

Student/Parent Handbook  
2017-2018

Grandview Elementary

Learning to Soar



1583 Grand Avenue  
Windsor, CO 80550  
(970) 686-8600

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August, 2017

Dear Grandview Families,

Welcome to Grandview! Whether you are new or returning, we are excited to have you be a part of the learning community here. This is a great place. We are all about students, learning, and excellence. Our staff is committed to provide a safe, caring, and challenging learning environment for your child.

We encourage family involvement as we know this contributes to a child's success. Working in partnership, we can build for the future with our most precious resource, our children.

This handbook provides critical information involving safety, policies, and procedures for the Grandview community. Please review this with your child and keep it as a reference.

I am very excited to be a part of such a wonderful learning community and I truly look forward to working with you. Please contact me for any reason through a visit, phone call, or e-mail.

In order to truly soar we must remember...Be Respectful. Be Responsible. Be Kind.

Sincerely,

David Grubbs  
Principal

Telephone: (970) 686-8614  
E-mail: david.grubbs@weldre4.org

**School Hours – 8:02 – 2:55**

**Part-time Kindergarten AM – 8:02 – 11:05/PM -11:55 – 2:55**

**Preschool – A.M. 8:02 – 11:05, P.M. 11:55 – 2:55**

**Important Phone Numbers and Web Address**

Grandview Elementary .....	686-8600
Attendance Line .....	686-8605
Lunch Information .....	686-8609
Health Room .....	686-8612
Media Center .....	686-8608
Transportation .....	686-8060

**Windsor School District Web Site: [www.weldre4.org](http://www.weldre4.org)**

Windsor School District Central Office.....	686-8000
Tozer Primary .....	686-8400
Mountain View Elementary .....	686-8300
Skyview Elementary .....	686-8500
Rangeview.....	833-7300
Windsor Middle School – 686-8200	Severance Middle School – 833-7200
High School .....	686-8100

For a complete listing of our staff members and the best means to contact them, visit our website at <http://gv.weldre4.org> and click on the Grandview Staff button.

**School Closure, Delayed Start, Early Dismissal - Policy (EBCE)**

For school closure information early in the morning or for a delayed start please check the District’s homepage on the Weld RE-4 website [www.weldre4.org](http://www.weldre4.org) or call your school for a recorded message. You can also listen to one of the following radio stations between 6:15 and 6:45 a.m.: K-99 Windsor, TRI 102 Greeley, KCOL 1410 Fort Collins, KFKA 1310 Greeley, or watch for an announcement on television channels 2, 4, 7, 9 or 24.

During the event of a delayed start school start times will begin two hours later. For a two hour delayed start, parents should plan on a two hour delay for bus pick-up.

In the event of adverse weather conditions during the school day, students will be held at school until they can be released to parents or their designee. Transported students will be bussed if conditions for bus operation are safe. If not, the school will hold transported students until they can be released to their parents or other arrangements are made.

Any after school sporting event or activity will also be canceled if there is no school due to adverse weather.

## **Weld RE-4 School Calendar for 2017-2018**

### **July**

17 – New Families to District Registration – 10:00 – 6:00

### **AUGUST**

02-08 – Professional Development and Work Days for staff

09 - First Day of School for 1<sup>st</sup> – 5<sup>th</sup> Grades

11 – First Day of School for Kindergarten

17 – First Day of School for Preschool

### **SEPTEMBER**

04 – Vacation Day – No School – Labor Day

22 – No School – Teachers Report

### **OCTOBER**

06—First Trimester Ends

13 —No School for Students – Teachers Comp day for Conferences

16 – No School for Students – Teachers Report

### **NOVEMBER**

06 – No School for Students – Teachers Report

22, 23, 24 – Thanksgiving Break – No School

### **DECEMBER**

22 – No School – Teachers report

25 - 29 —Winter Break - No School

### **JANUARY**

01 - 08 – Winter Break - No School for Students

05 & 08 – Teachers Report

15 – Vacation – No School

### **February**

01 – Second Trimester Ends

02 – No School – Teachers Report

16 – No School

19 – President’s Day - No School for Students – Teachers Report

### **March**

12 - 16 – Spring Break – No School

### **April**

09 – No School for Students – Teachers Report

### **May**

11 – Third Trimester Ends

11 – Last Day of School for Students

13 – WHS Graduation

14 – Last Day for Teachers

18 – Report Cards Mailed Home

### **Attendance Guidelines**

Attendance at school sets a pattern for future life-long pursuits. Many learning strategies involve group processing, discussion in the classroom, and other interactive processes that can't be "made-up" in the traditional sense of homework. Good attendance in school helps to develop a pattern very early in life to a positive and productive work ethic.

