

Vanderhoof Elementary Handbook 2018-2019

***5875 Routt Court
Arvada, Co 80004***

Office: 303-982-2744

Fax: 303-982-2743

Absentee Call-In: 303-982-2707

Bulletin Board: 303-982-2710

School Hours: 8:15 AM-2:55 PM

Kindergarten Hours:

AM Class 8:15-11:00

School Mascot: Roadrunner

School Colors: Blue and Gold



Web Site www.vanderhoofes.org

Dear Families,

Welcome to Vanderhoof Elementary School. This handbook has a variety of information regarding our school policies and procedures.

We look forward to the new school year. Teachers and staff members use a variety of communication tools to stay in contact with parents and families. Vanderhoof has a weekly email that will be sent out to communicate great things going on in the building and important dates you'll need to know. Teachers also send home either a weekly or monthly grade level newsletter. Look for these informational items to come home in the weekly folders. I will also send home emails on Sunday evening with the week's events and any other information. These will also be available online. We will also update our website regularly, so please return often to find out what is going on at Vanderhoof.

The partnership between home and school is vital for the success of our students, our children. In the Handbook, you will find email addresses for staff members as well as voicemail numbers. We appreciate the communication between school and home to help us meet the needs of your children.

If there are any questions, comments or suggestions you may have, please feel free to contact us to let us know. We appreciate your feedback and input.

Vanderhoof is a wonderful school with a strong family community. Our teachers and staff are friendly and look forward to working with parents as partners. I welcome the opportunity to interact with your families throughout the year

Welcome back!

Zak Martin
Principal
303-982-8880
zmartin@jeffco.k12.co.us

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STAFF VOICE MAIL AND E-MAIL

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JMATTHEW@jeffco.k12.co.us

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Trapp, Ginger – 4th 982-4852
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Mike Mikitus – Facilities Mgr. 982-2744

JEFFERSON COUNTY DISCRIMINATION POLICY

The Jefferson County School District, R-1, does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Executive Director of Employee Relations 303-982-6544
P.O. Box 4001
1829 Denver West Dr. Bldg. 27 Golden, CO 80401

ARRIVAL TIME

Children are not to be on the school grounds before 8:00 a.m. as supervision will not be available until that time. The School District and/or the school assume NO responsibility for students who arrive before 8:00 a.m.

DEPARTURE TIME

Children are expected to leave the school grounds promptly after dismissal at 2:55 p.m. No student will be kept after school by staff members without prior permission from parent/guardian. If you are unable to pick up your child at 2:55, please make arrangements or we will refer you to the YMCA, our designated After School Child Care. Thanks for your cooperation.

JEFFCO CONNECT – (Student Information)

All information MUST be current and updated regularly. Parents are responsible for making changes such as new phone numbers, address or emergency contacts. School personnel are no longer allowed to make changes. If you need access to a computer, the school has computers available for this purpose. This information is critical for emergencies.

INCLEMENT WEATHER/SCHOOL CLOSURES

If any of the schools in R-1 are to be closed due to weather, that information will be broadcast over the following radio stations:

KLZ (560) KOA (850) KHOW (630)

School Messenger is available to contact families via telephone and/or email in case of weather emergencies.

JEFFERSON COUNTY POLICY REGARDING DRESS

"The appearance of Jefferson County students shall not be disruptive to the educational process; or constitute a health or safety hazard." Dress Code Expectations include but are not limited to the following:

- ◆ Examples of inappropriate school dress are: fishnet shirts, halter tops, spaghetti straps, chains, clothes or jewelry which display offensive words or phrases, advertise illegal or restricted substances, or expose midriffs, chests or buttocks
- ◆ No undergarments visible (straps and/or underwear)
- ◆ All hats must be removed in the school
- ◆ Shoes with built-in skates are not allowed in the school building
- ◆ Shirts must have 2 inch wide straps (no spaghetti straps or halters)
- ◆ Slippers are not appropriate for school.

One option to correct dress code violations will be for students to wear a t-shirt provided by the office staff.

NOTE: School personnel make any final decisions regarding the appropriateness of dress. Staff members will contact parents if clothing is inappropriate and alternative clothing will be provided to the student for the day.

- ◆ For chronic offenses, students will be referred to an administrator.

