



Paonia Elementary School

430 Box Elder Ave. (P.O. Box 1179)
Paonia, CO 81428

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Where Student S.O.A.R.

2016-2017

Paonia Elementary School Handbook Title I Parental Involvement Agreement with School-Parent Compact

Office Hours: 7:30am – 4:00pm

Paonia Elementary School is a Title I School where each child's safety comes first in a caring environment, serving three and four-year-old preschoolers as well as kindergarten through sixth grade. Daily challenges are designed to provide the activities necessary to master the high educational standards of the United States. A true partnership between the school and parents or guardians has been the cornerstone of the success that Paonia Elementary School students have consistently demonstrated. Paonia Elementary School encourages parents and community members to call the school at any time with a concern, suggestion, or a compliment as we work together to educate our children to meet the challenges of the future.

The handbook provides helpful information as well as the policies that have proven to be successful in providing a pleasant and safe learning environment. The Title I Parental Involvement Agreement with the School-Parent Compact on pages 15 and 16 provides the details of the compact that parents and school staff have developed to provide an excellent education for the students of Paonia Elementary School.

As a Title I school, parents have the right to know the qualifications of teachers and paraprofessionals. Each of the Paonia teachers and paraprofessionals is highly qualified, according to federal standards. Furthermore, each one is a very caring individual who seeks to provide each child with the utmost challenge and success. Parents wishing to know further details about the qualifications of staff members are invited to visit with Mr. Cox to obtain specific information.

Paonia Elementary School Mission

Paonia Elementary School provides a **SAFE** and **ORDERLY** environment that promotes high **ACHIEVEMENT** and growth, individuality, and **RESPECT**.

Paonia Elementary School Pledge

I am a Paonia Eagle and today I pledge to S.O.A.R. high above the rest. I will be safe and orderly, achieve at my personal best, and respect myself, and others. I will not say an unkind word. I am here to learn all that I can, to try my best, and be all that I am.

Paonia Elementary School Acronyms

F – Focused	S - Safety
L – Learning	O - Order
I – Independent	A - Achievement
G – Goals	R - Respect
H – Higher – Order	
T - Thinking	

PAONIA ELEMENTARY SCHOOL

VISION

**INSPIRING LIFELONG LEARNING
FOR A PROMISING FUTURE!**

MISSION

Paonia Elementary School provides a SAFE and ORDERLY environment that promotes high ACHIEVEMENT and growth, individuality, and RESPECT.

VALUES

- We value enthusiasm for teaching and learning.
- We value each child.
- We value a strong social-emotional foundation.
- We value teamwork.
- We value independent problem solving.
- We value creative self-discovery.
- We value community partnerships.
- We value a challenging and caring learning environment.

Staff

Principal: Mr. Sam Cox

Office Manager: Mrs. Desi Vasquez

Teachers:

Preschool: Mrs. Alex Kleese & Mrs. Bethany Meyers

Kindergarten: Mrs. Ginny Mohr

1st grade: Mrs. Emily Horn

2nd grade: Mrs. Jodi Simpson

3rd grade: Mrs. Tammie Benson

4th grade: Mrs. Anjula Jalan and Mr. Bob Bushta

5th/6th grade: Mrs. Melissa Pizey, Mr. Bob Bushta, and Mrs. Eileen Stewart

Special Education: Mrs. Mary Gore

Speech Therapy: Ms. Kathy Carlson

PE: Mrs. Tracy Bushta

Art: Mr. David Kuta

Music: Ms. Kay Witt

Paraprofessionals: Mrs. Jeannette Homedew, Mrs. Dawn Plymale, Mrs. Kathy Pobrik, Mrs. Jeanette Bradford, Mrs. Renee Adams, and Mrs. Lynn Huey

Custodians: Mr. Mitch Felice and Mr. Riley Emmons

Lunchroom Staff: Mrs. Wendy Kossler, Mrs. Patricia Oenick, and Mrs. Susie Leon

District Support Staff: Psychologist: Mr. Raul Oliva; Nurse: Mrs. Kristin Pachel, and Mrs. Chris Peretti

K-6 School Schedule

Children should arrive at school after 7:30 a.m. when playground supervision begins. When the temperature is below 20 degrees Fahrenheit or there is foul weather, the school doors will open at 7:30, and K-2 students will be supervised in the Pit area while 3rd-6th grade students will be supervised in the gym until the 8:00 bell.

