

UNION COLONY SCHOOLS

Student and Family Handbook



Union Colony Elementary School

1051 29th St. Rd.

Evans, Colorado 80620

970-673-4997

UNION COLONY ELEMENTARY SCHOOL

Student and Family Handbook

2025-2026

WELCOME TO TIMBERWOLF COUNTRY!

Navy Blue and Silver - Colors of Pride!

Union Colony Schools Vision:

All students at Union Colony will demonstrate, articulate, and value the skills and knowledge to be prepared to excel in college or other post-secondary endeavors.

Union Colony Schools Mission:

Our mission at Union Colony Schools is to offer a K-12 educational program that recognizes and attends to the many unique needs of all students. The Union Colony community promotes integrity, growth mindset, life-long learning, compassion, the development of good citizenship, and we foster academic skills by providing all students with rigorous instruction. Students are then empowered to reach their full potential intellectually, socially, emotionally, and physically.

SCHOOL OF CHOICE

Union Colony School is a public school of choice designed for students who wish to focus on building the skills that will ensure their success in college. By electing to attend Union Colony, students acknowledge their responsibility for attending school regularly and punctually, completing homework assignments on time and in a quality manner, and participating to the best of their abilities in class activities and assessments including CMAS. Students agree to comply with state law, school district policies, school policies and procedures and the Code of Decency as set forth in this handbook or as developed by the Faculty Council over the course of time.

DISCLAIMER

Information contained in this handbook is meant as a summary. Specific, detailed information can be found in writing on the school website or can be obtained from the administration or the office.

WELCOME TO UNION COLONY

Welcome to the new school year at Union Colony Elementary! At our school we strive to conscientiously prepare each child for the challenges of the future. Our staff is committed to the development of a safe and caring community, in addition to educational excellence that will inspire a lifelong love of learning. Our skilled, experienced, and dedicated staff believes strongly in the success of each child at the highest levels.

We also believe that **parent involvement is a critical component** of the Union Colony success story. There are many opportunities to become involved at Union Colony. We value your support as a parent and partner in educating your child. We encourage you to be involved in your child's school and education. From making sure that your child is well rested and nourished, to getting your child to school every day on time, attending parent/teacher conferences, and volunteering in our school, your involvement sets the stage for your child's academic success. Please join us in creating and developing a positive, respectful, engaging, and challenging learning environment.

To volunteer during the school day, please fill out the [volunteer application](#) AND [background check form](#) which is located at the end of this document. Include a copy of your driver's license and turn them both into the front office.

SCHOOL HOURS / BEFORE AND AFTER SCHOOL

Monday through Friday Schedule With a Modified 4 Day School Week

7:45 a.m.	Morning Announcements begin with staff and students in the gym.
7:55 a.m.	Students will be escorted to their rooms by their teacher. Breakfast will be served.
8:00 a.m.	Instruction begins. Students will be marked tardy after 8:00..
3:10 p.m.	School is dismissed.

Note: Doors open to students at 7:30. Students should report to the gym when arriving at school.

OFFICE HOURS

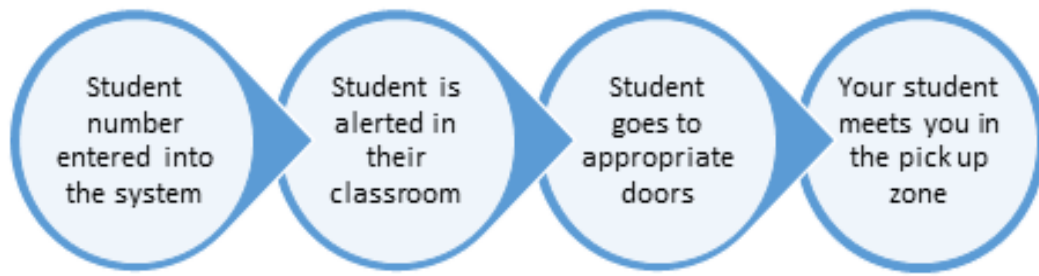
Office hours are from 7:30 a.m. to 4:00 p.m., Monday - Thursday, & Fridays when school is in session.

WEBSITE

Up-to-date information can be found on our website www.unioncolonyschools.org. Parents can access Infinite Campus (under "For Parents") from this site. Usernames and passwords can be obtained from the front office.

AFTERNOON PICK-UP

All students will be dismissed using a system called Driveline. Union Colony Elementary uses Driveline to improve safety and structure of how we go about dismissing our students for pick-up at the end of each school day. Driveline is a web based program which will notify your student's classroom when their ride arrives. After the notice has been received, students will walk out the front door and meet their ride in the pick-up area along the sidewalk.



Each family is assigned a number. When picking up your child(ren) in a vehicle in our parking lot, please place the number tag given to you in your front window. When you enter our school's parking lot, one of our staff members will enter the number into a device. Once the number is entered, your child's classroom will be notified that you are here and your child will head out through the front doors and meet you at your car when you arrive at the pick-up zone.

Each family will be given two hangtags for their front window during student registration. If you are unable to make it to registration, please visit the front office to receive your tags. Extra or replacement tags will cost \$1.00 and can be ordered at the front office.

Walkers will be dismissed at 3:10p.m. Please notify the office if your student is to be dismissed as a walker.

Students who ride the Union Colony shuttle bus will be dismissed through Driveline when the bus is ready.

- What if I meet my child at the school on foot?

Those choosing to pick up their child up at the school on foot will form a line at the east end of the school. You will need your Driveline tags. A staff member will meet parents at the line-up spot (along the fence on the east side of the building) and enter Driveline numbers on a device. Students who are picked up by parents on foot at our school will exit through the east/red doors.

- What if I don't have my tag?

This will slow down the amount of time it takes to pick up your child. Drivers: You will be directed to a waiting area in our parking lot. At the waiting area, a staff member will verify your information. Once verified, we will notify your child that you are in our parking lot. You will re-enter the pick up line and proceed as usual. Picking up students on foot: If you do not have your tag, you will be directed to the front office where you will receive a temporary tag. You will then return to the east side of the school to have your number entered.

- What if my child walks or I meet them near the school?

Students who leave campus on foot, without a parent/guardian, will be dismissed when the bell rings. This only applies to students who walk all the way home. For example, please do not arrange to pick up your child across the street. This is dangerous for students and the school will not be liable. In order for students to be released as a *walker*, parents must add them to the walker list during registration or at any time during the school year by contacting the front office.

