



**ALICE TERRY**  
Elementary

## **STUDENT AND PARENT HANDBOOK**

**2024-2025**

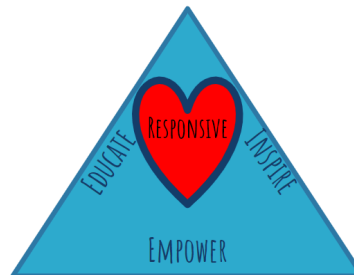
4485 S. Irving Street  
Englewood, CO 80110  
Main office: 720-833-6990  
Attendance Line: 720-833-6660  
Gionni Thompson, Superintendent  
Veronica Maes, Chief Academic Officer

### **VISION STATEMENT**

Alice Terry Elementary empowers all students to strive for success and positively impact our changing world.

### **MISSION STATEMENT**

Alice Terry is committed to creating a collaborative school culture of diverse learners that have the knowledge, skills and confidence that inspires: innovation, creativity and social responsibility.



### **ALICE TERRY LEADERSHIP**

Nicole Grommeck, Principal - 720-833-6782  
Amber Elkins, Assistant Principal - 720-833-  
Kylene Vigil, Principal's Secretary - 720-833-6653

### **STUDENT SERVICES**

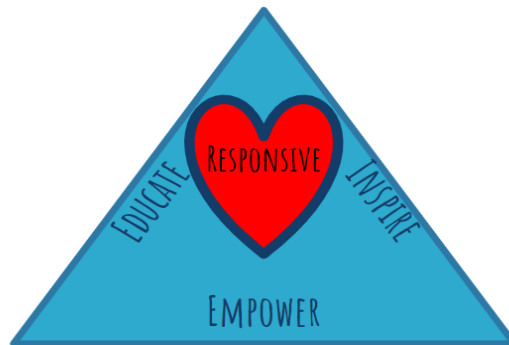
Baylee Paterson, Social Worker  
Samatha Salazar, Social Work Intern

### **DISTRICT ADMINISTRATION**

Gionni Thompson, Superintendent - 720-833-6617  
Veronica Maes, Chief Academic Officer - 303-913-1388

### **BOARD OF EDUCATION**

Karla Najera- - President  
Daniel Stange  
Sally Daigle  
Juanita Camacho



**Respectful - Responsible - Ready - Safe**

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# Welcome Letter

August 2024

Welcome to Alice Terry Elementary!

At Alice Terry we recognize that our students' first and best teachers are their parents. We look to work closely with you to ensure that your child receives an excellent education. Your child's teachers will work tirelessly to ensure that every child not only learns the academic skills necessary to succeed, but also develops the characteristics of highly successful people.

Please send your child to school each morning ready to learn so they are prepared to engage in educational experiences that support their academic and social emotional success. We will do our best to make sure that your child excels each day and ask that you reinforce our expectation that each student exhibits our core values: Respectful, Responsible, Ready and Safe.

Please review this handbook with your child so everyone better understands our procedures, routines and expectations. This does not contain every aspect of the school, but should serve as a guide for parents and students

If at any time you have questions, concerns or need additional assistance please do not hesitate to contact us.

At Alice Terry, we are committed to keeping your student(s) safe and ensuring they feel supported and loved.

Nicole Grommeck

Principal

# The Alice Terry Team

Nicole Grommeck, Principal  
Amber Elkins, Assistant Principal

Kylene Vigil, Principal's Secretary  
Carla Grandaos, Family Liaison  
Sonia Hernandez Luna, Health and Attendance Clerk

## **Kindergarten Team**

Megan Brown  
Lisa Freeman  
Michelle Matuszynski

## **First Grade Team**

Joann Moody  
Adrian Vigil  
Traci Winter

## **Second Grade Team**

Emma Trent  
Susan Albin

## **Reading Interventionist**

Mariah Schumacher

## **Librarian**

Jenni Gaudet

## **Special Education Team**

Rachel D'Wolf– Significant Needs Teacher  
Melanie Bacon– Mid/Mod SPED Teacher  
Christine Diluca- Speech and Language  
Donna Keale - Vision Impairment Teacher  
JoAnn Roberts - Physical Therapist  
Donna Anttila - School Nurse

## **Special Education Support Staff**

Sandra Shelafo-SPED Para  
Trudy Morales – SPED Para  
Jessica Gallegos - SPED Para

## **Specials Team**

Calvin Hackert- Physical Education  
Samantha Bancroft- Music  
Julio Martinz -Art

## **Instructional Support Assistants**

Allison Wallace Allison Pason-Guy  
Lorena Tafoya Sandra Raver  
Hannah Johnson Samatha Luevano  
Jane Kokozyan Kali King  
Susie Livingston Rebecca Hernandez

## **Food Services**

– Kitchen Manager  
Martha Ortiz– Kitchen Assistant

## **Building Maintenance**

Doug Howard – Building Manager  
David Peguero – Custodian  
Rosa Castillo-Custodian

# Respectful - Responsible - Ready - Safe

# School Hours and Playground Supervision

\*Monday  
Tuesday – Friday

8:00 a.m. to 2:20 p.m. \*Early Release  
8:00 a.m. to 3:25 p.m.

