Alice Terry Elementary School
Student & Parent Handbook

2019-2020

4485 S. Irving Street
Sheridan, Colorado 80110
720-833-6652
Attendance Line
720-833-6660

Safe, Smart, and Happy!
August 2019

Dear Families of Alice Terry Students,

Welcome to Alice Terry Elementary School! You have joined a community committed to challenging your child to reach his/her highest potential as an academic learner and to learn and grow socially through positive peer and adult interactions. At Alice Terry, the entire staff strives to provide excellent learning opportunities for all students in a safe, enjoyable environment. We have a strong emphasis on literacy (reading, writing, speaking and listening) and mathematics. We focus on citizenship skills in an effort to empower your child to make wise and positive behavioral choices. This handbook outlines the policies and procedures that allow us to be successful in providing the best education possible for your child. Please take the time to become familiar with this information and share it with your child/ren.

It is our privilege to provide high level educational opportunities to your children, and we take our responsibility very seriously. If there is anything we can do to make your time or your child’s experience more productive or positive, I invite you to share your thoughts with me.

Thank you for your part in building your child’s success. We count on our parents to help reinforce lessons at home, and to work as partners in your child’s education. Your child’s teacher and I are both available to meet if the need arises. If at any time we can be of assistance, please schedule a visit or call.

Once again, welcome to Alice Terry Elementary and the Sheridan School District #2. We’re glad you are here.

Diego J. Romero, Ed.S.

Alice Terry Elementary, Principal
~Safe, Smart and Happy!~

Alice Terry Elementary School

Sheridan School District #2
Board of Education

Bernadette Saleh
Sally Daigle
Karla Najera
Daniel Stange
Juanita Camacho
Patrick Sandos

President
Vice-President
Secretary
Treasurer
Board Member
Superintendent

Board meetings are held at Sheridan Administration Building, 4000 S. Lowell Blvd. and are open to the public.
Check the district website for current Board Meeting times and dates.

Vision Statement
High Quality Post-Secondary Options for all students

Mission Statement
Sheridan School District is committed to the continuous improvement of quality instruction

Key Actions
∙ Improve and Increase Instruction and Assessment for Learning
∙ Align Curriculum Vertically and Horizontally
∙ Monitor and Provide Instructional Feedback
∙ Develop Team-Based Decision Making Models (PLC’s)
∙ Expand Leadership Capacity for Administrators and Teacher Leaders
∙ Create Safe and Effective Learning Environments
# Alice Terry Elementary Team

**2019 – 2020**

**Diego J. Romero,** Principal  
**Jennifer Webster,** Assistant Principal  
**Kylene Vigil,** Principal’s Secretary  
**Sonia Luna Hernandez,** Health/Attendance Clerk  
**Carla Granados,** Family Liaison  
**Linda Medina Martinez,** Social Worker  
**Thomas Glennon,** Behavior Specialist

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<tr>
<td>Mary Mobley</td>
<td>Karen Barbian</td>
<td>Sarah Diedrich</td>
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<tr>
<td>Lisa Trail</td>
<td>Adrian Vigil</td>
<td>Megan Freeland</td>
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<td>Stacy Waechter</td>
<td>Susan D’Onofrio</td>
<td>Ashley Elsner</td>
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<td>Sylvia Trujillo</td>
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<td>Anthony Roncolato - Music</td>
<td>Paula Wheeler</td>
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<tr>
<td>Andrea Lakebrink - Art</td>
<td>Andrea Holmes</td>
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<td>Nicole Termeer</td>
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<td>Alice Smith – ELD Teacher</td>
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<td>Janel Wade – Mid/Mod SPED Teacher</td>
<td>Saundra Shelafo - SPED Para</td>
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<td>Christen Neugebauer-Speech</td>
<td>Trudy Moralez – SPED Para</td>
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<td>Donna Keale - Vision Impairment Teacher</td>
<td>Rosa Torres- SPED Para</td>
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<td>JoAnn Roberts - Physical Therapist</td>
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<td>Kim Gulley - Physical Therapy Assistant</td>
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<td>Suzanne Sharpe - Hearing Specialist</td>
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<td>Carol Doerner-Long - Audiologist</td>
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<td>Jean Lyons - School Nurse</td>
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Frequently Asked Questions

May I bring a cell phone, CD player, Ipod, video games, or electronic toys 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 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 clothing for Alice Terry?

- 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. 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?

- Water bottles are allowed at all times, as their presence contributes to healthy hydration. Other food and drinks are only allowed during lunch and specified snack times.