If your child is not following the normal after-school routine, please help us by making the arrangements before he/she comes to school. **If plans change during the day, please call before 2 p.m.**

Breakfast: 7:30 to 8:00 a.m.

First Bell: 8:00 a.m.

School Starts: 8:05 a.m.

K-2 Lunch: 11:20 a.m.–12:05 p.m. 3-4 Lunch: 11:45 a.m.–12:30 p.m. 5-6 Lunch: 12:10 p.m.–12:55 p.m.

Dismissal: All students are dismissed at 3:25 p.m.

Upon dismissal, students should go directly to their buses or cars. Those who walk should leave immediately after the buses depart since there is no supervision after school.

Academic Reporting

Grade reports are provided for grades K-6 at mid term and the end of each quarter. Parents are encouraged to obtain their child's PowerSchool password from the school office so they can monitor grades online. Please contact the school office if you need assistance accessing PowerSchool.

The following are the reporting criteria for Grades K-2:

4 or O – Exceeds Grade Level Expectations

3 or S – Meets Grade Level Expectations

2 or N – Working Toward Grade Level Expectations

1 or U – Little Progress Toward Grade Level Expectation

The following reporting criteria is used for grades 3-6:

90-100: A – Excellent

60-69: D – Below average

80-89: B – Above average

Below 60: F – Unsatisfactory achievement

70-79: C – Average

I – Incomplete, must be made up within two weeks

Accidents at School

In case of an accidental injury to a child at school, we will use the following procedures:

1. Determine if the injury is serious enough to require attention other than minor first aid.
2. If the injury requires care beyond what the school can provide, first, we will call the parents or guardians. If we cannot contact the parents, we will call the alternate number provided by parents. If there is no answer at either phone, we will use our judgment.
3. In case of a serious injury to the head, neck, or an injury that is causing intense pain, an ambulance will be called. Parents are responsible for the cost incurred.
4. It is imperative that you keep your child's contact information up to date. When you change phone numbers or your emergency contacts change phone numbers PLEASE, PLEASE let the office know of these changes.

If this procedure is not satisfactory, parents are welcome to come to school and make special arrangements for their child.

Attendance, Tardiness, and Truancy District Policies

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

It is the obligation of every parent to ensure that every child who is of compulsory attendance age attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for circumstances that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the District may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parent of the student receiving an unexcused absence shall be notified orally or in writing by the District of the unexcused absence.

In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 unexcused absences in a month or ten unexcused days during any calendar year or school year. School administration will notify parents in writing at the third unexcused absence in a month and/or the 7th and 10th unexcused absence in a year.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. There shall be 1 day allowed for make-up work for each day of absence for unexcused absences.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

Tuancy

If a student is absent without an excuse from the parent or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one-month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent shall participate with District personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent to review and evaluate the reasons for the student's truancy.

In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while truant: Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of truanancies.

Awards

Grades are a measure of progress and achievement more than a reward. Additional awards are used to celebrate achievement and improvement in specific categories. For example, students in 2nd – 6th grades receive awards at least quarterly for meeting Accelerated Reader goals and certification levels. Measurable effort, improvement, and achievement are the basis for awards.

Once a year we have a school-wide Eagle Tag ceremony to recognize advanced achievement and high growth from the prior year's CMAS testing. At the end of the school year other student awards are presented for the Million Words Club, the Honors Reader Club, Accelerated Math 50+ Objectives, and perfect attendance.

Paonia Elementary School also presents positive behavior awards to students. Students can receive S.O.A.R. tickets throughout the year for exhibiting Safe, Orderly, Achieving, or Respectful behavior. Any staff member may distribute S.O.A.R. tickets. Students place their S.O.A.R. tickets in their Flight's S.O.A.R. barrel in the cafeteria. Every two weeks there is a drawing for a gift certificate to a local merchant.

