

2026-27 Student & Family Handbook



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Strasburg School District's Mission Statement:

The mission of the Strasburg School District is to develop resourceful, responsible, and resilient engaged citizens who are empowered in a safe learning environment for all to achieve their full potential in an evolving world.

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

At Strasburg Elementary School, we believe every child has the potential to lead, grow, and shine. We meet students where they are—academically, socially, and emotionally—while challenging them to think deeply, do their best, and grow as leaders in our school community. Our mission is to nurture resilient, curious learners who contribute positively to their community and the world around them.



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](#)**

Kindergarten Entrance Requirements

Any child who is five years of age prior to **August 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).

Strasburg Elementary School will enroll students in kindergarten if they are five years old before August 1st of the enrolling school year. 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). Exceptions to this policy will not be made, ensuring consistency and alignment with district and state guidelines.

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 the 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](#)

Withdrawal before the End of the Term

The Elementary School should be contacted at least one week prior to the 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](#)

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 10 unexcused absences or tardies, you will be asked to come in for a meeting to create a plan to support your student's attendance. Excessive absenteeism (15 days or more in a year or 4 days in a month) and/or habitual tardiness (15 tardies or more in a year) 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](#)

Excused (EXC) – Do not count toward the 10 absences allowed per year. Documentation must be provided to excuse absences when applicable. Examples include doctor or dentist appointments, funerals, or court appearances.

Verified (VER) – Count toward the 10 absences allowed per year. Absences verified by the parent, but do not fall under the guidelines as set above for excused absences.

Unverified (UNV) – Count toward the 10 absences allowed per year. The nature of absence has not yet been determined.

Tardy- Arriving after 7:55 to SES.

Habitually Truant (Student Count): A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 absences in one school year.

Chronically Absent: A student absent 10 percent or more of the days enrolled during the school year is chronically absent. All absences are included – unexcused, excused and suspensions. The rate is the percentage of students enrolled who are chronically absent.

Absence Notification

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.

Arrival/Departure Times

Please note that supervision begins at 7:30 am on the playground and ends at 3:50 after school. **For their own safety, please do not drop your children off earlier than 7:30 or pick them up later than 3:50.**

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

For the safety of all students, children will only be released to a parent/guardian or an individual who has been authorized by the parent/guardian.

If someone other than a parent/guardian will be picking up your child, please notify the school in advance. This can be done by sending a note or contacting the office by phone prior to dismissal.

If a last-minute change is needed, please call the front office as soon as possible so we can ensure a smooth and safe dismissal process.

All individuals picking up a student must:

- Be listed as an authorized contact or approved by the parent/guardian
- Present a valid photo ID at the time of pick-up



We appreciate your cooperation in following these procedures to help keep all students safe.

Parking

To help keep all students safe during arrival and dismissal, please follow these guidelines:

- Follow all posted signs and **drive slowly in school zones**, including Strasburg Road and all parking lots.
- Be alert and **follow directions from crossing guards and staff** at all times.
- **Model safe behavior** by using designated crosswalks with your child.

Car Drop-Off/Pick-Up:

- The designated entrance for car drop-off is from **Colorado Ave**.

Parking Options:

- The Elementary main lot off **Strasburg Road**
- The lot east of the high school off **Colorado Ave**

Thank you for helping us maintain a safe and efficient arrival and dismissal process for all students.

Pets

For the safety of all students and staff, personal pets are not allowed on school grounds at any time.

Service animals are permitted in accordance with applicable laws and district policy.

Use of Tobacco on School Premises

Strasburg Elementary is a tobacco-free campus. The use of tobacco in any form—including cigarettes, cigars, chewing tobacco, and electronic smoking devices—is prohibited at all times on school property and at school-sponsored events.

This policy applies to all students, staff, and visitors, including during:

- School events and activities
Field trips
- Time spent in vehicles on school grounds

We appreciate your support in helping us maintain a healthy, safe environment for all students.



Please refer to the district Tobacco-Free Schools Policy (ADC) for additional information.

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](#)**.



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.

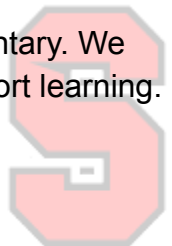
PARENT INFORMATION

Breakfast and Lunch

Breakfast will be served in the cafeteria daily from 7:30-7:50am. **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

Maintaining strong, open communication with families is a top priority at Strasburg Elementary. We believe students are most successful when families and the school work together to support learning.