### **Absences**

Please call the school attendance line (686-8605) before 8:30 a.m. if your child will not be attending school on a given day. As a safety precaution, we will call a child's home if we do not have confirmation of an absence.

### **Tardiness**

A child is considered tardy if he/she arrives after 8:05, but before 9:30. If a child arrives after 9:30, he/she is considered absent one-half day. If a child leaves prior to 1:00, he/she is considered absent for one-half day.

### **Excusing Students From School During School Hours**

Please try to make appointments on those days when school is not in session, or after school, however, if appointments are required during the school day, be sure to notify the school office of the time the parent/guardian will be picking up the student. All students must be signed out and accompanied by a parent/guardian when leaving the building during school hours. If children are to leave with adults other than parents, the office must be notified first.

### **State and District Attendance Policies—JE**

- ◆ Students are expected to be in attendance at a rate equal or greater than 95% of each grading period. This percentage averages two excused absences per quarter for Windsor students.
- ◆ Excused absences shall include but not be limited to personal illness or injury, extended illness due to physical, mental, or emotional disability, or when in custody of a court or law enforcement authority.
- ◆ Extended absences of 5 days or more shall require the pre-approval of the principal. Proper verification from medical or law enforcement agencies may be required. Excused absences shall comply with Colorado Statutes, (Colorado School Law reference: 22-33-101, 104, 107, & 108 110.)
- ◆ The principal shall monitor the attendance rate of all students. When the absence rate is significant and/or student achievement suffers, the principal will work with the student and family to increase the attendance rate. These interventions may include but are not too limited to: student conferences, parent/guardian contact, behavior modification plan, and penalties for nonattendance due to unexcused absences or referral for truancy to appropriate authorities.
- ◆ Students who leave the building or grounds without the permission of the school office will be considered truant. The office will contact the parent/guardian of all truant students and notify the appropriate authorities.

### **Assignment of Students to Schools and Open Enrollment**

The Board of Education endorses the neighborhood school concept and makes any decisions based on student population within the attendance areas of residence. Students shall attend school in the attendance area determined by their residence unless a request to attend another school is approved.

Notwithstanding the provisions of this policy, a student may be assigned outside his attendance area by mutual agreement of the principals in the special interest of the student and/or school.

### **Open Enrollment**

Parents shall be notified on an annual basis of options available through open enrollment in sufficient time to apply.

Students within a designated attendance area shall have priority in registering in that school. Resident students and nonresident Colorado students may apply for open enrollment in a program of school outside their attendance area by having parents file the approved form with the principal of the school which the student wishes to attend.

The receiving school principal will accept or reject the application based on the criteria stated in the regulation accompanying this policy (JG). The receiving school principal will notify in writing the student's parents and the attendance area principal of acceptance or rejection of the application as soon as practical but no later than the sixth day of the school year for which the practices as established by the Colorado School Activities Association for grades 9-12.

Students granted permission to attend a school other than the school in their assigned attendance shall have the

same curricular & extracurricular status as other students attending the school, limited only as permitted by law. If the number of eligible applicants exceeds the spaces available in a program or school to which admission is sought under open enrollment, available open enrollment spaces will be allocated to eligible applicants by lottery. No nonresident applicant may be admitted until all resident applicants have been placed.

Transportation for student granted permission to attend school outside their attendance area will not be provided by the district unless space is available in district busses without disruption of regular routes and loading areas not including handicapped or special education busses and routes.