Students may also receive an Exceptional Eagle Certificate. Every two weeks teachers recognize students exhibiting exceptional S.O.A.R. behavior. These students will receive a S.O.A.R. pencil, an Exceptional Eagle Certificate, and have their picture published in the local newspaper.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Acts of bullying can be in written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

If your student has, or is experiencing, bullying please contact your school administrators.

Bus Policies

A student who changes from the regular bus route must give the school secretary or bus driver who drops the student off a notice that is written and signed by a parent or guardian. The note must contain the name, address, and phone number of the person whose home the child will be going to. Students are expected to follow school district policies regarding bus behavior. Please carefully read the policy provided at registration. Bus conduct notices given for violation of bus safety will also be given to the Principal for follow up and possible consequences outlined in the bus riding policy. A parent may receive information regarding bus transportation, violations, or items left on a bus by calling the Bus Barn, 872-3353.

Cafeteria

It is very important that all meals be paid for in advance to keep costs as low as possible so we can focus our resources on education. Meals may be paid for in the main office by the week, month, or year. Send a check made payable to Paonia Elementary School Kitchen. "Charging" meals is not possible. **Ask at the office for the form to be completed to determine if your student is eligible for a free or reduced lunch.**

Breakfast prices

PK-6 th :	\$1.45
Reduced:	\$.30
Milk:	\$.50
Adults:	\$2.50

Lunch prices

PK-6 th :	\$2.65
Reduced:	\$.40
Milk:	\$.50
Adults:	\$3.75

Cell Phones

Students are encouraged to leave their cell phones at home, however if they do come to school the students should have their names on the cell phone. Cell phones must be turned off during the day and kept in the student's backpack. If a student has a cell phone in class or on the playground during the day, the teacher may confiscate the phone for the day. The cell phone will be returned to the student at the end of the school day. The school is not responsible for damage or theft of electronic or technological devices brought to school.

Parents, volunteers, and visitors are asked to silence their cell phones when in the school building. If you need to make or receive a call, text, or email on your electronic device, please do so in the front lobby or outside the school building.

District Policies

Delta County School District now has all of the School Board Policies on the district website, www.deltaschools.com. If you do not have Internet access or need bilingual help to interpret the policies, please call the school so we can help you.

District Policies of Particular Interest

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Staff and students are trained in taking pro-active steps to prevent bullying from occurring. Bullying will not be tolerated at Paonia Elementary School, and students are encouraged to immediately report incidents of bullying to staff so intervention, investigation, and confrontation of students engaged in bullying behavior can take place so change in behavior can begin.

Guns, ammunition, explosives, matches, knives or other objects considered dangerous or hazardous to the welfare of students are not to be brought to school. A student who realizes that he or she has accidentally brought a prohibited item to school should immediately tell a staff member. The item will then be taken to the office for the principal to keep during the day, and the parents will be notified to pick it up. School district policy will determine the consequences for having dangerous or hazardous items at school. Students may not possess, smoke, or use tobacco products at school. Furthermore, the use of alcohol or controlled substances on school property or in connection with school activities is prohibited for everyone by state law.

Dress and Appearance

Because the kind of clothing a student wears has a direct effect on student behavior, attitude, and learning, as well as being a safety issue, the following rules must be observed:

1. Students must wear some type of footwear at school for protection and hygienic reasons. Remember that the playground has gravel, rocks, and pavement as well as grass. Trying to run in sandals or high-heeled shoes is uncomfortable and unsafe. Students are encouraged to have an extra pair of shoes at school during the winter months so boots do not have to be worn all day. Your child should consider what days he/she has PE and wear appropriate shoes. Heelies must have wheels removed during school hours.
2. Students are to remove hats and head coverings before entering the building. These items should be left in backpacks or on classroom clothing racks during the school day, although hats may be worn outside during recess.
3. Students shall wear appropriate daytime clothing. In the front, shirts must come up to at least a four-finger distance from the collarbone. Shoulder coverings must be at least two fingers' width, midribs must be covered, and the armholes of sleeveless shirts must come up to the bottom of the armpit. Skirts and shorts must hang below the fingertips when arms are hanging at the child's sides. Loose pants need to be worn with a belt or suspenders so the student can walk with the hands free from holding the pants up. Clothing must cover underwear.
4. Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which are offensive to good taste shall not be worn at school or to school functions. This includes items that advertise drugs, alcohol, tobacco, violence, obscene language, or that are of a sexual nature.
5. Appropriate clothing will be required for playing in the snow.
6. During Spirit Dress Up Days be creative, but be thoughtful to follow the dress code guidelines.

Students who violate the dress code will be required to change clothes.

Electronic and Technological Devices

Students will not be allowed to use headphones, iPods, video game players, or similar devices at school except for instructional purposes. Students who have them for use on bus rides need to turn them off and put them away before entering the buildings. Then they need to keep them turned off in a backpack or in the office, as the school is not responsible for the damage or theft of these items. See cell phone policy above. The school is not responsible for electronic or technological devices brought to school.

Field Trips

Parent permission forms **must** be signed in advance. A child may not attend a trip without having a completed form. When they miss a trip, an alternative classroom setting may be provided for them until their class returns from the trip.

There are times when a student is asked not to participate in a field trip because of inappropriate behaviors. If a child has not demonstrated that he/she has the skills to be responsible by following directions of authority, it is generally unsafe to allow a student to participate in a field trip because of the danger that could happen. However, he/she may be allowed to attend a field trip if a parent agrees to accompany the student on the field trip. Field trips are a privilege.

Food and Beverages

Students are encouraged to take advantage of the breakfast, snack, and lunch times provided during the day. Other than those times, only properly closed containers of water are allowed. For example, a student is encouraged to have a healthy snack at break or recess if desired, but an open bag of chips or container of pop that is kept for continual snacking during the day is not allowed.

Homework Guidelines

A parent can expect:

- Homework nightly Monday through Thursday.
- Nightly homework in math, although our new math program may provide students to complete assignments during the school day. Check with your teacher for specific math homework expectations.
- To review spelling words each night by reading the spelling list once for spelling and then once for reading. Check with your child's teacher for specific spelling homework procedures.
- To read nightly with their child.
- That the time spent doing homework increases as the grade level increases.
- A general rule for knowing how much time homework should take each night is Grade Level x 10 minutes. Example: 3rd Grade x 10 = 30 minutes in addition to 20 minutes of nightly reading.
- If your student is spending extensively more time than appropriate, please consult your teacher for tips and suggestions on more efficient homework completion.
- Additional work may be assigned at the teacher's discretion.

Insurance

The school does not carry insurance on your child's health and safety. There are very inexpensive policies from a number of companies that cover accidental injury "year around," during school time only, or during school and activities. If you do not have accident insurance, we encourage you to consider one of these policies. Parents receive this information at registration time and may request it at any time.

Labeling Personal Belongings and Lost and Found

Students' names should be permanently marked on lunch containers, clothing, and other personal belongings. Unmarked items that are left on the school grounds are put in the lost and found. Several times a year the staff puts these items out so students will recognize and take home lost items. Parents are encouraged to check the lost and found when they are visiting the school. Unclaimed items are taken to a thrift store or charity at the end of each quarter. The lost and found area is located in the school cafeteria.

Library

Students are encouraged to use Paonia Elementary School's excellent library. Books can be checked out for two weeks and can be renewed if more time is needed. Kindergarten and 1st grade students may check out one book at a time. 2nd through 6th grade students may check out two books at a time. If a school library book is lost or damaged the student is expected to pay for a replacement.

Medicine

Students may not be responsible for their own medication. **A student may not possess a medication, even as simple as an aspirin, cough syrup, or cough drops.** If by mistake a student brings medication in a backpack or pocket the student should immediately give it to a teacher or administrator.

