Shawsheen Elementary

Parent and Student Handbook

2026-2027

Shawsheen Logo that consists of silver words and an orange and black flying sparrow hawk

Jill Barnes, Principal
Kaitlen Farruggia, Assistant Principal

4020 W. 7th Street

Greeley, CO 80634

Office: (970) 348-2300

Fax: (970) 348-2330

School Contact Information **6**
Shawsheen School Hours **6**
Shawsheen Office Hours **6**
Principal Welcome Letter **7**
Introduction **8**
Tobacco Free Campus **8**
SHAWSHEEN MISSION **9**
SHAWSHEEN VISION STATEMENT **9**
SHAWSHEEN MORNING PLEDGE **9**
THE STORY OF SHAWSHEEN **10**
SOARING SPARROW HAWK EXPECTATIONS **10**
MASCOT / SCHOOL COLORS **10**
SCHOOL SONG **10**
SCHOOL DISTRICT 6 MISSION AND VISION **12**
VISION: 12
INNOVATION 2030: 12
VALUES & BELIEFS: 12
Home-School Communication **13**
Notes Home **13**
Monthly Newsletters **13**
Lunch Schedule **13**
Parent Teacher Conference Schedule **14**
Wellness Policy **14**
Parties **14**
Birthday Parties 14
Monthly Party Dates: 15
Field Trip Policy **15**
Report Cards **16**
Extra-Curricular Opportunities **16**
Student Council 16
Choir 16
Intramural Sports 16
Kids Hope 16
Battle of the Books 16
Girls Run Club 17
D6 After School Sports Opportunities 17
SHAWSHEEN ELEMENTARY SCHOOL STAFF **18**
Technology **19**

Student Email Accounts.....19
District 6 - Board Policy JS- Student Use of the Internet and Electronic Communications..... 19
Blocking or filtering obscene, pornographic, and harmful information..... 20
No expectation of privacy..... 20
Unauthorized and unacceptable uses..... 21
Security..... 22
Safety..... 22
Vandalism..... 22
Unauthorized content..... 23
Assigning student projects and monitoring student use..... 23
Student use is a privilege..... 23
School district makes no warranties..... 24
Lost, damaged or stolen technology.....24
Lost, damaged or stolen ID card with QR Code.....24
Attendance Policies..... 25
Attendance.....25
Attendance Procedures..... 25
Excusing Students from School..... 25
DISTRICT 6 ATTENDANCE POLICY..... 25
District 6 Attendance Philosophy..... 25
District 6 - Policy JH- Student Absences and Excuses..... 26
Goals.....27
Excused absences..... 27
Unexcused absences.....28
Chronic Absenteeism..... 29
Make-up Work..... 29
Tardiness..... 30
District 6 - Policy JHB- Student Attendance- Truancy..... 30
School Safety.....31
Physical Safety..... 31
Lockdowns and Drills..... 32
Safe2Tell: 1-877-542-SAFE (7233)..... 32
Colorado Crisis Services..... 32
Bully Prevention..... 33
District 6 Board Policy JICDE - Bullying Prevention and Education..... 33
Playground Safety..... 35
Student Dress Code..... 36
District 6 Policy JICA - Student Dress Code..... 36
Unacceptable Dress Code Items..... 37

Exceptions..... 38
Shawsheen Dress Code..... 38
Positive Behavior Intervention Support (PBIS)..... 39
SOARing Sparrow Hawks Assemblies.....39
Behavior at School..... 40
Student Discipline.....40
POLICY JICDA- Code of Conduct..... 41
Response to Behaviors Table.....41
LEVEL..... 41
Staff..... 41
Level 1..... 41
Staff & Admin..... 41
Level 2.....41
Staff, Admin, & Parent.....42
Level 3.....42
Staff, Admin, Parent, & S/S..... 42
Level 4.....42
Staff, Admin, Parent, & S/S..... 42
Level 5.....42
Personal Property.....42
Weather Closures..... 43
Health Services.....43
Accidents/Illness/Injury and Emergency Information.....44
Emergency information..... 44
Medications..... 44
Health Questionnaire and Students with Health Concerns..... 44
Health questionnaires..... 44
Students with Known Health Concerns..... 45
Immunizations.....45
Screenings..... 45
Loaned Clothing..... 46
Parent Health Resources.....46
School Wellness..... 46
When to keep your child home / Exclusion from school for health reasons.....46
Nutrition Services.....48
Meal Prices.....48
Breakfast..... 49
Lunch..... 49
Cafeteria Expectations..... 49
Wellness Policy.....50

Transportation.....50
Pick-up and Drop off Locations..... 50
Safe Walking and Parking at Shawsheen Map..... 52
Bus Schedule..... 53
Students at School Before and After Hours..... 53
Before/After School Daycare..... 54
Family Involvement.....54
Volunteers..... 54
Parents and Visitors in the School Building..... 54
Non-Shawsheen Students - Visitation Policy..... 54
Family Center..... 54
The Shawsheen Pantry..... 55
School Accountability Committee..... 55
Shawsheen Parent Teacher Group (PTG)..... 55

School Contact Information

Address:
4020 West 7th Street
Greeley, CO 80634

Phone:
(970) 348-2300 Office
(970) 348-2330 Fax

The Shawsheen Website can be found here.(https://shawsheen.greeleyschools.org)

Shawsheen School Hours

Monday Schedule

K-5 Student Arrival 8:25 AM

K-5 School Day 8:40 AM – 2:50 PM

Tuesday – Friday Schedule

K- 5 Student Arrival 7:25 AM

K-5 School Day 7:40 AM – 2:50 PM

Preschool

AM Session

Monday 8:25 -10:40 AM

Tuesday - Friday 7:25 - 10:40 AM

PM Session

Mon. - Fri. 11:50 AM - 2:50 PM

Shawsheen Office Hours

Monday through Friday, 7:00 AM - 3:30 PM

Principal Welcome Letter

Dear Families,

On behalf of the faculty and staff, I welcome you and your child to Shawsheen Elementary!

Our goal is to provide a comprehensive educational program where students are able to reach their fullest potential. We are committed to creating a culture of excellence and we promise to do our very best to meet the needs of every child, every day.

At Shawsheen, we follow the SOARing Sparrow Hawks expectations: Safe, Organized, Achieving, Respectful, and Responsible. We value the uniqueness of each child. We strive to create a safe learning environment where students are able to focus on learning.

This handbook is intended to be a quick reference guide to our school. The handbook provides information regarding the policies and procedures that govern Shawsheen Elementary and Weld County School District 6. We strongly encourage you to examine this handbook and discuss the appropriate information with your child.

On behalf of the entire Shawsheen faculty and staff, you are cordially invited to visit the school and to be an active part of your child's education. Please know that I am available to answer questions and discuss your concerns.