**If an emergency should occur that prohibits parents from picking up children at 3:25 p.m., please notify the office immediately at 720-833-6652.** If a child is not attended to at this time, we will attempt to call parents and emergency contacts. If a child should remain at school past 3:45 p.m. and we are unable to make contact with the parent, the Sheridan Police Department and/or the Department of Child Services may be called to attend to the child. Please help us ensure the safety of all of our students by strictly observing the school beginning and ending times.

## Early Release Mondays

Alice Terry will have an early release every Monday. **Students will be dismissed at 2:20 p.m.** Bus riders will ride the bus home at this time and all other students need to be picked up.

## Playground Supervision

The school day at Alice Terry is from 8:00 a.m. until 3:25 p.m. Staff members are assigned to playground duty beginning at 7:50 a.m. **Students should not arrive at school before 7:55 a.m. unless they are eating breakfast and should be picked up at 3:25 p.m. Tuesday - Friday and 2:20 p.m. on Mondays when school is dismissed. Students must have adult supervision if they are on school grounds before 7:50 a.m. or after 3:30 p.m. (and 2:25 on Mondays)** Parents are responsible for their child's safety and supervision at all times before and after playground supervision is provided.

## Inside Day Policy

During wet or winter weather, the administration may determine that students should remain inside during recess, as well as before and after school. Wind chill, precipitation (rain, snow, sleet, hail) and other weather conditions will be taken into consideration. If the temperature is 25 degrees or higher, plan for an outside day. **Please ensure that students arrive at school with proper clothing, including a coat, gloves, a hat and boots during winter weather days.**

- **Before School** – if an “inside day” is called before school, students will be sent directly from the drop off area in the school. Look for the Yellow Flag.
- **Recess** – calling an inside day before school does NOT necessarily mean students will have inside recess throughout the day. Students should come prepared EVERY DAY for the current weather conditions. At the time of morning and lunch recesses, we will determine if the weather conditions require us to stay inside. Please ensure students bring all of their winter wear even if an inside day is expected. We will try to get students outside during the school day, every day, if possible.
- **After School**- Bus riders will line up inside the cafeteria until it is time to load the bus. Parent pick up and students who walk home will be dismissed from the gym or from their individual classrooms.

### Breakfast and Lunch

**Currently, The State of Colorado subsidizes breakfast and lunch for all students in Pre-Kindergarten through 2<sup>nd</sup> grade who qualify for EITHER Free OR Reduced lunch.** This means that if your child qualifies for "reduced" lunch, instead of paying a reduced price for your K-2<sup>nd</sup> grader, the lunch (or breakfast) will be FREE. Please complete the The breakfast and lunch program that starts on the first day of school and ends on the last day of school. Breakfast is served from 7:40- 8:00 am and lunch is served based on the grade level schedule. The lunch menu may be found on our website. Families are welcome to join us for breakfast.

### Transportation

Bus transportation is a privilege extended to those students living in areas determined by the Board of Education as being eligible for such service. **The privilege to ride a school bus shall be dependent upon the student's home address, good behavior and their observance of established rules.** Any student may be denied the privilege of transportation provided by the district because of noncompliance with the rules established in the Code of Conduct. See Board Policy Manual files J1CC, J1CC-R1 and J1CC-R2. Students shall ride their assigned buses and must have written permission from a parent or an administrator to use a bus stop other than their regularly assigned stop. The Transportation Department may give permission for non-scheduled riders to ride the bus when circumstances warrant on a space available basis. All requests for temporary or permanent bus changes must be made directly to the Transportation Department. Non-resident students will be assigned bus privileges on a space available basis. As budgets are cut statewide, district transportation may not be available to our non-resident families as it has been in the past. Parents are responsible for timely transportation for their child to and from school when bus service is not available.

### Visiting The School

When arriving at school to drop off/pick up your child outside of regular arrival/dismissal times or when coming to the school for your pre-arranged volunteer or conference/appointment time please note the following: We have a buzzer entry system. If you wish to come into the building, please ring the doorbell by the front entrance. School personnel will ask for your name and the purpose of the visit. ALL visitors and volunteers will be required to swipe identification upon entering the front office. ALL visitors and volunteers MUST sign in the office and pick up a visitor's pass before leaving the front office.

# 2024-2025 School Calendar

The [Sheridan School District Calendar](#) directs all school and district events. We ask that families consider the district calendar when making plans that would take their students out of school.