The school is not allowed to dispense any medication, including common over-the-counter medications, without a fully completed doctor's Permission for Medication form. Medication sent to school must be in the original container. (Or a parent or guardian may bring the medicine to school and dispense it to the child.) This policy applies to prescription as well as non-prescription medications such as Tylenol and cough drops. Parents are encouraged to ask the doctor to fill out the Permission for Medication form when medications will be taken at school and to plan ahead to provide the form and medication when their child will be on a field trip and need to take medication that is normally taken at home.

Newsletters

Paonia Elementary School publishes an Eagle's Cry Newsletter every other week. This newsletter goes home in the regular Tuesday Express envelope. This newsletter informs families of upcoming events at school, Paonia Parent Organization news, and other tidbits of particular interest to our students and families. All parents are encouraged to read the newsletter and share the information with their students.

The Eagle's Cry and classroom newsletters are also posted on the school website. You can access this information at pes.deltaschools.com.

Nurse

Schools do not have a nurse on staff on a daily basis, so parents should pick up sick or injured students as soon as notified. The Delta County School District nurse travels throughout the district and is occasionally at Paonia Elementary School. The district nurse's duties are to aid families and students in maintaining good health. If you have any questions or concerns for the nurse, feel free to contact the nurse's office in Delta at 874-7607.

Parent Conferences

Parent conferences are scheduled twice a year with the first planning conference held in September. However, if you have questions at any time, please call the teacher or arrange for a conference. Each teacher can also be contacted via e-mail, using "first name.last name @deltaschools.com". For example, to e-mail Mr. Sam Cox, the address is sam.cox@deltaschools.com.

Parent Visits

Parents are encouraged to visit Paonia Elementary School any time. Visitors are welcome to observe all phases of instruction in progress. All visitors must sign in at the office and receive a visitor's identification pass before going to other parts of the school. If you visit, it would be helpful if:

1. You first check with the teacher to set up a time that is convenient for you and the teacher.
2. You do not bring other children when you observe.

Parties

PES students (K-6) will have 3 parties a year: Halloween, Christmas, and Valentine's Day. The teacher will send home information in the Tuesday Express about these parties. If you are interested in helping to organize a party, please contact your child's teacher.

Invitations for private birthday parties should be mailed. If every child in the class is invited to a party at a private home, invitations may be passed out at school. Parents who would like to bring in snacks for a child's birthday should make arrangements in advance with the teacher.

Paonia Parent Organization (PPO)

The Paonia Parent Organization is a dedicated group of parents, staff, and citizens who are committed to excellence at Paonia Elementary School. The meetings are open to everyone and are generally scheduled the second Monday of every month at 6:00 pm. This is an excellent opportunity to share ideas, ask questions, and take an active role in educational excellence. We always look for input on a variety of valuable projects including, but not limited to: Classroom Volunteers, After School Tutors, Activity Organizers, Fundraisers, Outdoor Beautification, Public Relations, and School Accountability.

Records

Educational records are those records, files, documents, and other materials that contain information directly related to a student. Parents or legal guardians have the right to review the educational records directly related to their child. Federal law requires that the school have a signed authorization to release student information to other parties.

Respect Policy

Paonia students are expected to demonstrate respect for one another and for adults at all times. Name-calling is not allowed, and students are to keep their hands and feet to themselves at all times. Aggression toward another student will not be tolerated, and students are to immediately report violations of this policy, including threats, to a staff member. Consequences for displays of disrespect may range from a warning to suspension. See also "District Policies" and "Bullying" above.

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination as addressed in Board policy AC.

District's commitment

The District is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The District shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties, and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to restore the harassed student's lost educational opportunities, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a onetime incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation, or hostility based on sex but not involving conduct of a sexual nature may also constitute sexual harassment.

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

1. sex-oriented verbal "kidding," abuses or harassment
2. pressure for sexual activity
3. repeated remarks to a person with sexual implications
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or similar personal concerns
6. sexual violence
7. graphic depictions or written statements that may include use of cell phone or Internet

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint through the District's complaint and compliance process (AC-R). All reports and indications from students, District employees, and third parties shall be forwarded to the responsible compliance officer (AC-E-1).