### **Student Health and Sickness**

#### **When should I keep my child home?**

Your child's health and the health of all children are important to us. The following guidelines have been updated and are recommended when you have questions about sending your child to school. Please keep your child home if he/she has:

- A fever of 101 or greater (orally). No exclusion is necessary, unless there are symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Your child **MUST** stay home until the fever subsides without fever reducing medications (Ibuprofen, Tylenol) for at least 6 hours. **During Flu season, children just stay home from school for 24 hours after fever subsides without fever reducing medications.**
- A new rash on face, arms, legs or trunk of body. It is important for this rash to be assessed by a physician for contagiousness prior to coming to school.
- An earache or sore throat
- A draining sore
- Diarrhea or vomiting 12 hours prior to school start time
- Head lice until treatment has been done
- Strep throat. Your child **MUST** stay home for 24 hours after antibiotics have been started.
- Children do **NOT** need to be excluded for pink eye unless the child meets other exclusion criteria, such as fever or behavioral change. Consult a health professional for diagnosis and possible treatment. Individuals can remain in school once any indicated therapy is implemented unless their behavior is such that close contact with others cannot be avoided. Students with pink eye due to allergies or chemical irritation do not need to be excluded.

These guidelines were reviewed, updated, and approved by our Medical Advisor, Dr. Trina Kessinger 05/22/14. They are based on recommendations in the *Infectious Diseases in Child Care and School Settings* manual, revised October 2013, from the Communicable Disease Epidemiology Program at the Colorado Department of Public Health and Environment and recommendations from The School Health Program of Children's Hospital Colorado.

### **Medication**

#### **Can my child have medication at school?**

If your child must have medication of any type, including over-the-counter medicine (e.g., Tylenol, Advil, cough medicine), please be aware of the following choices:

- You may come to school and give the medication to your child at the appropriate time.
- You may provide a medication form to include the drug, dose, time to be given, and side effects. This form must be signed by the doctor and parent. The medication must be in a pharmacy-labeled bottle with instructions. Many pharmacists are willing to "double bottle" (one for home and one for school) your prescriptions. Over-the-counter medications must come in the original packaging. Students are allowed to carry asthma inhalers and Epipens for significant allergies as long as there is a plan in place with MD orders and a signed contract.
- You may discuss with your doctor an alternative schedule so the medication can be given outside of school hours.

Medication administration is a school district policy (JLCD) and will be strictly enforced to insure the health and wellbeing of all students. Remember, the only way we can give medication at school is with a completed school

medication form, signed by parent and physician, and a pharmacy labeled container. The medication, by School Board Policy, will be kept in a locked container in each health room unless the child is carrying as above. All medication and health forms, including medication, asthma, allergy, diabetes care and action plans, can be found on line. Go to district home page [www.weldre4.org](http://www.weldre4.org), click on Learning Services tab, proceed to Health Services section and scroll to the bottom of the page to locate these forms. Thank you for your cooperation. As of September 2004, preventive measures such as sunscreen, insect repellent, diaper ointment, and cough drops may be used with written parental permission only.

### **Students Becoming Sick While in School**

If a child becomes ill at school, he/she may be confined to the health room. A request may be made for a parent to come for the child. In all instances, children who are picked-up early by their parent/guardian must be signed-out from the office by the parent.

### **Exclusion From School**

On occasion the school may request that children be excluded from school attendance if the child is thought to have a suspected contagious disease. The school will re-admit the child at the time he/she seems to be free of the disease or has the doctor's permission. This is done for the protection of the child and the rest of the children in the school.

### **Updated Phone Information**

It is critical to the safety and wellbeing of your child, that the registration information be completed in detail with updated phone numbers of places of parents' employment, and of adults who can be contacted if the parents cannot be reached by phone. If, during the year, a parent changes employment and/or phone number, the school office should be informed.

### **Campus Portal Accounts For Parents**

Instructions for parents to create a Campus portal account are online. They can be found under Parents > Parent Accounts. The instructions are on the webpage. There is also a link to a printable version and videos for the mobile portal app as well. As stated in the instructions, remember to bring in one form of identification to receive the GUID number you will need to create an account. Campus Portal will allow you to update your personal contact information, receive campus courier e-mails, and view your student's grades.

### **Inoculation of Students Policy JLCB**

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements against disease unless the student has a valid exemption for medical, religious, personal or other reasons as provided by law. Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with the law.