## Sheridan School District

2024-2025 School Calendar  
Board Approved  
February 27, 2024

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

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

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

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 29 - Aug 2  
Aug 5 - Aug 8

**Aug 5**

August 9

August 12

August 13

August 14

August 28

September 2

September 27

October 11

October 14-18

October 14

November 22

November 25-29

December 20

Dec 23 - Jan 6

January 6

January 20

February 17

February 18

March 21

March 24

March 24 - Mar 28

April 24

April 25

May TBD

May TBD

May TBD

May TBD

May 26

May 30

May 30

New Teacher Training Week

All teachers return/training

**Opening Session**

ALL teachers workday/in-service

1st day Orientation K,3,9

**Jump Start all schools**

**1st day of school except ECC (8/19)**

Community Kick-off BBQ

Labor Day

Inservice Day

Q1 Work Day

Fall Break

Conference Comp Day

Inservice Day

Thanksgiving Break

Q2 Work Day

Winter Break

Inservice Day

MLK Holiday

Presidents Day Holiday

Inservice Day

Q3 Work Day

Conference Comp Day

Spring Break

Q4 Work Day

SHS Seniors' Last Day

SOAR Seniors' Last Day

SHS Graduation

SOAR Graduation

Memorial Day Holiday

Last Day of School (half day) for students

Check out and last day for teachers

**Teacher Conference Comp Days**

October 14

**February ECC ONLY ??**

March 24

**AT, FLN, SHS & SOAR ONLY**

**Teacher Quarterly Work Days**

October 14 (quarter ends 10/14)

December 20 (quarter ends 12/20)

March 20 (quarter ends 3/20)

April 25 (SGO prep)

**Early Release Days & Times**

ECC - 2:40 p.m. 2:05

SHS - 2:20 p.m. AT- 2:20

SOAR - 2:05 p.m.

subject to change

November 2024						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

January 2025						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Teacher Training

Holiday - No School

Break - No School

HS or SOAR Graduation

Quarterly work days-no school

Orientation Kind, 3rd and 9th grades

Teacher inservice day - **no school**

First and Last day (last 1/2 day) of school

Conference Comp Days - **no school**

K-12 Jumpstart

Community Kick Off BBQ

Leadership Week

Early Release Days

**Attendance Required**

260 day floating holiday November 27

**All Schools: Conferences October 1-11, March 4-14 (AT, FLN, SHS, SOAR ONLY)**

# Attendance

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.

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year. A school may adopt more specific attendance rules for students not inconsistent with this policy. Students and parents have a responsibility to see that school attendance is regular and punctual.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her 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

The following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Parents/Guardians pre-arrange to have missed work made up.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- 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)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

## Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

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 10 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. When practicable, the student's parent/guardian shall participate in the development of the plan.

## Tardiness

Instruction begins when school starts. Please ensure students arrive at school prior to 8:00 am. Tardy Bell. **Any student arriving after 8:00 am will be considered tardy.** Tardies accumulate and become absences. Because of the disruptive nature of tardiness and the effect upon the rights of the non-tardy students to uninterrupted learning, Students with excessive tardiness may be required to make up missed instructional time afterschool.

## Parent/Guardian Responsibilities:

In order for Alice Terry to support attendance policies and procedures, we need to partner with our families. We ask that each parent/guardian do the following to support our policies:

1. Notify the school of current contact information on Infinite Campus and keep it updated.
2. Contact the school for attendance related issues within 48 hours of an absence.  
Attendance Line: **720-833-6660**
3. Understand the attendance policies and procedures of Alice Terry Elementary
4. Monitor their students' attendance (absences and tardies).
5. Provide proper documentation for absences, if requested.
6. Schedule appointments for AFTER school hours.

## Attendance/Tardy Intervention Procedures:

1. Students who are marked absent or tardy in Infinite Campus will receive a robo call through Infinite Campus to notify parents/guardians.
2. Absent letters for the benchmarks of 3, 5, 7, and 10 days will be sent directly to homes as students accumulate absences.
3. When a student falls below a 90% attendance rate, parents will be contacted and administration will place the student on an attendance contract.
4. When a student falls below a 80% attendance rate, administration will have an in-person meeting, either at the school or at the family's home, and the family will create an action plan with the school to improve attendance.
5. If a student becomes chronically absent, judicial proceedings will be pursued.

## Picking Students Up During School Hours

Family members and other visitors wishing to pick up a student must be prepared to show identification before a child will be released to their care. No student will be allowed to leave the school with anyone not listed on the emergency card unless the office is notified by the parent or guardian directly.

# School Communication

Good communication is the lifeblood of any social entity. Alice Terry depends upon good communication at all levels of the school community.

We are committed to practicing and encouraging good communication throughout the entire Alice Terry community. Good communication builds community, trust, confidence and school spirit.

We welcome communication with you and from you. We encourage you to talk with us at any time about any concerns you might have. Civility and respect are expected in all communication, and the school reserves the right to end any communication which becomes hostile or inflammatory. Alice Terry is a safe and peaceful community.

Finally, we ask that parents recognize that when they are on campus they are visiting an institution that serves children. Offensive dress (for example, obscene language on t-shirts or references to drugs or alcohol) and language are not appropriate and will be addressed. Parents and guardians who do not comply with these expectations will be asked to leave the premises.

## Thursday Folders

Every Thursday, your child will bring home an Alice Terry Folder that includes your child's weekly schoolwork, communication from the teacher, and communication from the school. All general school communication will be colored paper. We hope that every Thursday, you will spend some time reviewing the information in this folder. It is also a great opportunity to sit down with your child and review their schoolwork from the week. Send the signed, empty Thursday Folder back to school with your child on Friday. We believe that the Thursday Folders help ensure that important communication and student work gets home consistently.

## School Website and Facebook

Bookmark the The Alice Terry website <https://www.ssd2.org/alicerterryelementary.aspx> . The website is the best resource for school information and resources.