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

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the District from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline including but not limited to being placed under a remedial discipline plan, suspension, or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Notice and training

Notice of this policy shall be circulated to all District schools and departments and incorporated in all student handbooks.

All students and District employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

Snow Days:

There may be times when winter weather dictates a school day to be delayed or canceled. Because there will be times when this decision is made early in the morning on a school day, notification can be a challenge. Please tune in to local radio stations for verification of a delayed start or cancellation. School administration will make an effort to provide an automated phone call to all families alerting them of any school closures or delays.

Student Discipline:

It is Paonia Elementary School's belief and policy to work with students to first inform and teach students about acceptable behavior. Rules and procedures are taught and needed at school for the safety and well being of all students as well as providing a productive learning environment for all. **Discipline is enforcing simple school and classroom rules that facilitate learning and minimize disruption. It also involves working to prevent serious issues of emotional or physical harm to others.** When a child knows and understands what is acceptable or unacceptable behavior at school, then it is the teacher's and administrator's goal to help the student change an unacceptable behavior by using the following measures:

- Counseling when the student lacks insight and understanding regarding their own behavior
- Punishment that is:
 1. Commensurate with the offense committed
 2. Perceived by the student as punishment
 3. Delivered with support. Students need encouragement to improve their behavior and assistance in learning how to improve.
- Parents will be called by phone upon every offense that results in a referral to the Principal so that they may be a support system along with the school for helping a child improve his/her behavior. At times a conference with the Principal is necessary.
- In-school or Out-of-school suspension, which includes guidance, support, planning for change, and opportunities to build new skills during this time.
- Home-based reinforcement-Parents will be asked from time to time to assist in helping a child achieve behavior improvement at school. Through a conference, structures may be put in place in the home in which students are given rewards and sanctions at home, based on their behavior at school.

Paonia Elementary School uses the Response to Intervention (RtI) Team consisting of teachers, administrators, school psychologist, parents, and child to work with students with behaviors needing a more definitive and long-term plan for behavior improvement.

Telephone

The office telephone is to be used only for emergencies during school hours. When a student is ill or has an emergency, a school staff member will call the parent to explain the situation and find out the parent's decisions. Students should not plan on using the school phone to arrange after school play dates or sleepovers. Please schedule those activities at home.

Students who bring cell phones to school are encouraged to have names on them. Cell phones should be turned off and in a backpack or turned in to the classroom teacher or office until the end of the day. The school is not responsible for damage or theft of electronic or technological devices brought to school. (See "Cell Phones" above.)

Tobacco Free Environment

Paonia Elementary School is a tobacco-free environment. The use of tobacco products is prohibited anywhere on our campus. Thank you for your consideration.

Transportation to School

Students are encouraged to walk or ride their bikes to school. A bike rack is provided for students at the front of the building. Bicycles, scooters, and skateboards may be used as a means of transportation to school, but they may not be ridden on school grounds. Please walk your bike, scooter, or skateboard on sidewalks when you enter school property.

Volunteers

PES is very dependent upon the continued dedication of parents and community members who volunteer their time, ideas, and money to keep the school thriving and strong. Teachers welcome parent support in the classroom. Volunteering to assist in the classroom is a great way to get to know our students and staff, and to see PES in action!

Please remember that classroom volunteers must complete a school district volunteer application. Application forms can be found in the front office. When you volunteer, please sign-in at the office so that the school knows who is in the building and how many volunteer hours are donated. These volunteer hours are tallied, and are used to demonstrate to the school district and potential donors the commitment of our parent community.

Website

Paonia Elementary School does maintain an Internet site. The site address is: pes.deltaschools.com. On this website you can find links to Tuesday Express information, classroom newsletters, the school calendar, and photographs of recent school events. Please feel free to check the website regularly!

Please note: The information and policies covered in this handbook can be modified by the school administration as deemed necessary.

Paonia Elementary School is a dynamic place to be, and that is to the credit of many, many people – big and little! Working together is definitely one of our strengths, and we are delighted to have you working with us!