#### Procedures

1. No application for admission shall be complete without a certificate of immunization or a completed exemption form. Students may be exempted from immunizations if they have a signed medical, religious or personal exemption. All students must provide proof of immunizations to register or continue in school. If no immunization records available, the student will not be allowed to attend school.
2. The district shall provide upon request an immunization form as required by the State Department of Health.
3. The school nurse shall be responsible for seeing that required information is included on the form.
4. Students who are not up-to-date on immunizations will have fourteen calendar days to obtain the next required vaccines and submit a written plan for completion. An exemption may also be signed within these fourteen days.
5. The RE-4 School District shall comply with all Colorado Statutory requirements regarding required immunizations and inoculation of students. Current requirements shall be available in the health room of all schools.
6. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the State Department of Health.
7. If no certificate of immunization is received during the period of suspension, the principal shall notify the superintendent and the superintendent will institute proceedings for expulsion.
8. Any suspension or expulsion under this policy shall terminate automatically upon compliance.
9. Record of any such suspension or expulsion shall be contained in the student's health file, with an appropriate explanation and not in the student's disciplinary file.

### **Safety Issues – Student Safety To and From School**

We are concerned about the safety of students coming to and going home from school. Here is what you can do to help:

- ◆ If your child walks to school, practice walking the safest route with him/her prior to the first day of school. Insist that they cross only at crosswalks.
- ◆ If you drive your child to school in the morning please drop her/him off using the designated drop-off/pick-up area in the front of the school. Since this is not a parking area, please use the parking lot should you need to enter the building yourself.
- ◆ When picking-up your child after school, you may use the designated area, and wait by the curb. Do not double-park as this creates a safety hazard for children who may dart between cars and not allow other cars to exit. Use the parking lot, if you need to leave your car to enter the building.
- ◆ The north side of the school is reserved for bus pick-up and drop-off. Daycare vans and other vehicles may use this area after 8:00 and 2:55. **Do not enter the bus loop if busses are present.**
- ◆ If your child rides a bike, encourage safe habits. Bike riders need to walk bikes when they are on the sidewalks and while on school property. All bikes, scooters, or skateboards will need to be parked and locked in the bike area by the library.

### **Before and After School**

Students should arrive to school between 7:45 to 8:00 and go directly to the playground. After school, students shall go directly home and will not be allowed to play on the playground.

### **School Visitors**

We believe that there is no better way for the public to learn what schools are actually doing than by visiting our schools. Parents and citizens shall have reasonable access to observe classes, activities, and functions at the school upon advance notice to and authorization by the school administrator's office. In order to assure that no unauthorized persons enter buildings with wrongful intent and that the educational process or other school operations are not disrupted, all parents and visitors to the schools shall report to the school office when entering, and must receive authorization before entering other parts of the building.

### **Discipline and Student Conduct**

Student discipline policies are included in the Windsor District Student Code of Conduct handbook. This handbook is distributed to parents upon registration of your child in our school. Please read and familiarize yourself with these policies.

Effective schools have a safe and orderly environment. Our environment at Grandview will support safety, teaching and learning. We place a great deal of emphasis on developing responsible students. It is our philosophy that acceptance of the consequences of our decisions and being accountable for our actions are paramount to success in life. We believe the most successful method of discipline is to instill within each child a sense of right and wrong.

The Grandview community expects students to:

- ◆ Respect themselves and others.
- ◆ Respect all things.
- ◆ Follow established standards of conduct.

At the beginning of each year, our teachers establish fair and consistent expectations with their students and review school regulations. Each child will know and understand our rules and be aware of the consequences for unacceptable behavior.

Student behavior violations that constitute an office referral involve:

- ◆ Defiance of school authority or willful disobedience.
- ◆ Disruptive and dangerous behavior that infringes on the safety and educational rights of others.
- ◆ Bullying.
- ◆ Fighting or assault.
- ◆ Harassment/Discrimination (Engaging in verbal abuse such as name calling, threatening to harm on the basis of ethnicity, religion, gender or handicapping conditions.)

- ◆ Stealing or Vandalism.
- ◆ Possession of a weapon or weapons facsimiles.

We believe that each student has the opportunity to choose his/her own behavior and be responsible for that behavior. Consequence for inappropriate behavior or violations of the student code of conduct includes:

- ◆ Removal from classroom.
- ◆ Loss of recess privileges.
- ◆ School community service.
- ◆ Loss of field trip or class party.
- ◆ Contraband items retained.
- ◆ Restitution.
- ◆ In-school suspension.
- ◆ Out of school suspension.
- ◆ Expulsion.

### **Textbooks and School Property**

Students will be expected to pay for any damage to school property as a result of neglect or abuse. Pupils who take textbooks or library books home accept responsibility for their care. If the books are lost or damaged, the child will be charged accordingly.