Like us on Facebook! Our Facebook page is updated regularly and a great way to stay connected. Get updates and see what is happening at Alice Terry.  
[www.facebook.com/AliceTerryElementary](http://www.facebook.com/AliceTerryElementary)

## Publication of Student Work, Photos and Video

Alice Terry and Sheridan Public School may photograph, or take video or audio recordings of students and their work. Publications are used to share school and student celebrations and achievements. Publications may appear on the district or school website, Facebook, or in newsletters, etc. Newspaper or television journalists or other media personnel may occasionally visit Alice Terry to photograph or video school events. They may or may not include students (and their names) in these publications. In addition,

If you choose **NOT** to have your child appear in any of these publications, you must indicate this on the form that was provided to you during registration. If you have not received this form, please see the main office or call 720-833-6652.

# Parent and Family Involvement

## Parent Teacher Conferences

Parent-Teacher Conferences: are scheduled twice a school year. All parents are expected to attend. If a parent wishes to schedule a conference with a teacher at any other time during the school year, the parent should not hesitate to call/email the teacher to arrange for an appointment.

## Volunteering at Alice Terry

We encourage parents to participate in school events, functions, and volunteer in classrooms, library or office. It is with your help that we can continue to create a wonderful educational experience for your children. Volunteers should remember they are under the direction of classroom teachers/staff. Each teacher/staff member will decide how volunteers may best help the students. All volunteers must complete an Alice Terry School Volunteer Information Form. Parents who volunteer must coordinate times and duties with the classroom teacher and make child care arrangements for siblings. Siblings and non-enrolled children are not allowed in classrooms, in the office workroom or on field trips during the school day.

## School Accountability Committee

State law requires every school (including charters) to have a School Accountability Committee (SAC) . SAC membership empowers the school community by giving members a voice in critical areas of school administration, including budget decisions and school performance improvement plans. The SAC serves in an advisory role to the school Principal. The school's Principal remains responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Sheridan School District. Meetings are held quarterly. If you are interested in serving on the school accountability committee to contact the school principal, Nicole Grommeck 720-833-6652.

# Curriculum, Instruction and Assessment

## Curriculum

The curriculum at Alice Terry Elementary includes School Board approved units and materials. Included in the elementary curriculum is:

- Literacy
  - Reading: Wonders
  - Writing: Self-Regulated Strategy Development
- Mathematics: Illustrative Mathematics
- English Language Development: EL Achieve
- Science and Social Studies
- Music, Art, Physical Education, Technology and Library Skills
- Social Emotional: Dino School (K) Second Step (1st-2nd)

The staff at Alice Terry is committed to helping each child grow and develop to their fullest potential. If you have any questions, comments or suggestions regarding their academic development or placement, please contact your child's teacher or the school principal at 720-833-6652.

## Title I

Title I is a federally funded program that provides intervention and supplemental services for our students in the areas of reading and math. As a Title I school, our students benefit from specific programs and funding this program offers. Alice Terry is a "school wide" Title I school, which allows us more flexibility to determine the best use of these funds.

## Instruction

As a part of our commitment to continuous improvement of quality instruction, All students will receive evidence-based and responsive (culturally, linguistically, academically) instruction. Allowing us to help meet the individual student needs as well as creating a rigorous and engaging learning environment.

## Literacy

We believe in the Science of Reading and engage all students in the high-quality literacy programs, Wonders and Self-Regulated Strategy Development in Writing . These curricula incorporate research and evidence-based principles for instruction, fosters independence and confidence, and leverages assessment practices that give teachers and leaders actionable feedback on how to best serve the needs of diverse learners across all classrooms

## Math

All students are engaged in rigorous instruction aligned with the Sheridan School District Scope & Sequence using **Illustrative Mathematics** program as the basis of our curricula materials. Students have the opportunity to learn using a balance of traditional mathematics instruction progressive problem solving techniques, exploratory learning using manipulatives, and integrating technology for personalized learning.

## English Language Acquisition

Alice Terry provides at least 45 minutes of daily instruction primarily for every student focused on English Language Development. We integrate language and vocabulary development into every aspect of the school day. Students are assessed for English Language acquisition annually or upon enrollment in school.

## Assessment

In order to accurately understand the needs of all students, students are frequently monitored for progress. Progress toward instructional goals includes the use of formative and summative classroom measures, district and state assessment, and teacher observations. Individual assessment results are shared at Parent/Teacher Conferences and upon parent request. Student records are available to parents under conditions consistent with the "Family Education Rights and Privacy Act of 1974" (FERPA) and all related federal regulations.