Driveline Map



TRAFFIC SAFETY PLAN

The Traffic Safety Plan above has been established by Union Colony Schools in order to ensure safety for students and promote efficiency. Please drive responsibly. Watch for students at all times and follow prompts from school staff monitors. Vehicles should access school property by entering in the east driveway and exiting through the west driveway. **Adults dropping students off for school or picking them up are expected to follow the traffic safety plan. Do not drive across the lot even if the lot is cleared of parked cars.** All students who are being dropped off or picked up by parents shall be loaded/unloaded from the vehicles along the right hand lane adjacent to the sidewalk (yellow zone).

Thank you for keeping all of our students safe by following these steps when dropping off and picking up students each day.

1. Only enter the parking lot through the east entrance and exit through the west parking lot exit.
2. Please stay in a single file line with your vehicle and follow the flow of traffic. Do not cut through the parking areas of the parking lot.
3. Only park in a space if you need to come in to speak with someone inside the school.
4. Drop off and pick up students in the yellow painted zone along the front of the school.
DO NOT drop off or pick up students on 29th St. Rd. or at any other location throughout the parking lot.
5. Drop off begins at 7:30 a.m. and pick up begins at 3:10 p.m. once students are released at the end of the school day using Driveline. Please do not drop off students earlier in the morning unless they are here for a sponsored school activity as we do not provide supervision for students until 7:30 a.m.
6. If you need to pick up your student early, please do so through the office before 3:00 pm.
7. For safety, cell phones are not to be used in the parking lot.
8. Thank you for your patience! As everyone follows these steps, we all increase the safety for everyone around us and everyone will be able to continue on to their next destination safely and efficiently.

INCLEMENT WEATHER

In the event of inclement weather, Union Colony follows School District 6 procedures. If the District closes or is on a delayed start, UCS will be closed/delayed as well. Students are required to complete one day of their remote learning packet. Information about closures will be posted on our school website, Blackboard, Facebook, SeeSaw. Union Colony can choose to close due to weather events even if District 6 decides to remain open.

BUILDING RULES AND PROCEDURES

CLOSED CAMPUS

Union Colony Elementary School is a **CLOSED CAMPUS**. Students are not permitted to leave campus during the school day, including the lunch period, unless accompanied by a parent/guardian. Students from other campuses and other visitors, with the exception of parent/guardian, guest speakers or other school-authorized personnel, are not allowed on campus, including the parking lot, during the hours of 7:30 a.m. - 4:00 p.m. Unauthorized persons will be asked to leave the school grounds.

When taking a student off campus for any reason, the parent/guardian *must* check the student out through the school office. For their protection, students will not be released to anyone who does not appear on their emergency contact, or for whom parents have not given written authorization.

School policy provides for parental notification by the school when students are absent without an excuse from parents.

PICK UP/TARDY or AFTER APPOINTMENT DROP OFF

If you need to pick your child up for an appointment during school hours, please come to the front office to check them out. A photo ID may be required.

If your child is tardy or returning to school after an appointment, please walk them into the front office.

VISITING

Any visitor who is not employed by Union Colony Schools will have to check in at the front office with a photo government issued identification card. The card will be run through the Raptor system; this system is designed to help maintain safety on campus, which will print a photo identification badge for approved visitors.

DRUG AND TOBACCO-FREE CAMPUS

Union Colony is a drug, alcohol and tobacco-free environment. These items are not permitted anywhere on the school campus including sidewalks, and parking-lot, before, during, or after the school day. Students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs, tobacco or alcohol, shall be subject to discipline as the facts may warrant in accordance with the Union Colony Elementary School Code of Conduct. Law enforcement will be contacted where deemed necessary by administration.

VISITORS, SECURITY, and SAFETY

Union Colony Schools is committed to providing a safe environment for students and staff. State and federal laws require that **all visitors to campus must report to the school office and sign in** before entering the rest of the school. The school campus is patrolled regularly by administration before, during, and after school. Unauthorized persons will be requested to leave the school grounds. Persons refusing to follow school regulations will be dealt with pursuant to laws regarding trespass. **Please remember that the playground is for students and staff only during school hours.** For the protection of students and staff, only the main entrance doors are unlocked for entrance into the building.

Guardianship, Step-Parents and Court Documentation:

- **Step-Parents:** Most step-parents are not legal guardians of students. Although we recognize many are very involved, without legal documentation they may not be given access to the Parent Portal, make any educational decisions, nor sign any legal paperwork for the student. Additionally, unless accompanied by a legal parent, no educational or behavior concerns should be discussed in their presence.
- When a student has guardians who are not the biological parents, please ensure we have verified the following:
 - **Power of Attorney:** These forms should be notarized and are only in effect for 12 months. Please be sure families are aware a new form will be needed once it has expired.
 - **Court Documentation:** Court Documentation may be temporary or permanent. If temporary, once expired, it is no longer valid and new documentation will be required. If you are unsure if the documentation is in effect and/or gives the correct rights to the adult, please reach out to admissions. We will review and discuss with our Legal Counsel if needed.
 - **Foster Care:** Foster families have placement paperwork which provides them the right to enroll students, questions about foster families should be directed to Department of Human Services.

There are no one-size fits all answers for this subject, reach out with any questions or concerns.

VOLUNTEERS

Families are encouraged to volunteer at our school. All volunteers must pass a background check and be assigned a role for volunteering. The following are possible reasons for denial of volunteer service at Union Colony Elementary:

- Felony Conviction
- Two or more DUI convictions
- Any domestic violence conviction
- Any outstanding warrants
- Any current charges where the court date is outstanding (pre-conviction)
- Any conviction involving the illegal sale of a controlled substance
- Any conviction involving unlawful behavior involving a child
- Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety or morals.

ARTICLES NOT ALLOWED ON CAMPUS

Students are not to bring water guns or weapon facsimiles, laser pens, knives or other items that represent a potential threat to the well-being of others. Fidget spinners, electronic devices, collectable cards, stuffed animals, stickers, or toys of any kind are not to be brought to school. These items will be confiscated and disciplinary action may be taken. Athletic equipment such as footballs, basketballs, kickballs, and soccer balls should also not be brought to school. Students may bring cellphones to school, however, they must be turned off and kept in backpacks or lockers during the instructional day. Skateboards and rollerblades must be stored in the student's classroom or the office and may not be used on school grounds.

Articles that constitute a danger are forbidden on school grounds. This includes weapons, jewelry or apparel with spikes, alcohol, and controlled substances. Possession of such is cause for referral to the authorities. Students who bring such items to school face severe disciplinary action.

ATTENDANCE / TARDY POLICY

ATTENDANCE REQUIREMENTS

Each student is required to attend school daily as established by the calendar determined annually by the Board of Directors and in compliance with state law. Unauthorized absences will be subject to disciplinary action as outlined in accompanying procedures.

EXCUSED ABSENCES

Excused absences are defined as any absence from school due to temporary illness or injury, and any other reason deemed acceptable by the school administrator.

