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# The Paonia K-8 School

## Family Handbook

2023-2024

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**SOARING with PRIDE & HEART**

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## OVERVIEW

Paonia K-8 School is a Title I School where each child's safety comes first in a caring environment, serving kindergarten through eighth 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 K-8 School students have consistently demonstrated. Paonia K-8 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 page 31 provides the details of the compact that parents and school staff have developed to provide an excellent education for the students of Paonia K-8 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 are highly qualified, according to federal standards. Furthermore, each one is a very caring individual who seeks to provide each child with the necessary support and resources. Parents wishing to know further details about the qualifications of staff members are invited to visit with Mrs. Baldwin to obtain specific information.

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### ABOUT THIS HANDBOOK

This handbook is for Paonia K-8 School students and their families. Much of the information found in this handbook has been hyperlinked (linked to electronically) to documents and information available on the web. For this reason, though the handbook may also be viewed as printed for quick reference, it is best referred to in its electronic format for quick access to the most up-to-date online information.

Although we are fortunate to be working together in the same building, this parent handbook does not cover the BELA Preschool program. The BELA Preschool handbook is available online on the Delta Family Center Website by going here.

# Paonia K8 School

## SOARING with PRIDE and HEART

### Vision

Inspiring Lifelong Learning  
for a Promising Future!

### Mission

Paonia K-8 fosters student achievement by promoting growth, individuality, and respect in a safe, orderly, and neighborly environment.

### Values

Partnerships

Risk-Taking

Inclusivity

Determination

Excellence

&

Happiness

Empowerment

Appreciation

Reflection

Trustworthiness

#### COMPONENTS OF THE VISION, MISSION AND VALUES

The Paonia K-8 School Vision, Mission and Values were discussed, developed and influenced by our staff, students, families and the community as a whole.

Our vision statement is our ultimate goal and purpose with every individual who enters our building and/or who we encounter in our community.

Our mission statement is our method of accomplishing our purpose and how we can be assessed in the process.

Our values are our ideals of our principles, morals and ethics inside our building and in our personal lives.

## SECTION 1: SCHOOL ORGANIZATION

### STAFF

#### **Administrative Staff**

Principal: Mr. Sam Cox  
Assistant Principal/Athletic Director: Mrs. Heather Savory  
School Counselor: Miss Chris Lukez  
Secretaries: Mrs. Lorna Hughes & Mrs. Nancy Rowley

#### **Teachers**

Preschool: Mrs. Kaily Rupe and Ms. Tycee Taylor  
Kindergarten: Mrs. Jodi Simpson  
1st grade: Mrs. Emily Horn  
2<sup>nd</sup> grade: Mrs. Tracy Bushta  
3<sup>rd</sup> grade: Mr. Tucker Moore  
4<sup>th</sup> grade: Mrs. Tammie Benson  
5<sup>th</sup> grade: Mrs. Eileen Stewart, Mr. Bob Bushta, Ms. Megan Randall  
6<sup>th</sup> grade: Mr. Bob Bushta, Mrs. Eileen Stewart, Ms. Megan Randall,  
7<sup>th</sup>-8<sup>th</sup> grades: Ms. Meghan Casey, Mr. Andrew Eyler, Mr. Jim Frazier, Mrs. Ellie Roberts

#### **Support Staff**

Special Education: Mr. Josh Burns, Mrs. Mary Gore  
Intervention: Mrs. Anjula Jalan  
Speech Therapy: Mrs. Veronica Shroeder  
PE: Mr. Sean Hannon, Mrs. Dawna Hart  
Music: Mr. Wes Bryant  
Art: Mr. David Kuta  
Librarian: Mrs. Jeannette Homedew  
Paraprofessionals: Mrs. Renee Adams, Mrs. Kitty Burns, Mrs. Casey Carney, Ms. Ashley Pitcher, Mrs. Kerry Smith, Mrs. Miciah McIntire, Ms. Charlotte Lubin  
Custodians: Mr. Scott Burns, Mr. Steve Garcia, Mr. Mike Miller  
Lunchroom Staff: Mrs. Wendy Kossler, Mrs. Patricia Oenick, Mrs. Rene Atchley, Ms. Amanda Gaston  
Nurse: Mrs. Lorie Spencer  
Health Aide: Mrs. Stevee Clement

### PAONIA PARENTS ORGANIZATION (PPO)

The Paonia Parent Organization is a dedicated group of parents, staff, and citizens who are committed to excellence at Paonia K-8 School. The meetings are open to everyone and are generally scheduled the third 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.