## Approach to Grading

Our grading approach is designed to support the growth and development of every student, ensuring a comprehensive assessment of their academic progress, skills, and overall well-being. Alice Terry issues a proficiency grade for each course. A proficiency grade differs from a traditional grade in that it reflects the student's proficiency and progress with the course material rather than emphasizing achievement. We do this for two reasons: first, at this developmental stage, the most important use of grades is to evaluate a student's proficiency at essential skills such as reading and writing. Second, grades are not just a measure of academic performance but also reflect students' effort, participation, and improvement over time. We aim to create a positive and encouraging learning environment where every child feels motivated to achieve their best. We recognize that every child learns differently. Our grading system allows for personalized learning experiences, catering to the unique needs and abilities of each student. Below is the grading scale used for kindergarten through second grade:

4	Exceeds proficiency at grade level	+ Significant progress
3	Proficient at grade level	= Steady progress
2	Partially proficient at grade level	- Minimal progress
1	Limited proficiency at grade level	

The goal is for a student to be scored at least "3=" (that is, "Proficient; steady progress") in each area of study. We believe that a supportive and nurturing environment is key to fostering a love for learning and academic success. We are committed to working together with you to ensure that your student thrives and reaches their full potential.

# Technology

## Technology Expectations

Technology is a powerful tool to engage and empower students. Every student at Sheridan High School will be provided with a Chromebook that is to be used for learning purposes. The chromebooks issued to Sheridan students belong to SSD2 and their legal ownership remains with the school district. Each student's right of possession and use of a Chromebook is based upon the student's full and complete compliance with the *SSD's Device Responsibility Agreement and Program Pledge* as well as this 1:1 Student and Family Handbook.

## Repairing or Replacing Student Chromebooks and iPads

Accidents do happen. There are replacement processes in place to minimize the cost to families for accidental damage. However, if after investigation by school administration, a Chromebook, iPad, or accessories are determined to be intentionally or negligently damaged or lost by the student, the student may be subject to disciplinary actions and/or held responsible for the cost of the Chromebook's or iPad's repair or replacement.

Sheridan 1:1 Damage or Loss						
	Damage		Loss			
	Chromebook	iPad	Chromebook	iPad	Hot Spot	Charger or Case
Incidents	\$25	\$30	\$250	\$350	\$50	\$20

Each school may vary these fees based on the specific circumstances of the loss or damage. Each school may offer students an option other than paying this fee based on Free or Reduced Lunch status per School Board Policy.

If, at any time during the school year, a student is issued a replacement Chromebook or iPad, the student's responsibility for the new Chromebook or iPad remains the same. The agreements the student signed previously now apply to the new device.

## Digital Citizenship

Digital Citizenship refers to the rights and responsibilities of participating in today's global society via the internet. Elements of digital citizenship include digital communication, online etiquette (or "Netiquette") and digital ethics. The practice of digital citizenship entails navigating the digital world safely, responsibly, and ethically.

Practicing good digital citizenship will help create a positive school culture that supports safe and responsible technology use.

### **Guidelines for practicing good digital citizenship:**

- A good rule of thumb for posting on the internet is: Don't post anything you wouldn't want your grandmother to see.
- Use social networking sites cautiously and appropriately.
- Online actions have real-life consequences. If you wouldn't do it in real life, don't do it online.
- Be mindful of the trail of content (postings, etc.) that you leave on the internet. Once it's posted, you can never take it back.
- Your future employers, friends and partners can and probably will, trace the cyber-trail you leave on the internet.
- Keep your browsing history appropriate. Your internet history can be seen by SSD staff, even if it's deleted.

- SSD has a filter to prevent all users from accessing inappropriate websites when on the SSD network. However, if you accidentally stumble upon an inappropriate website, quickly exit the site, close your computer's lid, and tell your teacher. Do not show or discuss what happened with your classmates.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### Parent/Guardian Guidance

SSD makes every effort to equip parents/guardians with the necessary tools and information to ensure their students' safe use of the Chromebooks and iPads in the home. SSD has adopted a K-12 digital citizenship curriculum through Common Sense Media to train students in using technology tools appropriately, which is an important life skill. There are several areas where parents/guardians can support their students, and these are outlined below.

#### **Encourage Healthy Digital Citizenship**

- o Monitor your students' activity on social networking sites to ensure none of their private data is posted online, and to catch any signs of cyber-bullying.
- o Cyber-bullying is a real thing, so please help your students avoid and prevent this despicable act.
- o Set and enforce rules (e.g., time limits, behavior, purchases) for your students' internet use.
- o Know your students' online friends.
- o Be a good digital role model for your students. Demonstrate the same online behavior you expect them to use.
- o Help your students understand that digital communication may not always be the best way to interact with others. Depending on the situation or the topic, face-to-face discussions or phone calls may be better options.

#### **Monitor Student Use**

The parent/guardian must agree to monitor their students' internet use at home and away from school. The best way to keep students safe and on-task while online is to have a parent/guardian present and involved.

#### **Suggestions**

- o Investigate and apply the parental controls available through your internet service provider and/or your home's wireless router.
- o Know your students' usernames and passwords for their devices and SSD Google accounts.
- o Develop a set of rules and expectations for your students' Chromebook and iPad use at home. Set limits on the amount of time your students use technology — to help prevent physical harm due to extended and concentrated use, and to help your students to not become over- dependent on technology.
- o Only allow your students' Chromebook or iPad use in common rooms of the home (e.g., living room or kitchen) and not in students' bedrooms.
- o Get to know the websites your students access and use.
- o Demonstrate a genuine interest in what your students are doing online. Frequently ask questions and request them to show you their work

# Student Support Systems

Alice Terry subscribes to the belief best illustrated in Haim Ginott's quote: "To reach a child's mind one must first capture his heart. Only when he feels right can he think right." With that perspective we practice Restorative Justice and apply Non Nonsense Nurturing.