When a student has reached four excused absences from school in any month or ten (total) absences during any school year, the school shall either require a meeting or other forms of communication between the student's parent and appropriate school personnel to review and evaluate the reasons for the student being habitually absent from school. A plan may be developed for the student with the goal of assisting the student to remain in school. The student's parent/guardian will be invited to participate with school personnel in the development of the plan.

Also, students who are habitually tardy or check-out early often, (those who have more than 10 tardies/early check-outs in a semester), may be assigned to an attendance plan. The time a student is out of class due to being tardy or checking out early can be added up to count toward a full day(s) of absence.

Please remember, it is your responsibility to get your child to school on time. On time means students are here and in their classroom by 8:00 a.m. when instruction begins. They are considered tardy if they are not in their classrooms and ready to learn at 8:00 a.m. There are times when circumstance requires a student to check-out early, please limit these when possible.

The following should be considered excused absences:

1. Any absence(s) excused by a parent or legal guardian within 48 hours of the absence.
2. An absence that is approved by the administrator of the school on a prearranged basis.
3. A student who is absent for an extended period due to physical, mental or emotional disability.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

Union Colony Schools may require suitable proof regarding the above exceptions, including written documentations from medical sources.

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absences or any absence not reported to the school by a parent/guardian within 48 hours. Additionally, an unexcused absence will be recorded if a student leaves school or leaves a class without permission of the teacher or school administrator. An attendance plan may require absences to be accompanied by a doctor's note to be considered excused. Each unexcused absence shall be entered on the student's record. Attempts will be made by the school staff to notify the parents/guardian of the student receiving the unexcused absence.

HABITUALLY TRUANT STUDENT

Defined by state law (22-33-107)

A student who has attained the age of six and is registered as a student of Union Colony Schools is habitually truant if he/she has:

- Four unexcused absences from a class or school in any one month
- Ten unexcused absences from class or school during the school year

For purposes of determining whether a student is "habitually truant," absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

When the school is aware that criteria exists to designate a student as habitually truant the school will refer the student and his/her parent or legal guardian to the Weld County Judicial System, the Weld County Juvenile Assessment Center and/or the Weld County District Attorney's Juvenile Diversion unit.

CHRONICALLY ABSENT

A student is considered chronically absent if they are absent, excused or unexcused, for 10% or more of the days they are enrolled in a school year.

Student Responsibility for School Attendance

1. To attend school for all days of the established school calendar.
2. To be in class on time, and prepared to learn.
3. To contact teachers immediately upon return from absences and arrange for completion of make-up work.
4. To complete work as assigned by the teacher when a pre-authorized absence is requested.
5. To work cooperatively with your parent/guardian/ to insure adherence to attendance and absence procedures.

Parent/Guardian/ Responsibility for School Attendance

1. To maintain communication with his/her son or daughter regarding punctuality and attendance; and work cooperatively with the school to ensure positive attendance habits.
2. To communicate to their child that any absence or tardy, regardless of cause, has a possible detrimental influence on student achievement.
3. To be familiar with and follow the school's attendance and tardy policy.
4. To contact teachers immediately upon return from absences, and arrange for completion of make-up work.
5. To monitor the make-up work of the student.

Teacher Responsibility for School Attendance

1. To take attendance daily and maintain accurate attendance records according to school policy and school procedures.
2. To notify students of tardies, absences, and academic penalties through verbal notification and other procedures as specified by the school.
3. To notify parent(s)/guardian(s) of attendance concerns through specified school procedures.
4. To consistently apply the attendance policy to all students.
5. To regularly communicate attendance expectations to students in a manner that supports good attendance.

Administrator Responsibility for School Attendance

1. To supervise the implementation of attendance policy and procedures.
2. To provide parent(s)/guardian(s) with information about the school's attendance procedures as well as information about their child's attendance record.
3. To inform parent(s)/guardian(s) and students of District Student Attendance Policy and Procedures and to work cooperatively to support positive attendance habits.
4. To keep parent(s)/guardian(s) and students informed about habitual attendance issues including absences (excused and unexcused as well as tardies).
5. To facilitate the use of available resources for students who exhibit attendance problems.
6. To refer the habitually truant student to the appropriate agency.

For more information <https://www.cde.state.co.us/dropoutprevention/attendancestatepolicy>

STUDENT MESSAGES and TELEPHONE USE

While in school, it is critical that students focus on educational pursuits. Messages for students will be delivered to classrooms before the end of the day. In the event of an emergency, students will be called out of class immediately.

STUDENT USE OF CELL PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES(PTD)

For purposes of this policy, “personal technology device(s)” (PTD) includes any privately-owned portable technology device, including but not limited to: cell phones, smart or electronic watches, tablets, laptops, cameras, audio and/or video recorders and players, earbuds/earphones (whether wireless or auxiliary), smart glasses, and all other hand-held or wearable electronic communication and data storage devices.

- Students’ use of PTD with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.
- Students shall not use PTD to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.
- Violation of this policy or any other school or classroom rule or regulation on student use of PTD by students or a failure to enforce PTD use by staff will result in disciplinary actions.
- Temporary confiscation of the PTD.
 - 1st occurrence-confiscated devices shall be returned to the student at the end of the school day or upon early check out.
 - 2nd occurrence-confiscated devices shall be returned to the parent/guardian during normal business hours.
 - 3rd occurrence-a behavior plan will be implemented, student devices will be checked in each morning, and possible disciplinary actions may follow.
 - All further occurrences will result in disciplinary actions to include but not limited to out of school suspension.
- Union Colony Schools shall not be responsible for loss, theft, damage, or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

Preschool Through Twelfth Grade

Use of PTD is prohibited during the entire designated school day, inside buildings or outside on school grounds 7:30am - 3:30pm, including instructional time, passing periods, off blocks, lunch, recess, school-sponsored programs, events, or activities, and other school activities such as assemblies and field trips.

- It is the student’s responsibility to ensure all PTD brought onto school grounds must be turned off and remain out of sight, such as stored in backpacks or lockers or as otherwise directed by school staff.
- If a student needs to communicate with a parent or guardian during the day, they may come to the office with teacher or staff permission and may use their PTD or office phone under the supervision of school staff.
- While students may wear smartwatches or other types of wearable PTD, they cannot use communication applications or receive notifications. Any disruptive use will result in confiscation.
- PTD access cannot be used as a reward for good behavior during prohibited periods.

Staff Expectations

Staff who fail to enforce PTD restrictions or permit student PTD use during the school day will be subject to appropriate disciplinary measures in accordance with established Board policy.