Please visit the Paonia Parents Organization Facebook page for more information or check the [Paonia K-8 School website](#) and click on the PARENTS tab.

## SECTION 2: SCHOOL OPERATIONS

## OFFICE COMMUNICATION

### OFFICE HOURS

Front office hours at Paonia K-8 School are from 7:30am to 4:15pm, Monday through Friday. The school office is closed on all holidays listed on the school calendar and during weather-related school closures.

### CONTACT INFORMATION

K-8: 970-527-4882

Fax: 970-527-4080

BELA Preschool: Paonia Classroom – 970-527-4882 ; Preschool Admin Office – 970-874-9517

### SCHOOL HOURS

Breakfast and/or Morning Recess: 7:30am-7:55am

Morning Bell: 7:55am

K-3 Lunch: 11:00am-11:40 am

4-6 Lunch: 11:30 am - 12:10pm

7-8 Lunch: 11:50am - 12:30pm

Dismissal: 3:25pm

Homework Club (check with classroom teacher for availability): 3:30pm-4:30pm

Students should not arrive before 7:30am. Before 7:30am, the school doors will be locked, and there will be no student supervision on the school campus. Morning recess will be indoors when inclement weather.

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 2:00 p.m. in order to ensure that your child receives the message.**

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.

### VISITORS

For security purposes, Paonia K-8 School doors will always be locked. In order to enter the building, all visitors must ring the doorbell outside the front doors and present themselves to the camera. Once inside the front lobby, all parents and visitors must check in with the front office staff before being admitted further into the building. If you are volunteering, arrangements must be made in advance. For the safety of your children, only authorized visitors or volunteers are allowed beyond the security door.

### VOLUNTEERS

Paonia K8 is very grateful and dependent upon the continued dedication of parents, families and community members who volunteer their time, ideas, and money to keep the school thriving and strong! Our teachers welcome family support in the classroom. Assisting in our school is a great way to get to know your students, their classmates and to see our staff and school in action!

**Please remember that classroom volunteers must complete a school district volunteer application every year.** 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 community.

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#### 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 can use them after school hours to arrange after school activities and such. (See "Cell Phones" in Section 4.)

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#### MESSAGES FOR STUDENTS

Messages for students must be called into the school office and should only be for emergencies. Students may use cell phones after 3:30 pm to contact parents. Messages received by the front office after 3:15 pm may not be delivered before the end of the school day.

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#### CHANGE OF INFORMATION

Please notify the school secretaries of any change in contact information including phone numbers, address, email and emergency contacts.

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#### SCHOOL CLOSURES AND DELAYS

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.

#### ATTENDANCE PROCEDURES

Every child who is under the age of 17 is required to attend public school as provided by law. It is the parents' responsibility to ensure attendance. (DCSDP:JEA)

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.

According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if 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.

In accordance with the Delta County School District Attendance Plan, families will receive a letter notifying them of when their child has four absences (excused or unexcused). Families will be expected to attend an in-person or phone conference if their child reaches six absences. Absences beyond a total of nine in one semester could result in referral to the Delta County School District Attendance Board.

Please see [DCSD Policy JH](#) for the specifics to excepted, excused and unexcused absences.

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#### STUDENT ABSENCE DUE TO ILLNESS

Please call Paonia K-8 School each day that your child is not attending school or notify the school in advance of a prolonged illness excusal. **For prolonged illnesses, the school may request a doctor's note in order to mark the absence as excused.**

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#### STUDENT ABSENCE DUE TO VACATION OR TRAVEL

If your child is going to be absent, please contact the school ahead of time and gather missing work from your child's teacher.

