

**2016-2017**





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**MISSION STATEMENT**

***To educate and inspire all students to reach their highest academic and creative potential in order to become productive citizens in our ever changing world.***

**EVANS VISION STATEMENT**

***As a school community we will collaborate as a team of enthusiastic and knowledgeable professionals. With integrity we will build a positive reputation of quality, high standards, and expectations unequal to any other school.***

**EVANS BELIEF STATEMENTS**

* ***Students construct knowledge and understanding of concepts through structured inquiry.***
* ***Personal attributes that contribute to the well being of the individual and group are best taught when embedded in the curriculum.***
* ***Authentic assessments are balanced, rigorous and focused on learning.***
* ***Students, parents, and teachers share a common goal of providing every student with a high quality education aimed at promoting international mindedness.***
* ***All students can learn and will achieve high levels of success regardless of their previous academic performance, family background, socio-economic status, race or gender.***
* ***The school community appreciates other cultures, and global perspectives.***

**IB MISSION STATEMENT**

***The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people*** ***who help to create a better and more peaceful world through intercultural understanding and respect.
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.
These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.***

**EVANS MOTTO**

***United for every child. Every day. Whatever it takes.***

**IMPORTANT INFORMATION**

**FOR EVANS PARENTS**

The purpose of this handbook is to clearly describe policies and expectations of Evans International Elementary School. These expectations are stated in accordance with Falcon District Board of Education policies and Senate Bill 93-140 and HB-1093. These policies and laws declare that every student in a public school in the state of Colorado has the right to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruptions.

Summaries of Board of Education policies in the area of student attendance, conduct, discipline, discrimination, harassment and weapons in school are included in this handbook.

A Falcon School District Student Conduct and Discipline Code Book for the current year will be posted on the Falcon District 49 website at [www.d49.org](http://www.d49.org). If you would like a printed copy of the District School Conduct manual, please request one by calling the school office at 495-5299.

Please read this book in order to familiarize yourself with other important policies and laws.

\*\*If at any time you would like a printed copy of this handbook, please contact the school office and we will be happy to provide one for you.

**STUDENT ACADEMIC/BEHAVIOR EXPECTATIONS**

Evans believes in a positive approach to teaching academic and social expectations. Evans will utilize Capturing Kids’ Hearts, BoysTown Skills, Love and Logic strategies, and Positive Behavior Supports in encouraging the development of appropriate behavior and social skills. We will utilize corrective teaching techniques with a focus on prevention of inappropriate behaviors. Student discipline will be treated as a learning experience throughout the school.

Students are expected to put forth their best effort in academic/social behavior, which include the following school rules focused on the P.A.W.S acronym:

1. Positive Attitude
2. Act Respectfully
3. Work Smart
4. Safety First



**CHILDREN LEARN BEST WHEN**

* They are actively engaged in their learning.
* They interact with their environment to construct knowledge.
* Their learning builds on prior knowledge & past experiences.
* They are provided with a relevant, integrated curriculum.
* They feel they have choices in the learning process.
* They work cooperatively with their peers.
* They have a safe learning environment.
* Their developmental needs are met.
* They are respected for their uniqueness and are treated as individuals.
* There is collaboration among school, home and community.

**SCHOOL DRESS CODE**

We ask the cooperation of parents concerning appropriate school clothing. These guidelines may be helpful: modesty, neatness, cleanliness. Schools expect students’ dress and behavior to be consistent with the situation. Under no circumstances should clothing or personal grooming be distracting, uncomfortable, unsafe, or disruptive to the educational program. Certain types of clothing for physical education, fieldtrips, field days, or school directed-activity days may be necessary. Headgear (hats, visors, beanies, etc.) cannot be worn once on campus. Gang related clothing is not allowed.

Any student deemed in violation of the dress code shall be required to change into school loaned appropriate clothing and/or make arrangements to have appropriate clothing brought to school immediately. If the student cannot promptly obtain appropriate clothing on the first offense, an administrator shall request the student change into loaned clothing, if available, and notify the student’s parents/guardians. On the second offense, a more serious consequence will be administered and a conference with the parents/guardians may be held. On the third offense, parents will be contacted, and the student may be subject to suspension or other disciplinary action as outlined in the school discipline code. Unwillingness to change into appropriate clothing at any time it is requested by an administrator will result in a suspension from school. Classes missed as a result of clothing related offenses are considered excused, however, the student may be required to make up class time missed.

**UNACCEPTABLE CLOTHING ITEMS**

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.
2. Sunglasses, bandanas, hats or scarves on the head worn inside the building.
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs; halter tops; backless clothing; tube tops; garments made of fishnet, mesh, or similar materials; muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, chest and breasts.
4. Tank tops or other similar clothing with straps narrower than 2 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that contain any advertisements, symbols, words, slogans, patches, or pictures that:
* Refer to drugs, tobacco, alcohol, or weapons.
* Are of a sexual nature.
* By virtue of color, arrangement, trademark, or other attribute, denote membership in gangs or advocate drug use, violence, or disruptive behavior.
* Are obscene, profane, or vulgar.
* Threaten the safety or welfare of any person.
* Promote any activity prohibited by the student code of conduct.
* Otherwise disrupt the teaching-learning process.
* Permit undergarments to be exposed.
* Create a safety hazard for the student or others.

**GENERAL SCHOOL INFORMATION**

**ASSESSMENT**

The purpose of assessments is to provide the teaching staff information on individual learning needs and to plan instruction. A wide variety of assessment types are used throughout the year to form a “body of evidence” that indicates instructional growth.

**Colorado Measures of Academic Success (CMAS):**

All public school students enrolled in Colorado are required by state law to take a standards-based summative assessment each year in the specified content areas and grade levels.

The Colorado Measures of Academic Success: English Language Arts, Mathematics, Science and Social Studies are content areas that are tested through CMAS.

**Assessment of Students’ Reading Ability**: DIBELS NEXT (Dynamic Indicators of Basic Early Literacy Skills) is an effective screening tool that tests students in phonics and phonemic awareness and allows teacher to evaluate students and monitor effectiveness of instruction**.**

**Curriculum Based Measurement (cbm):** Students will be progress monitored on a weekly or monthly basis using curriculum based measurement in math and reading fluency. Students meeting grade level target scores will be monitored on a monthly basis and students below grade level targets scores will be monitored weekly.

**Cognitive Abilities Test (CogAT):** Third grade students take the Cognitive Abilities Test. This test is typically given at the beginning of the year and results are back before the end of the school year.

**BICYCLES AND SKATEBOARDS**

Pupils riding bicycles should park them in the bike rack immediately upon arrival. **RIDING BICYCLES IN THE SCHOOL YARD AND PARKING LOT IS PROHIBITED FOR SAFETY REASONS.** We recommend that a chain and lock be used to secure the bicycles during school hours. Skateboards, roller blades, “heelys” with wheels in them, and roller skates are prohibited on school grounds at any time, including weekends and other non-school hours.

**PETS on School Grounds**

In order to make every student at Evans as safe and secure as possible, please do not bring your pets with you when you walk your child to and from school.

**CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file, signed, and specifically states denial requests, we must provide equal rights to both parents.