REPORTING STUDENT PROGRESS TO PARENTS

Setting goals is an important focus for us as educators at Vanderhoof. Teachers as well as students participate in this process. Report cards, student work folders, email and voicemail are all communication tools we use to share information about students. Please contact your child's teacher if at any time you want updates or need specific information. Teachers are busy teaching during the day, so we ask that you leave a voicemail or email to contact staff members if it is during school hours. Please be aware that staff members do not typically check voice mail or email until after the school day is over. Teachers are expected to return messages within 24 hours. The office staff can assist parents in contacting teachers via voice mail or email.

In order to provide specific information to you, we request you to participate in Parent/Teacher conferences. Students in grades 3-6 are encouraged to participate in these conferences as well, to provide you with information regarding their own growth and progress. We believe that this system (in grades 3-6) will provide you with information regarding your child's course of study and his/her progress.

STUDENT INDIVIDUAL ASSESSMENTS

The purpose of Assessment Days is to allow teachers to assess students one on one. Teachers at Vanderhoof, as well as other Jeffco elementary schools, will be using these days to administer required assessments. These are scheduled by teachers and will fall on Aug. 28 or 29, Dec. 8th and May7th.

PTA

At Vanderhoof, the PTA is active in promoting parental involvement, serving as advocates for children, providing a statewide voice for children, providing programs and volunteers to help all of Vanderhoof achieve high standards in education, and monitoring legislation that will impact our children and their public education. We are part of the National PTA, leaders in the fight for children's rights.

There are many ways you can participate in the PTA. Many PTA activities and PTA business meetings are listed in the calendar. Committees always need more help, and you can contact a committee member directly to volunteer.

We need YOU to make the PTA especially successful this year. Please join us today. Meetings will be published in the Beep Beep Bugle (our school newsletter) and will be posted on our website. For more information on how you can make your voice heard for children, contact the current PTA Co-Presidents, Lisa Gabel lsgabel76@gmail.com or Molli Noga molli.noga@gmail.com .

VOLUNTEER PROGRAM

Vanderhoof is committed to providing all students with a successful learning environment as well as providing a rewarding experience for volunteers. Volunteers are a critical element in providing extra support in and out of the classroom. Staff members identify times when volunteers will be most effective and plan appropriate activities such as small group, one-on-one, or clerical assistance. All volunteers are required to sign in upon arrival and to sign out when they leave. Volunteers will be asked to sign a Confidentiality waiver.

We have a Watch DOGS program at Vanderhoof, which is an opportunity for dads, uncles, grandfathers, or any other male figure to volunteer a full day at school. Please see our website or ask the front office for more information.

VANDERHOOF ACCOUNTABILITY COMMITTEE

Vanderhoof Accountability is a local school committee with the function of providing input regarding school budget, curriculum and safety. Meetings are held a minimum of six times per school year. Meetings will be posted on our website.

LOST AND FOUND

Lost and found is located in a wooden bin in the front hall. Clothing, lunch boxes and large items may be recovered there. Money, watches and small items are kept in the office. Unclaimed items will be donated to charity several times throughout the year.

SCHOOL PARTIES

The school will sponsor three parties during the school year; Halloween, Winter Holiday, and Valentine's Day. For the Halloween party, all students may wear costumes and make-up to school. Due to food allergies, **we do not allow treats in the classroom to celebrate individual birthday celebrations.** Thanks for your understanding.

IMMUNIZATION LAW

Colorado State Law requires that any student attending a Colorado Elementary School must be immunized.

Exceptions are permitted on religious grounds, personal objections, and/or if a physician states that the immunizations would endanger a child's health. All out-of-state students and kindergartners must comply with Colorado Law **before enrollment** or will be excluded from attending school.

More information regarding Immunizations can be obtained by contacting the school clinic.

CLINIC

The clinic is located in the main office. The clinic paraprofessional is available between 8:00 a.m. and 3:00 p.m. each day. Secretaries and the principal supervise the clinic when the paraprofessional is not available. If a student is running a fever or too ill to continue

attending classes, parents will be notified to pick up their child. PLEASE NOTE: The Vanderhoof clinic is able to handle only illnesses/injuries that occur at school.

REGULATIONS FOR MEDICATIONS

Medications to be given to students at school, either prescription or over the counter, MUST be accompanied by the proper forms available at the office or clinic. No medications can be administered without the proper forms completed. Medication must be in the original container with the student's name.