We are here to help each student and we are fully committed to providing the quality education that every child deserves!

It is going to be a great year! Welcome to Shawsheen!

Respectfully,

Jill Barnes

Jill Barnes

Principal, Shawsheen Elementary

Introduction

Welcome to the 2026-2027 school year. This handbook outlines Shawsheen Elementary's academic 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 here.

Students and parents are expected to review the information contained in the Shawsheen Elementary 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, Jill Barnes, at 970-348-2300 or jbarnes@greeleyschools.org. For more detailed information regarding board policies, please visit the district's website by clicking here.

Link to see D6's Statement of Nondiscrimination.

Tobacco Free Campus

We are a tobacco free campus. Please refrain from any use of tobacco while on school grounds, including but not limited to: smoking, chewing, vaping, or other tobacco products.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees or students who violate this policy will be subject to appropriate disciplinary action. Please refer to Board policy ADC for more information.

SHAWSHEEN MISSION

Shawsheen provides every student with a personalized, well-rounded, and excellent education in a safe, caring environment.

SHAWSHEEN VISION STATEMENT

Together, we empower our diverse community to be collaborative and innovative leaders that are ready for college, career, and life.

SHAWSHEEN MORNING PLEDGE

I am a SOARing Sparrow Hawk. Today I will be safe, organized, achieving with my behavior and my work. I will be respectful to everyone and responsible with all my words and actions; to make Shawsheen a great school!



THE STORY OF SHAWSHEEN

Shawsheen was a Native American woman who was a part of the Uncompahgre Ute Tribe. In 1863, she was within minutes of being burned to death by the Cheyenne, at the site in Greeley now known as Island Grove Park, when she was rescued by Company B of the First Colorado Regiment.

Shawsheen had been captured by the Arapahoe and traded to the Cheyenne. After her rescue, the United States Army returned Shawsheen to her people, but she never forgot the kindness shown to her by the soldiers. She became a very close friend of many settlers, including the Nathan C. Meeker family.

In 1870, sixteen years after her rescue, Shawsheen, as the sister of the great Ute Chief Ouray, used her influence to aid in the rescue of Mrs. Meeker, her daughter Josephine, Mrs. Flora Ellen Price, and her two children – Johnnie and May. They had been captured by Native Americans during the White River War. Mr. Meeker, founder of the Union Colony and the City of Greeley, was killed during the uprising.

The people of Greeley, where Nathan Meeker and his family lived for so many years, have never forgotten the important part Shawsheen played in gaining the release of the captives.

SOARING SPARROW HAWK EXPECTATIONS

Safe

Organized

Achieving

Respectful and **R**esponsible

MASCOT / SCHOOL COLORS

Sparrow Hawk

Orange and Silver

SCHOOL SONG

Shawsheen Sparrow Hawks, Sparrow Hawks, can’t help shouting Hooray, HOORAY!

We’re Shawsheen Sparrow Hawks, Sparrow Hawks, and proud in every way.

For we’re a school where learning is dear; a walk through our halls and it is crystal clear.

We strive to be our best with each passing year, we’re Shawsheen Sparrow Hawks!

S-H-A-W-SHEEN!

Shawsheen Sparrow Hawks, Sparrow Hawks, can’t help shouting Hooray, HOORAY!

We’re Shawsheen Sparrow Hawks, Sparrow Hawks, and proud in every way.

For we’re a school where learning is dear; a walk through our halls and it is crystal clear.

We strive to be our best with each passing year, we’re Shawsheen Sparrow Hawks!

Stand tall and let us all profess,

WE’RE SHAWSHEEN SPARROW HAWKS! YES!!!

Music and lyrics written by Jaquelyne Lee Kuykendall, August 18, 2002

SCHOOL DISTRICT 6 MISSION AND VISION

District 6 engages every student in a personalized, well-rounded and excellent education, preparing students to be college and career ready.

VISION:

District 6 engages, empowers, and inspires today's students in partnership with families and communities to succeed in tomorrow's world.

INNOVATION 2030:

Student Learning and Achievement

Strengthening Partnerships

Climate and Culture

Operational and Organizational Effectiveness

VALUES & BELIEFS:

Our students come first.

WE know every child can achieve.

WE believe diversity is a strength.

WE commit to excellence, innovation and continuous improvement.

WE ensure safe, secure and healthy schools.

WE build positive relationships with students, families, and communities.

Home-School Communication

Family/teacher communication is encouraged and can be made through personal contact, phone calls, emails, or notes. Conference days have been set in the school calendar. If you can't arrange to attend any of the scheduled times, please ask the teacher for an alternative appointment. It is very important that parents attend conferences. If you need to speak with your child's teacher at a time of the year in addition to Family Conferences, please follow the process listed below.

Process:

1. Family/guardians can contact the office at 970-348-2300 and request an appointment with the teacher and/ or other staff who may work with their child.
2. The office staff member will contact families/guardians and set up a mutual time to meet. In this manner, we will be able to ensure that those affected by the resolution of the situation are involved in the discussion.
3. Appointments will be scheduled if further meetings are needed to resolve the issue.

As a district, we are now using the Bloomz platform to communicate. Please contact the office if you have any questions.

Notes Home

Many times throughout the year, families will receive correspondence from the school, typically in Thursday Folders. We request correspondence be returned promptly.

Monthly Newsletters

The office will send a monthly newsletter called the Sparrowhawk Nest via the Bloomz platform. The newsletter will provide grade-level information and a calendar of upcoming events. A paper calendar of upcoming events and important information will be sent home at the beginning of the month. Be sure to keep your information updated in the main office so you receive these important communications.

Lunch Schedule

Monday - Friday

Kinder: 11:00-11:25 am

1st Grade: 11:40-12:05 pm

2nd Grade: 12:15-12:40 am

3rd Grade: 12:10-12:35 am

4th Grade: 11:20-11:45 pm

5th Grade: 11:30- 11:55 pm

Parent Teacher Conference Schedule

Fall conferences will be held during the week of October 5th, 2026. Spring conferences will be held during the week of February 1st, 2027. Information and sign-up opportunities will be sent home with students as the conference dates approach.

Wellness Policy

School District 6 has adopted a wellness policy that states that 50% of all food and beverages at school celebrations should be healthy items. **As required by the Weld County Health Department, all party treats, birthday treats, or snacks must be prepackaged, not homemade items.** Items purchased from a bakery are acceptable. The purpose of this policy is to protect the health of all children at school.