### **Student Dress—Policy JICA**

Students are expected to dress appropriately for all school activities that do not distract others from learning. The following standards are in effect at Grandview:

- ◆ Shoes, sandals, or boots must be worn at all times.
- ◆ Any clothing advertising or promoting the use of tobacco, alcohol, drugs, obscenity, violence, gang symbolism, or disrespect cannot be worn.
- ◆ Hats may not be worn in the building.
- ◆ Halter-tops and "spaghetti straps" may not be worn.
- ◆ Tummies must be covered.
- ◆ Wearing pants with large or multiple rips in them, sagging of pants and/or wearing of chains on pants will not be allowed.
- ◆ "Student dress" includes hair color or style.

### **Bicycles/Skateboards/Rollerblades/Scooters**

Students may not ride bikes, skateboards, rollerblades or scooters on the school sidewalks. Students and parents also need to be aware we do not have space set aside for storing these items inside the classroom or office. Therefore if one of these means of transportation is used to get to and from school, be prepared to leave them outside at the bike racks. If rollerblades can fit appropriately in a student's backpack they may be stored inside.

### **Use of Telephone**

Each classroom has a telephone. Several measures are discussed with students to decrease phone usage and promote student responsibility. These measures include:

1. We encourage students to make after school plans prior to the school day.
2. We encourage parents not to bring school supplies/homework/etc. when contacted by students during normal school hours. Natural consequences tend to promote a more responsible attitude.
3. Students will not be called to the phone during school hours except in the case of an emergency.

### **Lost and Found**

A lost and found container will be located in the hallway by the music and art rooms. Every effort will be made to return lost items to our students. It is important that you mark your child's name on clothing and lunchboxes. Lost and found items not claimed and not identified with a student's name will be donated to a clothing bank at the end of each quarter.

### **Recess**

Children are expected to go outside for recess except during extremely cold weather, rain, or snowstorms. Even during cold weather the children may be taken out for a 10-minute play period. It's much more enjoyable when your children are dressed for the weather with overshoes, hats, scarves, mittens, warm coats, and sweaters.

### **Valuables**

Students should not bring large quantities of money or valuables such as headphones, CD players, cell phones, electronic games, and trading cards to school.

### **School Meals**

Prices for school meals are established each August. One carton of milk is included with the hot lunch. Students who bring sack lunches may purchase a carton of milk. Checks to pay for school meals should be made out to Grandview School Lunch Program.

It is very important to keep your child's account current. If you have any questions about their account, please contact the lunchroom cashier at 686-8609. Anyone needing financial assistance (even for a temporary period) may fill out an application for free or reduced price meals. All schools have applications in their office, or you may call the nutrition services department to request one. The elementary school limit for charging is \$7.00. When your child's account has a low balance the lunchroom cashier will offer the student a verbal reminder. When your child's account has a charge their hand will be stamped to let you know there is a balance due. On a weekly basis, a notice will be sent home or a phone call will be made to let you know your child has a delinquent account. If your child's account exceeds the \$7.00 charge limit they will not receive the scheduled full meal but an alternative meal for that day. This is a limited service to help your child until another arrangement can be made.

Children who go home for lunch are to bring a note signed by their parents. Those who go home every day need to bring only one note at the beginning of the year. We welcome parents as guests for lunch. It is important to let us know that you are coming for lunch so we can order a lunch for you. Please let us know you are coming for lunch by calling by 9:00 a.m.

### **Checks Written to the District**

Please be advised that all checks written to the Windsor School District, or any of its related accounts such as Food Service, School Activity Funds, or other district accounts, will be recovered by Check Rite if they are returned from the bank. As per Colorado Statute a charge of \$20.00 will be added to all returned checks. Please make sure that all checks written are properly dated, signed and that funds are available in your account to avoid these service charges. Thank you for your attention to this practice.

### **Visiting School**

Parents are welcomed visitors at school. Such visits help give the children a feeling of security through knowing that there is cooperation between parents and teachers. Visits might well be deferred during the first three weeks of school to enable children to adjust to the new program and routine. Visits shall be scheduled to avoid disrupting special learning situations.

Younger brothers and sisters and friends are not permitted to visit the classroom. They are permitted to eat lunch in our school cafeteria with parent supervision. If you would like to eat lunch with your child, please call the office (686-8600) by 9:00 a.m. so that the cooks can prepare for you.