- Medication changes cannot be implemented until the school receives a fax or note signed by the physician.
- Medications will be stored in a locked cabinet in the school clinic. Each student has to assume the responsibility for coming to the clinic to request his/her medication.
- Medications brought to school improperly labeled or without the proper paperwork will not be given by the office personnel and will be kept in the office for parents to claim. This includes medications brought in envelopes or plastic baggies.
- **Cough drops will not be given out in the clinic or office.** If they are brought to school, they must be labeled with the student's name and given to his/her teacher.

TRANSFERS AND WITHDRAWALS

When children are being permanently withdrawn from Vanderhoof, they must check out through the office. Please let the office know as soon as possible so that the proper forms can be completed. All library and classroom materials need to be returned prior to a student leaving. Students will be responsible for paying for any school property that is not returned.

REPORTING STUDENT ABSENCES/TARDIES

To report an absence before 8:30 AM, please call 303-982-2707.

Calls from students will not be accepted.

Students must attend school on a regular basis in order to make optimal progress. Please help your child to understand the importance of regular school attendance and being on time. Students arriving late **must check in at the office and receive an entrance slip before going to class.** To provide for the safety of children, parents should call the attendance line at 303-982-2707, before 8:30 AM if a student is going to be absent or tardy. **The attendance line is available 24 hours a day.**

**Definitions of excused and unexcused absences:
REFER TO JEFFERSON COUNTY CONDUCT CODE**

Excused Absence – 2 or fewer consecutive days

All absences must be called in prior to, or on the day of, the absence.

Absences will be excused for:

1. Illness and medical care, subject to doctor verification if requested by the administration.
 2. Family emergencies and family business are subject to verification, if requested.
- Documentation might be required to verify an appropriate absence. Documentation may consist of receipts, doctor verification, letter from employer, etc. An excused absence may be deemed unexcused without proper documentation.

Excused Absence of 3 or more days:

All absences of 3 or more days must be **approved by the principal prior to the days of the absence.** You may request a Pre-Arranged Absence form from your child's teacher or the main office.

Unexcused Absence

- Absences that are not excused as defined above.
- Any absence without notice from a parent within 24 hours of absence.
- 3 or more days of illness without direct contact with school secretary and/or approval from the principal.
- Extended leave of 3 or more days from school without prior notification to the school.

Half-day Absence

- Any student arriving after 9:45 AM and before 11:35 AM will be considered a ½ day AM absence.
- Any student leaving after 11:35 AM and before 1:15 PM will be considered a ½ day PM absence.

Tardies

- Any student arriving at school after 8:15 AM and before 9:45 AM will be considered tardy.

A Remedial Attendance Plan can be established for those students deemed to have excessive absences or tardies. This plan will be written with input from the student, the parent and a school official. The plan is designed to improve student attendance before a court hearing is mandated.

LUNCH PROGRAM

Students may participate in the school lunch program or bring a sack lunch. It is the student's responsibility to take care of his/her own lunch money or sack lunch.

The school lunch is **\$2.85 for grades K-6** and includes milk. Milk may be purchased for cold lunch students. If you are planning on eating lunch with your child, please notify the school cafeteria as early as possible. Students may purchase lunch daily, or buy lunch marks that are kept in the computer, prior to the beginning of school each day, from the cafeteria manager. Parents may set up automatic payments for school lunches through the My Payments Plus program. Enrollment for this program can be done on the internet at <https://www.schoolcafe.com/jeffcosd>. You will need your child's student number to sign up for School Cafe. Student numbers are available on Jeffco Connect or through the office.

All food must be eaten in the lunchroom unless prior arrangements have been made. Monthly menus are included in the Beep Beep Bugle and are accessible through the district and school websites.

VISITING SCHOOL

We encourage parents/guardians to visit school. This not only gives you the opportunity to observe the work that is being done, but it also gives you insight into your child's relationship with others. However, because each grade level's schedule is different, we ask you to call your child's teacher and arrange a time that will be most beneficial to you and your child. Please do not send visiting friends or relatives to school with your children.

If you wish to have a conference with your child's teacher, please make an appointment with the teacher as they often have other educational or personal obligations before or after school. All visitors entering the school must stop at the office to sign in.