Parties

School parties are planned by room families and teachers for Fall, Winter, and Valentine's Day. Teachers and family helpers for parties should meet and set up clear expectations for individual classrooms for the amount of sweets and healthy foods to be served. Fifty percent of food served at parties must be healthy foods. Holiday parties begin at 2:20 and end at 2:50. The grade level with Specials at the end of the day will celebrate earlier. ***Families are invited to our Fall, Winter and Valentine's Day celebration.***

Birthday Parties

Birthday parties for individual children are not considered an instructional part of the school program. However, if a child brings treats to share with the class, the treats will be shared during the last few minutes of the day on ONLY the specified

days. At Shawsheen, we celebrate for all children who have a birthday during that month during the first Friday of every month from 2:30-2:50 pm. The grade level that has Specials at the end of the day parties will adjust their time. Please make arrangements with your child's teacher about the monthly birthday party. Deliveries to school such as flowers, balloons, ect. are held in the office until the end of the school day. **Families are free to drop off treats at the office, but families are not able to attend the birthday treat celebration.**

Monthly Party Dates:

August/September: Sept. 4th

October: Oct. 2nd

November: Nov. 6th

December: Dec. 4th

January: Jan. 8th

February: Feb. 5th

March: March 12th

April: April 9th

May/June/July: May 7th

We request that private birthday invitations not be passed out at school.

Field Trip Policy

All classes are involved in one or more field trips during the year. Students are able to walk to some locations. Often transportation is provided by school buses. Field trips provide valuable learning experiences for children.

Family permission is required for student participation on field trips. We must have a signed permission slip on file before any trip (unless it is a school-wide activity). It is extremely disappointing to the child and their classmates if they cannot join the group.

Adults must complete the volunteer application on our website in order to chaperone. The application can take up to 10 business days to process. Please complete the volunteer application in a timely manner.

Report Cards

Report cards for all grades are distributed at the end of each semester in December and May.

Extra-Curricular Opportunities

Student Council

The Student Council meets on Wednesday mornings twice a month. Students in grades 4 and 5 may choose to run for the office of President, Vice-President, or Secretary. Students in grades 3, 4, and 5 may choose to run for Classroom Representative. Officers and Representatives are responsible to participate in the meetings and report back to their classes. Some will also report to Kindergarten classrooms. They may also participate in afterhours community projects. Information regarding expectations and requirements will be sent home with students at the beginning of the school year.

Choir

Students in grades 3, 4 and 5 are eligible to participate in Shawsheen's Choir, the Sparrow Hawk Singers. Information regarding expectations and requirements will be sent home with students at the beginning of the school year.

Intramural Sports

Students in grades 3, 4, and 5 are eligible to participate in Shawsheen's intramural program. This includes sport activities before school. Schedules and information regarding expectations and requirements will be sent home with students at the beginning of the school year.

Kids Hope

Kids Hope is a mentoring program in collaboration with Saint Patrick Presbyterian Church in Greeley. Adult mentors are matched with students in grades K-5. They meet weekly to build lasting relationships. Mentors provide support with reading, writing, and math, as well as engage in fun activities.

Battle of the Books

Battle of the Books is a program for 3rd, 4th and 5th grade students. Students form teams of 3-5 participants. They read selected books then teams participate with each other in a competition with their knowledge of those books to earn

points. Teams are coached by staff and family volunteers for several weeks. Teams then battle each other at the school level for a chance to represent Shawsheen at the District-level Battle of the Books. Details will be sent home with students in October.

Girls Run Club

Girls Run Club, a program open to all 3rd to 5th-grade girls.The club inspires individuals of all abilities to discover, build, and grow their self-confidence. Together, they experience a sense of belonging and connection as a team. Volunteer coaches facilitate lessons that blend physical activity with life skill development, including managing emotions, fostering friendships, and expressing empathy. At the end of the season, the team completes a Community Impact Project and a 5K together, which provides a tangible sense of accomplishment and sets a confident mindset into motion.

D6 After School Sports Opportunities

In partnership with D6 Athletics, Shawsheen offers youth sports team opportunities throughout the school year. We began with soccer and hope to add more sports in the future. Practices are run by volunteer coaches and held at Shawsheen after school. Interested in learning more or becoming a coach? Just call the office for more details.

SHAWSHEEN ELEMENTARY SCHOOL STAFF

Principal
Jill Barnes

Assistant Principal
Kaitlen Farruggia

Preschool
Brittany Drake
Virginia Morris
Grace Miller
Paula Arias Anaya
Ana Monge
TBD
Megan Berry

Kindergarten
Shannon Duplex
Nicole Maresh
Laura Kopetzky

First Grade
Heather Beeman
Ariana Cruz
Keagan Kotalik

Second Grade
Isa Schulte
Sara Zacharko

Third Grade
Hannah Lewonka
Olivia Tiemann
Aylssa Weil

Fourth Grade
Jeffrey Land
Melissa Johnson

Fifth Grade
Christian Alvis
Savannah Shultz
Amanda Strecker

Physical Education
Luke Grabenstein

Music
Anthony Sacheli

Art
Brianna Quinn

Library & Smart Lab
Jenifer Strickland

Instructional Coach
Heidi Elliot

Speech/Language Pathologist
Carla Voss
Hannah Rueter

Occupational Therapist
Anne Bailey

Special Education
Stephanie Suniga
Sara Navarette
Rosa Vergara (Sec.)

Intensive Autism
Emily Smith
Shannon Rodriguez
Stacy Sathe
Sage Sathe
Allison Dunn
Staci Botkin
Eddie Sisneros
Yoselin Banuelos
Heather Enright
Cassandra Marvin
TBD

School Psychologist
Tracy Zink

Counselor
Nicole Pritchard

Multilingual Teacher
Kimberley Dillehay
Lindsey Martinez

Interventionist
Alison Browne

Nurse/Health Clerk
Jackie Legg
Shannon Forbes

School Secretary
Jessie Koss

Office Manager
Bianca Avila

Family & Parent Advocate
Lizbeth Arce Mendez

Building Manager
Jacob Morales

Night Custodians
Tyler Edmers
Marjorie Lovin

Kitchen Manager
Stephanie Cruz

Kitchen Staff
Brenda Ming
Cristina Valdez
Cynthia Arispe
Rebecca Stockov

Technology

Student Email Accounts

Greeley-Evans School District 6 will provide a free email account for every student. Having an email account will allow students to email teachers questions and receive classroom updates. 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 teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record. Parents are encouraged to use Common Sense Media resources to learn how to support their children as they navigate the online world. Resources can be accessed by visiting the following website: http://www.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. Otherwise, your child will be assigned a school email account.

Acceptable use of email falls under the Board of Education policy governing student use of the Internet and electronic communications.