All visitors shall sign in at the office and receive a visitor badge to wear in the building. This procedure ensures a safe environment for our students and gives visiting parents instant recognition in the building.

Sometimes students are not in their usual room, or they may be taking tests, which should not be interrupted. When possible, please confer with the teacher either before or after school. Children in classes are easily distracted by conversation between adults. Do not discuss a child's problem in his/her presence or hearing range, it may be embarrassing and harmful for her/him to find themselves the center of discussion.

### **Parent Volunteers and Involvement**

One of our goals is to maximize academic success for every child in a safe and orderly environment. To accomplish this, teachers need your help when you are visiting and helping in the classroom. Please observe the following guidelines:

1. All parents, visitors and volunteers must check in at the office during school hours. There are no exceptions to

this. In case of a building evacuation or child security issue, we need to know who is in our building at all times.

2. Cell phones need to be turned off while in the classroom.
3. Younger children should not accompany you if you are staying in the classroom for any length of time during academic time.
4. Teachers are happy to discuss questions and concerns you have regarding your child. However, this needs to be accomplished during non-instructional time so that learning is not disrupted and you can have quality time to talk. By leaving a message on a teacher's voice mail or email, teachers can return your call and/or set-up a time to talk with you.
5. While in classrooms, you may observe unique behaviors of individual children. We need you to respect the rights of each child and appreciate your sensitivity and consideration by not sharing stories about individual students in the community.
6. All regular volunteers in a Windsor school are asked to complete a background check which will be facilitated at the district office. Volunteers can complete the form at each school site, and the background check will be finished at the district office.

#### **District Accountability Committee (DAC)**

Grandview provides parent representation to the District Accountability Committee. This group meets to address specific agenda items directed from the Windsor District School Board. This committee is advisory in nature and will give participants knowledge and understanding of the entire school district. If you would be interested in such an appointment, please let the principal know.

#### **Grandview Parent Teacher Advisory Council (PTAC)**

All parents are welcome and encouraged to attend the Parent Teacher Advisory Council that meets regularly throughout the year. The purpose of this group is to establish priorities from identified concerns and strengths; to be a communication link; to provide input to the school improvement plan; and to support staff and students in their educational efforts.

#### **School Advisory Council (SAAC)**

Members of the School Accountability Advisory Council are elected or appointed to serve as an advisory board to the principal and the district accountability committee. This group of individuals will analyze budget data and test results and make recommendations to the principal concerning student achievement. This group meets on a quarterly basis. If you would like to be involved please contact the principal.

#### **District Mission Statement, Goals, and Reporting**

##### **Mission Statement - AD**

The Weld RE-4 School District shall strive to:

- ◆ Embrace the basics of instruction for all children through the adoption of standards which encompass knowledge and skill mastery, the application of those skills which have been determined to be essential and which shall meet local and state accreditation requirements.
- ◆ Create a safe and productive learning environment in each school of the District in order that every student is given the opportunity to achieve to their fullest potential.
- ◆ Develop flexible learning programs to increase the likelihood that all students will succeed.
- ◆ Foster environments where parents can be actively involved in their child's education.
- ◆ Include community members and community resources in the education of the children of the District wherever possible and appropriate.
- ◆ Implement an outstanding educational program through the wise use of all available funds and resources.
- ◆ Facilitate the learning process by the appropriate use of technology in the instructional environment.

##### **Goals - ADA**

The District will strive to improve its performance on local achievement goals which shall be approved from time to time by the Board of Education which meet or exceed the requirements of its District and school accreditation plans, including but not limited to, statewide assessments, District assessments, dropout rates, student attendance rates, graduation rates, percentage of students taking advanced placement courses, and results of other assessments administered by the District.

Each school in the District will develop school improvement goals and report progress toward those goals in a format that shall be consistent with accreditation requirements, statutory requirements and local Board of Education policy.

### **Standards and Performance Levels- AEA**

The Board of Education shall adopt from time to time performance standard as required by state statute, accreditation, and Colorado Department of Education (CDE) rules and regulations. These content standards shall meet or exceed the state model content standards for student learning.