BUS INFORMATION (303) 982-1998

Students are required to have a bus pass to ride the bus. We will continue to participate in a program with the North Area Transportation Department to help our students have a safe bus ride to and from school. Each student will be given bus guidelines and consequences and asked to sign a contract indicating that he/she is responsible for his/her behavior. **Parents, please go over the importance of proper obedience to rules and regulations at bus stops and on the bus with your children.** Cooperation is necessary for their safety. If problems do occur and your child is involved, then you will be notified and appropriate action will be taken and can be as serious as suspension and/or removal from the bus. If, for some reason, your child needs to ride a different bus or get off at a different a parent or guardian must call North Area Transportation for prior approval. If your child needs to ride a bus home, but doesn't normally ride the bus, please make arrangements with North Area Transportation. ***Please make***

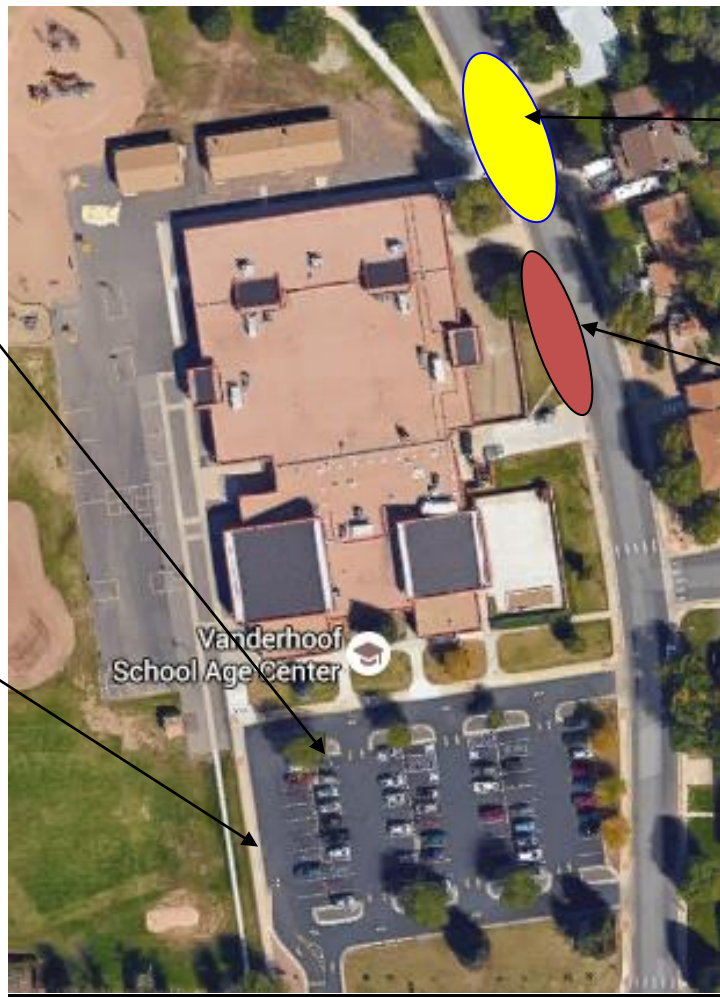
arrangements ahead of time and we ask that you not call the office during school hours to make arrangements for after school.

Student Drop off and Pick Up

We ask that parents dropping off or picking up their children be aware of the following areas. The Hug-N-Go zone (1) is located along the north side of the parking lot. You may pull in, drop off your child and continue on to the parking lot exit. The sidewalk to the west side of the parking lot is for day care buses (2), please don't drop off students or park in this area. The school bus loading/unloading area is located on the west side of Routt St (3). (east and north of the building). The area in front of the bus zone on the east side of the building is another Hug and Go zone (4), which can be used as drop off. Traffic using this area should be approaching the school from north to south to avoid having your child cross Routt St. at the busiest times of the day. There is no parking along the sidewalk. If it is necessary for you to park and leave your car, please park in the parking lot and not in any of the loading areas. You may not leave your car parked in any loading or drop off area. **PLEASE DO NOT DOUBLE PARK AND DO NOT ASK YOUR CHILD TO CROSS TRAFFIC UNLESS THEY ARE AT A MARKED CROSSWALK.** Please be **SAFE** when driving in **ALL** areas of the school **AT ALL** times. All of these rules are made with the students' safety in mind.

(1) Hug and Go Zone: Please pull as far forward as possible and drop off your child (ren) without getting

(2) Day Care Van/Bus Drop off point – No parking or letting students out of personal vehicles.



(3) Bus Parking Only – No cars for drop off or parking

(4) Hug and Go Zone: Please pull up as far as you can and drop off your child (ren) without getting out of your car.

BICYCLES, ETC.