**CLASSROOM ASSIGNMENTS**

The following will serve as guidelines in assigning students to classrooms:

* Recommendation of teachers, guidance counselor and administrators.
* Total number of students in each classroom at that grade level and space available.
* Special needs or concerns of a particular child or children.
* Balance of academic abilities, gender and ethnicity.

Students who have not been in school before will be placed in grades according to age appropriateness. Special evaluation and assessments may be requested. We have a wonderful staff of teachers at Evans and we do not allow families to request or change assigned teachers.

**CLASSSROOM PROCEDURES**

Each classroom will establish specific rules and expectations aligned to those previously stated in the form of a social contract in order to build a sense of ownership around the classroom expectations. The aim of the school is to allow each child to develop fully to his or her individual potential, and it is recognized that each situation will be different.

**CONFERENCES/REPORT CARDS**

Report cards will be issued to students at the end of each quarter. Parent/guardian conferences are held twice a year. This year we have scheduled elementary parent-teacher conferences for October 3-7 and February 13-17. Parents may be notified between marking periods when students need some type of special attention to their school work. These reports do not necessarily mean a student is failing, but a deficiency is noted that needs correction. Acknowledgment of this report by the parents/guardians through a phone call /visit to school and/or a parent/guardian/teacher/student conference is important and appreciated.

**DRILLS**

### Fire/Tornado/Lockdown

Fire drills, tornado drills, and lockdown drills will be conducted throughout the school year. Please remind your student that the purpose of these drills is to ensure the safety of all students, staff, and visitors, and appropriate behavior is expected at all times.

# EDUCATIONAL PROGRAMS

# The educational programs at Evans include an academically rich curriculum for kindergarten through fifth grade.  High academic standards are placed on all content areas.  All students at Evans receive services through the Title 1 program. We also offer instructional interventions to students who need more support and extension activities for students who may be more gifted. We work to meet every student’s learning needs during the 7 hours they are in school. However, extended learning opportunities may be offered after school, and sessions include enrichment and remediation instruction for students.

Full day Kindergarten is open to children who have reached their fifth birthday by August 15th.  Language expansion, reading and writing instruction, socialization skills, and math instruction are included in the kindergarten program.  To enter first grade, a child must have reached his/ her sixth birthday by October 1st. Headstart/Preschool is offered to families who qualify.

**READING**

Students are able to experience a double core reading program at Evans. Each classroom utilizes a balanced literacy model which exposes all students to the five components of reading: phonemic awareness, phonics, comprehension, vocabulary and fluency. Daily, students will receive whole class, on grade level instruction as well as small group reading instruction at their current level using the *Wonders* reading program. Wonders is a research based, comprehensive Reading Language Arts program for grades K-5 that gives educators the resources they need to help all students succeed. High quality literature coupled with explicit instruction and ample practice ensures that students grow as life-long readers and writers. Whole Class Reading allows students to practice vocabulary, phonics skills, and interact with a grade level text in a meaningful way. Students will read multiple texts that are connected through a common theme being explored every five days. Oral reading fluency is modeled and practiced, and direct instruction of new vocabulary is included daily. Differentiated Reading is daily, small-group reading instruction. It features the explicit teaching of learner targets in phonemic awareness, phonics, and comprehension strategies. Assuring student success is provided through text selection appropriate to student needs and instructional targets. Equally essential to the process is balance among the critical genres of reading – descriptive, explanation, instruction, persuasive, and narrative. Directed Reading assures students daily opportunities to independently practice the newly learned vocabulary, decoding skills, and comprehension strategies with a variety of reading materials, both self-selected and teacher assigned. Accountability and engagement are maintained through daily opportunities to individually respond to this independent reading through tasks, both academic and creative. The production of meaningful quality products and the effective management of the classroom environment through literacy centers and a variety of individual, small, and large group experiences is essential.

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Students in grades K-2 receive additional daily phonics lessons. We utilize the Junior Great Books Program and novel studies in challenging students to use inquiry and critical thinking skills.

**WRITING**

Students at Evans receive daily writing instruction incorporating content, spelling, grammar, style, fluency and organization. Evans students learn to write in a variety of genres: narrative, descriptive, explanatory, instructional, and to a variety of audiences. Writing progresses from learning basic sentence structure and simple grammar rules to more complex sentence structures and a focus on writing in response to texts. Students will have a demonstrated writing time daily where they will be able to see high level writing with a focus on specific targets for that day. Directed writing gives students the opportunity to independently practice the targets that was taught that day within topics of personal interest and experience. Writing skills are not strictly taught in isolation, and students will work on practicing the grade level writing skills throughout the day as they write in their reading, math, science, and social studies practice.

**MATH**

At Evans, our goal is to instruct math based on state standards and we will use a variety of resources to support our instruction. We utilize Engage NY to teach the Colorado Common Core standards. ST Math is an online program that we are using that allows students to get extra practice where they need and advance those students ready for the next challenge. Ongoing assessment, progress monitoring, and intervention ensure that our math instruction gives every student the opportunity to succeed. We structure math instruction to incorporate inquiry-based learning in which students learn to think in order to solve real-world math problems and master number sense and computation.

**I.B.**

We believe inquiry-based learning increases student engagement and motivation. As an IB school, our goal is to develop compassionate, knowledgeable, and international minded citizens. The IB curriculum at Evans focuses on Transdisciplinary skills of knowledge, which have local and global significance. The curriculum develops essential skills, such as research, communication, and social skills. The Primary Years Program fosters positive attitudes such as tolerance, respect and responsibility as well as providing opportunities for meaningful community services.

**SCIENCE AND SOCIAL STUDIES**

Evans is an International Baccalaureate School and science and social studies concepts are integrated into reading, writing, and math instruction. Students are taught science and social studies standards through thematic, interdisciplinary units of study that have local and global significance.

**ENRICHMENT CLASSES**

In addition to their classroom studies, students at Evans also attend Physical Education, Music, Art, Library/Media/Technology, and Spanish on a weekly basis. The enrichment teachers at Evans work closely with the classroom teachers to provide an integrated approach to learning key concepts and support students’ interdisciplinary learning.

# SPECIAL PROGRAMS

# Evans is supported by the District Special Education program, which provides services for children who have special instructional needs (e.g., perceptual/communication disorders, physical disabilities including vision and hearing impairments, emotional disorders, or limited intellectual capacities).  Evans uses the inclusion model to mainstream all special education students.

# SOCIAL COMMUNICATIONS PROGRAM

# Evans is home to a SOCO program that provides support for students with Autism and Asperger Syndrome. Autism is a developmental disability significantly affecting a child’s verbal and nonverbal communication and social interaction. Asperger Syndrome is a neurological condition that affects a child’s social and emotional interactions. Students in this program will be included into the regular education classroom as much as possible while receiving additional support from our SOCO staff.

**ENGLISH LANGUAGE DEVELOPMENT**

We offer an ELD program for students acquiring English proficiency. Our English Language Learners partake in small group lessons as well as receiving support to help them with language and vocabulary acquisition. English classes are also offered to parents.