The board adopts the following performance levels for standards in the district:

- ◆ Advanced: this performance is exceptionally high and demonstrates superior depth, analysis, originality and/or elaboration.
- ◆ Proficient: this performance demonstrates secure mastery of all fundamental aspects of the standard.
- ◆ Partially Proficient: many aspects of the standard have not been achieved and there is insufficient evidence for mastery of the standard.
- ◆ Unsatisfactory: most aspects of the standard have not been mastered and there is little demonstration of evidence of mastery of the standard.

### **Reporting - AEC**

The principals of each school in the District shall submit annual written reports to the Board of Education concerning the learning environment in their schools each school year, as required by law. Each principal's report shall include (1) the total enrollment for the school; (2) the average daily attendance rate at the school; (3) dropout rates for grades seven through twelve, if such grades are taught at the school; and (4) the number of violations of the Code of Conduct and Discipline broken down as to type of violation and type of discipline, as required by law, and noting which violations and discipline involved students with disabilities.

The Board of Education shall annually compile the principal's reports from each school in the District and submit its compiled report to CDE, as required by law. The Board's compiled report shall also include the average class size for each school in the District, calculated as the total number of students enrolled in the school divided by the number of full-time teachers in the school. The Board's compiled report shall also be made available to the general public, but not in such a way as to disclose confidential personally identifiable student information in violation of state or federal law.

### **Belief Statements**

**Our Vision:** To develop lifelong learners within each child.

**Grandview's Mission:** Our mission is to provide a meaningful education in a safe, inclusive, and respectful learning environment for ALL students.

**Belief Statements:** Grandview staff and parents support the following statements.

- ◆ Students are actively engaged in learning, and are encouraged to take risks in a safe and cooperative environment.
- ◆ Respect, value and dignity for students, staff and the community are taught and applied.
- ◆ Students are encouraged towards academic excellence.
- ◆ Student success is the result of hard work and consistent effort that builds confidence and fosters individual success.
- ◆ Parents have the responsibility to actively participate in their children's education at home and at school.
- ◆ The Grandview community of staff members and parents work together to provide a safe, positive and productive environment for all children.

**Motto:** Be Respectful. Be Responsible. Be Kind.

### **District and State Policies**

#### **Student Use, Possession and Abuse of Alcohol and other Drugs**

Use, possession, distribution, sale, or being under the influence of alcohol, drugs, and narcotics, not prescribed by a licensed physician, or capable of being purchased at a pharmacy without a prescription, while on school property, at school activities, or in school vehicles, or that any student is under the influence of the same, the principal or superintendent shall have authority to suspend the person at once for the first offense, and such person may be expelled for subsequent offenses pursuant to Policy JICH. Suspension shall occur for any offenses involving the selling or distributing of alcohol, drugs and narcotics and additionally the Board of Education can impose other punishment.

### **Use of Tobacco on School Property**

Use of tobacco on the school property is restricted by Windsor Board of Education Policy Number ADC which states that students are prohibited from use and/or possession in any form on the school premises. Evidence of use and/or possession of tobacco are sufficient to notify the student's parents of the use and enforce consequences pursuant to Policy ADC.

You can find policies ADC and JICH in the Student Code of Conduct Handbook.

### **Child Abuse Law**

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Weld County Department of Social Services. School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

### **Parking**

The parking lot for staff and parents is located at the front of the building. Do not park in the bus loading or in the student pick-up/drop-off zone. There is also an area in the parking lot designated for Pre-school parking.

### **Vehicle Safety**

**Please pull forward as far as possible when using the pick-up/drop off loop in front of the school.** For the safety of the children, use only the right hand lane of that loop for dropping off or picking up your children. Make sure students enter and exit the vehicle from the passenger side so they don't risk being hit by drivers in the left hand lane.

If you need to make changes in your child's routine, remember to send those instructions in writing. If the situation arises where you need to call in to make a change, be prepared to answer questions about your identity.

Our number one concern is safety. Although using the cross-walk only or pulling into the appropriate lane may slow down your schedule on a busy day, it's more important that everyone get home safely.

As we continue to refine our schedules and routines please do not hesitate to make suggestions on how we can continue to improve. We welcome any conversations about how to make things safer and more efficient for everyone.

### School Bus Conduct

The school day for transported students begins when he/she enters the bus and ends when they leave the bus. The school bus driver is responsible for the health, safety, and welfare of all passengers.

When riding buses students of all age groups are obligated by the expressed privilege granted by the Board of Education to ride the public school bus, and to obey and conform to the safety and behavioral rules of the school district.