Bike riding to and from school involves unavoidable dangers in traffic that Vanderhoof Elementary and the School District cannot prevent. Therefore, the decision to permit a student to use a bike and the duty to see that he or she complies with basic safety rules, are responsibilities of the student and his/her parents. We do suggest that students riding bikes to and from school wear a helmet. The school and the School District do not assume any responsibility for the safety of students not on school grounds and will not attempt to prevent any student from coming or leaving on a bike. Bikes ridden to school should be parked and LOCKED immediately upon arrival and not used again until dismissal. Bikes are to be walked on the school grounds, not ridden.

Due to safety and storage reasons, **skateboards, roller skates, shoes with built in wheels (i.e. hee-lies), scooters and roller blades are not to be brought to school.**

SPECIAL EDUCATION AND RELATED SERVICES

The Special Education Team is a resource to staff, students and parents composed of two special education teachers, a speech therapist and a psychologist. This team works to help students take better advantage of their school opportunities.

Major functions of the Special Education team include assessing students, consulting with parents, recommending services, and working directly with students. Parents interested in contacting a member of the SERS team or recommending that their child meet with a team member should feel free to call the school.

MAKE-UP WORK

Students who are out of school for a length of time for **trips** will be able to get their make-up work upon return from the trip. We DO NOT provide work ahead of time. Students have two days for each day of excused absence to make up their work.

FIELD TRIPS

Various field trips may be planned that are designed to supplement instruction in the classroom. The number of field trips varies by grade. Permission slips are always sent home and a child cannot be taken on the trip without the parent's knowledge. Permission slips are not accepted after the deadline date except due to absence. If children do not participate in field trips, work will be provided for those children to do in another classroom.

Permission slips and fees are due the day requested except in case of an absence. Parents may notify the office or the principal to discuss issues related to payment of field trip costs and fees. Please send the permission slip and money in the same envelope marked with your child's name, grade, and purpose. Money should be paid by check (made out to Vanderhoof Elementary) or exact amount in cash as we do not have the ability to make change. If a child rides the school bus on a field trip, the expectation is that the student rides the school bus back to school. All students are expected to return to school to finish out the school day.

HOMEWORK

Most of the work required of the students can and should be done during the school day. Unfinished daily work may be sent home for completion. Individual teachers/teams may assign routine homework assignments. Parents will be notified by letter at the beginning of the school year of routine homework assignments i.e. spelling, math, and handwriting. Additional assignments or long-term projects may be assigned throughout the year. Students will be given advanced notice of expectations and due dates.

INSTRUMENTAL MUSIC

Instrumental music is an elective open to interested children in fifth grade. Children are encouraged to try this program and discover the educational opportunities that instrumental music can provide. Band and Orchestra is part of the school day, meeting twice a week as a pull-out program that meets for 45 min for each class. There are several options available for instruments. Information flyers are sent home with 5th grade students at the beginning of the school year.

LIBRARY

The library is open to students, staff, parents and community members. The collection of over 9,000 items addresses interests in pleasure reading, curriculum needs, videos, computers, listening centers and special interests. There is a PTA section that includes resources on parenting as well.

All students may check out two books at a time. No fines are assessed for overdue items; however, a student may not check out or renew books until the overdue material is returned.

Books lost or returned damaged are to be paid for at current market value by students. Report cards are held for students with outstanding LMC issues (late books or replacement fees). A student will not receive a report card until all library books are returned or the fine is paid.

VANDERHOOF STUDENT CONDUCT PLAN

Student Conduct Expectations:

Safety

Student's actions are based on regard for their own safety as well as the safety of others.

Students will learn to solve problems in a non-violent way

Teamwork

Students and staff are encouraged to work together cooperatively to maintain an atmosphere of teamwork

Academics

School is a place of business for our students. Students need to try to the best of their ability, seek help as needed and complete school work at school and homework at home.

Respect

Students will treat others as they want to be treated.

Students will speak and act courteously at all times.

Service to others

Standards for the Treatment of Students:

Students will be treated with dignity and respect.

Students will be treated with consistency and fairness.

Individual student rights will be upheld through due process including right to appeal.

Individual and family rights will be protected.

Consequences to Violations of Expectations:

A discipline policy involves a three-level process, with severity of consequences for continued inappropriate behavior increasing at each level. Refer to the "Jefferson County Public Schools Conduct Code" for District policy regarding student and staff behavior and responsibilities. This document forms the core of our discipline plan.

First Level: Adult Intervention (Teachers, Paraprofessionals, Substitute Teachers, and Volunteers)

Each adult designs his/her own behavior expectations. The behavior expectations and rewards/consequences are clearly communicated and posted in the classroom per Board policy. The consequences for inappropriate behavior at Vanderhoof typically include one or more of the following: a warning, loss of privileges, time-out, call to parents, and/or conference with parents.