Exceptions

Students may possess and use PTD during instructional time or when otherwise prohibited under the following circumstances:

- When specifically authorized under a current Individual Education Plan (IEP), a Section 504 accommodation plan, or an active health care plan in place for the student.
- When temporarily authorized for health, safety, emergency, or other reasons with approval from the principal or designee.
- The use is necessary to respond to or report an emergency. "Emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or property damage.
- For instructional purposes in accordance with specific school procedures, and as approved by the school principal or designee.
- During instructional time for language translation and comprehension support with building principal approval and under teacher supervision when students cannot be supported by school devices.
- All other times as explicitly authorized by the building principal or designee.

HEALTH CLINIC

Union Colony Elementary School has a school health clerk who is the main caregiver in the health office. They perform first aid and care for ill children, administers medications, performs health screenings, and manages immunization/health records. They are available to answer questions and are able to contact the school registered nurse consultant at all times. Health clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other training as needed for specific student health needs. In the event a student becomes ill or injured at school, the health clerk will take whatever action is warranted by the situation. The clinic cannot administer prescription or over-the-counter medications to any student without the written consent of the student's doctor and parent/guardian. In the event the health clerk is absent, another qualified staff member will administer medications.

MEDICATIONS

- If your child must have medication of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:
 1. Parents/Guardians may come to school and give it to their child at the appropriate time.
 2. Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
 3. Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.
- Medications of any sort (prescription or over-the-counter) are not to be in the possession of students except for those with written authorization from their health care provider, their family, and the school registered nurse consultant.
- If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the health office.

ILLNESS/INJURY, EMERGENCY INFORMATION

- Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parent/guardian will be contacted and in extreme cases, 911 may be called.
- Emergency information - **PLEASE KEEP EMERGENCY CONTACT INFORMATION, INCLUDING CURRENT ADDRESS AND PHONE NUMBER, UPDATED WITH THE FRONT OFFICE STAFF.**

HEALTH QUESTIONNAIRE/STUDENTS WITH HEALTH CONCERNS

- It is extremely important that parents/guardians complete the annual health questionnaire and **emergency information** form.
- The school registered nurse consultant will write Health Care Plans (HCP) for students with known health concerns that require specific procedures at school.
 - All students who have diabetes, seizures, severe allergies, severe asthma, or who have any medication (prescription or over-the-counter) that needs to be administered at school should have a HCP. Other disorders may also have specific precautions which would require a HCP. PLEASE contact the school health clerk or nurse if you have any concerns about your child's health.

IMMUNIZATIONS

- Immunizations are an important part of our children's health care. Colorado law requires that children going to school be vaccinated to prevent vaccine-preventable disease. Students are not permitted to attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.
- If parents have concerns about immunizations and vaccine safety, visit www.ImmunizeForGood.com. The Colorado Immunization Program's website is located at www.ColoradoImmunizations.com.
- Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

SCREENINGS

- Hearing and vision screenings are conducted annually by health services staff including the district audiologist. All students are screened as well, as all new students - per the State of Colorado guidelines.
- Students who do not pass vision screening will receive a "referral" for follow-up care. Students who do not pass hearing screening will continue to be monitored by the school audiologist.
- Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily to school.

LOANED CLOTHING

- The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes at your earliest convenience.

PARENT HEALTH RESOURCES

- Health office staff are happy to assist parents in finding health information and access to health care.

KEEPING YOUR CHILD AT HOME / EXCLUSION FROM SCHOOL FOR HEALTH REASONS

- Healthy children learn better. The following Exclusion Guidelines will be utilized to determine if a student should be sent home because of an illness.

SYMPTOMS	EXCLUSION GUIDELINES
Cough	Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing.
Diarrhea (defined as stools that are more frequent and looser than usual)	Exclusion is recommended if any of the following conditions apply: the child has other symptoms along with the diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.), the diarrhea cannot be contained in a toilet, there is blood or mucous in the stool, or the child is in diapers.

Fever (defined as a temperature over 100.0 F orally)	No exclusion is necessary, unless the child has symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
Mouth Sores	Exclusion is recommended if a student is drooling uncontrollably.
Rash	Exclusion is recommended if a student has symptoms in addition to the rash such as behavior change, fever, joint pain, bruising not associated with injury, or if the rash is oozing or causes open wounds.
Stomach Ache / Abdominal Pain	Exclusion is recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomach ache (such as vomiting, fever, diarrhea, jaundice, etc.)
Swollen Glands	Exclusion is recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.
Vomiting	Exclusion is recommended if the student has vomited more than two times in 24 hours, if the vomit appears bloody, if the student had a recent head injury, or if the student has symptoms in addition to vomiting (such as fever, diarrhea, etc.)
Earache	No exclusion necessary.
Headache	No exclusion is necessary, unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change. Contact the nurse if headache is persistent, severe, is accompanied by other symptoms or if the student has a health care plan.
Lice	Exclusion is for children found with live head lice only.
Jaundice or unusual color of the skin, eyes, stool or urine	Exclusion is recommended until a medical exam indicates the child does not have hepatitis A.
Contagious Illness	Students on antibiotics for contagious illnesses, such as strep throat, tonsillitis, bronchitis, pinkeye or pneumonia, must stay at home until antibiotics have been taken for 24 hours.
Other Considerations	Consider exclusion if: • The student does not feel well enough to participate comfortably in usual activities. • The student requires more care than school personnel are able to provide. • The child has signs or symptoms of a possible severe illness, such as trouble breathing. •
	*Adapted from CDPHE - Infectious Diseases in Child Care and School Settings, Revised July 2019 Colorado Department of Public Health and Environment https://drive.google.com/file/d/12NZoSBRjN5s4rFCNKaCu2RCzELeUT5nC/view

LOST AND FOUND

All lost and found items will be kept in a designated area.. Small items, such as glasses or jewelry will be placed in the office. At the end of each 9 week period, unclaimed items will be donated.

BICYCLES / SCOOTERS / SKATEBOARDS

Bicycles are to be locked up in designated bike racks. For safety reasons, children are not permitted to ride their bicycles, scooters, skateboards, roller blades, roller skates, or heely rollers on school grounds during school hours. Children are expected to refrain from riding over school lawns or private property, and to follow traffic rules applying to bicycle riders. Children need to have locks for their bikes. Union Colony Schools is not responsible for lost or stolen property.

BREAKFAST and LUNCH INFORMATION

Nutrition is an integral part of learning. With careful menu planning and governmental assistance, the district's quality food service provides meals at a reasonable cost. We encourage every student to participate in the breakfast and lunch programs

- Lunch menus and costs can be found at [Titan School Solutions](#)
- Students may bring lunch from home.
 - Microwave Ovens are not available - please send food that does not need to be heated.
- If a student has special dietary needs due to medical or other special situations, a statement from the child's physician must be on file in the health office.
- Parents who wish to have lunch with their child need to check in at the main office and pay the full adult price for their meal in the cafeteria..
- Parents may pay for student meals online at: <https://family.titank12.com/>

FREE AND REDUCED MEAL PROGRAM

Free and Reduced Meal applications are available in English or Spanish at all school offices, kitchens and online at <https://family.titank12.com/>. Applications are also available at the Nutrition office located at 2508 Fourth Avenue, Greeley, CO 80631. For more information, please call 970-348-6600.