The parents of the students are obligated to instruct their children to cooperate with the school bus driver (as they would teachers) in accordance with the safety and behavioral rules of the school district.

7. Follow bus driver's directions.
8. Be in your assigned seat when the door is closed and remain there until the bus has come to complete stop.
9. Keep hands, feet, books, objects to yourself; do not extend or throw anything out of bus windows. Do not litter or damage the bus and its equipment.
10. No swearing, rude gestures, cruel teasing, or putdowns, No talking at railroad crossing.
11. ALL GLASS CONTAINERS—or open food and beverages are prohibited on the bus. Use of tobacco in any form is not permitted.
12. Any persons riding the bus shall have the approval of the Transportation Supervisor of Building Administrator before boarding.

Teamwork among students, drivers, teachers and parents will enhance the safety of everyone who chooses the privilege of riding the buses.

At the Stop	On the Bus
<ul style="list-style-type: none"> <li>-Wait in line safely behind the curb (10 feet) until the bus stops</li> <li>-Load only when door opens</li> <li>-Enter one at a time in single file line</li> <li>-Look to the driver/aide for directions</li> <li>-Keep hands and property to self</li> </ul>	<ul style="list-style-type: none"> <li>Seated Correctly               <ul style="list-style-type: none"> <li>• Seat to seat</li> <li>• Feet to floor</li> <li>• Back to back of seat</li> </ul> </li> <li>-Stay seated at all times in original seat</li> <li>-Ensure bodies and property in "safe zone"</li> <li>-Be aware of others</li> </ul>
<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>-Show respect to passing cars &amp; people</li> <li>-Respect others personal space &amp; property</li> <li>-Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>-Hands/feet and property to self</li> <li>-Respect bus (window/seats)</li> <li>-Respect all adults</li> <li>-Use Appropriate language</li> <li>-Use Inside Voice</li> </ul>
<ul style="list-style-type: none"> <li>-Be responsible for self and property</li> <li>-Arrive at bus stop 5 minutes early</li> <li>-Be ready to board when bus arrives</li> <li>-Report real danger to bus driver</li> </ul>	<ul style="list-style-type: none"> <li>-Backpack in hand</li> <li>-Support bus driver (be a role model)</li> <li>-Finish all food before you enter bus</li> <li>-Take care of yourself and property</li> <li>-Control your actions</li> <li>-Pick up litter</li> </ul>

### **A.H.E.R.A**

Weld RE-4 School district has completed the necessary inspection and management plans as required by the A.H.E.R.A. (Asbestos Hazard Emergency Responses Act) legislation. Karen Trusler, Superintendent, is designated coordinator for RE-4. The Management Plans and Inspections Reports are available for each building at the offices of the respective school building or at the Administrative Service Center, 1020 Main Street. Questions regarding this notification may be directed to Karen Trusler at 686-8000, or Steve Denny at 686-2963.

### **Civil Rights**

Weld RE-4 School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs or employment practices as required by Title VI, Title LX, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil right or grievance procedures, contact Karen Trusler, Superintendent, 1020 Main Street, Windsor, Colorado, 80550, (970) 686-8000 or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado, 80204 (303) 844-2991.

### **F.E.R.P.A**

The RE-4 School District will comply with all aspects of the Family Educational Rights and Privacy Act (FERPA). In conjunction with such legislation, a parent or guardian shall be able to inspect and review the student's educational records. However, if a student is 18 years or older, the student may inspect his own records and written permission shall be necessary in order for parents or guardians to inspect them. Requests should be submitted in writing to the building principal who will make arrangements for inspection and review within three working days after the request has been made. No records shall leave the school building. However, upon request, one copy of the record(s) shall be provided to the parent or eligible student at a cost of \$1.25 per page.

### **Notice to Parents Regarding Sex Offender Registry**

Colorado Statutes require that each public school in the state give parents a statement identifying where and the procedures by which they may obtain information about registered sex offenders. The responsibility for preparing this statement rests with the Sex Offenders Management Board. The Sex Offender management Board has prepared a 20 page "School Resource Guide to Sex Offender Registrations." This document can be found in .pdf format on the Sex Offender Management Board's website at:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresorceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresorceguideregistration.pdf)

or the Colorado Department of Education Website at:

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf)

If you do not want to access this information via the above websites, a copy of this guide is available in the office of the principal.