**SUPPORT SERVICES**

Evans offers a daily hot lunch program.  We also offer a breakfast program daily from 8:05-8:20am. Free and reduced meals are available to eligible students.  Evans is a “walk-in” school, serving children in the Cimarron Hills community.  Kids Corner operates a before and after school program on site in our multi-purpose room.

**ENTRANCE AGE**

Kindergarten is an important part of an elementary education and it is essential in building a fundamental base for future years. A child may enter Kindergarten if five (5) years of age on or before August 15th of the year of enrollment. All school age children who will be enrolling in first grade must be six on or before October 1 of the school year of registration. Younger students shall be accepted if transferring from a first grade in another public school.

**FIELD TRIPS**

Field trips are permissible and encouraged when they are associated with class work and have educational value. Field trips are a privilege for the students. Each teacher is responsible for the arrangements of his/her own field trip. Transportation permits must be signed by the parent before a student is allowed to attend any field trip.

**FOOD SERVICE PROGRAM**

Hot lunches are available. Milk or juice is included with the lunch. Extra milk or juice may be purchased. Forms are available in the school office for families who are eligible for reduced or free lunches. Lunches may be purchased by the day, week or month. Charges are discouraged. If you have any questions about the lunch program at Evans please call food services at 495-1126.

Evans also has a breakfast program. The breakfast program runs from 8:05 – 8:20 am each morning before school. If you want your child to eat breakfast at Evans, they MUST be at school before 8:20 am. Students arriving tardy or late to school will not have the opportunity to eat breakfast at school.

**HOME AND SCHOOL COMMUNICATION**

Regular communication is vital for progress and welfare of the students, parents/ guardians, and teachers. Teachers will notify parents/guardian promptly when they have questions, comments, praise or concerns. We ask that parents do the same. Notes from the parents/guardians to the teacher should be sent in case of any unusual development. This will lead to a mutual understanding of your child and his or her progress and problems. Please address any questions or concerns with your child’s teacher. The Evans staff is committed to working with parents and students to best meet the needs of all students.

Please sign up for online access to the Parent Portal on Infinite Campus. Through the Parent Portal you will be able to view your child’s attendance and grades, and you can email your child’s teacher as well as receive notifications from the teacher. To sign up for the Parent Portal, please stop by the office to pick up an application form. If you have previously signed up for Parent Portal and need help with your username or password, please stop by the front office for assistance.

We often send out emails and phone messages to our families reminding everyone of important events or announcements. This has proven to be an effective way to keep all of you informed about school events. Please make sure our school office always has your accurate email and phone information so you do not miss any school communication.

**HOMEWORK**

The term homework refers to assignments completed during supervised time in the classroom or at home. If a student does not finish his/her work at school, it may be considered homework. The purpose is to improve the learning process, to aid the mastery of skills, and to create and stimulate interest on the part of the pupil. All parents can expect some homework each week. Reading and math facts should be worked on every night.

Although parents should occasionally observe their child at work and give assistance or guidance, one of the major goals of all homework is that of self-direction and independent study. Parents can help by providing an atmosphere at home that supports and encourages students in homework completion.

**ILLNESS AT SCHOOL**

In the event that a student becomes ill at school and, if in the opinion of the school nurse/principal, a child is too ill to remain at school, the child will be made as comfortable as possible. The parent will be contacted and arrangements will be made for the child to be sent home. It is **ESSENTIAL** that the school always has a contact number for one or both parents/guardians. If we are unable to contact the parents/guardians at home or work, the number designated on the emergency card will be used.

**IT MEANS MONEY**

The months of October and February have been designated by the Colorado Department of Education as the official enrollment periods for the Falcon School District. **LOCAL SCHOOL DISTRICTS RECEIVE MONEY FROM THE STATE BASED ON THE NUMBER OF STUDENTS WHO ARE IN ATTENDANCE DURING OCTOBER AND FEBRUARY. IT, THEREFORE, BECOMES IMPORTANT THAT WE HAVE ALL OF OUR STUDENTS PRESENT DURING THESE MONTHS. IT IS ALSO VERY IMPORTANT THAT ELIGIBLE FAMILIES COMPLETE AND RETURN THE FORM FOR FREE OR REDUCED LUNCH.** If you are in doubt about whether or not you qualify, please fill out the form. The percentage of qualifying families determines the status of the Title I program in our school. All schools in the State of Colorado receive money based on the number of students in attendance on October 1st of each year. Therefore, it is extremely important you ensure your child is in school on this date.

**KINDERGARTEN**

This is generally the first experience in formal education for children. Kindergarten students are exposed to many rich and joyful daily experiences. Kindergarten fosters learning experiences through the use of developmentally appropriate learning activities. These activities promote literacy and math readiness. It is our expectation that kindergarten students will be reading by the end of the school year. Evans offers only full day kindergarten for all students with no charge for tuition.

**LEAVING DURING SCHOOL DAY**

Taking a child out of school prior to the regularly scheduled dismissal time, before weekends, holidays, and the closing of school is discouraged. Please do not plan vacations during the school year. Emergencies will be considered by the principal to comply with the State Compulsory Attendance Law. (In accordance with the Colorado State Law 22-23-104, any child who attends school for less than 968 hours during the school year may be considered for retention). An exception to this Colorado State Law pertains to students who are temporarily ill or injured, or whose absence has been approved by the principal. All extended absences must be pre-approved by the principal.

Children leaving school during the day for any reason should bring a signed note from their parent/guardian in advance stating the reason for the absence. **NO** pupil will be allowed to leave school during the school day with any adult other than the parent/guardian unless proper permission has been given by the parent/guardian. All students are required to sign-out in the office when leaving school and sign-in when returning to school during school hours. When coming to the school to visit your child’s classroom or check them out early, please make sure you have a picture id and check in with the office.

**LIBRARY/MEDIA CENTER**

Books can be checked out from the resource center. However, they must be returned on the due date. Children are encouraged to make full use of all library facilities and to seek assistance from the library staff as needed. The books and other materials are there for everyone’s enjoyment.

#### READ PLANS

The Colorado Reading To Ensure Academic Development Act (Colorado READ Act) was passed by the Colorado Legislature during the 2012 legislative session. The READ Act repeals the Colorado Basic Literacy Act (CBLA) as of July 1, 2013, keeping many of the elements of CBLA such as a focus on K-3 literacy, assessment, and individual plans for students reading below grade level. When a kindergarten, first, second or third grade student is identified as having a significant reading deficiency, a teacher and other skilled school professionals shall create a READ plan in collaboration with the student’s parents. While the classroom teacher initiates this plan, the READ plan is developed and supported by a team—the parents, school administrator, and other staff as needed. Each member of the team has a role to play in supporting the student’s literacy success. No member of the team, working alone, can guarantee academic success. By working together, we increase each student’s literacy achievement. Components of the READ plan will include (a) the student’s specific diagnosed reading skill deficiencies, (b) the goals and benchmarks for the student’s growth in attaining competency, (c) the scientifically based reading instructional programming the teacher will use, (d) the manner in which the student’s progress will be monitored and evaluated, and (e) the strategies the student’s parent is encouraged to use. The READ plan shall be reviewed at least annually and updated or revised as appropriate.

**LOST AND FOUND ITEMS**

We have a lost and found barrel in the cafeteria by the gym. If your child loses an article, please have him/her check the lost and found barrel. Unclaimed items will be donated to Goodwill charities at the end of each nine weeks.