SNACKS AND DRINKS AT SCHOOL

Students will eat breakfast in their classroom and lunch in the cafeteria. When students are finished eating, they are expected to leave the table and surrounding area clean. There is to be no eating on the playground or in the hallway. Students should bring a water bottle to school, but it may contain only water. Teachers may designate a snack time or celebration times in their classrooms when students may have healthy snacks.

Student Drink Policy

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk
- Not allowed: No excessive sugar (Example, 12 grams of sugar in a 12 oz drink), no caffeine, no soda.

Exceptions may be made by classroom teachers for special events such as a holiday party or special event.

P.A.C.K. Location Rules

P.A.C.K. is our PBIS acronym and stands for Persistence, Achievement, Character, and Kindness. P.A.C.K. behavior will be applied toward all aspects of our school from the playground to the classroom.

Positive Behavior Interventions and Support (PBIS) is a proactive approach for establishing behavioral support and social culture needed for all students to find success in all areas of their education.

Playground	Bus
P - We line up quickly, quietly and safely A - We are good sports C - We play safely K - We include everyone	P - We sit quietly and appropriately A - We maintain cleanliness C - We are safe at all times K - We are welcoming to everyone
Drop Off and Pick Up	Classrooms
P - We take pride in walking quickly and safely into and out of our building A - We are focused on getting where we need to go safely C - We make sure we are safe by following the safety rules K - We show patience when we arrive and depart from school	P - We challenge ourselves with an “I can do” attitude A - We focus on learning and give and accept assistance C - We respect and value our environment, our teacher, and our classmates K - We are welcoming and include everyone
Cafeteria	Bathrooms
P - We maintain cleanliness and good manners A - We take and eat a fair share of healthy food C - We are calm and use inside voices K - We are kind and patient	P - We maintain cleanliness A - We use our time wisely and we use only what we need C - We wash our hands K - We are considerate of others and report problems
Hallways	Technology and Library Time
P - We do the right thing A - We walk with purpose C - We quietly respect all learners K - We respect the space of others	P - We focus on learning A - We challenge ourselves C - We respect equipment and texts K - We offer and accept assistance

PLAYGROUND RULES / EXPECTATIONS

The following general playground rules will help UC staff and students protect their own rights and the rights of others.

- Students should keep hands and feet to themselves at all times.
- Use equipment only as it was designed to be used.
- Always do what any school staff member asks you to do.
- Play and move only in ways which are safe to you and to others.
- Treat others in respectful ways and you can expect to be treated respectfully as well.

We teach children to solve their own problems. For this reason, adults may not always get involved in resolving a conflict as much as a child may like. However, children need to know that they can always go to the supervising adult rather than taking matters into their own hands when violence may be the outcome. Fighting is never justified at Union Colony Schools.

GENERAL RULES

1. Wood chips, mulch, snow, rocks etc. stays on the ground
2. Hands and objects to self - no pushing, pulling, etc.
3. Games need to be played fair, following rules, teams selected fairly, and all students allowed to play who would like to participate

BLACKTOP RULES

1. Running in the basketball court only
2. Jump ropes on the blacktop only and used only for jumping

FIELD AREA

1. Soccer, touch football, kickball, and tag can be played
2. NO tackling

EQUIPMENT RULES

Swings

1. Hold the swing with both hands
2. Swing straight forward and back
3. Stay on the swing until it slows enough to “step out” - DO NOT jump out
4. First come, first serve
5. Stay well clear of the swings when walking in between the equipment areas

Slides

1. Up the ladder, down the slide
2. Feet first and on your bottoms
3. All body parts INSIDE the slide
4. One at a time
5. Keep it moving

Monkey Bars

1. Kindergarteners and first graders are not allowed to use monkey bars.
2. One at a time, one way only
3. Have to stay below the bars - no one on top of the bars
4. Use your hands only
5. Do not climb on top of the monkey bars
6. No one may stand underneath the bars or impede progress of students moving across the bars. Absolutely no pulling students off the bars

If mixed grades are on the playground, first through fifth graders need to play on the equipment on the north end of the mulched area. Kindergarteners need to play on the equipment on the south end of the mulched area.

DRESS CODE

STUDENTS DRESS CODE

Union Colony Schools K-12 Standards of Dress

Student dress projects an image to the community and to other students about the standard and quality of Union Colony. Dressing for success ensures that you are preparing for your best effort whether as a student or an employee. The standard should be one that communicates pride in what you do and represents “Excellence in Education.”

During the school day and at all school-related activities, students are expected to represent UCS values of integrity, growth mindset, life-long learning, compassion, good citizenship, and rigor and shall be neat and clean in appearance.

All clothing, images, and graphics, to include tattoos, **must not**:

- Refer to drugs, tobacco, alcohol, or weapons
- Be of a sexual nature
- Denote membership in gangs or other organizations which advocate drug use, violence, or disruptive behavior by virtue of color, arrangement, trademark, or other attribute
- Be obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity or affiliation that is known or was known to target protected groups

Administration has the right to allow a temporary change to the dress code for special events such as Homecoming, spirit weeks, class parties or special class awards. This list is not an all-inclusive list. Administration will make the final determination if an item is in compliance with the dress code.

Tops	Bottoms - Shorts/Pants/Dresses/Skirts
● All tops must be clean and neat. ● Shirts must conceal cleavage, sides, back, midriff, and shoulders. Not approved: ● Undergarments exposed or seen through clothing. ● Tank tops, muscle shirts, tight fitting, or revealing shirts. ○ Low cut tops ○ Strapless tops ○ Spaghetti straps (less than an ID width) ○ Tops that show the stomach, chest, or back	● All bottoms must be clean and neat. ● Material must be thick enough to cover undergarments completely. Approved: ● Pants, jeans, and capris ● Shorts and skorts mid-thigh length(5 inch inseam or longer) ● Dresses and skirts knee-length or longer Not approved: ● Undergarments exposed or seen through clothing ● Pajama wear of any kind ● Tight-fitting exercise material/wear (i.e., yoga pants, leggings, etc.) ● Holes in any bottoms ● Bottoms worn lower than the waist (i.e., sagging pants)