We welcome your questions, feedback, and involvement. If you have a question or concern about your child's classroom experience, please contact your child's teacher first. You may reach teachers by email, voicemail, or by contacting the school office to schedule an appointment.

Teachers are generally available to communicate **before school (prior to 7:45 AM) or after the school day ends**. During instructional time, teachers are focused on students and are not available to take calls except in emergencies.

If additional support is needed after speaking with the teacher, you are welcome to contact the school office to connect with an administrator or schedule a meeting.

Translation and interpretation services are available for families. Please contact the school office if you would like assistance.

Fundraising

Strasburg Elementary may conduct fundraising activities throughout the school year to support student programs, enrich learning experiences, and enhance the school environment.

Information about school-wide fundraisers will be shared with families, including the purpose of the fundraiser and how funds will be used. Updates on the use of funds may be communicated through the school newsletter and other school communications.

In addition to school-wide efforts, smaller fundraisers may occur to support specific programs or events (such as music, field trips, or special projects). When these take place, the purpose and details will be clearly communicated to families.

We appreciate the continued support of our families in helping provide meaningful opportunities for our students.

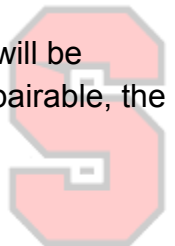
Lost or Damaged Books

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 Strasburg Elementary Library. You will be notified of the total cost by the school.

Chromebook Damage Fees

Students are responsible for the care of their Chromebook. If a device is damaged, a fee will be assessed based on the cost of repair or replacement. If the Chromebook is deemed unrepairable, the full replacement cost will be charged.

Estimated Fees:



- Keyboard Replacement: \$50
- Screen Replacement: \$75
- Full Chromebook Replacement: \$300

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 school newsletter for conference information.

For Preschool through 3rd grade, families will receive a sign-up link from their classroom teacher to schedule a specific conference time.

For 4th and 5th grade, conferences are held in an open house format. Parents may come to the SES gym anytime during conference hours to meet with their child's teachers.

If you would like to meet with your child's teacher at another time outside of scheduled conferences, please contact the teacher directly 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 to 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.

Should 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 7:55 -3:40 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. Please see more information on JICJ [Student Use of Cell Phone and Other Personal Technology Devices](#).

Requesting a Teacher for Student Classroom Placement

Creating balanced classrooms is an important process that helps ensure every student is placed in a learning environment where they can be successful. Our teaching teams and administration carefully consider many factors when building class lists each year to create classrooms that best support student learning and overall success.

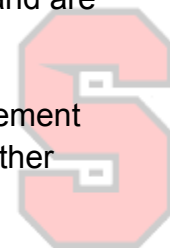
Factors considered may include:

- Academic strengths and areas for growth
- Learning styles and student needs
- Social dynamics and peer relationships
- Student support services and interventions
- Class size and gender balance
- Teacher instructional style and classroom environment
- Overall classroom composition and balance

Because of the many variables involved in creating balanced classrooms, **Strasburg Elementary does not accept requests for specific teachers.**

Our staff works collaboratively to place each student in a classroom that will best support their academic, social, emotional, and behavioral growth. We are proud of all of our teachers and are confident that every classroom provides students with a strong learning experience.

If there is information about your child that you believe would help us make the best placement decision (such as learning needs, social-emotional considerations, sibling dynamics, or other



important information), families are welcome to share that information with the school administration by **April 1** for consideration in the classroom placement process.

Final classroom placement decisions are made by the school administration in collaboration with grade-level teams to ensure balanced classrooms for all students.

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.

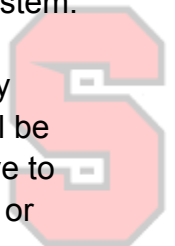
A student will be asked to change clothes upon violating this [dress code](#).

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 a 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.

For classroom visits, please do not bring preschool-aged children or infants, as they can be distracting to both the class and the visitor. All visits must be scheduled with your child's teacher at least 24 hours in advance and should be limited to approximately 30 minutes.

