remind the provider of school dismissal times.

We do have an after school day care (ABC Bright School-Age Centers) that provides fee based day care at our school. If you are unable to pick up your child in a timely manner, or if you know you will be delayed on a regular basis, please make arrangements for your child to wait safely with the daycare provider who works out of our school cafeteria (ABC Bright School-Age Centers) 352-2222.

Bus Transportation and Behavior

Riding the school bus is a privilege. Students are expected to remain in their seat and listen respectfully to the directions of the bus driver. If your child is written up for a bus infraction, you will be contacted. If the infraction continues, the privilege of riding the bus to school may be taken away.

In addition to our school expectations behaviors such as bullying, loud voices or bringing food on the bus are considered infractions. Schedules and bus route information can be obtained from the transportation department (348-6800) or the school office (348-2400).

Walkers, Bicycles, Skateboards

Please remind your walker, bicyclist or skateboarder about road safety. These students need to cross onto school property at crosswalks. Bicycles and skateboards need to be dismounted and walked while on school property. Bike racks may be used to lock up bicycles during the school day. Skate boards can be stored in the classroom. Heiman is not responsible for unlocked, lost or stolen items.

Student Drop Off /Pick-up and Parking

Students will be picked up and dropped off using the parent lane on the west side of the building. Students will be dismissed through the west doors, except the kids riding the bus, who will be dismissed through the main doors on the north side of the building.

Visitor parking is located at the East side of the parking lot.

Student Arrival

Our campus will open at 7:30 am for students to enter our building.

Upon entering the building, students will head directly to their classrooms. If they need breakfast, they will enter through the Cafeteria doors and get breakfast to-go to eat in their classrooms.

First bell will be at 7:35 am and the school day will begin at 7:40 am.