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, parent/guardians must get **prior approval from the transportation department** for any changes. In many cases, our busses 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. The school will happily provide multiple tags for students whose transportation changes, but **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 parent.**

How will I know if the school district will be closed due to severe weather or some other type of emergency?

- 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 at early hours. In addition, our website is generally updated to provide accurate information, and we may begin using telephone “alert” messages for such announcements. **In most cases, calling the school office will not be helpful if school has been cancelled.**
Vision
Alice Terry Elementary empowers all students to strive for success and positively impact our changing world.

Mission
Alice Terry Elementary 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.

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

- Reading, Writing, Speaking and Listening
- Mathematics
- Science and Social Studies
- Music, Art, Physical Education, Technology and Library Skills

The staff at Alice Terry is committed to helping each child grow and develop to their fullest potential. If you should 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.

Instruction
As a part of our commitment to continuous improvement of quality instruction, the Alice Terry Staff consistently implements engaging and research based instructional strategies. The use of these strategies helps us meet individual student needs as well as creating a rigorous and engaging learning environment. For more information about the strategies we use on a consistent basis, or the research supporting these strategies, feel free to contact the principal, assistant principal or your child’s teacher.

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. If you should have any questions, please contact us at 720-833-6652. 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.

Student Support Services

English Language Acquisition
Alice Terry provides English as a Second Language (ESL) support to those students who have limited proficiency in English. Students are assessed for English Language skills annually or upon entrance to the school. These assessments are used to determine if ESL services would be beneficial for individual students.
Alice Terry will make every effort to provide our families who speak a language other than English with translation support at Parent/Teacher conferences, jumpstart and during other school related meetings. Bilingual office staff are available to assist Spanish-speaking families.

**Special Education Services**
Alice Terry serves students with a variety of special needs. Whether a student has physical or learning disabilities, the staff uses a collaborative approach to ensure we meet students’ needs at all levels. Physical limitations are addressed through coordinated care and an excellent special education staff. Special education services are coordinated with other agencies as needed to provide the level of support each of our student’s needs. When warranted, the special education staff will write an Individual Education Plan for qualified students with specific identified needs.

**Response to Intervention**
The Alice Terry staff utilizes the Response to Intervention model to problem solve and plan interventions to support our students’ educational needs. This model allows us to plan and track specific interventions to determine what steps we can take to maximize a student’s learning experience.

**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. Our students benefit from the specific programs and special 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.

**Volunteering at Alice Terry**
There are many options for parents and guardians to get involved at Alice Terry. When you come to volunteer, please sign the visitor log at the front office. Consider which of these ways you would be willing to help your child’s school:
- Volunteering in the classroom
- Copy items for classroom/office
- Plan, assist, or coordinate a school fundraiser
- Write a grant to secure funding for special programs
- Help with lunchroom or playground supervision
- Help direct traffic in and around the parking lots during arrival and dismissal time
- Assist with school and community events
- Coordinate activities for Teacher Appreciation Week
- Participating or planning Parent Connection Meetings
- Serve as a member of the Parents as Leaders Group
- Represent Alice Terry on the District Accountability Committee
- Serve as a tutor or translator

**Alice Terry Accountability Committee**
The School Accountability Team is an important committee for school improvement efforts. The main role of this group of parents, community members and staff is to guide our school improvement efforts. They monitor the achievement of our students, give input on the budget and capital projects and help with the school improvement planning process. Meetings are held quarterly. Please call the school office if you would like to participate on this important committee at 720-833-6652.

**Visiting School**
We love having our parents in the building! All are welcome to come and be a part of the great things happening here. In order to maintain focused learning in our classrooms, we ask that parents make prior arrangements with teachers to visit classrooms and that they plan to stay no more than an hour at a time. For security reasons, all visitors must report to the office for a visitor’s pass when entering the building. Please enter through the main doors in the front of the building. Other outside doors are locked during the day. Staff members have been instructed to
ask any adult without a pass to return to the office to sign in. Thank you for your understanding and assistance with this very important safety measure.

**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.

Please note that when a child is absent for part of the day, the time away from school is reported as an absence. Students should only be picked up for doctor’s appointments, illness, and other reasons listed under the “excused absence” section of the Student Code of Conduct. **Please help us maintain an orderly end to the day by not picking children up at the office prior to the final bell.**

**School Communication**

**School Website and Facebook**
The Alice Terry website will be updated regularly in order to provide a reliable source of information anywhere you have internet access. This will be our first line of communication for information you will need as an Alice Terry family. The Sheridan branch of the Arapahoe Public Library District is in close proximity to our building and we encourage anyone that does not have internet access at home to utilize this resource.