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#### SCHOOL EXCUSED ABSENCES

An absence for an activity that is sponsored by the school, in which the student is a participant, is considered school excused. School absences will be determined by the school administration.

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#### 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 appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical, mental or behavioral disability.
3. A student who is attending any school-sponsored activity.

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

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#### 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 parents of the student receiving an unexcused absence shall be notified orally or in writing 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. Academic penalties, out-of-school suspensions, or expulsion shall not be imposed for any unexcused absence.

The administration will develop procedures to implement appropriate penalties. The school administration will consider the correlation between course failure, truancy and a student dropping out of school in developing these procedures and will 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 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.

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#### CHRONIC ABSENTEEISM

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 9 days during any one semester or 18 days during any one calendar year or school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion, shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified at risk of being "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address

the reasons for the student's chronic absenteeism, including but not limited to: letters to parents, conferences with parents, home visits, counseling, and interventions to address the student's chronic absenteeism. When possible, the student's parent/guardian will participate in the development of the plan.

The principal or designee will notify all students and/or their parents who were determined to be "chronically absent" the prior year, (more than 18 absences for the year) and meet with the student and/or parents to put a plan in place for the school year. They will also notify all teachers/stakeholders who have these students in a class of the plan and ask for assistance in building a relationship to keep them in class.

If a student has six (6) non-exempt absences in a year, the school will communicate with a parent/guardian. This communication will notify parents and student of the potential consequences for future absences and will be documented by the school.

If a student is absent twelve (12) days within a year, a parent/guardian and the student may be required to develop an attendance improvement plan with the school administration. Documentation of this plan is required. The goal of this plan will be increased student attendance and improved communication between home and school. Formal documentation may be required for excused absence for the remainder of the semester. Written statements from medical sources and pre-approved absences are examples of suitable proof for excused absences.

Consequences for more than 18 absences per year are as follows:

- 1) The school team, which may be composed of an administrator, counselor, and at least one teacher, may meet with the student and their parent/guardian based on attendance limits being reached throughout the school year.
- 2) The school team may revoke credit for the semester regardless of status in the class and/or retention.
- 3) A student may be removed to ISS for the remainder of the semester to complete the existing course or an alternative course.
- 4) A student may be required to make up time outside of school hours.
- 5) A student may be referred to the Individual Services and Staffing Team (ISST).

If the parent/guardian is not satisfied with the school team's decision, they may appeal in writing to the Superintendent within five school days of the notification of the consequence.

An absence will be defined as missing more than fifteen (15) minutes of class without a pass authorizing the absence. At the elementary schools or schools taking attendance in the AM and PM only, students will be considered absent if they miss more than 45 minutes. When possible, the student's parent shall participate in the development of the plan or if non-compliant, a copy will be sent in the mail.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents to compel the student's attendance in accordance with state law.

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#### **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 & family 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. In cases where an assignment is given with a due date of 4 days or more in advance, and the student has been properly communicated to about the due date, it is the responsibility of the student to get the assignment in on time. If the assignment is not turned in on time, the class policy for late work may be enforced. If there is a test or quiz scheduled four days in advance and the student is absent on the day of the test, they will be responsible to complete the test or quiz upon returning to class.

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.

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.

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#### **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. Field Trips Field trips are considered an essential part of a student's education.

#### **STUDENT SELF TRANSPORTATION TO/FROM 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. It is best for student safety for all students to use all designated crosswalks and marked crossing areas when traveling to and/or from school.

#### **PICK-UP AND DROP-OFF PROCEDURES**

Drop-off must occur after 7:30 am. Pick-up must be at 3:25pm or at the designated after school end time. The following rules apply to both morning drop-off and afternoon pick-up:

- **DO NOT** exceed 10 mph on school property at any time for any reason.
- **DO NOT** block crosswalks or driveways when lining up.
- **DO** prepare your child for drop-off before you arrive at carpool. Coats should be on or in-hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the car should match the order in which they will exit the car. Make sure your child's backpack can be carried or maneuvered by that child.
- **DO** release student(s) from the car anywhere in the drop off zone. You do not need to wait to drive forward to release students closer to the entrance.
- **DO** respect the carpool attendants and always follow their direction. Carpool attendants and volunteers do their best every day in all weather conditions to uphold the rules of the school, to keep students safe, and to make the process run as smoothly as possible. They deserve the attention and respect of all drivers.
- **DO NOT** use cell phones when the carpool is in progress! For student, attendant, and driver safety, attention must be dedicated exclusively on driving during carpool.