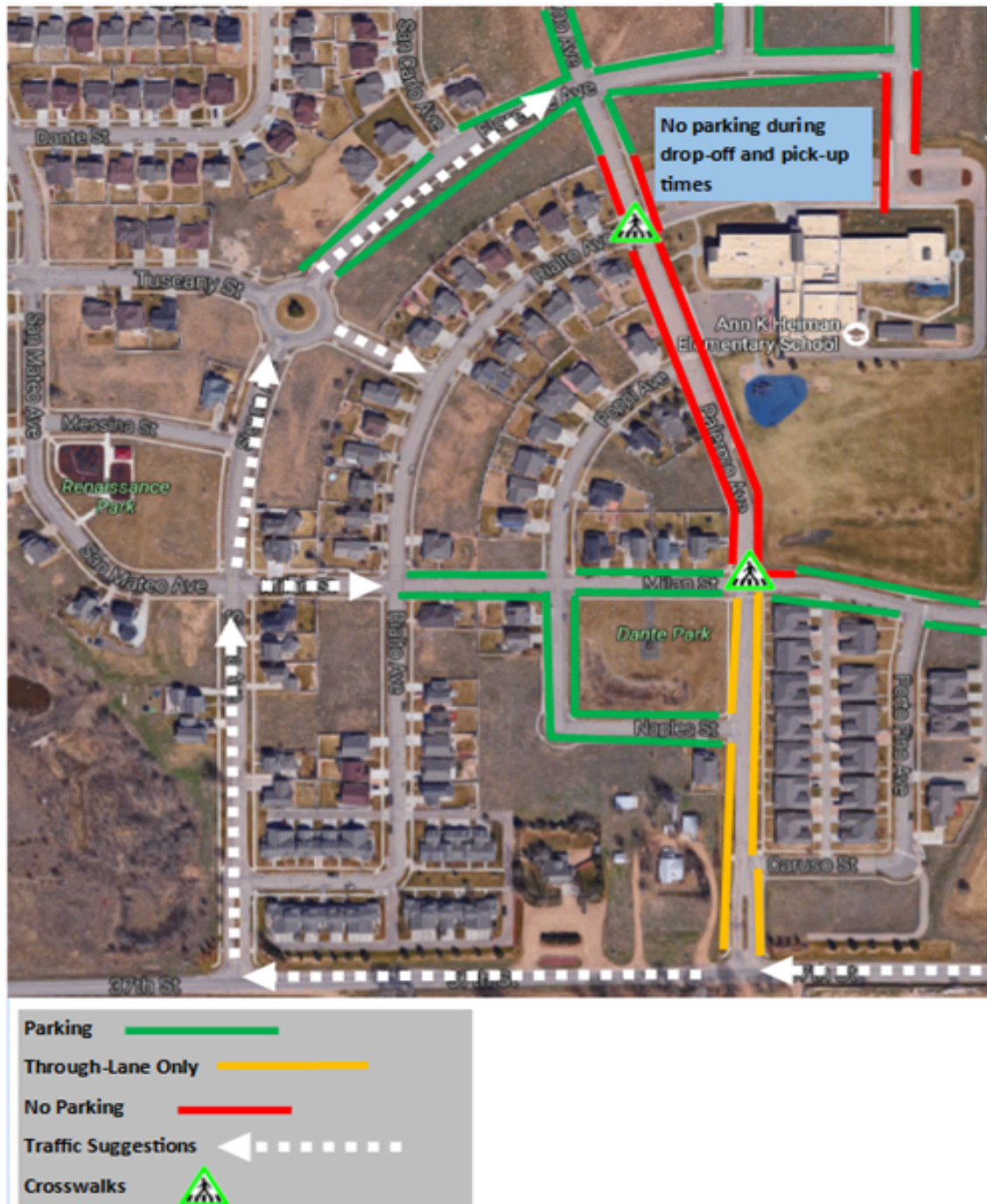
Dismissal Process

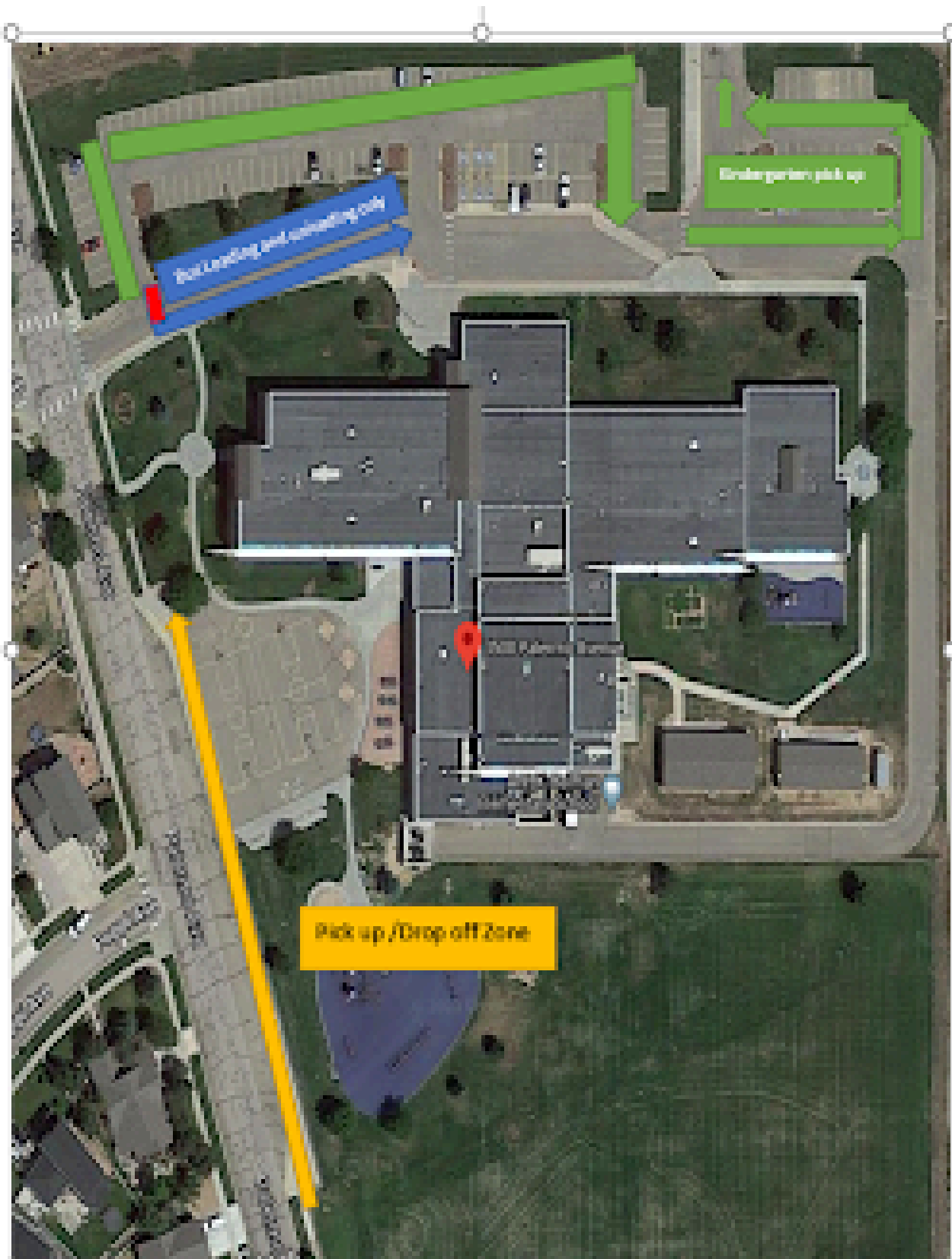
Pick-up lane: Dismissed at 2:50; exit out onto the blacktop or the end of the west wing. Please pull all the way forward, and do not park and leave your car unattended in this lane.

Walkers: Dismissed at 2:50; exit out onto the blacktop or the end of the west wing. Students who walk to/from school will be expected to cross at one of the crosswalks along Palermo (Florence, Rialto, or Milan) for their safety.

Bus: Students will be dismissed out the front doors (north entrance) as the buses arrive. Please have a pre-arranged meeting spot where your children should meet up to either leave the campus or enter your vehicle. We cannot over stress the importance of arriving on time.

Please make sure your child(ren) knows how they are getting home, as we are required to limit the number of individuals in our front office at a given time.





Getting Involved

Volunteers:

We value parental and community involvement and welcome any who wish to volunteer. Work with your child's teacher to arrange for times and how you can be involved.

School Accountability Committee (SAC)

Our school has established a school accountability team which consists of the school administration, at least one classroom teacher, at least three parents, a representative of our community business partner, and one person from our community. This committee is charged with making recommendations to the school principal on such decisions as spending money and school improvement planning.

Ann K. Heiman Parent Teacher Organization (PTO)

The Ann K. Heiman PTO usually meets the 2nd Tuesday of each month in the school library. This is a group that serves the parents, teachers and students at Ann K. Heiman. The parent group discusses school improvement issues, answers parent questions, discusses fund raising, plans and implements presentations by community and district leaders, school fairs, and community building events. Meetings are open to all parents!