We also post updates and pictures on our Facebook page, so make sure to like our page. www.facebook.com/AliceTerryElementary

**Telephone Messages**
We wish to accommodate parents and students when necessary messages need to be delivered. However, this can interrupt learning each time such a request is made. Please try to convey such messages before students leave for school.

**Publication of Student Work, Photos and Video**
Newspaper or television journalists or other media personnel may occasionally visit Alice Terry to photograph or video students and/or student work. They may or may not include student names in these publications. In addition, Sheridan Schools and Alice Terry staff may photograph, or take video or audio recordings of students and their work in order to publish our students’ efforts on the district website, in newsletters or in other venues. 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.

When attending school events, please refrain from photographing or videotaping other children but your own, we take privacy very seriously for all of our students.

**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.

At Alice Terry Elementary we believe that the key to a successful school year is communication, empathy and the establishment of consistent routines.

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.

Therefore, we will:
1. Encourage children who bring special belongings into school to place them in a special “toys from home” box to reduce the likelihood of their becoming lost or broken. However, we must make it clear that whilst all care is taken, Alice Terry Elementary is not responsible for damaged, lost or stolen items.

2. 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.

3. Enforce a non-violent toy policy in which we seek family assistance in preventing their children to bring 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.

4. Discourage the wearing of wearing 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.

5. Not allow students to bring any kind of outside playing equipment into the playground during school hours. This includes, but it is not limited to dolls, video games, poker cards, soccer ball, football, baseballs, etc. Alice Terry Elementary will provide students with playing equipment while in recess and special outdoor activities.

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 perimeter lockout, 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 to 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.

Student Behavior Supports
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. These behavioral expectations will be tied into individual and group acknowledgement systems. PBS schools have been very successful in decreasing the amount of student behavior problems and in increasing academic and social growth of students.

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. PBS emphasizes continual encouragement of and recognition for positive and cooperative student behaviors. 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. When students violate our school rules, they will be held accountable for their behaviors and receive consequences. If referrals to the Principal or Assistant Principal become necessary, our goal is to develop a positive behavior plan and/or contract that will help that student learn from their mistake as well as have the opportunity to learn new behaviors. Parents will be contacted as deemed necessary to help develop or implement the behavior plan.

Behavior Meter
Every classroom K-2 has a behavior meter with different colors on it. The colors are blue, green, yellow, orange, and red. Each child will have a clip with his or her name on it. Students will ALWAYS begin each new day on the color green. During the day, if a student chooses to not follow one of our expectations, he or she will receive a verbal warning. If the student still chooses not to follow the expectation, then his/her clip will be moved from green to yellow. After yellow, the next poor choice will result in the clip being moved to orange. If the student continues with another poor choice, then the clip will be moved to red. Once a clip has moved below green, it may not be moved back up until the next morning. However, if a student is on green and he or she displays excellent character the clip can be moved up to blue upon the discretion of the teacher.

Each Specials teacher will have a behavior meter as well. In this way, all staff will have the ability to use the same disciplinary system throughout the building, and students will be held accountable for their behavior in every class.

When teachers and staff see that a student is not following an expectation, we will do the following:

1. Point out positive behaviors displayed by other students, in hopes that the undesirable behavior will be corrected on its own.
2. Give a verbal warning to the student.
3. Move the student’s clip from green to yellow. We will then have a brief, private, and positive conversation with the student to try to help them turn their behavior around and have a good rest of the day.
4. If the student continues to make poor choices, we will move the clip from yellow to orange. We’ll have another conversation with the student.
5. If the student continues to make poor choices, we will move the student from orange to red (or in some cases such as physical fighting, we will move the student’s clip directly to red even if they were on green). The teacher that moves the clip to red will also call home to make the family aware of the situation and the let parents know that their child will have to stay for after school REFOCUS. As explained above, we would also have a conversation with the student to determine what led to REFOCUS and what we can all do to make things work better in the future.