## LUNCH

### HOT LUNCH

Students may choose to purchase hot lunch options offered at DCSD Food Services. The menu and nutritional information may be found on the [DCSD hot lunch menu site](#). Any concerns or questions about the hot lunch program should be directed to DCSD Food Services.

### PACKED LUNCH

Students not purchasing a hot lunch are responsible for bringing lunch to school every day as needed. Please do not send soft drinks in your child's lunch. Please pack healthy lunches for your children so their bodies will be well-equipped for learning! Milk is available for purchase at the school.

### FREE AND REDUCED LUNCH

**During the 2023-2024 school year, breakfast and lunch will be provided free to all students, regardless of application status. However, it is important that every family fills out the free and reduced lunch form.**

All families should continue to complete a Free and Reduced Lunch Application as part of the school registration process, whether attending In-Person Learning or the District's Online Learning Program. The Free and Reduced Lunch percentage for DCSD is used to determine federal funding for schools as well as determining which students may be exempt from paying school fees. The 2023-2024 application is available online: [2023-2024 FRL Online Application](#). Paper forms are available for pick up at Paonia K-8 School, the school district office or can be printed offline: [2023-2024 FRL Paper Application](#)

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 K-8 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**

Milk:	\$ .75
Adults:	\$3.50

#### **Lunch Prices**

Milk:	\$ .75
Adults:	\$4.25

## SCHOOL SUPPLIES

School supply lists will be available during the summer before school begins. At that time, your child's grade level list will be found online on the school district website at [DCSD School Supply Lists](#). Additionally, many local school supply providers have the lists available in their business.

## STUDENT PLANNERS AND TUESDAY EXPRESS

K-5 students will bring home school information and graded assignments in a Tuesday Express folder. Please sign your students folder each week, and return the folder on Wednesdays.

6-8th grade students will have a student planner. There is a \$5.00 fee for student planners. Students will use planners to enter information on classroom assignments and tests. The planner will also be used to send home school information. Please establish a regular routing for checking your students planner for information and upcoming assignments and assessments.

## LOCKS & LOCKERS

Students may be assigned lockers prior to registration. Student lockers do not have locks, and will not be locked during the school day. Lockers are to be kept clean and neat. Students are not allowed to mark on locker doors. The school reserves the right to conduct locker searches without prior knowledge of, or permission from, students.

There are surveillance cameras installed in all hallways so that we may monitor lockers and student activity. Instances of theft from student lockers in the hall and locker rooms have been experienced in the past. The school is NOT responsible for theft of valuables from lockers in the hall and locker rooms. It is recommended that you leave your valuables at home.

## FEEES

### TEXTBOOKS AND INSTRUCTIONAL MEDIA

All textbooks and instructional media are the property of Paonia K-8 School and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and must maintain them in good condition. Textbooks must be covered as instructed by the teacher. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged for damages beyond typical wear and tear. Students/parents will be responsible for the replacement cost of textbooks that are damaged beyond repair or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by Paonia K-8 School.

If a parent pays for a book and that book is later returned, a full refund will be made only if the book is returned within two weeks after the end of the academic school year in which it was checked out.

### LIBRARY

Students are encouraged to use Paonia K-8 School's excellent library! Books can be checked out for two weeks and can be renewed if more time is needed. If a school library book is lost or damaged the student is expected to pay for a replacement.

#### *K-1st:*

Students may check out **one book at a time.**

#### *2nd-5th:*

Students may check out **two books at a time.**

#### *6-8th:*

Students may check out **three books at a time.**

### CHROMEBOOKS

Each student in 6<sup>th</sup>-8<sup>th</sup> grade will be assigned a Chromebook to use throughout the school year. There is a Chromebook fee of \$35.00 per year for Chromebook maintenance. A PK8 Use of Technology Chromebook agreement must be signed.