Shoes	Hats, Headwear, Jewelry & Accessories
Approved: - Any casual shoe, boot, or athletic shoe. Not approved: - Shoes with rollers or wheels. - Bedroom/home style slippers. Not approved - For K-5: croc style shoes, open toe shoes including flip flops, slides, sandals, or similar style shoes	- All jewelry must meet logos/graphics expectations. Not Approved: - Jewelry that could potentially inflict injury (e.g., spikes on necklaces, rings, bracelets, or piercing) - Hats - Hoods - Bandanas (any color worn in any form or fashion) - Sunglasses Exceptions are made for religious headwear and approved by building Principals

Union Colony Spirit Stores

- <https://sideline.bsnsports.com/schools/colorado/greeley/union-colony-school>
- <https://www.spiritshop.com/school/colorado/greeley/union-colony-prep>

DISCIPLINE POLICY

It is essential that students be allowed to learn in a safe and disciplined school environment free from fear or unreasonable disruptions. Union Colony Schools observe all Colorado State Statute and Weld School District 6 policies as they relate to student conduct and disciplinary action. On any matter involving a legal felony, the police will be called to the school. Such violations, as defined by 22-33-106 C.R.S., shall lead to expulsion. In accordance with policy JIC: The Board of Education expects every student to follow accepted rules of conduct and to show respect for and to obey persons in authority. In accordance with state law, the Board adopts the following Student Conduct and Discipline Code, which shall be enforced uniformly, fairly and consistently for all students. *A copy of policy JIC is available upon request.*

BULLYING

Bullying behavior means ***any written or verbal expression or physical act or gesture or a pattern thereof that is intended to cause distress upon one or more students*** in the school, on school grounds, in school vehicles, at a designated school bus stop or at school activities or sanctioned events. Teachers who observe or become aware of bullying behavior will take appropriate steps to intervene and/or report such behavior to the school principal. Parents and students who become aware of bullying behavior are encouraged to report it to a teacher or the school principal. Any student who engages in a pattern of bullying behavior shall be subject to appropriate disciplinary action, including suspension or expulsion. The severity and pattern of the bullying behavior shall be considered when disciplinary decisions are made.

CLASSROOM GUIDELINES / EXPECTATIONS

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty is copying someone else's homework, classwork, or tests. Plagiarism is to borrow someone else's words, facts, statistics and ideas without giving that person or source credit. Academic dishonesty and plagiarism are not acceptable and will not be tolerated at Union Colony. Students are expected to submit any sources used upon the teacher's request. Students who engage in academic dishonesty or plagiarism will receive zeros on their work and may face disciplinary action for their behavior.

HOMEWORK and EXTRA CREDIT

Homework, when assigned, is important to the reinforcements of concepts and processes, to gain concept knowledge and develop skills as an independent learner and is an integral part of the Union Colony Schools classroom. All homework is to be turned in on the due date. Extra credit will not be offered in lieu of regular assignments and/or examinations.

MAKE-UP WORK

If a student is absent on a day an assignment is given, two days will be allowed for the student to complete make-up work.

The teacher and the student will work collaboratively to ensure that missed work is made up in a timely manner.

For planned extended absences, parents must contact the principal, with the understanding that the dynamic nature of the classroom may result in students having to complete additional work when they return.

If a student's absence is excused on the day that a **long-term assignment (an assignment given at least a week in advance)** is due, that assignment is due at the earliest opportunity when the student returns to school.

Students who are absent for disciplinary reasons can make up work. It is the responsibility of the student and parent to attain work missed during suspension. Work is due when the student returns to school.

GRADING AND REPORT CARDS

Union Colony Elementary School uses standards-based grading. We believe that using standards-based grading and proficiency scales is a powerful way to teach and develop grades for our students.

Standards-Based Grading ensures that grading reflects what students know and are able to do. UCES is now using standards-based grading for all subjects.

Below is a sample competency scale and what the new 4-point scale means.

What the levels mean...

4.0	In addition to exhibiting Level 3 performance (Grade Level Target), students demonstrate deep inferences and applications beyond the target. All Level 3 performance is included here.
3.5	Students are beginning to demonstrate deep inferences and applications beyond the target, but may need additional practice or support to get there.
3.0	This is the grade level objective. Students demonstrate the ability to meet the standard. Level 3 demonstrates the application of knowledge. There are no major errors or omissions in any of the information and/or processes (simple or complex) that comprise the target.
2.5	Students are on track (no major errors or omissions regarding the 2.0 scoring content), BUT need more practice to be successful on the 3.0 scoring content (Grade Level Target).
2.0	Students demonstrate basic foundational understanding of the objective, including recall or recognition of critical vocabulary. There are no major errors or omissions regarding simpler details and processes, BUT there are major errors or omissions regarding more complex ideas and processes.
1.5	Student performance reflects fundamental skills for beginning learning, BUT there are important errors or omissions regarding the simplest details and processes.
1.0	Student performance reflects fundamental skills and knowledge to begin learning.

Report cards can be accessed in the “Parent Portal” using Infinite Campus. Hard copies of report cards will not be sent home and are only available online. For help accessing Infinite Campus, please call the Elementary office at 970-673-4997.

BOOKS AND MATERIALS

Union Colony is a public school. All textbooks are provided by the school free of charge. Students taking books (including library books) home assume responsibility for their care. Lost or damaged books must be paid for by the students. For some classes, students may be required to pay a nominal fee for special materials.

Monday FOLDERS

Weekly information will be sent home in Monday folders at the end of each week. Please check students’ folders for important information.

BACKPACKS

Backpacks, purses, bags of any kind (including lunch bags) are to be kept on or in the student’s backpack hook, classroom cubby or locker.

COMMUNICATION

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents and teachers work together in support of the students. To this end, it is helpful if parents and teachers express their concerns to each other directly. When parents come into the office to meet with a teacher (unexpectedly), they will be able to schedule a meeting to take place within three school days of the request. Office staff will facilitate scheduling a meeting with the teacher. Please be sure to indicate the reason for the meeting so we can make sure we have the right staff member(s) there.

CURRICULUM

K-5 McGraw-Hill ELA
K-5 Math: Bridges in Mathematics
K-5 Science: Mystery Science
K-5 Social Studies Journey’s
K-5 Capturing Kid’s Hearts

COMPUTER USE POLICY

Union Colony Elementary is 1:1 which means we have a chromebook available for every student to use at school.. With teacher approval, students are allowed to do research on the internet and access other information resources provided by the school. Because our network serves a variety of uses, it is important that students understand the violations as well as the consequences which accompany the violations if the terms and conditions are broken.

Union Colony Elementary monitors student electronic activity for student safety. Chromebooks are the only electronic devices allowed to be used by students within the buildings. External devices not allowed include but are not limited to cell phones, tablets, personal computers and smart watches.