After School REFOCUS
After school REFOCUS will be held from 3:25 to 3:45 in our counselor’s classroom. Students will have access to their homework and workbook sheets and will be instructed to sit silently the entire time they are in REFOCUS.
Several staff members will be providing supervision during this time. **At 3:45, parents will be responsible for picking the students up.**

### Alice Terry Discipline Process

All discipline will be aligned with the District Code of Conduct, available on the district website or by request in the main office. Discipline may include one or more of the following actions:

1. Redirect/In or out of class refocus time
2. Restitution and apology
3. Referral and parent contact & Behavior Contract
4. Parent conference
5. School related community service
6. In-school suspension
7. REFOCUS after school
8. Out of school suspension
9. Recommendation for expulsion

### Safe 2 Tell Program

All of the Sheridan Schools will be promoting Safe2tell this year. Safe2tell is designed for anonymous reporting of anything that is scaring or endangering a student, family or friends. The caller does not need to reveal his identity. 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).

### School Social Worker

In addition to several programs which are designed to teach responsible behavior and focus on prevention, Alice Terry has a part-time school social worker and school counselor that help our students and families work through any difficulties they are encountering.

### School Hours and Playground Supervision

**Alice Terry school hours:** 8:00 a.m. to 3:25 p.m. Tuesday – Friday
8:00 a.m. to 2:20 p.m. Monday

### Early Release Days

Alice Terry will have an early release every Monday. On these days, students will attend school from 8:00 a.m. until 2:20 p.m. Students who ride the bus will go home on the bus at this time and all other students should either be picked up or walk home. Feel free to contact the school with any questions at 720-833-6652.

### 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 starting at 7:45 a.m. **Students should not arrive to school before 7:45 a.m. and should be picked up at 3:25 p.m., when school is dismissed. Students must have adult supervision if they are on school grounds before 7:45 a.m. or after 3:35 p.m.** Parents are responsible for their child’s welfare and supervision at all times before and after playground supervision is provided. **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.
**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 when this determination is made. If the temperature is 25 degrees or higher, plan for an outside day. **Please ensure that students arrive to 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 to the gym.
- **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 warrant calling an Inside Day. Please ensure students bring all of their winter outerwear even if an inside day is expected. We will try to get students outside during the school day, every day, for at least a short while.
- **After School** - If weather conditions prevent normal dismissal of bus lines, students will line up inside the cafeteria until the entire line is ready to load the bus. Parent pick up and walking students will be dismissed as usual, unless unsafe conditions exist. We may use the gym to house students during parent pick up if absolutely necessary. This will significantly increase the amount of time it takes to dismiss students, and we ask parents for exceptional patience in the pick-up line if this becomes necessary.

**Attendance**

**Notifying the School of an Absence**

Regular attendance at school is essential to promote maximum academic achievement and it is a requirement of state law. The district is mandated to proceed with the truancy process, if attendance becomes problematic. Please keep your child home only when it is necessary, and call the attendance line as soon as you know he/she will not be at school. If a child is going to be absent or tardy, please call the attendance line before 8:00 a.m. If we receive no call, we will call the numbers provided on the emergency card before noon in an attempt to confirm that the child is safe. We ask that you advise the school immediately of any changes in your address or phone number during the school year.

**Health Related Excused Absences:** Students’ guardians will be able to excuse their child up to three times during the school year without a doctor’s note. Any absences after three guardian excuses will require a doctor’s excuse in order to be considered a medically excused absence.

**Early Pick-Up:** Education achievement is strictly correlated to school attendance. Therefore, if a student exceeds three early pick-ups, the school principal or assistant principal will be required to approve subsequent early pick-ups. The principals will only excuse early pick-ups if it is an emergency or if the child has less than five (5) absences throughout the school year. Any other early pick up will count as an unexcused early pick up.

**Tardiness:** Arriving late to school is very hard for students. Please consider setting up an alarm to ensure your child arrives on time to school. Tardiness will not be excused unless the school principal approves it. Three tardies of more than 30 minutes will be consider a half-day absence. Students who consistently arrive 90 minutes or more after the school start time will need to attend after school tutoring. Tutoring may be required at the parent’s expense at the rate of $35.00 an hour.

If the student’s school attendance continues to be a concern, the school may refer the student to an attendance review board or file a truancy petition in court. As part of this process, a referral to Arapahoe County Department of Human Services may be made after 10 unexcused absences. One outcome of the attendance review board is to complete an attendance contract which defines the expectations and responsibilities for the student, parent/guardian
and school. If the parent/guardian and/or student fails to attend the attendance review board meeting or attendance does not improve after the meeting, proceedings may begin for filing the truancy case in Arapahoe County Truancy Court.