Title I Paonia Elementary School-Parent Agreement (Policy)/Compact

Paonia Elementary School's Parental Involvement Agreement and School-Parent Compact were discussed, modified, and agreed upon by the School Accountability Committee. At Paonia Elementary School the Paonia Parent Organization serves the role of the School Accountability Committee. Parents may bring ideas to the School Accountability Committee (SAC) or school staff at any time, suggesting amendments to the Policy or Compact. The issues then will be presented in writing to all parents, and amendments can be made as determined by the SAC as the representative body for parents. The annual evaluation of the School/Parent Involvement Agreement (Policy) and compact will focus on improving the academic quality of the school and identifying barriers to greater participation by parents.

School/Parental Involvement Agreement

Paonia Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I and to explain the Title I requirements and the right of parents to be involved in Title I programs. This information is also provided in the *Paonia Elementary School Handbook*. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite the parents of all children and will encourage them to attend, providing childcare.
4. Provide parents with information in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide parents with information in a timely manner about Title I programs, including a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.
7. Provide each parent with an individual student report about the performance of his or her child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when his/her child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

School-Parent Compact

Paonia Elementary School and the parents/guardians agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2016-2017.

School Responsibilities

Paonia Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows. Frequent formative assessments are used to determine if students are mastering skills, and instructional decisions are data driven. Teachers receive the necessary in-service to effectively use the curricula, and they are given opportunity to plan individually and in PLCs to maximize the effectiveness of the learning environment.
2. Hold parent-teacher conferences at least annually when this compact will be discussed as it relates to the individual child's achievement. Specifically, planning conferences will be offered within the first quarter of the school year. Individual conferences will also be held at any time during the year at the request of parents or staff. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: K-2 parents will be provided with quarterly progress reports. Reports for students in grades 3-6 will be provided at least quarterly as well as midway in the quarterly reporting periods. Currently these reports are written, but accommodations will be made in a language or form of presentation to accommodate parents with special needs. All parents will be encouraged to attend, and when possible, childcare will be provided.
3. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents at school at any time during the year. Parents are encouraged to make an appointment through the office, but "walk-ins" can often be accommodated. Consultation is also possible by phone or email, and appropriate contact information is available in the school handbook or by request.
4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows: Parents are encouraged to participate in our volunteer activities by contacting the classroom teacher or the office staff. The names of volunteers must first be submitted for School Board approval. Once the approval is granted, the staff sets up a schedule for regular volunteers and/or arranges for occasional opportunities, such as special events. We encourage parents to visit Paonia Elementary School any time after the first week of school. Visitors are welcome to observe all phases of instruction in progress. We request that parents check with the office or teacher to set up a time that is convenient for parents and the teacher. When volunteers arrive to begin their activities, they sign in at the office and are given a volunteer or visitor identification tag to wear in the building.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Getting our child to school on time each day except when the child is ill or there is a family emergency.
2. Encouraging our child to be courteous and hard working at school.
3. Make sure that homework is completed.
4. Volunteer in my child's classroom if possible.
5. Participate, as appropriate, in decisions relating to my children's education.
6. Promote positive use of my child's extracurricular time.
7. Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either delivered by my child or by mail and responding, as appropriate.
8. Serve, to the extent possible, on policy advisory groups, such as the School Accountability Committee or a subcommittee, the District Accountability Committee, or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibilities to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Be courteous to students, staff, and visitors.
2. Be at school on time every day except when ill.
3. Spend class time conscientiously working on required activities to achieve at an appropriate level.
4. Do homework every day and ask for help when needed.
5. Read at least 20 minutes every day outside of school time.
6. Give to my parents or the adult who is responsible for my welfare all notices and information received from school.

Please sign and return this page to your child's teacher!

Student Handbook Awareness Statement

We have received the Student Handbook, including general information, rules, and regulations. We realize that we are responsible for reading and following its contents. *Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.*

Date: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Teacher Name: _____

Paonia Elementary School does not discriminate on the basis of race, color, national origin, gender, age, or disability.