These expectations also apply to parents who wish to walk students to the classroom in the morning or pick them up from the classroom in the afternoon. If you choose to walk your student to class, you will be required to stop at the office and obtain a visitor pass. However, we ask that you do not walk your child to class and instead use the designated drop-off and pick-up areas at the front of the building. Staff members are available to support all students in safely getting to and from their classrooms.

Please be aware of the [School Visitor Information -IK](#)

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](#)

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. Please see [Reporting Child Abuse/ Child Protection- JLF Information](#).

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 is similar and different to a traditional grading system.

Homework

Homework at Strasburg Elementary is designed to provide purposeful practice of skills students are learning in class. Our goal is to reinforce key academic skills while also helping students develop responsibility and independent work habits.

Homework will primarily focus on:

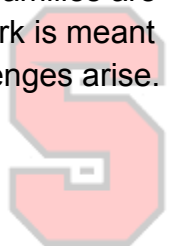
- Reading practice and fluency
- Math skill practice and current math concepts
- Occasional projects or long-term assignments
- Completion of unfinished classwork when needed

Homework should reinforce learning that has already been taught in class and should not introduce new concepts.

Because Strasburg Elementary operates on a four-day school week, homework is typically assigned Tuesday through Thursday. We follow the general guideline of approximately 10 minutes of homework per grade level per night (e.g., 10–20 minutes in Kindergarten and 50–60 minutes in 5th grade).

Our goal is for students to complete homework without missing recess whenever possible. Recess is an important part of the school day that supports student well-being. In grades 3–5, students may occasionally use a portion of recess to complete essential unfinished work. This is not a routine practice, and students will return to recess once work is completed.

If a student is consistently spending significantly more time than expected on homework, families are encouraged to contact the classroom teacher so adjustments can be discussed. Homework is meant to support learning, not create frustration, and teachers will work with families when challenges arise.



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. Please see information about IHBB [Gifted and Talented Education](#).

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.

House Points & ROCK Recognition Program

At Strasburg Elementary, we are committed to fostering a positive and inclusive school culture by recognizing behaviors that reflect our core values, represented by the acronym ROCK:

- **Respect**
- **Ownership**
- **Compassion**
- **Knowledge**

Students are recognized by staff when they demonstrate these values throughout the school day, both in and out of the classroom. Recognition may come in a variety of ways and is intended to highlight positive choices, effort, and strong character.

Each month, students are selected from each grade level to be recognized for consistently demonstrating ROCK behaviors. These students are celebrated during our monthly awards and recognized for being positive role models within our school community.

The ROCK Recognition Program helps reinforce the importance of character, responsibility, and effort. We encourage families to talk about and reinforce these values at home to support a strong connection between school and home.

SCHOOL RULES AND EXPECTATIONS

Internet Rules

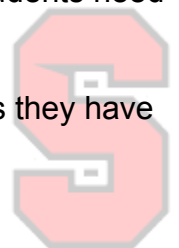
We are pleased to offer students of Strasburg Elementary School access to the district's computer network and internet. To gain access to the internet, all students under the age of 18 must obtain parental permission. The permission form is given at the beginning of the school year.

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.

Please see [Student Use of Internet & Electronic Communications](#) JS E.

Playground Expectations

To ensure a safe and enjoyable recess for all students, we ask that students follow these expectations:

General Expectations

- Be respectful to all playground supervisors and other students.
- Play safely at all times and be considerate of others.
- Use all playground equipment as intended.
- Resolve conflicts in a peaceful manner and seek adult support when needed.
- If someone is hurt, notify an adult immediately.

Equipment & Play Guidelines

Swings

- Sit while swinging and move straight forward and backward.
- Keep the area around swings clear.

Slides

- Sit and go down feet first.
- One person on the slide at a time.

Climbing Equipment & Structures

- Climb only in designated areas (ramps, ropes, or climbing features).
- Do not stand on top of bars or structures.



Spinning Equipment

- Small spinner: maximum of 3 students
- Large spinner: maximum of 8 students
- Keep all body parts on the equipment while in use.

Tetherball

- Do not remove the ball or rope.
- Report any damage to an adult.

Safety Guidelines

- No backpacks are allowed on the playground.
- Do not play tag on playground equipment.
- Do not climb trees.
- Only touch football is allowed.
- Play ball only in designated areas.
- Hard balls (baseballs, softballs, etc.), bats, rocks, or other unsafe objects are not allowed.
- Run in open playground areas only—not on sidewalks, mulch, landscape rocks, or between equipment.
- Sit on benches or at picnic tables when resting.