**LUNCHROOM EXPECTATIONS**

We utilize the following Cafeteria “PAWS” to teach and reinforce expectations for student behavior while in the cafeteria.

**P** – Please show patience and manners

**A** – At your table use indoor voices, raise hands, and show appreciation

**W** – When done eating, check area and line up appropriately

**S** – Silently stand, check area and line up appropriately

**NEWSLETTER/NOTES/THURSDAY FOLDER**

The School Newsletter will be published quarterly (four times) during the school year and will be posted on the school website. Publishing will occur in August, October, January, and March. Please view our school website at <http://d49.org/evans> to see all newsletters from the school year. We will notify families when a new school newsletter is available on the website. A paper copy will be sent home with all students in Thursday folders once published. Please review the School Newsletter as well as the school website for important dates and upcoming events.

Our school website will be kept up to date with individual teacher announcements and classroom events. Individual teachers will send home notes, homework and other information to keep you informed about school activities each Thursday. Help your child develop responsibility for being the deliverer of these messages and newsletters. Plan to read and sign folders every Thursday. Students need to return Thursday Folders to their teachers on Friday.

We often send out emails and phone messages to our families reminding everyone of important events or announcements. This has proven to be an effective way to keep all of you informed about school events. Please make sure our school office always has your accurate email and phone information so you do not miss any school communication.

**SCHOOL CLOSURE**

When it becomes necessary to delay the start of the school day or to close the Falcon School District because of severe weather conditions, the announcement will be made over the radio as early as possible. The report will be made over local radio stations including, but not limited to: KRDO (1240), KKLI (106.3), and KVOR (1300) and television stations channels KKTV-10/11, KRDO-12/13, and KOAA-5/30. Parents are urged NOT TO TIE UP the telephone lines by calling the school during these times. Please listen to the radio for complete information. All school activities will be cancelled for the day and evening when school is cancelled due to weather conditions. You may also sign up to be alerted to any closures or announcements through our district website, [www.d49.org](http://www.d49.org). Through this system you are able to receive an email or text alert whenever a closure or announcement is released.

**SCHOOL HOURS**

**Evans School Hours are 8:20 a.m. – 3:30 p.m**.

Students should not arrive at school earlier than 8:05 a.m., as there will be NO school supervision before that time. Students are not allowed to use the playground before school. Upon arriving at school after 8:05 am, students will be allowed to enter the school and go to the cafeteria for breakfast and/or go to their classroom to complete morning activities before the start of school at 8:20am. PLEASE ensure your child does not arrive at school before 8:05 as there will be no school supervision. Students will be considered tardy at 8:30 a.m. and must check into the office before going to class. Frequent tardies disrupt classroom schedules and instruction. If there are concerns regarding tardies, an administrator will contact parents/guardians to correct the problem.

**SCHOOL PARTIES/ACTIVITIES**

***According to the adopted District 49 Wellness policy and guidelines, each classroom will be allowed ONE day per quarter for parties (4 per year). This includes holidays or other celebrations. Individual students may bring in “treats” at other times during the year as well but these “treats” MUST be fruits, vegatables, yogurt, cheese, or other healthy snacks.* (see wellness policy guidelines in board policy section).** **ALL** treats **MUST** be store bought and unopened or they will not be passed out! Parties of any nature should include all of the children in a classroom. Invitations for selected friends should not be passed out at school. Arrangements for those parties must be made outside of the school.

**Note:** If you plan to bring in treats to celebrate your child’s birthday or for any other celebration/holiday, you **MUST** notify your child’s teacher ahead of time and arrange a good date/time to do this. If this is not arranged ahead of time, treats may not be allowed to be taken to the classroom.

***Important Reminder***

**Unacceptable snacks/goodies throughout the year are: foods as defined in federal regulation and include all soda water, water ices, chewing gum, jellied candy, hard candy, marshmallow candies, fondant, licorice, cotton candy, candy coated popcorn.**

*If you want to look at the actual packaging to determine if an item is acceptable, the guidelines are as follows:*

***Fat:*** *less than 4 grams per 100 calories*

***Sugar****: less than 9 grams per 100 calories*

**Acceptable snacks/goodies for celebrations throughout the year:**

Vegetables/dip dried fruit cheese 100% juice

fruits animal crackers bagels milk

yogurt chips muffins

pretzels crackers popcorn

* We are a peanut protected school – please do not bring in snacks with peanuts.
* Energy drinks are not allowed

**SCHOOL RECORDS ENROLLMENTS/WITHRAWLS**

The school office keeps an up-to-date enrollment card on file for each child. If you move or change your residence or telephone number, report the new information immediately. **IT IS VERY IMPORTANT THAT WE HAVE TELEPHONE NUMBERS WHERE YOU CAN BE READILY REACHED IN CASE OF AN EMERGENCY.**

\*\*WE ALSO REQUEST THE NAME AND PHONE NUMBER OF A RESPONSIBLE PERSON IN CASE YOU CANNOT BE REACHED.

All new enrollments will take place at Central Enrollment, before going to the school. For an effective and positive transition when enrolling after the start of the school year, new students will begin 1 school day following enrollment at the school.

Children transferring or withdrawing from school must be cleared through the school office. Bring a note to the office stating the date your child will be leaving. All texts and other materials belonging to the school district must be collected before you leave, and fees must be paid. We will send all records to your new school upon the request of that school. Please note - - Colorado State Law allows schools to hold grade reports and student records if texts and library materials have not been returned or paid for.

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**TELEPHONES/CELL PHONES**

Children should not use the school telephone unless the situation demands a phone call. Students will not be called away from classes to answer the telephone except in emergencies. Parents are asked to limit calls. CELL phones are not to be used by students during school hours, this includes field trips and all school-related activities. If students bring a CELL phone to school, it needs to remain in their backpack. If a CELL phone is used at school by a student or if it rings in their backpack, the phone will be confiscated by school personnel. Confiscated cell phones will be returned to a parent.

**TEXTBOOKS, SCHOOL SUPPLIES, SCHOOL PROPERTY**

Textbooks are furnished by the school district free of charge. However, a fine will be assessed for lost or damaged textbooks. School supplies are purchased through the school for a fee of $40. There is no supply list to be purchased separately. Students who lose or damage books, and have not paid the assessed fine, may not receive their report card at the end of the year.

**TOYS, GAMES, VALUABLES**

Students should not bring toys, jewelry, sports equipment and other valuables to school. The school is not responsible for lost or stolen property. Appropriate playground equipment is provided by the school for student use. I-PODS should also be kept at home as the school is not responsible if they are lost or stolen.

The use of **CELL PHONES** in school is **NOT** allowed at any time. Cell Phones will be confiscated if used at school, and will be returned to the parent/guardian by a teacher / school administrator.

Some toys may be considered facsimiles of weapons and their presence at school may result in an out of school suspension or expulsion (i.e. squirt guns, pellet/dart guns, rubber knives, martial art toys and slingshots). Such toys are not allowed in the school, on the school grounds, in buses or at bus stops.