## PARTIES: HOLIDAYS & BIRTHDAYS

All students (K-8) will have 3 parties a year: Halloween, Christmas - Hannakuh, 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. If you do not wish for your child to participate in a party, please let us know, and we will make any necessary accommodations.

Paonia K-8 School does allow students to bring snacks/treats into school for birthdays. Families may drop off treats at the front office or communicate with the classroom teacher to schedule a designated time to bring in the treats. In lieu of treats, students may bring in non-food trinkets, favors, or small toys to be distributed at the discretion of the teacher. Students must take care to bring enough to share with all students in the classroom.

If a student is inviting everyone in the class to a birthday party, then invitation distribution may be discussed and planned with the teacher. Invitations to birthday parties to only certain individuals or students in other grade levels must be extended at a time outside school hours.

## SNACKS

Students are encouraged to take advantage of the breakfast, snack, and lunch times provided during the day. Students are also encouraged to have a water bottle at school each day. Other than the snack times provided, 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.

## HEALTH CARE

### ALLERGIES AND OTHER HEALTH ISSUES

If your student has an allergy or other serious health issue, please contact the front office and the school nurse. If necessary, Paonia K-8 School office staff, school nurse, and your child's teacher(s) will meet with you to discuss a plan. Additional health related information along with English and Spanish versions of all forms can be found at the [DCSD Wellness/Health](#) webpage.

### MEDICATIONS

#### *Grades K-6*

If medication must be administered to a student by Paonia K-8 School staff during the school day, the parent must download the [DCSD Medication Permission Form](#), complete with physician signature, and turn in to the front office. Medication will be kept in the front office and will be administered by Paonia K-8 School office staff. 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.

#### *Grades 7-8*

If you wish your student to carry their own inhaler or epi-pen, please discuss this with your medical provider. There is a section on the Asthma form and on the Severe Allergy form where your provider can indicate that your student is allowed to self-carry these medications.

These policies apply 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.

## SCHOOL NURSE

Schools do not have a nurse on staff at all times, 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 K-8 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.

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#### ILLNESS AND INJURY

Students who verbalize symptoms of illness will be sent to the school's health room. It is the policy of the school district to send children home that have a temperature of 100 degrees or more, who have vomited, or had diarrhea. If your child's temperature is less than 100 degrees, but s/he appears unable to participate in classroom instruction, you will be contacted.

Use the following guidelines for determining whether a sick student is ready to return to school:

- The student must be fever-free for 24 hours WITHOUT medication
- The student must stay home for 48 hours after the last episode of vomiting UNLESS cleared to return by the school nurse or designee.
- The student must stay home for 48 hours after the last episode of diarrhea.

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 outside of 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 the parents. If there is no answer on 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 request prior special arrangements for their child in case of a medical incident.*

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#### EXCUSED FROM P.E. AND SIMILAR ACTIVITY PROGRAMS

The physical education program and recess activities have many educational, healthful and social values. Therefore, the Health Services Department recommends that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely do so. Written requests to keep children from participating in P.E. will be honored for one day. A doctor's note is required if additional days are needed.

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#### INSURANCE

The school does not carry insurance on your child's health and safety. There are very inexpensive policies from several 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.

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#### IMMUNIZATIONS

Paonia K-8 School follows the Colorado state recommendations for immunization requirements. For personal or religious exemptions, please download, complete and turn in the [Certificate of Non-Medical Exemption Form](#). For medical exemptions from immunizations, please download and complete the [Certificate of Medical Exemption Form](#). **Exemption forms must be submitted every school year.**

#### SAFETY

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## SAFETY DRILLS

As recommended by the Delta County Fire Department and law enforcement personnel, Paonia K-8 School holds regular monthly fire drills, and quarterly safety drills including evacuation, shelter-in-place, lockdown and shelter drills.

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## CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of Paonia K-8 School have taken significant steps to ensure the safety and wellbeing of the children while at school. The school has created a School Crisis and Emergency Plan in accordance with Delta County School District (DCSD) and the Colorado Department of Education (CDE). This plan takes into consideration a variety of situations that could potentially arise in our school, or our neighborhood and plans have been created should such an emergency or crisis arise.