District 6 - Board Policy JS- Student Use of the Internet and Electronic Communications

Click here to digitally access the District 6 Board Policy

The Internet and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with

experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic, and harmful information

Technology that blocks or filters material and information that is obscene, child pornography, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district technology devices in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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 is not related to district education objectives
- 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
- For personal profit, financial gain, advertising, commercial transaction, or political purposes
- That plagiarizes the work of another
- 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
- In violation of any federal or state law or district policy, including but not limited to, copyrighted material and material protected by trade secret
- 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
- That accesses fee services without specific permission from the site administrator

Security

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a building administrator or the Information Technology System Administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet and electronic communications and/or district technology devices.

Safety

In the interest of student safety and security, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in legal action and/or school disciplinary action, including suspension or expulsion, in accordance

with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Assigning student projects and monitoring student use

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and

restitution for costs associated with damages, and may result in legal action and/or school disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke, or suspend access to district technology or close accounts at any time.

Students and families/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be used or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses, or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Lost, damaged or stolen technology

Families are responsible for their children's Chromebook and accessories. Lost, damaged, or stolen devices will be billed to families. Cost to families are as follows:

- Broken screen - $60
- Power adapter - $25
- Damaged keyboard - $15
- Replacement Chromebook HP - $349
- Replacement Chromebook Dell - $315

Lost, damaged or stolen ID card with QR Code

Families are responsible for ensuring their students are responsible with their School Identification Cards that are used for Library check outs, the cafeteria,

transportation, and logging into their Chromebooks. Lost, damaged, or stolen ID cards will have a $5 replacement charge. This will be paid at time of replacement.

Attendance Policies

Attendance

Attendance is crucial to student learning. **If your child is going to be absent or late, please call the office at 970-348-2300.** If your child arrives late, please bring them to the office to check in. Doors open at 7:25 on Tuesday-Friday and 8:25 on Mondays. Students must be in their classrooms by 7:40 Tuesday-Friday and 8:40 Monday in order to be on time.

Attendance Procedures

The office staff will follow up on prolonged absences or tardies. The office staff and administration will make phone calls to families if we have not heard from them. Letters will also be sent home to families notifying them after a student accumulates 4, 7, and 10 absences.

Excusing Students from School

In order to excuse a student from school, families/guardians must call the office at 970-348-2302 before the school day begins **and** provide a reason within at least 48 hours from the absence. The school will determine if the absence is excused or unexcused and communicate this information with the parent/guardian. Please reference District 6 Board Policy JH on the following page. Click here to access the District 6 Board Policy JH digitally.

The release of students from classes during school hours is not granted unless the family/guardian comes to the school office to check the child out. Students may not be dismissed from the classroom by teachers. **Only adults whose names appear in the school's database may check a child out of school.**

DISTRICT 6 ATTENDANCE POLICY

District 6 Attendance Philosophy

Significant learning for all students is provided each time class is held in Weld County School District 6. This educational opportunity is provided as a result of in-class participation and high-quality instruction.

The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school, and absences are detrimental to effective learning.

Excused absences include, but are not limited to:

- Temporary illness or injury.
- Prearranged absence approved by an administrator.
- Extended absences due to physical, mental, or emotional disability.
- Work-study program under the supervision of the school.
- Attendance at any school-sponsored school activity or activities of an educational nature with advance approval by the administration.
- Expulsion or suspension.
- Legal obligation.
- Funerals.

Families are still encouraged to notify the school for student absences, but the absence will be excused by the school according to the guidelines for excused absences. Four excused absences in a month or 10 excused absences in a year may result in the district initiating judicial proceedings. Pre-arranged absences must be approved by the school administrator. If there are questions, please contact the school principal.

District 6 - Policy JH- Student Absences and Excuses

Click here to access the District 6 Board Policy JH digitally.

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. The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is an important criterion for success in school and absences are detrimental to effective learning.

Each student in the district is required to attend school daily as established by the calendar determined annually by the Board and in compliance with state law.

Unauthorized absences shall be subject to disciplinary action as outlined in accompanying procedures.

A cooperative effort between the student, family, district and the community regarding attendance fosters a positive educational experience. Therefore, the following goals and guidelines have been developed to establish good attendance habits at an early age. These habits will positively transfer with the students and their families/guardians as the students progress through the district's educational program and beyond the scholastic setting.

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, families/guardians, and the community that reinforce the value of school and good attendance.
4. To address potential attendance problems through early intervention.

One criteria of a student's success in school is regular and punctual attendance. Frequent absences 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. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every family/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

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 family 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:

- A student who is absent for an extended period due to physical, mental or emotional disability. Medical documentation may be required.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(h), 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. Each unexcused absence shall be entered on the student's record. The families/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 family/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 appropriate 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 families/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 days during any calendar year or school year.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to individual attendance plan, family contacts and student specific interventions. When practicable, the student's family/guardian shall participate in the development of the plan and other interventions.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her families/guardians to compel the student's attendance in accordance with state law.

Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning

to class. There shall be two days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

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. Families/guardians shall be notified of all penalties regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

District 6 - Policy JHB- Student Attendance- Truancy

Click here to access District 6 Board Policy JHB digitally.

If a student is absent without an excuse signed by the family/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, families/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Families/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the family/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the family/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's family, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the family, guardian or legal custodian to review and evaluate the reasons for the student's truancy. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

The administration shall develop regulations to implement appropriate penalties for truancy. 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 truancies.

School Safety

School District 6 and Shawsheen Elementary are committed to having a safe, secure, and caring learning environment. Our comprehensive planning for safe schools includes a purposeful connection between physical safety and security and the psychological safety of students.

Physical Safety

Physical safety includes measures such as a secured building, visitor check-in and identification badges, preparedness planning, and regular practice drills for a variety of potential incidents. Crisis plans for individual schools and the district as a whole are aligned with the recommendations of Homeland Security, local emergency responders, and the National Incident Management System (NIMS).

Entry Video Intercom Systems were installed at all District 6 elementary and K-8 schools, allowing the front door to be locked while school is in session. Visitors must notify the main office they are outside before they are allowed entry to these schools.

All visitors and volunteers must have a valid ID, complete all required documentation as may be requested, and wear a name badge, printed by the Raptor system, to be granted access to the building. The volunteer registration process is conducted in accordance with the procedures set forth in Board Policy KIA.

Click here to access District 6 Board Policy KIA digitally.

Lockdowns and Drills

District 6 has adopted the I Love U Guys Foundation Standard Response Protocols. Lockdown and other drills are frequently held to train staff and students in preparation for a potential emergency. More information can be found at the Foundation's website: iloveuguys.org. Shawsheen will hold announced and unannounced Evacuation (formerly fire) drills and Shelter (formerly tornado) drills throughout the school year.

Safe2Tell: 1-877-542-SAFE (7233)

To enhance prevention of school violence, District 6 participates in the highly regarded Safe2Tell program. Safe2Tell allows students, teachers, families, or anyone else to call a toll-free Colorado hotline with information about a crime that has already happened, or one that they fear may happen. The reporting procedure is completely anonymous.