**VISITING SCHOOL**

Parents/guardians are welcome and encouraged to visit Evans. However, please call the teacher to make arrangements for the visit. The teacher’s responsibility is to the children; please do not interrupt the teacher or classes as this takes time away from instruction and supervision. All parents/guardians, volunteers, and guests of the school must report to the office with a picture ID upon entering the building. Anyone visiting Evans International must be prepared to show a valid driver’s license when checking in at the front office. Safety of our students is our highest priority. The system quickly prints visitor badges that include a photo, the name of the visitor, time and date. The visitor’s sticker **MUST** be worn while in the school. The secretaries will contact teachers during non-instructional time as per Colorado code #18-9-112. Parents are also requested to make an appointment with the teacher at any time they feel a conference is needed. Visits to Evans can aid the student, parents/guardians and teacher.

**SCHOOL DISCIPLINE POLICIES/RULES**

**DISCIPLINE**

Discipline is a learning experience. Discipline is essential to a child’s development. It is necessary for the success of an effective school program. It is our belief that discipline by the teacher or staff and self-discipline by the student will result in a harmonious learning environment. It is the philosophy of the administration that parents/guardians should be informed when a student experiences a discipline problem. Parents/guardians will be notified when a student is referred to the office for a discipline problem. Students may be suspended up to ten days from school according to state law. Students assigned detention after school will call their parents/guardians or the child care provider to inform them of a problem and the possibility of being late. Home and school must work together in the matter of student discipline.

**DISCIPLINARY PROCEDURES**

The objectives of disciplining any student are to teach valuable life skills, ensure a safe environment that is conducive to learning, and prevent the incident from occurring again. In addition, the student learns self discipline and socially acceptable behavior. Our discipline philosophy relies on the administration of logical consequences for behavior. A school administrator may discipline, suspend, or recommend expulsion of a student who engages in the following prohibitive behavior according to the Falcon School District student conduct and discipline code:

* Behavior on or off school property which is detrimental to welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to others.
* Committing extortion, coercion, or blackmail.
* Continued willful disobedience.
* Damage to school or private property.
* Engaging in verbal/written abuse.
* Ethnic, religious, or racial slurs or derogatory statements addressed publicly.
* Lying or giving false information.
* Name calling/bullying/harassment.
* Obtaining money or objects of value from an unwilling person, or forcing an individual to act through the use of force or the threat of force.
* Open and persistent defiance of authority.
* Plagiarism.
* Physical injury to another person.
* Repeated interference with the school’s ability to provide educational opportunities to other students.
* Scholastic dishonesty – cheating.
* Stealing or attempting to steal school or private property.
* Throwing objects (outside of a supervised school activity) which cause injury.
* Using profanity, vulgar language, or obscene gestures with students, staff, or school visitors.
* Visiting inappropriate websites.
* Violation of criminal law.
* Violation of school or district rules.
* Discrimination / Harassment

**GROUNDS FOR EXPULSION**

* Use or possession of a deadly weapon.
* The possession of a facsimile of a dangerous weapon.
* Sale of a drug or controlled substance.
* The commission of an act which, if committed by an adult, would be robbery or assault.
* Failure to comply with the state immunization requirements (will not be reported as a disciplinary action).
* Repeated interference with a school’s ability to provide educational opportunities to other students.

**HABITUALLY DISRUPTIVE STUDENTS/REMEDIAL DISCIPLINE PLAN**

A Remedial Discipline Plan will be enacted for “habitually disruptive” students. A student is habitually disruptive when he/she causes a disruption in the classroom, school grounds, in school vehicles, or at school activities more than three times during the year and is suspended for those actions. “Habitually disruptive” behaviors are actions which are willful, overt, and require the attention of school personnel. Students will be referred for further disciplinary action for violation of Remedial Discipline Plan.

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**NONDISCRIMINATION**

Evans is committed to a policy of nondiscrimination in relation to race, sex, religion, age and disability. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board of Education and in the administration of those policies.

See revised board policy below:

**Nondiscrimination/Equal Opportunity**

Falcon School District 49 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, application for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB.

In keeping with these statements, the following shall be objectives of this school District:

1. Promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretation.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefit or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual’s pride in the community in which he or she lives.
5. To investigate and resolve promptly any complaint of unlawful discrimination and harassment.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of District policy.

**Annual Notice**
The District shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the District are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the District shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name or title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall appear on a continuing basis in all District media containing general information, including: teachers' guides, school publications, the District's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.
 **Harassment is prohibited**
Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, staff members can work and members of the public can access and receive the benefit of District facilities and programs. All such harassment, by District staff, students and third parties, is strictly prohibited.

All District staff and students share the responsibility to ensure that harassment does not occur at any District school, on any District property, at any District or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any District curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:
1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;

3. other conduct that may be physically threatening, harmful or humiliating.

**Reporting unlawful discrimination and harassment**
Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the District’s compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the District's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the deputy superintendent who shall designate an alternate compliance officer to investigate the matter.

**District action**
All District staff members who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the District.

The District shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the District shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, staff member or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular District settings or activities, the District shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable administrative policies and the District shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

**Notice and training**
To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all District schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and District employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

* awareness of groups protected under state and federal law and/or targeted groups;
* how to recognize and react to unlawful discrimination and harassment; and
* harassment prevention strategies.

The District’s designated compliance officer is:
Dr. Louis Fletcher, Director of Culture & Services
10850 E. Woodmen Road
Falcon, CO 80831
719-495-1105

* Current practice codified: 1980
* Adopted: date of manual adoption
* Revised: May 1994
* Revised: August 13, 1998
* Revised: April 28, 2008
* Revised: August 12, 2010
* Revised: June 27, 2012
* Revised: May 8, 2014
* Revised: September 11, 2014
* Revised: September 10, 2015

**SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination, and this is a violation of the law. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any school district employee to harass another staff member, or student, or for students to harass other students, or an employee through conduct or communications of a sexual nature. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or

condition of a person's employment or educational development.

2. Submission to or rejection of such conduct by an individual is used as the

basis for employment or education decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonable interfering with an

individual's work or educational performance or creating an intimidating,

hostile, or offensive working or educational environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex-oriented verbal “kidding”, abuse, or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching, or brushing against another’s body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or similar personal concerns
6. Hostile environment harassment as occurring where sexual conduct has the purpose or effect of unreasonably interfering with an individual’s performance and/or creating an intimidating or offensive environment.

File: ACAA/GBAA/JBB

Students and employees may file a formal grievance of sexual harassment through the use of policy ACA-R1, Complaint Procedure. If the alleged harasser is the immediate supervisor or principal with whom a grievance routinely would be filed, the student or employee may file the grievance with the District’s compliance officer. All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect future employment, work or assignments of grades. Notice of this policy shall be circulated to all district schools and departments and incorporated in employee and student handbooks.

When an employee or student (or the parent and/or guardian jointly with the student) feels that he/she has a basis for a complaint concerning an alleged violation of Title IX, Section 504, the Americans with Disabilities Act or the Age Discrimination Act, he/she may file a written complaint with his/her principal or supervisor. Such complaint shall be in writing on forms provided by the School District and shall describe the nature of the complaint and identify the particular section of the law and/or the policies and procedures alleged to have been violated. The Falcon School District shall investigate complaints in an immediate, appropriate, and equitable manner.