Major Violations - Actions which directly violate privacy and security issues include:

- Threats
- Harassment
- Security Violations (stealing/using passwords, changing grade reports, etc.)

Serious Violations - Actions which directly contradict the reasons for using the UCS computer network include, but are not limited to:

- Pornography

- Profanity
- Having any offensive material associated with a student's account connecting to any chat session without permission of the Building Technology Specialist.
- Initiating talk requests with people you don't know or sending annoying email or SPAM
- Installing software on any school computer without the permission of the Building Technology Specialist
- Any flash drives being used to potentially install software will be confiscated and may not be returned
- Downloading anything from the internet without permission of the Building Technology Specialist
- Browsing any unauthorized websites on the computer
- Destruction of computer hardware or software

Consequences may include:

1st Violation - suspend account for fifteen school days

2nd Violation - suspend account for nine weeks

3rd Violation - suspend the account for the rest of the school year at a minimum

Technology Fee:

All UCE families will pay a yearly \$25 Technology Fee regardless of the number of children from the same family residing in the same household enrolled at UCE. Union Colony currently pays for student support platforms such as Infinite Campus, SeeSaw, Blackboard, and others, on a per student amount. These programs are very costly. This small fee helps create funds that would allow UCE to explore ways to maintain a similar level of technology in the future. Cash or credit card payments only - checks will not be accepted.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities may include: Student Council, Choir, Band, Battle of the Books, Soccer, BB Racers, Theater, and Art Club. Availability of clubs/activities is dependent upon participation and programming needs. Some clubs meet during lunch while other activities may require a commitment of time outside the school day.

BIRTHDAY / CELEBRATIONS

Please make arrangements with your child's teacher regarding date and time for any celebrations. According to the Wellness Policy, you are encouraged to provide healthy snacks for classroom celebrations. All treats and snacks must be store-bought (commercially prepared) and nut free. Please check with your child's teacher about any allergy concerns. Balloons, flowers, etc. for students will remain in the office until the end of the school day. Party invitations should be handed out outside of school hours.

CODE OF DECENCY

Union Colony expects students to treat each other, staff, parents/guardians, and visitors with respect and courtesy. Students are expected to help build a sense of community and pride within their school. This includes:

1. taking care of personal and other people's property
2. keeping hands to themselves
3. respecting others opinions and backgrounds although they may differ from their own

4. resolving disagreements through civil discussion, whether on their own or with the help of staff members
5. using polite and respectful language with students, staff, parents, or visitors
6. encouraging and supporting the success of their peers in school and co-curricular activities, and striving to exemplify the high standards of the school in scholarship, leadership, citizenship, and service

Revised/Adopted July 2025

Union Colony Schools Student Code of Conduct

Specific information regarding policies for dress code, academic grading and reporting, cell phones/personal technology devices (PTD), standardized testing, and attendance please refer to the **Student Handbook**.

For students identified as disabled and on an Individual Education Plan (IEP), please refer to the adapted policies and procedures outlined in the **Student Handbook**.

This rubric is a guideline. Union Colony recognizes that this rubric addresses most situations but also recognizes that other situations may occur. Administration has the right to make adjustments to consequences if determined necessary.

Code	Behavior	First Offense	Second Offense	Repeat Offenses
		<i>All offenses require a school administrative conference¹</i>		
1	Trespassing Unauthorized presence on or in UCPS, a District 6 facility, or another school campus	Law enforcement will be contacted. Consequences will follow based on their recommendations, additional disciplinary actions may also be taken		
2	General Nuisance Profane language, distasteful displays of affection, disrespectful behavior, dishonest/deceitful behavior, or any act which disrupts the normal school day	Detention, and/or ISS or OSS.		1-3 days OSS and behavior contract
3	Verbal Abuse, assault, harassment, or obscenities towards students or staff (including racial, sexual, gender, etc.)	1-3 days OSS	3-5 days OSS	10 days OSS and recommendation for expulsion
4A	Physical Abuse or assault of a student	OSS, and/or recommendation for expulsion		
4B	Physical Abuse or assault of staff	10 days OSS and recommendation for expulsion		
5	Defiance Refusal to follow a reasonable request of a staff member (Includes failure to attend assigned detention)	1-3 days lunch detention	1-3 days ISS	3-5 OSS
6	Disruptive Behaviors Any disruptive, disrespectful, or disorderly behaviors that interrupt the educational environment	1-3 days lunch detention, and loss of privileges depending on the severity of the offense	1 day ISS and loss of privileges, possible expulsion depending on the severity of the offense	1-3 days OSS and behavior contract, loss of privileges, possible expulsion depending on the severity of the offense

¹ Prior to the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her version of events.

7	Habitual Defiance/Disruptive²	3-5 days OSS and behavior contract	OSS, and/or recommendation for expulsion	
8A	Drugs/Alcohol (<i>Possession/Use</i>) Possession/use/under the influence of alcohol, drugs, tobacco (smoke/chew), other controlled substances or possession/use of drug paraphernalia (includes vaping)	OSS, and/or recommendation for expulsion		
8B	Drugs/Alcohol (<i>Sale/Distribution</i>)	OSS, and/or recommendation for expulsion		
9	Fighting Mutual combat, including self-defense	OSS and/or recommendation for expulsion		
10A	Intimidation/Threatening <i>Towards staff</i> (includes using email, social media, cell phones, or other electronic devices for perceived purposes of intimidation, distribution, threats, harassment, etc)	10 days OSS and/or recommendation for expulsion		
10B	Intimidation/Threatening <i>Towards another student</i> (includes using email, social media, cell phones, or other electronic devices for perceived purposes of intimidation, distribution, threats, harassment, etc)	OSS, and/or recommendation for expulsion		
11	Theft	OSS, and/or recommendation for expulsion		
12	Vandalism Defacing/destruction of school property or other's personal property	OSS, and/or recommendation for expulsion		
13	Gangs Activity, apparel, and/or paraphernalia	OSS, and/or recommendation for expulsion		
14	Weapons Possession or use of a weapon or other article to cause bodily harm as defined by Colorado Revised Statutes	10 days OSS and recommendation for expulsion		
15	Incendiary Devices Possession of or setting off fireworks or other incendiary devices	OSS, and/or recommendation for expulsion		
16	Off Campus Crimes of violence where charges or petition has been filed in district court	10 days OSS and recommendation for expulsion		
17	Driving Inappropriate driving on or around campus	Referral to Greeley Police and loss of driving privileges (depending on severity)		
18	Cheating Cheating, copying, or plagiarism on a class assignment, activity, or assessment	Grade of zero, no retake/redo for credit, parent contact by classroom teacher		
19	Downloads/Information Access³ Downloading or accessing profane, obscene, racially offensive, or illegal materials	1-3 days detention and loss of technology privileges	1-3 days OSS and loss of technology privileges	3-5 days OSS and loss of technology privileges
20	School Technology Any action that affects the networking system, hardware, software, or other technology equipment that results in the disruption of the educational process (including vandalism, viruses, etc.)	1-3 days OSS, and/or loss of technology privileges, and possible restitution	3-5 days OSS, and/or loss of technology privileges, possible restitution, and/or recommendation for expulsion	5-10 days OSS, and/or loss of technology privileges, possible restitution, and/or recommendation for expulsion
21	Personal Technology Devices (PTD) Use of PTD during the school day (7:30-3:30)	Device is confiscated (returned to student at end of day per policy)	Device is confiscated (returned to parent/guardian at end	Device is checked in to office each day (per policy), detention, and

² After the 3rd violation of the Code of Conduct, a student is classified as habitually defiant/disruptive. Parents/guardians will be notified in writing of this designation.