**Board Attendance Policy**
For specific and accurate information about the attendance policy and what is considered an “excused” absence, please refer to the Sheridan Student Code of Conduct. If absenteeism or tardiness becomes a problem, procedures outlined in the Sheridan Student Code of Conduct will be followed. This may include letters outlining the concerns, requests for meetings, or even truancy court appearance requirements if the problem is not resolved within a reasonable amount of time. Please keep in mind that regular attendance in school is a legal requirement of the State of Colorado, and parents/guardians are responsible for ensuring the regular attendance of children in their care. If you or your child encounter extenuating circumstances requiring a prolonged absence, please inform Principal Romero or the front office staff as soon as possible, so a reasonable solution can be agreed upon. As addressed by the Sheridan Student Code of Conduct, the principal has limited authority to pre-approve absences for non-medical reasons.

**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 seriously ill or injured. In case of an emergency, paramedics and rescue personnel will be dispatched to the school site. If a child must be taken to a hospital emergency room, parents will be charged for the needed ambulance and medical services. The office must have all necessary forms in order to administer any prescribed 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. These forms are available in the health office. We cannot administer over the counter medications without a parent’s and a doctor’s authorization. Please see the Health Clerk to get the proper documentation for all medications.

**When does the nurse call home after an injury?**
Our health aid or school nurse will make a phone call only when a child had a head injury or when bleeding occurs. If no guardian answers the phone, a message will be left to call the health office as soon as possible. If the injury is serious and our school nurse recommends it, we will call an ambulance to come and take the child and an Alice Terry Elementary team member to the nearest hospital. Please note that any fees incurred relating to ambulance transportation will be the responsibility of the parent/guardian as we are acting on the best interest of the child. If your child’s visit to the health aid or school nurse is not an emergency, they will be sent back to their classroom after treatment. A note will be sent home following all non-emergency head injuries.

**What happens when a child has a toileting accident?**
We recommend that you send your child with and extra set of clothing (pants, underpants, shirt) in case of toileting accidents. The school does have some extra donated clothes for situations like this, but we cannot guarantee that we will have an extra change of clothing in the right size. If we do not have the appropriate clothing, we will give you a call asking you to bring an extra change of clothes. Therefore, please plan ahead and send an extra change of clothes for your child. Parents will be notified in writing if a toileting accident occurs.

**Medications at School**
Students are not allowed to take ANY medications at school without written permission from the child’s doctor and parent. Even over the counter and topical applications are prohibited without written permission. Please do not send any type of medication with your child to school, or ask your child’s teacher to administer any medication, including medicated lotions. ALL medicines must be accompanied by written doctor approval and turned in directly to the School Health Clerk.
**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.

**Sheridan Family Resource Clinic**
The Sheridan Family Resource Center and the School based Clinic bring affordable healthcare to Sheridan residents needing assistance. For information about the clinic call 303-781-1636.

**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, Sunshine Romero.

**School Lunch**

**Lunch Program**
Free and reduced lunch applications are available to every parent. Applications are available on the district website ssd2.org. We urge all parents to complete the application even if you question whether you qualify. **Currently, The State of Colorado subsidizes breakfast and lunch for all students in Pre-Kindergarten through 2nd 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-2nd grader, the lunch (or breakfast) will be FREE. This does NOT apply to 3rd, 4th and 5th graders who are on “reduced lunch” status. In the event this policy changes, parents will be responsible for the “reduced” fee. Students will not be allowed to charge breakfast or lunch. All meals must be paid for in advance. The breakfast and lunch program starts on the first day of school and ends on the last day of school. Breakfast is served in the classroom from 8:00 a.m. to 8:15 a.m. and lunch is served based on the grade level schedule. The lunch menu may be found on our website. Adults may join us for lunch at any time.

Lunch times for each grade level are:

- **Kindergarten:** 11:35-12PM Lunch; 11:15-11:35 Recess
- **First Grade:** 12PM-12:25 Lunch; 11:40-12PM Recess
- **Second Grade:** 12:25-12:50 Lunch; 12:05-12:25 Recess

**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. We apologize for any inconvenience this may cause.
Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sheridan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sheridan School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school or school district to the contrary in accordance with Sheridan School District procedures. The primary purpose of directory information is to allow the Sheridan School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. 503 (c).]

If you do not want Sheridan School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must contact the Sheridan School District in writing by [insert date]. Sheridan School District 2 has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Release of Information to Medicaid

As a Medicaid provider, Sheridan School District 2 will access Medicaid eligibility information for students enrolled in Sheridan from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of name and date of birth will be released to HCPF to verify Medicaid eligibility of students in the District. The description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the District claiming agent for proper administration of the program.