To fully support our students we have dedicated staff members to support students resolving conflicts with a Restorative Approach. We also have a full time school social worker to help students learn new skills to increase their effective communication of desires and needs.

## Restorative Practices

At Alice Terry, we support both academic and social-emotional growth of our students. When our students make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We also support adjusting our own words and actions if we make a mistake and need to repair a relationship with a student. We are committed to engaging in the kind of discipline that is rooted in learning and teaches appropriate conduct. Restorative Practices at Alice Terry are centered around 5 Rs: **R**espect, **R**esponsibility, **R**elationships, **R**epair, and **R**eintegration. As a whole, the purpose of restorative practices is to:

- Focus on building strong, respectful relationships within the school community.
- Think about and respond to conflicts, disputes, or offenses by taking responsibility and making things as right as possible for all involved.
- Repair the harm to relationships created by conflicts, disputes and offenses.
- Reintegrate the victim and/or offender back into their community as much as possible.

Being a restorative practice school does not mean we will not take appropriate disciplinary action when necessary. What it does mean is that we are committed to supporting the whole child and will ensure that the student fully understands his/her actions, how those actions harmed their learning community, and we will work with the student to ensure the behavior is not repeated.

## Positive Behavior Intervention Supports (PBIS)

Alice Terry is a Positive Behavior Intervention Support (PBIS) school under the Colorado Department of Education's PBIS Initiative. Within our PBIS system we have four school-wide behavioral expectations. Our expectations are for students to be **Respectful, Responsible, Ready and Safe**. Staff will define, teach, practice and reinforce these expectations with students throughout the school year. Students will learn to be respectful, responsible, ready and safe in all areas of the school from the classroom to the playground. PBS emphasizes continual encouragement of and recognition for positive and cooperative student behaviors.

## Discipline Philosophy

At Alice Terry Elementary School, our staff is committed to creating a safe and caring school culture. We believe that a child's success in life is largely determined by the extent to which

she/he has learned to recognize and manage their emotions, control their impulses, feel and express empathy toward others and interact positively and peacefully with others.

Positive Behavior Intervention and Support or PBIS provides the structure for the Alice Terry discipline policy. Our discipline procedures are based on the Positive Behavioral Support system. When students follow our school rules and demonstrate positive behaviors on a consistent basis, they may receive a School Wide Panda PAW from their teacher or other staff member.

### Behavior Chart

Students begin each day on “ready to learn.” Their choices during the day determine what happens to their clip. Teachers and staff ask students who are exhibiting positive and on task behaviors to “clip up.” They move their clip up to the next section (Great Choice- Outstanding) in hopes of making it to the “top of the chart” (Super Star). Teachers may ask students to “clip down” (Reminder- Stop and Think- Contact Home) based on the choices they are making in the classroom and shared school spaces.

In some cases such as physical fighting, we will move the student’s clip directly to red and in certain situations a student’s behavior will warrant a referral. A referral can result in time out of the classroom, restorative conversations or an appropriate consequence including suspension. The teacher or staff member that moves the student’s clip to red will communicate with the family regarding the situation and the Principal or Assistant Principal will communicate with families regarding all referrals.

### Toys for Home

The Alice Terry Team understands that adjusting to a new school year can often be an emotional and distressing time for students and their families. Our students may feel anxious in a new environment filled with unfamiliarity. We understand that a student may be attached to a favorite toy or object from home and accept that this item may be instrumental to our student’s emotional wellbeing and sense of belonging. However in most instances we:

- Discourage toys from home being brought to Alice Terry Elementary on a regular basis unless they are essential to a child’s emotional wellbeing and/or sense of belonging.
- Enforce a non-violent toy policy in which we seek family assistance in preventing their children from bringing in violent toys from home. Any such toys will be removed from the child immediately and placed in the reception area for parental collection at the end of the day.
- Discourage the wearing of dress-ups that incorporate capes, guns, holsters, knives or swords. Such clothing encourages violent play and may present a danger to the child and others within our school.
- Don’t allow students to bring any kind of outdoor playing equipment into the playground during school hours. This includes, but it is not limited to dolls, video games, poker cards, soccer balls, football, baseballs, etc. Alice Terry Elementary will provide students with playing equipment while at recess and special outdoor activities.

## Cell Phones

As technology becomes increasingly integrated into our daily lives, we recognize the importance of establishing clear guidelines for the use of cell phones and smart watches within our elementary school. Our goal is to ensure a focused and distraction-free learning environment while acknowledging the convenience and necessity of these devices for communication and safety. Please review the following policies regarding cell phones and smart watches:

### Cell Phone Policy:

1. Bringing Cell Phones to School:
  - Students are allowed to bring cell phones to school. However, cell phones must be turned off and stored in backpacks during school hours.
2. Use During School Hours:
  - Cell phones are not to be used during class time, recess, lunch, or any other part of the school day unless a teacher or staff member grants explicit permission for educational purposes.
  - If a student needs to contact a parent or guardian during school hours, they may request permission to use the school office phone.
3. After School:
  - Cell phones may be used after school hours once students have left the school building. We encourage responsible use of cell phones and ask students to respect others' privacy and space.
4. Consequences for Misuse:
  - If a student is found using their cell phone during school hours without permission, the device will be confiscated and returned at the end of the day. Repeated infractions may result in further disciplinary action.