**WEAPONS IN THE SCHOOL**

Bringing, carrying, using, or possessing a weapon or weapon facsimile in school, on school grounds, in buses, or at bus stops is grounds for suspension or expulsion. A weapon is defined as an object, material, or substance which, in the manner used, designed to be used, or intended to be used is capable of producing death or serious bodily injury. Weapons can be, but are not limited to the following: pistol, revolver, rifle, shotgun, air gun or spring gun, sling shot, bludgeon, brass knuckles or artificial knuckles, knife (with the blade greater than three inches), knife which can be opened with the pressure on the handle, or flick of a button, pocket knife in partially opened position, a substance used in a threatening, intimidating, violent, or improper manner. Some toys may be considered facsimiles of weapons i.e. squirt guns, rubber knives, and martial art toys.

**PARKING LOT AND PLAYGROUND**

The lower (south) parking lot is for Evans staff and buses **ONLY**. For safety reasons parents/guardians dropping students off or picking them up at school may not enter this parking lot. **ALL** student drop-off and pick up will take place in the upper (north) parking lot in front of the school. Please follow arrows and signs in the Evans parking lot.

When many people and vehicles try to fit in a limited area in a limited time, problems can arise. We appreciate those parents/guardians who consistently cooperate with traffic regulations, school safety personnel, and those who are courteous to their fellow drivers. It is important to set appropriate examples of courtesy and safety for students.

**PLAYGROUND**

Students will NOT be allowed to play on the playground before or after school. Students should **NOT** arrive at school early. Students will not be allowed to use the playground after school without parent/guardian supervision. Parents may be notified and asked to pick students up when they are on the playground unsupervised. All students will have a supervised recess during lunch time and classes may take an additional recess break at the teacher’s discretion.

**PLAYGROUND SAFETY RULES**

* Swings are for swinging only – bailing out is unsafe and dangerous, no flipping or shimming on the support bars.
* Monkey bars (3rd – 5th grade) may be crossed over using hands only. No climbing over the top, or hanging upside down.
* Slide feet first on the slide – one at a time.
* Take turns with playground equipment.
* Avoid water and mud.
* Always play on designated areas of the playground.
* Tackling is not permitted, rugby is not permitted.
* Soccer – fourth and fifth grade must have the teacher review soccer rules that have been decided by that class or classes. Students not following soccer rules will lose the privilege to play.
* Throwing of rocks, dirt, snowballs, ice, or hardballs is not allowed.
* Skateboards, roller blades, roller skates, riding bicycles are not allowed.
* Wrestling or rough play (play fighting) is forbidden.
* Children entering the building early for emergencies are to see the teacher on duty first, or have permission to be in the building.
* When the bell rings, students should stop all activities and line up quickly and quietly.
* Students need to report accidents/injuries to teachers on duty or supervisors or to classroom teacher upon entering the classroom.
* Basketball court is for basketball – no physical contact.
* Taking food from the cafeteria is not allowed.
* Students should not play chasing games (tag)– these are dangerous and cause injury.
* Spitting and littering on school grounds is prohibited.
* Disrespectful behavior towards any staff member will not be tolerated.
* Students must follow the rules of their chosen playground game.
* Other offenses at the discretion of duty teacher.

**SCHOOL/PLAYGROUND CONSEQUENCES**

Violation of the school and safety rules may result in one or more of the following consequences:

* Verbal warning or reprimand, apology, parent/guardian contact, student-teacher conference, conference with principal/counselor, cleaning school grounds/building, loss of privileges, detention within the school day, after school detention, restitution, confiscation, transfer to another class, removal from class, written remediation plan/contract with consequences, parent attendance in class with student when appropriate, in school detention, out of school suspension, expulsion, and/or other consequences deemed appropriate by school authorities.
	+ Students who violate the school rules may be assigned a disciplinary detention time. Students may serve their detention time during regular class recess or lunch recess. The students are expected to report to assigned detention area and sit quietly.
	+ Each classroom will establish specific rules and expectations in addition to those previously stated. The mission of the school is to allow each child to develop fully to his or her individual potential, and it is recognized that each situation will be different.

**STUDENT ATTENDANCE**

**(BOE policy JH-E & JH-R)**

One criterion of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every 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.

Each year the Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the district adopted calendar.

Parents will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

Continuity in the learning process and social adaptation are 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.

Absences occur any time a student misses a class, is more than ten minutes late to class without permission, is truant or fails to follow correct check-out/in procedures. In order to deliver the quality education expected by the community, students must attend classes on a regular basis and remain for the entire school day.

**Excused absences are defined as:**

1. Absences because of temporary illness or injury.

2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity.

5. Absences by those who are in the custody of court or law enforcement authorities.

6. Absences determined by school administration to be excusable, such as doctor’s appointments or appointments with outside agencies

Excessive excused absences will require verification from the appropriate doctor, dentist, agency, etc. Parents/guardians must notify the appropriate attendance office within 48 hours (excluding weekends) when their child will not be in school. When the absences have been deemed excused by school administration, students are expected to make up work and will be allowed 2 school days to make up work for each day of absence. For example, if a student is absent for 2 days, he/she will be allowed 4 days to make up work. Students under a block scheduling system will be allowed two school days to complete make up work for each day of school they missed. All major projects are due on the day specified.

Out-of-school suspensions will not count as absences, and work may be made up for partial credit only, unless the building administrator has determined otherwise.

Absences because of doctor’s appointments, outside agency appointments, or juvenile court appearances may be considered excused with appropriate documentation of the appointment. The absences may be considered unexcused until the appropriate documentation has been provided to the school’s administration. At that time, the school’s administration may deem the absences to be excused. If appropriate documentation of the appointment is not provided to the school, the absence may remain as unexcused.

All students will be allowed no more than **ten (10) days of excused absences per school** **year**. Absences for elementary school students will be documented in half day increments. Absences for secondary school students will be documented in class periods. Once students have exceeded the approved number of excused absences, and there are more absences, written documentation from a practitioner or agency may be required in order for the absences to not only be considered excused, but to also address the reasons for the excessive absences. The absences may therefore be considered unexcused until the appropriate documentation is provided to the school’s administration.



**Extensive excused absences may require verification from the appropriate doctor/dentist/agency/etc. Parents should notify the appropriate attendance office at 495-5299 within 48 hours (excluding weekends) when their child will not be in school.** Students are expected to make up any work missed. Out-of-school suspensions will not count as absences and work missed must be made up. **Family vacations during school time are strongly discouraged, as they may result in the total student absences exceeding the specified limit.**

**PREARRANGED ABSENCES**

Absences because of doctor’s appointments, juvenile court appearances, or family trips scheduled during the year **MUST** be prearranged through the main office whenever possible. **Parents should plan vacation for times when school is NOT in session.** A written note from the parent/guardian must accompany the student and should include the length of and the reason for the absence. A request for a prearranged absence should be made at least a period of time equal to the length of time the student will miss school (i.e. one day absent = one day notice). All assignments are due prior to the period of absence unless otherwise specified by a teacher. **Excused/prearranged absences in excess of district designated number of allowable absences may become unexcused**

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**UNEXCUSED ABSENCES**

**(BOE policy JH-R)**

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absence exceptions. Each unexcused absence shall be entered on the student’s record. The parents/guardians of the student receiving an unexcused absence will be notified by the District of the unexcused absence whenever possible.