Toys & Personal Items

To help maintain a safe and focused environment:

- **Preschool–2nd Grade:** Students may not bring toys or personal items to school for recess or classroom use.
- **3rd–5th Grade:** Students may bring personal game balls for recess; however, these items are brought at the student's own risk. The school is not responsible for lost or damaged items.

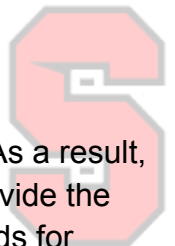
Student Behavior

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

*Students who adhere to the rules, expectations, guidelines, and principles have the opportunity to receive recognition to support their positive behaviors. 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.

Responsibility Centered Discipline

All staff members will utilize the RCD approach for disciplining our students. RCD is a “transformational approach that shifts the goals of school discipline from making a student behave to empowering a student to take ownership of his or her behavior...By creating a Responsibility-Centered Culture in a school and providing administrators, educators and students with a simple and consistent system for addressing all educator-student conflicts, RCD turns this enormous challenge into an opportunity for greater growth and learning- not only for the students, but for everyone who uses the system” (Thompson, 2015, pg. 9-10).

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.

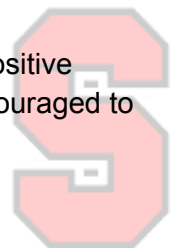
School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Positive Behavior Intervention Supports and House System

At Strasburg Elementary, we use a schoolwide positive behavior system to teach, reinforce, and celebrate expectations for all students. This approach is grounded in Positive Behavior Supports (PBIS), which focuses on creating a positive school environment, preventing problem behaviors, and supporting student success both academically and socially.

Our PBIS system is built around our **house system**, which provides a structure for recognizing positive behavior and building a strong sense of community. Through the house system, students are encouraged to demonstrate our school values and contribute positively to our school environment.

The house system supports students in the following ways:



- **Social & Emotional Development** – Students build relationships and develop important social skills through collaboration and shared experiences.
- **Character Development** – Students are encouraged to demonstrate responsibility, teamwork, and positive decision-making.
- **Sense of Belonging** – Every student is part of a house, helping create a strong sense of identity and connection within the school.
- **School Community** – Students work together toward common goals, fostering school pride and unity.
- **Academic Engagement** – A positive and supportive environment helps students feel more confident and engaged in their learning.
- **Leadership Opportunities** – Students have opportunities to take on leadership roles and model positive behaviors for others.

Our goal is to create a school culture where students feel connected, supported, and motivated to make positive choices every day.

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

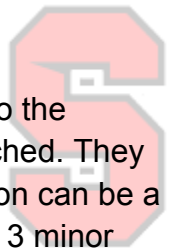
Minor behavior infractions are those negative behaviors that do not have severe impacts to the student, other students or adults, classroom or school environment; safety and security have not been breached. They are misbehaviors that need education, redirection, and practice of the positive behavior(s) 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 a 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

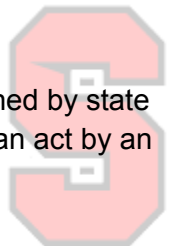
Please see [Code of Conduct Policy JICDA](#) and [Student Conduct Policy JIC](#)

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.



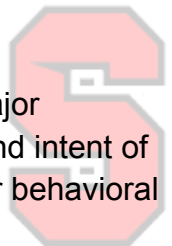
5. Violation of criminal law which had an immediate effect on the school or on the general safety of welfare of students or staff.
6. Violation of district or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, 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](#) .
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 Equal Education Opportunities and JBB Sexual Harassment](#).
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 actions 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](#).**).

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.] Please see [JICDE Bullying Prevention & Education](#).

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 [Privacy and Protection of Confidential Student Information JRCB-R](#) .

[Student Records/Release of Information on Students Policy JRA/JRCB-R Privacy and Protection of Confidential Student Information](#).

[Homeless Students Policy JFABD](#).



Immunizations of Students

Please see information of [JLCB-R Immunizations of Students](#), [JLCB-Immunization of Students](#)

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.

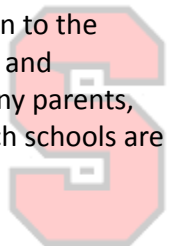
Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule.

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

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, educators, 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, or school social media platforms.

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.