### Smart Watch Policy:

1. Bringing Smart Watches to School:
  - Students are allowed to wear smart watches to school. However, all smart watch functionalities, except for telling time, must be disabled during school hours.
2. Use During School Hours:
  - Smart watches should not be used for communication, gaming, or any other non-timekeeping functions during class time, recess, lunch, or any other part of the school day.
3. Consequences for Misuse:
  - If a student is found using their smart watch for purposes other than telling time during school hours, the device will be confiscated and returned at the end of the day. Repeated infractions may result in further disciplinary action.

### General Guidelines:

1. Responsibility:
  - Students are responsible for the safekeeping of their devices. The school is not liable for any lost, stolen, or damaged cell phones or smart watches.
2. Respect for Privacy:
  - Students should respect the privacy of others and refrain from taking photos, recording videos, or making audio recordings without explicit permission.
3. Emergency Situations:
  - In case of an emergency, the school will ensure that all students can communicate with their parents or guardians as needed.

We appreciate your cooperation in helping us maintain a productive and respectful learning environment. If you have any questions or concerns regarding our cell phone and smart watch policies, please do not hesitate to contact the school office.

# Health Information

## Treatment of Illness or Injury

Our trained health care aide will assess children for illness or injury. Parents will be notified if the child is not feeling well or injured. If your child's visit to the health office is not an emergency, they will be sent back to their classroom after being treated. A note will be sent home following all non-emergency head injuries.

In case of serious injury or illness and/or we are unable to contact a parent or guardian emergency response will be called. Please note that any fees incurred relating to ambulance transportation will be the responsibility of the parent/guardian as we are acting in the best interest of the child.

## Fever

Temperatures are taken of all students who complain of headaches, stomach aches, sore throats and earaches. If the student has a fever, it generally indicates the presence of a contagious condition, and staying at school could compromise the well-being of the student as well as others around them. A student with a fever must stay home/go home, and is not allowed to return to school until the fever has been gone for 24 hours without medication.

## Medications at School

Students are not allowed to take **ANY** medications at school without written permission from the child's doctor and parent. The School must have all necessary forms in order to administer any medication. All prescription medication and over the counter medications sent to school for a student must be in the original container and be accompanied by the physician's directions for administration and a doctor-signed parent request/release form.

**Please see the Health Clerk to get the proper documentation for all medications.**

## Immunization Records

State law requires all students to provide proof of required immunization on the first day he/she attends school and to have an updated immunization card on file. This immunization card must be verified by a physician or an authorized health official. Vaccination requirements can be found on the immunization record form provided by your child's doctor, or by contacting the school's health clerk. All health documents must be turned in directly to the health clerk.

# SAFETY

The safety and security of our students and staff are a top priority at Alice Terry Elementary School. We recognize that our building is more safe when our students, parents, and staff members understand that safety and security are our collective responsibility. Therefore, we ask our students and families to immediately share with us if they have any questions or concerns either directly with us or through Safe2Tell.

## Safe2tell

Safe2tell is designed for anonymous reporting of anything that is scaring or endangering a student, family or friends. Colorado State Law guarantees the caller will remain unknown. The toll free safe2tell hotline is manned 24 hours a day. Callers may report information about a crime that has already happened or one they fear may happen. The focus is to make schools and communities safe through prevention. The Safe2tell website is located at [www.safe2tell.org](http://www.safe2tell.org). To make a call to Safe2tell, call 1-877-542-SAFE (7233).

## Emergency Procedures

### Emergency Information and Procedures

The Sheridan School District maintains a file containing necessary information about each student which may be used if an emergency arises. It is imperative to keep this information up-to-date. Should any contact information change, including parent and guardian phone numbers (home, work or cell), place of employment, home address, people who ARE or ARE NOT allowed to pick up the student, and special medical instructions/needs, please let us know immediately. When emergencies do occur, we follow these steps:

1. First aid is provided
2. Attempt to contact parents at the numbers on the registration form
3. Attempt to contact other emergency contacts listed on the registration form
4. Call 911/ambulance if warranted by the situation

### Emergency Preparedness Drills

As a part of our safety plan, Alice Terry students will participate in emergency preparedness drills approximately twice a month. This practice will ensure students and staff know what to do in the event of an actual emergency. The drills students will practice include evacuation, shelter, lockout and lockdown.

### Severe Weather and Tornado Warnings

Alice Terry Elementary has instituted procedures to be used in case of severe weather or tornado warnings. Areas in the school have been designated as safe areas and school personnel have been trained in the procedures to be followed. In the event of a National Weather Service warning, parents are asked not to remove students from these safe areas during the time the warning is active.