When students accumulate three (3) days or more of unexcused absences, a letter will be sent to the parents/guardians notifying them of the school’s concern. If after a further period of time, there is no significant improvement in the student’s attendance, or the student’s attendance continues to accrue in unexcused absences to a total of five (5) days, the parents/guardians will receive another notification in writing. If upon further days of unexcused absences totaling seven (7) days, the District will file a Notice of Non-Compliance with the attorney’s office and El Paso County Courts. Finally, if the student continues to demonstrate unexcused absences which have accrued to ten (10) days, the school will file a Petition with the attorney’s office and El Paso County Courts. When a Petition gets filed, the student is mandated to appear in Truancy court.

In accordance with state law, students with excessive absences may be designated as “Habitually Truant” and shall be reported to the Department of Education.

When a student demonstrates excessive unexcused absences, the student, parents and school working together are to determine the cause of the absences. The school may utilize site based teams to address academic and behavioral concerns, utilize an attendance contract with the student and/or parent/guardian; make referrals to outside agencies if deemed appropriate to remediate the causal factors for the unexcused absences. In accordance with the law, the District may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students with unexcused absences are expected to make up work and will receive partial credit towards the earned grade.

Any student who has been absent from class for ten (10) or more consecutive days of unexcused absences in any one school year, except for reasons of expulsion, out of district placement, excused long term illness and death shall be considered a “dropout” and shall be reported to the Department of Education by the District. However, If the student returns back to school by re-enrolling, is in attendance at the end of the school year, enrolled in another school with appropriate proof of enrollment including an approved home school program, on-line school program, or appropriate proof of enrollment in another school district, such student is not considered a dropout and shall not be reported as such.

Student and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting such exception.

**For Elementary school students with absences measured in half-days, the following criteria will require the associated District response:**

3 “days” or 6 half days >Pupil Services initiates Letter of Concern

5 “days” or 10 half days > Pupil Services initiates 2nd letter and Building Administrator or Designee completes an attendance contract

7 “days” or 14 half days > Pupil Services initiates Notice of Non-Compliance

10 “days” or 20 half days > Pupil Services completes a Truancy Petition and Building Administrator or Designee completes a Truancy Filing Checklist; also in accordance with terms of Notice of Non-Compliance

**TARDINESS**

**(BOE policy JH-R)**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. A student is considered tardy at 8:25 a.m. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

Elementary students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reason for excused absence, may be placed on an attendance contract or referred for truancy proceedings. A student who has excessive tardies may be designated at “Habitually Tardy” and the administration may impose penalties associated with such designation.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

General procedures for penalties for tardiness and/or leaving school early as defined as an “early out” are as follows:

1. On the fourth tardy/early out, the teacher will contact the parent/guardian.

2. On the fifth tardy/early out, or an accumulation of five tardies for any/all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the parent will be notified. At that time, the student will be notified of the consequence for further incidences of tardiness.

3. Upon accumulation of ten (10) tardies/early outs, the student will have an administrative conference and may receive further disciplinary consequences.

At that time parents/guardians will be called and an administrative conference will be held to establish an attendance contract.

4. The contract will include the consequences for further occurrences of tardiness, including a possible designation of being “Habitually Tardy”. After this conference, the behavior will be considered “insubordination,” and consequences will be assigned accordingly including a referral for truancy.



Elementary students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absence, may be placed on an attendance contract or referred for truancy proceedings. Mandatory attendance laws in Colorado state: Elementary students shall attend public school for at least 968 hours during each school year C.R.S. 22-33-104.

**SCHOOL SPONSORED ACTIVITIES**

Students who miss class because of participation in school field trips, musical performances, student conferences, or other school-related activities will not be considered absent. Teachers and administrators will be provided with a list of students participating in such activities at least 48 hours in advance. ASSIGNMENTS ARE TO BE COMPLETED AND TURNED IN PRIOR TO A SCHOOL SPONSORED TRIP UNLESS OTHERWISE SPECIFIED BY A TEACHER. Administrators/teachers may refuse a student the right to participate if academic and/or behavior expectations are not being met.

**SCHOOL INVOLVEMENT OPPORTUNITIES**

**BOARD OF EDUCATION**

The regular meetings of the Board of Education are held each month. All general session Board meetings are open to the public. Executive Board meetings are closed to the public in order to discuss personnel and student type issues. The meeting location is the Board Room at Falcon School District’s Central Office. Please check the district website at [www.d49.org](http://www.d49.org) for updates on meetings, cancellations, postponements, minutes, etc.

**SCHOOL ACCOUNTABILITY/ADVISORY COUNCIL (SAC)**

The SAC helps with monitoring and improving the communication between home, staff and school. SAC focuses on the following: school standards, student achievement, CSAP scores, school improvement plan, literacy improvement, and attendance. The SAC works with the principal and staff members to achieve excellence in education for all our children. Evans International Elementary SAC meets monthly. Your involvement is welcomed and encouraged. For more information call the school office.

**PARENT TEACHER ORGANIZATION (PTO)**

The PTO serves as an indispensable arm of communication between the school and the parent/guardian. Activities are planned throughout the year to benefit the students and the school. Meeting are held monthly and posted on the school website. All families are encouraged to participate.

**VOLUNTEER OPPORTUNITIES**

We welcome and appreciate volunteers at Evans. You can be a source of special skills, personal attention, or an extra pair of hands if you become a school volunteer. If you are interested, we have a spot for you. Please contact your child’s teacher or school office if you can share some time with us. The job and hours are up to you. All regular volunteers (more than three times a quarter) are required by the district to pay a small fee and have a background check completed. We ask that all volunteers sign in at the office by showing a photo ID, wear a badge, and log in your time upon leaving. We also request volunteers to review and sign our volunteer handbook each year. Volunteer handbooks are located in the office. Also, due to confidentiality requirements, all volunteers will be asked to review and sign our statement on expectations for volunteers at Evans.

**STUDENT HEALTH/INJURY/ILLNESS/MEDICATIONS**

The main purpose of the health program is health education and health supervision. Office personnel do not diagnose or give treatment other than first aid. Any injury received at school should be reported to the teacher in charge before coming to the office. All major injuries are referred to the parents/guardians, or in case they cannot be reached, the emergency person or family doctor may be called. Appropriate emergency response personnel may also be contacted. **It is ESSENTIAL the school always** has a phone number where a parent/guardian may be reached!

If the child is to receive any medication during school hours, the parent/guardian must supply the school with a signed statement from the family doctor authorizing the school to dispense at the right time and dosage. The medication must be in a prescription bottle. **NO** over the counter medication is to be brought to school unless authorized and accompanied by a doctor’s note. This includes: nasal sprays, medicated gum, and herbal tablets. Cough drops may be brought to the nurse’s office accompanied by a letter of permission from the parent.

To control infectious and contagious diseases, the cooperation of parents/guardians, teachers, and students is necessary!