Colorado Crisis Services

Students and staff are also encouraged to contact Colorado Crisis Services, which provide trained professionals who provide free, immediate, and confidential help all day, every day. Crisis counselors and professionally trained peer specialists are available to help right when you need it. The contact information is as follows:

Phone Number: 844-493-TALK (8255)

Website Address: https://coloradocrisisservices.org/

Weld County: https://northrange.org/network-of-services/crisis-support-services/

Text Talk Number: TALK to 38255

Bully Prevention

District 6 Board Policy JICDE - Bullying Prevention and Education

Click here to access District 6 Board Policy JICDE digitally.

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.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

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 (i.e. cyberbullying) 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 their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, 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.

A student who engages in any act of bullying, makes a false accusation, and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying is subject to appropriate disciplinary action, including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that

constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

For more information regarding the District's prohibition against bullying, including prevention and intervention and reporting steps, please refer to Board policy JICDE. Additionally, the superintendent has developed a comprehensive program to address bullying at all school levels, which can be viewed on the District's Bullying Prevention webpage.

Teachers who observe or become aware of bullying shall take appropriate steps to intervene and/or report such behavior to the school principal. Families and students who become aware of bullying are encouraged to report it to the school principal.

School principals shall take appropriate steps to educate students about ways to prevent bullying.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, families and community members that bullying will not be tolerated.

2. To train staff and students in taking proactive steps to prevent bullying from occurring

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with families and community members in order to help maintain a bully-free environment.

6. To support victims of bullying by means of individual and peer counseling.

7. To help develop peer support networks, social skills and confidence for all students.

8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

For more information please see the District 6 Handbook.

Playground Safety

Shawsheen's playground needs to be a safe place for students to be able to enjoy the playground and play area.

The following expectations will be observed:

- Walk on the black top
- Stay off fences and trees
- Bicycle racks are off limits unless you are locking/unlocking your bicycle
- Students are not to leave the playground without permission, including ball retrieval
- Students should not be on the playground before school
- No "war/martial arts" type of games, and no pretend fighting
- Only playground balls provided by the school should be used
- Balls should be used away from the building, not bounced against it
- Ropes are for jumping only
- Tag, or tag-like games, are not allowed unless on the field
- Exit swings safely (no jumping off)
- Walk around entire swing area, (not too close to kids swinging or in between)
- No pushing on any equipment, this includes swings, bouncy saucer, and spinner
- Follow spinner rules:

    1. Limit 3 students on spinner at a time. (No kindergarteners)

2. Students must ride inside the spinner. (No hanging, sitting, or standing on the purple bar.)

3. 1 responsible student or adult may push to get the spinner started. Do not continue pushing. The goal is for students to learn to operate the spinner, work as a team, to keep the momentum going.

4. If there is a line, those in line count to 25 (or 50 for 3-5 grades) while 3 students ride.

5. Responsible student or adult safely stops the spinner. Riders get off.

6. Next 3 riders get on.

Issues for which a student should go directly to the adult on duty include:

- Hitting or physical contact
- Threats
- Safety concerns (unsafe objects, people, or activities)

Student Dress Code

District 6 Policy JICA - Student Dress Code

Click here to access District 6 Board Student Dress Code Policy JICA digitally.

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 families/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with families/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 Dress Code 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

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee and their supervisor, may develop and adopt school-specific dress codes that are consistent with this policy.

Shawsheen Dress Code

At Shawsheen Elementary, we recognize that families/guardians have the primary responsibility for selecting their child's clothing. However, the school has a responsibility to establish a safe environment and an atmosphere that is conducive to learning. As a result, there is an adopted dress code for Pre-K-12 students in Weld County School District 6.

Examples of inappropriate clothing include: shoes with wheels (heelys), bandanas, short-shorts, halter tops, tank tops, "spaghetti straps", oversized clothing that

allows underwear to be visible and/or imposes a tripping hazard, shirts with inappropriate or offensive slogans (such as references to alcoholic beverages, tobacco, sex, foul language, etc.), and clothing not worn as originally intended (such as athletic undershirts being worn as a shirt or overalls not being properly hooked, or flannel pants worn to school, etc.). Shirts and blouses should cover the stomach. Caps and hats may not be worn indoors except for religious, cultural, or medical requirements.

The principal will make the final decision if the student's clothing is a distraction in the classroom. In an instance where unsuitable clothes are worn to school, the principal or her designee will inform the child that a change of clothes is necessary before they can return to class. A common set of expectations for students in grades Pre-K-12 has been developed. This Universal Dress Code is the expectation for all students in Weld County School District 6.

The following dress is expected during cold weather:

- We expect that children dress appropriately for the weather.
- During wet or snowy weather, children are asked to wear boots.
- Cap/ear coverings, mittens or gloves, and coats with working snaps, buttons, or zippers.
- Caps/stocking hats may be worn to school, but are to be removed at the door by students and adults entering the building.

Positive Behavior Intervention Support (PBIS)

We reward students who demonstrate positive behavior through the use of:

- SOAR Dots
- Sparrow Dinero Tickets
- Positive phone calls and letters to families by members of the staff
- SOARing Sparrow Hawks Assemblies

SOARing Sparrow Hawks Assemblies

SOARing Sparrow Hawks Assemblies occur throughout the school year. The assemblies provide time for teaching and re-teaching behavior expectations. Staff and students also take time to celebrate attendance goals and honor students who have demonstrated outstanding performance and growth.

Behavior at School

School is a special place for children. It is our wish to make **every** child feel valued, to develop good relationships with peers and staff members, to use self-control, and to experience success.

Our primary objective is to create an environment where all students can learn and teachers can teach. Do not allow your child to bring toys from home to school. Fidget toys are not allowed. Any toy brought to school will be held by staff to be picked up by an adult.

Periodically, throughout the course of the school year, classroom teachers will review the school rules. Students who demonstrate a consistent disregard of the rules will be sent to either the Principal or Assistant Principal. The administrators will follow state statute, District Six policy and SOAR Matrix.

Please share with your child the expectation that school is a place to learn and that there will be consequences for inappropriate behavior at school.

Behavioral Expectations:

Safe: I will be safe with my actions and words.
Organized: I will be organized and prepared for school every day.
Achieving: I will achieve and will try my very best.
Respectful: I will be respectful to myself, others, and my environment.
Responsible: I will be responsible and trustworthy.