### LOCKOUT/LOCKDOWN Procedures

From time to time, if we are notified that an unsafe situation exists in or around our school, Alice Terry may initiate a lockdown or lockout. This procedure can also be initiated by local police in response to nearby police activity or by district staff in response to possible unsafe situations. **During a Secure Perimeter, the exterior doors are not opened for any reason.** We recognize that parents who are coming to pick up their child may be frustrated or inconvenienced by this procedure, however, it is VERY IMPORTANT that the secure perimeter

be maintained at all times throughout the duration of the lockdown or lockout. If you arrive at school to find a note taped to the door informing you that we are in a lockdown/out, please do not panic. We appreciate your cooperation with this procedure and know that you understand that our first priority is to maintain the safety of our students.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **OCCUPANTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **STAFF**

Close and lock door  
Account for occupants and staff  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **OCCUPANTS**

Return inside  
Do business as usual

### **STAFF**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **OCCUPANTS**

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **STAFF**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **OCCUPANTS**

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

### **STAFF**

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



## **SHELTER! Hazard and safety strategy.**

### **OCCUPANTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **STAFF**

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

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# Frequently Asked Questions

## May I bring a cell phone or electronics to school?

If your parents wish for you to have a cell phone for emergency contact, you may bring it to school and use it before and after school. As per BOE policy JICJ it may not be used in class, lunch, or at recess. If you use it during a time when it should not be used it will be held by the administration and returned to parents directly.

Students are not allowed to bring any electronic games/toys, iPods, MP3/CD players or like objects to school. The school will not be responsible for lost or stolen devices, and will not participate in retrieval of such items. Any and all electronic equipment brought onto school grounds will be at the sole responsibility of the child and his/her parent.

## May I wear a hat or sunglasses at Alice Terry?

Hats and sunglasses may not be worn in the building or during the pledge of allegiance. Hats and sunglasses may be worn outside only as deemed appropriate by school personnel.

## What is appropriate student attire?

Students should wear clothing that is suitable for the weather and for an educational environment. You must wear clothing which covers your chest, stomach and underwear. Shorts may be worn as long as they are of mid-thigh length. Any clothing, styles or colors that denote gang membership are strictly prohibited. Flip Flops, Roller Shoes ("Heelys" or "Street Gliders") are not permitted. For more detailed information, please see the current Sheridan Student Code of Conduct. The district Code of Conduct will override any representations made in the individual school's handbook.

## Can I have food, drinks and gum at Alice Terry?

Students are allowed a personal water bottle. Other food and drinks are only allowed during lunch and specified snack times. Soft drinks and candy are not permitted, please do not send these items to school.

## May I ride a different bus to or home from school?

Students should ride the bus to which they are assigned. If a student would like to ride a different bus, parents/guardians must get **prior approval from the transportation department**. In many cases, our buses are running at capacity, and bus changes may not be possible. Please do not call the school for these requests. Call the transportation department directly, at 720-833-6763. If a change is approved, parents/guardians must notify the office and the classroom teacher in writing of the change.

Students will be given colored backpack tags to denote the student's method of transportation for the day. A yellow tag indicates a bus rider, a blue tag is for car rider/parent pick-up and a red tag is for students who ride a daycare van/bus. **Please notify the school if your student's method of transportation changes. It is the responsibility of the parents and guardians to ensure the correct tag is on the student's backpack each day.**

## May I ride my bike or scooter to school?

Students may ride their bikes or scooters to school provided they are able to secure it outside during the day. Students must bring their own lock and chain to school to make sure that their bike or scooter is safely secured. *Bikes and scooters cannot be brought into the school. The school will not be responsible for lost or stolen property, and will not participate in retrieval of such items. Any and all personal property brought onto school grounds will be at the sole responsibility of the child and his/her parents.*

### **How does the school communicate about inclement weather?**

Sheridan School District #2 uses most metropolitan radio and television stations to announce the closing of schools due to weather or other extenuating circumstances. Major TV channels, 2, 4, 7, 9, and 31 broadcast school closings. In addition, our website is updated to provide accurate information. **In most cases, calling the school office will not be helpful if school has been canceled.**

## **Collaborative Commitments**

**As a primary caregiver of a child that attends Alice Terry Elementary, I will partner with my school community to....**

- Be kind and respectful of all cultures, races, orientations, disabilities, and personal differences
- Engage in daily conversation with my student about what they are learning and how they are feeling

- Ensure my student is on time everyday and picked up at dismissal time
- Ensure that my student arrives at school ready to learn
- Communicate any absences with the school
- Regularly communicate in a respectful and kind two way dialogue with school staff and other community members including when you disagree with the actions the school has taken
- Attend any and all meetings concerning my student
- Participate in school based community events
- Review- Sign and Return my students Thursday Folder every Friday.
- Support the school with the appropriate restorative practices and any behavioral interventions

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**Parent Agreement Signature** As a parent of a child that attends Alice Terry Elementary I, \_\_\_\_\_ (parent name) am committed to partnering with the Alice Terry community to ensure the success of my child. I acknowledge I have received, read, and understand the information contained in Parent and Student Handbook.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Primary Caregiver Signature \_\_\_\_\_ Date: \_\_\_\_\_

**We look forward to being a partner in your child's education!**