Second Level: Administrator Intervention

When teachers exhaust their series of classroom consequences or if a student demonstrates a serious violation of rules, the teacher sends an office referral, explaining the concerns, to the office requesting administrator intervention.

Consequences for behavior leading to an office referral are at the discretion of the principal. Depending on the seriousness of the offense, interventions may include one or more of the following (not necessarily in order):

- ◆ Problem solving with student and a written plan for solving the problem
- ◆ Loss of privileges at school (i.e. recess, eating in the cafeteria, etc.)
- ◆ Initiation of an individualized contract with student, aimed at specific behavior change
- ◆ Telephone or school conference with student, parent, teacher(s) and principal
- ◆ Detention and/or In-school suspension

Third Level: District Behavior Standards Enforcement from Conduct Code Booklet

Serious consequences are enforced for violating the Jefferson County Conduct Code. Some examples are:

- | | |
|---|--|
| 1) Physical contact that causes bodily harm | 5) Blatant, overt disobedience |
| 2) Stealing | 6) Serious infractions of safety, respect and responsibility |
| 3) Pervasive sexual remarks/behavior | 7) Written or verbal use of profanity toward a staff member |
| 4) Pervasive harassment | 8) Destruction of school property |

These behaviors will always result in a conference with the student and one or more of the following:

- ◆ A conference with student, parent, teacher and principal
- ◆ Loss of privileges at school
- ◆ Suspension
- ◆ Expulsion
- ◆ Notification of public law enforcement agency

Suspension followed by Expulsion is mandatory for:

- ◆ Possession of a dangerous weapon

- ◆ Possession of drugs and/or alcohol
- ◆ Other serious violations as determined by the principal

NOTE: An official discipline file will be kept on students sent to the principal with a serious violation at the Third Level. (Not all disciplinary actions and referrals are placed in an official discipline file.) The file contains documents that reveal information about the student's violation of the disciplinary code. Parents will be notified of incidents that will be placed in their child's discipline file. According to state laws and district policy, any teacher or support personnel who directly works with a child is entitled to see his/her disciplinary information file.

JEFFERSON COUNTY DISCIPLINE POLICIES

According to the 1993 Colorado State Legislature, the following statutes have a significant effect on school and District policies and procedures regarding the discipline of students. The law's purpose, of course, is to help ensure that schools are safe places for students, staff and visitors, and that the educational process is free of interruption.

As a result of these laws, Vanderhoof fully supports and will consistently enforce the District's policies and procedures relating to student discipline. Please refer to the Conduct Code for more specific information.

http://www.jeffcopublicschools.org/schools/code_of_conduct

Some serious violations now call for mandatory expulsion. They are:

- ❑ Bringing, carrying, using or possessing a deadly weapon on school property or in a school building.
- ❑ Sale or distribution of a drug or controlled substance on school property.

Additional grounds for suspension or expulsion include:

- ❑ Behavior on or off school property that is detrimental to the welfare or safety of pupils or school personnel, including behavior that creates a threat of physical harm to the child or to other children.
- ❑ Repeated interference with a school's ability to provide educational opportunities to other students.
- ❑ Willful destruction of school property.
- ❑ Continued willful disobedience or open and persistent defiance of proper authority.

VANDERHOOF HAS A COMMITMENT TO PARENT PARTNERSHIP IN STUDENT LEARNING AND HIGH ACADEMIC ACHIEVEMENT

- ◆ Parents support the development of their students as readers:
 - Home reading logs are sent home and parents sign-off on the sheet on a routine basis.
 - Parents get each of their children a public library card.
 - Parents read with their children on a routine basis or see that the children read independently for a specified amount of time.
 - Parents encourage their children to participate in a summer reading program.
 - Parents model reading for their children.

- ◆ Parents are involved in the editing process of writing.
 - Parents help their children practice for spelling tests.
 - Parents help their children proofread written homework or projects involving writing.
 - Parents provide authentic opportunities for their children to write; i.e. thank you notes, letters to friends or relatives, grocery lists, directions to familiar places.

- ◆ Parents encourage exploration of math and science in everyday situations.
 - Parents work with their children to help them to memorize math facts.
 - Parents see that their children complete math homework.
 - Parents model the use of math in their daily lives; i.e. checkbooks, cooking, sewing, landscaping, and home improvements.