Student Discipline

At Shawsheen, our goal is to use positive discipline. Our goal is to teach students the expected behaviors. In the case that a student misbehaves in the classroom, hallway, cafeteria, playground, or anywhere on the school campus, teachers may take one of the following actions:

- Talk with the student
- Communication with the family
- Student given a break to rethink behavior
- Loss of privilege
- Give the student a Direct Referral to the office. A student who is referred to the office has done something very serious or has accrued multiple minor

issues. Administrators will give the student an appropriate consequence. Families will be contacted by an administrator.

POLICY JICDA- Code of Conduct

Click here to access the District 6 Board Policy JICDA digitally.

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

The following responses apply to behavior on any District 6 campus, in school vehicles and at school activities and events.

Response to Behaviors Table

Click here to access the D6 Response to Behaviors table online.

	LEVEL	Descriptions	Minimum	Maximum
Staff	**Level 1**	Level 1 violations will generally be **addressed by the staff member supervising the student when the violation occurs**. The staff member's response should teach the correct, alternative behavior so that the student can learn from their mistake and demonstrate safe and respectful behaviors in the future. • Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus (IC) (Teachers/Admin will support with documentation in IC if needed)	Redirect & Reteach	Restorative Action
Staff & Admin	Level 2	Level 2 violations will generally **result in interventions or disciplinary responses that involve the school administration**. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. • Staff member and student contact parent/guardian and documents in the Contact Log into Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff.	Redirect & Reteach	Restorative Action or up to 2 days ISS

Staff, Admin, & Parent	Level 3	Level 3 violations will generally result in **interventions or disciplinary responses that involve the school administration**. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior. • Building administrator contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff.	1/2 day OSS	5 day OSS
Staff, Admin, Parent, & S/S	Level 4	Level 4 violations will generally result in **interventions or disciplinary responses that involve the school administration and/or Department of Safety and Security**. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior and/or district-level behavior interventions. • Building administration contacts parent/guardian and documents in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff.	½ day OSS	10-day OSS Potential referral for expulsion
Staff, Admin, Parent, & S/S	Level 5	Level 5 discipline infractions have the **potential for a referral for expulsion**. The school will consult with the Department of Safety and Security and seek a 10-day suspension and refer the student for expulsion. • Building administration contact parent/guardian and document in the Contact Log/Behavior Log in Infinite Campus • Building administration will communicate disciplinary outcomes with involved staff.	10-day OSS	Potential referral for expulsion

Personal Property

Electronic equipment, remote control cars, personal basketballs, soccer balls and baseballs or any other items of value/toys should be left at home. Students are allowed to have a cell phone at school. Please refer to Board Policy JICJ. If your child must have a cell phone, it must be off and be kept in their backpack until the end of the day. If we see any of these articles, they will be confiscated and returned at the end of the day. Students should also not carry money at any time

during the school day unless there is a school sponsored activity that day requiring money. Money should only be used for school sponsored items or activities. Students shall not trade personal items. For more information please see Board Policy JS.

Click here to access District 6 Board Policy JICJ digitally.

Click here to access District 6 Board Policy JS digitally.

Weather Closures

Announcements of school closings, delayed opening or early closing of Weld County School District Six due to sleet, snow or hazardous weather conditions are made on the following radio stations: KUAD 99.1 FM; KUNC 91.5 FM; KATR 1450 AM; KYOU 92.5 FM; KVVS 1170 AM; KISF 96.1 FM.

Information can also be found on the District's website at www.greeleyschools.org or see the District 6 Facebook page.

Health Services

For Health Service forms and information please see the District 6 Health Services Website.

District 6 has **School Health Clerks** who are the main care-givers in health offices in all district and charter schools. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. They are available to answer questions and are able to contact School Registered Nurse Consultant at all times. 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 Registered Nurse Consultants are trained with an RN-BSN and have obtained School Nurse licensure through CDE. School Nurses are responsible for preparing health care plans, documenting health histories, collaborating with the special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Accidents/Illness/Injury and Emergency Information

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

Emergency information

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 of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:

1. Families/Guardians may come to school and give it to their child at the appropriate time.
2. Families/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, and the Health Clerk can administer the medication.
3. Families/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 the Health Services website by clicking on the following website.

Health Questionnaire and Students with Health Concerns

Health questionnaires

It is extremely important that families/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 the health office or on the Health Services website for physician completion.

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 unless they claim a nonmedical exemption for an immunization by completing either a certificate of completion of the online education module; or a certificate of nonmedical exemption.

If families have concerns about immunizations and vaccine safety, visit the Colorado Immunization Program's website at www.ColoradoImmunizations.com.

Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) 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 – per the State of Colorado guidelines.

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 school audiologists.

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 families 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.

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.
- COVID19 specific information will be provided by the school district and health department.

Click here to access the D6 Health Exclusion Guidelines online.

District 6 Health Exclusion Guidelines

Symptom	**Exclusion Guidelines**
Cough	Recommended for students experiencing severe, uncontrolled coughing or wheezing, or difficulty breathing.
Diarrhea	Recommended for students with other symptoms in addition to diarrhea such as: vomiting, abdominal pain, fever, the diarrhea cannot be contained in a toilet, there is blood or mucus in the stool. Students should be diarrhea free for 24 hours without medication before returning to school.
Fever (defined as a temperature >100.5 F orally)	Recommended if the student has symptoms in addition to the fever such as a rash, sore throat, vomiting, diarrhea, etc. Student should be fever free for 24 hours without medication before returning to school.

Mouth Sores	Recommended if a student is drooling uncontrollably.
Rash	Recommended if a student has symptoms in addition to the rash such as behavioral change, fever, joint pain, bruising not associated with injury, or if the rash is open and oozing.
Stomach Ache Abdominal Pain	Recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomach ache such as vomiting, fever, diarrhea, etc.
Swollen Glands	Recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.
Vomiting	Generally recommended if the student has vomited more than 2 times in 24 hours, if the vomit is green or bloody, if the student had a recent head injury, or if the student has symptoms in addition to the vomiting such as fever, diarrhea, stomach ache, etc. Student should be vomit free for 24 hours without medication before returning to school.
Earache	No exclusion necessary
Headache	No exclusion necessary. Contact a nurse if headache is persistent, severe, is accompanied by other symptoms or if the student has a health care plan.
Lice	Exclusion is for children found with live head lice only. Data does not support school exclusion for nits (lice eggs).
Contagious Illness	Students on antibiotics for contagious illnesses, such as strep throat, tonsillitis, bronchitis, pinkeye or pneumonia, must stay home until antibiotics have been taken for 24 hours. All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ringworm, scabies, and other fungal, bacterial or viral skin infections.