³ Students using the internet must abide by the Colorado Revised Statute 18-5.5-101 and 18.5-102 (also Title 17, USC Section 102). Copies are available upon request.

			of day per policy), detention	behavior contract
22	Attendance Continual tardiness(10% - 19%), truancy, skipping class (20%+ tardiness rate: <i>Tardy Contract</i>)	Warning	1 Detention	3 Detention
23	Endangering the health (physical/mental/social), welfare, or safety of others	OSS, and/or recommendation for expulsion		

Discipline Terminology:

Suspension - refers to the temporary removal of a student from his or her regular educational setting for a violation of school policies or rules. During suspension, a student is not allowed to attend school or attend school activities for a set length of time.

Expulsion - Expulsion refers to a long term, or permanent removal of a student from his or her regular educational setting due to a violation of serious schools rules or policies.

Forms to be completed upon Enrollment

BACKGROUND CHECK

Background Information Services, Inc.
1800 30th Street, Suite 204 Boulder, CO 80301
303-442-3960
303-442-1004
800-433-6010

Notification Form

The purpose of this form is to notify you that a consumer report will be run on you in the course of consideration for employment/volunteer with UNION COLONY SCHOOLS.

Last Name: _____

First Name: _____

Middle: _____

Date of Birth: _____

Age: _____

Driver's License Number: _____

State of Issue: _____

Present Address: _____

In connection with this request, I authorize all corporations, former employee, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed or its agent, Background Information Services, Inc. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

I authorize the procurement of my Colorado worker's compensation files or any other state's worker's compensation files. I also authorize a consumer credit report to be run. I understand that these files may contain negative information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

Applicant's Signature (by typing your name here, you are giving permission to run the background check)

Date

Union Colony Elementary School Parent/Guardian Volunteer Application

Date: _____

Parent Name: _____

Student Name: _____

Homeroom Teacher: _____

Background check: (office use only) pass / not pass

Copy of photo ID: (please attach)

Do you have first aid, cpr, or other medical training: yes / no

Additional Information you may want to include?

Student Conduct Agreement

Union Colony Elementary School Student Conduct Agreement

Section 1 - *I understand that all students have a right to learn in a safe environment and will make every attempt to show personal responsibility in allowing myself and others to accomplish this.*

1. I will attend school regularly unless sick or specifically excused by the administration. If sick, I will stay home as needed in order to avoid exposing others to my sickness. I and my parents/guardian will follow all Student Handbook rules relating to illness.
2. I will arrive and depart from school as authorized by my parents and/or guardian. Except for regular departures with my parents/guardians or other authorized individuals, I understand that in order to leave the campus I must provide school officials with a parent's written consent.
3. I will be seated in my classroom with needed materials and be prepared to work promptly at my school's starting time. I will leave class only with permission. I will make good use of class time for all academic work.

Section 2 - *I understand that relationships with others are the basis of trust and a necessity for a wholesome community. We are all citizens of the world and members of our school community. I will participate in creating a positive school environment by following the school policies and procedures.*

1. I will not threaten the health and safety of others. I will not fight, push, shove, kick, trip, hit, throw objects at, or bring objects that might harm other students or the staff. I understand that any such action may be cause for immediate suspension and/or expulsion from Union Colony Elementary School.
2. I will follow all P.A.C.K. rules.
3. I will be respectful of school personnel, fellow students, and parents regardless of religious, national, ethnic, or social origin. I will value diversity. I will not ridicule, ostracize, or demean others. I will use appropriate word choices, body language, and tone of voice which are free of profanity, anger, or sarcasm.
4. I will attempt to make responsible decisions, work together with others, resolve conflicts, and solve problems creatively.
5. I will be honest with others and myself. I will do my own work. I will not copy from other students nor allow others to copy from me. I will not plagiarize or cheat in any way. I understand that cheating may be cause for suspension from school.
6. I will respect the property rights of all. I will not take or in any way damage anything from another student, teacher, or the school which is not mine.
7. I will not participate in imaginary weapons or violent play.

Section 3 - *I understand that my environment is important for the well-being of myself and others and that we all have an influence over our environment.*

1. I will not deface, vandalize, or in any way damage the property of fellow students, the staff, or the school. If I notice damage to school property, I will tell an adult.
2. I will not at any time use, possess, sell, or encourage the use of drugs, alcohol, tobacco, or weapons on school property. I understand that any such action will be cause for immediate suspension and/or expulsion from Union Colony Elementary School.
3. I will dispose of litter properly. I will help to keep my school grounds and classroom neat, so that we can all be proud of our school.
4. I understand that chewing gum is not allowed on campus and that eating and snacking are limited to supervised Extended Care hours, lunch, snacks and parties.
5. I will try to conserve school resources such as water, electricity, heat, and paper products and will look for ways to recycle.
6. I will come to school clean and neat in appearance. I will come with combed hair and be clean in other areas of personal hygiene. I will abide by the Union Colony Elementary School Dress Code.

Section 4 - *I understand that Union Colony Elementary School's goals include academic excellence, critical thinking, high ethical conduct, and social responsibility. I will strive to make these characteristics and actions a*

part of my everyday life, because I understand that I have a large role in whether or not I become an educated person.

1. I will complete all homework and class assignments in a timely manner and will strive to do them neatly and correctly.
2. I will listen attentively to my teachers and will participate in class discussions and learning activities to the best of my ability.
3. I will seek ways in which I can not simply meet, but exceed the minimum expectations. I will always strive for excellence.
4. I will celebrate the achievements of myself and others.
5. I will remember that learning comes from taking risks and making mistakes.

I acknowledge that I have read and understand the rules and expectations listed in this document. I understand that failure to follow said rules, may be grounds for suspension and or expulsion from Union Colony Elementary School .

Student Signature

Date

Parent Signature

Date