Students should be kept home until they are well or no longer contagious.

###### **Health Assistants**

Each elementary school has a health assistant in the office for six hours a day. In addition to their secretarial duties, school secretaries provide first aide and care to sick and injured students when the health assistant is not in the building. Health assistants are not nurses. They have received training in basic first aide, CPR, and medication administration only.

###### **Registered Nurses**

Due to the increase in enrollment and the number of schools in the district, nursing services will become more consultative. They will only be in the buildings to provide health services mandated by the State of Colorado such as immunizations, special education assessments, and special education staffings. They will coordinate the vision and hearing screenings and be available to teachers, parents, and students when there are specific health concerns that require assistance.

**HEARING/EYE TESTS AT SCHOOL**

Children in grades K-5 and new students are screened each year for visual acuity and hearing problems. Abnormalities are reported to the parents/guardians. However, no report is made if the results are normal.

**ILLNESS AT SCHOOL**

In the event that a student becomes ill at school and is too ill to remain at school, the child will be made as comfortable as possible. The parent will be contacted and arrangements will be made for the child to be sent home. If we are unable to contact the parent/guardian at home or work, the number designated on the emergency card will be used.

**IMMUNIZATIONS**

Colorado Law requires that all children entering school must have the following immunizations:

* 5 DTP/DTaP (Diphtheria-Tetanus-Pertussis) \*
* 5 Polio \*

\*number of DTP and Poli may be one less if the last shots given were on or after the 4th birthday

* 2 MMR (Measles, Mumps, Rubella)
* Hepatitis B injections (a three shot series over six months)

**\*\*NEW** requirement

* 2 Varicella (chicken pox) OR a history of chicken pox *documented in writing* by your health care provider

If the child’s doctor feels he/she should not receive one or more of the immunizations, the doctor should furnish the school with a statement to that effect. Also, a parent/guardian may exempt the child from these requirements by signing a statement indicating that immunizations are contrary to their religious or philosophical beliefs.





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**STUDENT CONDUCT ON SCHOOL BUSES**

**(Regulation)**

Before boarding the bus:

1. Students must stay as far off the road as possible.
2. Students are to be at their bus stop five minutes prior to pickup time. Students who miss the bus to school or home for any reason must make their own arrangements for transportation. Buses will not rerun a route or return to school.
3. Students must wait until the bus comes to a complete stop before approaching and entering the bus.
4. Students who must cross in front of the bus either loading or unloading at their bus stop are required to stand approximately 10 feet in front of the bus at the side of the road. When it is safe, the driver will signal the students to cross the road.
5. Students will be picked up and dropped off at their assigned stop.
6. Students must have the written permission of the building administrator to ride any bus other than the one assigned.
7. Students transferring from one bus to another should move directly to the assigned bus.
8. Appropriate behavior is expected at bus stops at all times.

While on the bus:

1. Appropriate conduct is expected at all times. Smoking, using tobacco or alcohol, drinking, using inappropriate language, abusing the driver or other students, or demonstrating other inappropriate conduct will result in a bus conduct report.
2. There will be absolute quiet when approaching a railroad crossing.
3. No sharp instruments such as knives, pencils or tools may be carried when they might cause damage or injury to another student. .
4. Items and materials transported for school projects should be checked with the driver. Projects developed for display or demonstration in class may be transported provided they pose no space problem or safety hazard for riders. Projects of an excessive size or of a potentially harmful nature should be transported to school by other means.
5. Because of the varied size and nature of musical instruments, students carrying instruments on the bus must check with the driver regarding available storage space.
6. Property of other students must be left alone. Students are responsible for clothing, books, instruments or other possessions transported on the bus.
7. The bus driver is authorized to assign seats.
8. Students are not permitted to stand, leave their seats or change seats while the bus is in motion.
9. The aisles must be kept free of books, coats and other objects. Students should keep their feet and legs out of the aisles during passenger loading and unloading.
10. Students must not tamper with the bus or any of its equipment. Damage to the bus must be paid for by the individual responsible for causing it.
11. Students should consult with the driver regarding the opening of bus windows.
12. Passengers must keep their head, hands and feet inside the bus at all times.
13. Nothing is to be thrown on or from the bus. Students must keep the bus clean.
14. Consumption of food or drink on the bus is not allowed.
15. In case of emergency, students will remain in the bus until instructed by the driver.

Violation of any of the above rules may result in a “Bus Conduct Referral” to the transportation supervisor and building administrator. Parents will receive a copy explaining the incident and the action taken. Repeated violations will result in a parent conference and in suspension or loss of riding privileges. Length of time of suspension will be determined by the building administrator, bus driver, and the transportation supervisor. Misbehavior on the bus or at the bus stop will primarily be dealt with through the transportation department. However, at times school administrators may provide assistance if necessary.

Bus riding rules and penalties for misbehavior will be distributed to each bus rider at the beginning of each school year. Parents are expected to read, sign, and return an acknowledgement of the rules and penalties. Failure to return the acknowledgement may result in the loss of bus riding privileges.

Falcon School District 49 charges a fee associated with riding the bus. If you have any questions about the fee structure or transportation in general, please call 495-1159. Please understand that the staff at Evans is not involved in decisions regarding transportation, busing, or routes.

**Falcon School District 49 Wellness Policy Guidelines for Parents**

The district wellness policy focuses on improving the health of students.

**Nutrition in the classroom**

* All food items must be **store-bought** with the nutrition information showing the product is **100 calories or less, 0 grams of trans fat.**
* No candy or sodas will be allowed.
* Birthday celebrations with treats must follow Wellness Policy Guidelines.

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| **10 Healthy Snack Ideas under 100 Calories** | **10 Non-Food Celebration Ideas** |
| Cascadian Farm Kid Sized Oatmeal Raisin Bar  | Smencils (smell good pencils) |
| Pepperidge Farm Whole Grain Goldfish 100 Calorie Pack  | Glow Sticks |
| Angie’s Boom Chicka Pop Sea Salt Popcorn  | Stickers |
| 6” Banana decorate with Sharpie and/or stickers  | Books |
| Stretch Island Fruit Leather  | Chapstick |
| Applesauce on the Go  | Post its in fun shapes |
| Fruit cups in 100% juice  | Play dough  |
| Brothers All Natural Fruit Crisps  | Stress balls  |
| Minute Maid Kids + Minis 100% Juice Box  | Seeds for planting |
| Trader Joe’s Apple + Banana Fruit Bar  | Lead a Dance Break |

**Physical Activity**

* Physical education is provided in elementary, middle and high school. 
* Strenuous physical activity is not used (e.g. running laps, pushups) as punishment.
* Students should not be required to “sit out” any part of recess as punishment unless there is a safety concern.
* Elementary school students will have a minimum of 30-minutes daily of physical activity. Recess for 1⁄2 day Kindergarten will be determined at those individual buildings. Physical activity can include recess, physical education classes, fitness breaks, active classroom activities, exercise programs, active field trips.

**Wellness Policy ADF** [**D49.org/wellnesspolicy**](http://www.d49.org/wellnesspolicy)

**Wellness Policy Guidelines and Resources** [**D49.org/nutrition**](http://www.d49.org/nutrition)