Other considerations	Consider exclusion if: ➢ The student is unable to participate comfortably in usual activities ➢ The student requires more medical care than the school personnel are able to provide ➢ The student has a high fever, behavioral changes, persistent crying, difficulty breathing, uncontrolled coughing, or other signs suggesting a severe illness. ➢ The student is ill with a potentially contagious disease and exclusion is recommended by a healthcare provider, the state or local public health agency.
Source: D6 Exclusion Guidelines 08022012	*Adapted from CDPHE - Infectious Diseases in Child Care and School Setting, Nov.2022 https://drive.google.com/file/d/12NZoSBRjN5s4rFCNKaCu2RCzELeUT5nC/view

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 Nutrition Services at the email schoolfood@greeleyschools.org or call the Nutrition Office at 970.348.6600.

Nutrition Services aims to "*Fuel the Future of Our Students*" with healthy, nourishing foods that provide their bodies with the nutrients they need to grow, learn and succeed in the classroom! Thank you for allowing your student to dine with us. Here is some additional information about our program.

Meal Prices

Shawsheen is pleased to offer FREE breakfast, lunch, and healthy snacks to all students. All families are encouraged to complete the Educational Benefits Application online through the IC Parent Portal. Educational Benefits Application is

MORE THAN MEALS! It's network of resources including Athletic Fees, Testing Fees and School Funds! APPLY TODAY!

Breakfast

Breakfast is served from 7:30 am–7:50 am in the students' classroom (8:30 am-8:50 am on Mondays). All students are eligible to receive a free breakfast every morning. Students that arrive after 7:40am (8:40 am on Mondays) will not be served breakfast.

Lunch

All families are requested to fill out the School Meals Benefits application each year.

The district's nutrition staff determines a nutritious menu for the school lunches. We don't require that students eat all their lunch; however, we do encourage them to try everything. Any food or beverage that is not consumed has to be thrown away. Due to health regulations, **no one is allowed to take any uneaten food out of the cafeteria.** If your child would prefer a lunch from home, feel free to send them with one. However, do not send them with snacks to eat along with their school lunch. They must choose school (hot) lunch or home (cold) lunch. Do not include soda in your child's home lunch. **We are a SODA FREE Zone.**

Cafeteria Expectations

Since we would like the cafeteria to be a safe and enjoyable place, we expect students to treat the cafeteria as they would a restaurant. In order to ensure an enjoyable eating experience for all, the following are cafeteria expectations.

While in the cafeteria, students will:

- Stand in line with hands and feet to themselves
- Walk in the hallway and lunchroom
- Talk only to the people at their table
- Use "inside voices" when talking to students at their table
- Use "excellent" table manners
    - Gross words, noises, or inappropriate actions will not be tolerated

- Get permission before using the restroom
- Clean-up after themselves
- Do not bring glass containers to school

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.

Transportation

Pick-up and Drop off Locations

In an effort to keep our students safe, we are asking that families please drop off and pick up students in front of the school at the street curb. Do not use the horseshoe or stop in the middle of the street to drop students off. Please follow the traffic patterns, entering and exiting and picking up or dropping off students where teachers are supervising. If parking is necessary, please park only in the designated area and accompany students to and from vehicles. Use crosswalks. Do not park in front of our neighbors' driveways.

Creating a safe environment for all students is a high priority. We ask your help by adhering to the following:

- Only approved day-care vans are to load and unload in the driveway (horseshoe) of the parking lot on the NORTH side of the building. During drop off and pick up times, cars will NOT be allowed in the lot.
- Traffic at the school is heavy. Please arrange a pick-up spot with your child on the west side of the school (43rd Avenue) or other, less busy site.
- Students must walk on the sidewalks and crosswalks, **NOT** through the parking lot!

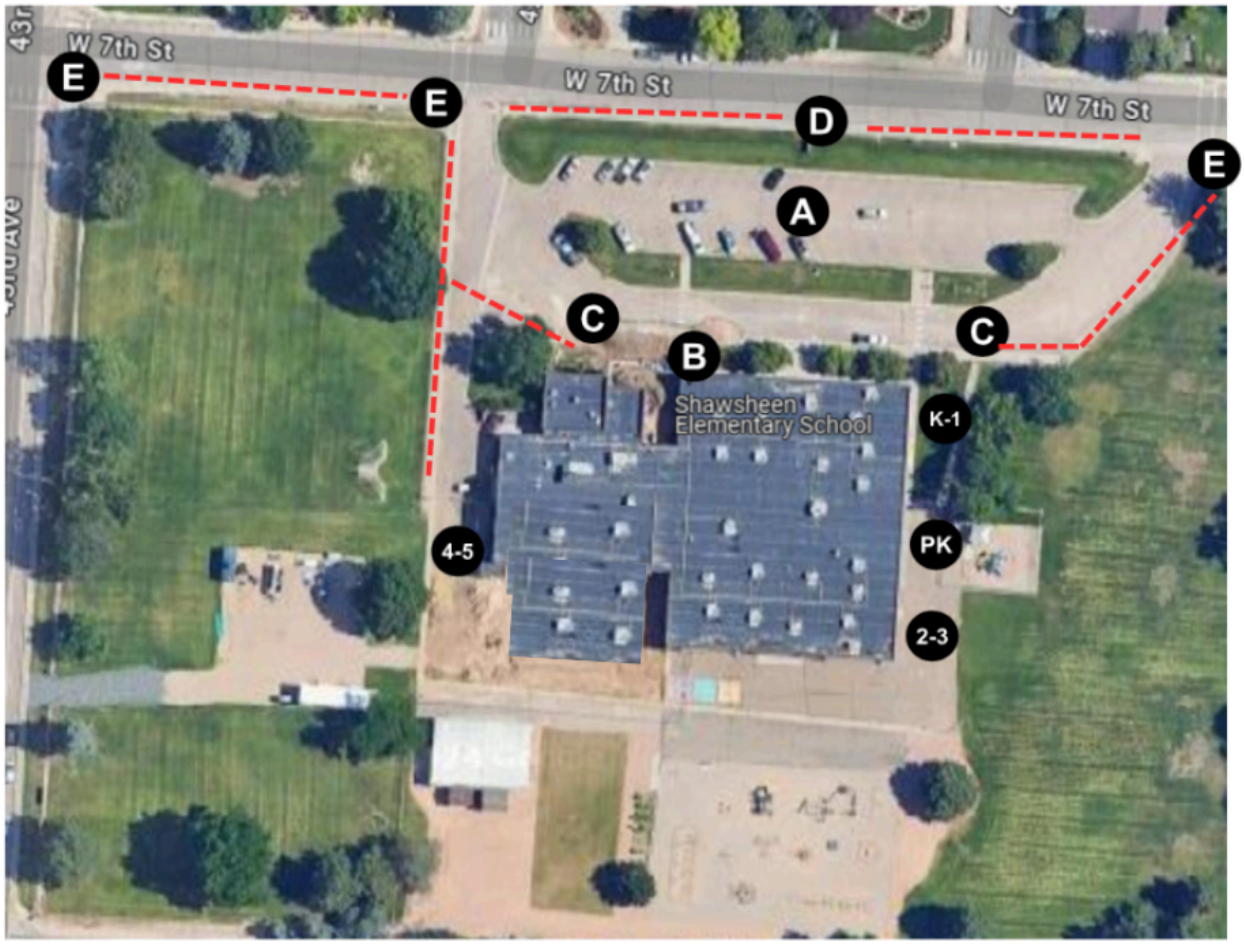
Parking Permit Applications will be available in the office. Applications will be approved by the principal. A new parking permit will be needed every year.

For persons who walk students to and from school, we are requesting that they prearrange a meeting location with other siblings outside the building. Siblings should determine a meeting place outside on school grounds to meet after school.

Whether walking or being picked up, all students and adults must use the crosswalks to cross the streets around Shawsheen. Please instruct your child to look each way before crossing the street intersection. This policy is in place to protect the safety of your child/children.

Children should get off of their bicycle or scooter and walk once they reach school property. Bicycles and scooters must be securely locked in the bicycle racks during the day*. Roller-skates, roller blades, Heely wheels, skateboards, & scooters are not to be used on the school campus. Motorized scooters are not allowed on school property.* The school is not responsible for lost or stolen items.

Safe Walking and Parking at Shawsheen Map



A. Staff and Visitor parking lot. Please do not use this area for student pick-up and drop-off.
B. Front Entrance and Main Office
C. This area is reserved for school buses and daycare vehicles. Please do not use this area for student pick-up and drop-off.
D. Designated pick-up and drop-off areas for students. Parents should pull over to the curb. Students must stay on the sidewalk and use crosswalks.
E. School and City Crossing Guards

PK, K-1, 2-3, 4-5: Students enter and exit the building at these doors

Bus Schedule

Shawsheen has a bus stop at 2 locations. To verify if your child is eligible for bus transportation to Shawsheen call (970) 348-6800.

Northview Subdivision
30th Ave. (between 3rd Street Rd and 4th Street)
Schedule Times:(to be communicated via transportation email)

Franklin Park
31st Ave. (between 6th St. & 5th St.)

Schedule Times:(to be communicated via transportation email)

Students at School Before and After Hours

Students will not be allowed on the playground before school.

Staff supervision begins at 7:25 am (8:25 am on Mondays) in the classroom. We ask you to avoid having your children arrive at school before 7:25 am (8:25 am on Mondays). Students enter the building at their designated door. See map above.

Students are asked to exit the building through the designated exit door after the bell rings at 2:50 pm Monday - Friday. We are asking that students leave the grounds immediately, as adult supervision ends at 3:10 pm. Students are not allowed to play on the playground equipment after school unless supervised by an adult.

We provide after school supervision at dismissal until 3:10 pm. This does not include the playground area. Please pick up your child by 3:10 pm. If you cannot pick them up by this time please arrange for daycare.

Students may not use school phones to make after school arrangements. Please have a plan on how your child will be getting home each day.

We know last minute emergencies come up and messages may need to be delivered to your child at the end of the day regarding pick up. Please limit these to emergencies only. **Messages received after 2:40 pm may not be delivered.**

Before/After School Daycare

If our school hours don't coincide with your hours, ABC Daycare is at Shawsheen before and after school. They offer great daycare at a nominal price. You may reach them by calling 970-352-2222. The Boy's and Girl's Club also offers daycare services. You may reach them by calling 970-353-5190.

Family Involvement

Volunteers

We encourage you to be involved as a volunteer; helping students and teachers in the classrooms. You can even volunteer from home! Teachers often have projects and would love your help. For more information about volunteering, please contact the office at 348-2300, or complete a Volunteer Application on the district website www.greeleyschools.org. All volunteers (including field trip chaperones) must be in the Volunteer System. See the office for more information. A valid ID is required for entry into the building. This application approval lasts for one calendar year and needs to be done annually.

Parents and Visitors in the School Building

We welcome families in our building and would like for them to feel comfortable in our school. In order to ensure student and staff safety, we ask that all visitors check-in at the office upon entering the school and check-out when leaving. Be sure to have a valid ID.

Entry Video Intercom Systems were installed at all District 6 elementary and K-8 schools, allowing the front door to be locked while school is in session. Visitors must notify the main office they are outside before they are allowed entry.

Non-Shawsheen Students - Visitation Policy

Children who are not enrolled at Shawsheen should not be sent to visit. Ordinarily, it is the policy of the school to discourage child visitors due to liability reasons.

Family Center

Our goal at the Family Center is for all students to reach high school graduation and be prepared to enter the workforce or secondary education with the tools and education necessary to be successful. The Family Center is home to 4 different programs that are all centered on student support:

1. 21st Century Grant
2. Families in Transition
3. Migrant Education Program
4. Newcomers Program

The Shawsheen Pantry

The Shawsheen Pantry is a food pantry initiative that envisions a school community without hunger, where everyone has access to enough food. We serve as a "temporary food hub" for students and families facing difficulties, such as job losses, medical bills, or financial constraints.

Parents or students can visit the front office of Shawsheen to inquire about the Pantry. Designated personnel, such as Parent Liaisons, Counselors, Nurses, or School Administration, will assist families during school hours. No paperwork or qualifications needed, just a genuine need. Each visit allows for 1-2 bags of food per family.

Other resources and items can be found in the pantry including a limited number of hygiene products for families. We ask that families bring their reusable bags to use in the pantry.

School Accountability Committee

This committee serves to assist in making decisions for the school. This committee looks at teacher and principal effectiveness, instructional decisions, and school budget. The meetings are held at Shawsheen and online, and we meet four times per year.

- September 16, 2026
- November 11, 2026
- February 17, 2027
- April 14, 2027

Shawsheen Parent Teacher Group (PTG)

The Shawsheen Parent Teacher Group serves as a means to increase communication between school and community. This is one of our most vital communication systems for good public relations and support for our total

program. The parents/guardians or lay citizens of the community serve as a liaison for the community to voice any concerns, recommendations, or ask questions regarding operation of the school or any part of the instructional program. The Shawsheen Parent Group is an advisory council and should not be viewed as a decision-making body.

Purposes of the PTG:

- To promote the welfare of children and youth in home, school, and community.
- To improve the family's capabilities to provide in the home the type of learning environment that develops readiness for learning.
- To secure adequate laws for the care and protection of children and youth.
- To provide academic and nonacademic services and information to the family this will enable the child to come to school able to learn.

The PTG will meet on the following dates for the 2026-27 school year:

- August 19, 2026
- October 14, 2026
- January 13, 2027
- March 24, 2027