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## A.L.I.C.E. EMERGENCY ACTION PLAN

Paonia K-8 School uses the A.L.I.C.E. safety program terminology in practice throughout the Delta County School District and Delta County emergency responders to quickly respond to threats and to determine the appropriate response. A.L.I.C.E. training identifies emergency responses using five categories. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. Parents are advised to learn these categories for a better understanding of our training. You can also watch this short but very informative [DCSD Safety Video](#) on school safety and the A.L.I.C.E. Emergency Action Plan.

### *Shelter In Place*

Potential situation OUTSIDE the school building or nearby; usually precautionary.

EXAMPLES: Animals, strangers, police activity, etc. in the neighborhood or near the school.

Students and staff are all brought inside the building; doors are locked and business is as usual.

### *Evacuate*

Danger INSIDE the school building, usually associated with the building itself; often precautionary.

EXAMPLES: Gas leak, smoke, fire Students and staff are moved quickly outside and away from the building.

### *Lock Down*

Danger INSIDE the school building

EXAMPLES: Intruder, active shooter Students and staff are locked inside darkened rooms, quiet and out of sight.

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## THE PARENT PLAN: STAY HOME, STAY INFORMED AND BE READY!

Throughout the school year, students and staff walk and talk through many security drills to make sure protocols are working and that everyone is safe during an emergency. The school Emergency Management Team (EMT) constantly monitors and reviews these drills and meets regularly to evaluate and adjust protocols where necessary and to make sure that staff and students are ready.

But parents also need to know what to expect and what to do (or not do) during a school emergency! You can view the [DCSD Safety Video](#) for guidance on your role when the school's emergency action plan has been put into action.

### *Stay home.*

The best thing for you to do to keep yourself and your child safe is to stay home and away from the school building. **During an emergency:**

- Your students will either be locked inside the building or removed from the building;
- The staff will be busy managing the situation and communicating with law enforcement;
- Law enforcement vehicles will be arriving and needing close and unimpeded access to the building.

### *Stay informed (but don't call).*

Though it's hard to wait for information, calling the school or calling/texting a student during an emergency can actually put your student in greater danger by alerting an intruder to his or her location. Instead, please stay near your own phone and computer so the school and district can communicate with you as soon as we have accurate information or instructions to share. Information will be shared with families as soon as possible. Please know, in some situations, accurate information may take some time to verify and to share.

*Be ready (the reunification plan).*

If students must be removed from the building during a school emergency (a “reunification event”), they will be bussed to another nearby DCSD location and parents will be notified of the location as soon as possible. Once notified, ONE parent or guardian will need to come to the reunification center with a photo ID. The reunification process is designed to make sure students are released safely to parents and guardians and can take time, so please be patient!

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**BULLYING & CYBERBULLYING**

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.

Bullying is prohibited against any student for any reason, including, but not limited to any such behavior that is directed towards a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, sex, sexual orientation, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic[s] is actual or perceived.

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, all school sponsored activities and events, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

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 currently experiencing, bullying please contact your school administrators.

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**INDOOR RECESS**

Indoor recess will be held if:

- Heavy snow or rain is falling
- Lightning is occurring
- Temperature is below 20 degrees
- Playground conditions are poor (mud, snow, ice or standing water)

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**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.

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**COLORADO MANDATORY CHILD ABUSE OR NEGLECT REPORT**

By law, any public or private school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

## **NEWSLETTERS**

Paonia K-8 School administration publishes a family newsletter, the Peek at Our Week, every week. This newsletter is sent electronically through email and text message. If you would like to receive a paper copy of this newsletter, please inform the school office. 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.

Classroom newsletters are sent home in the child's weekly Tuesday Express folder, as planned by the classroom teacher.

The Peek at Our Week and classroom newsletters are also posted on the school website. You can access this information at [pk8.deltaschools.com](http://pk8.deltaschools.com).

## **PARENT/STAFF COMMUNICATION**

### *Purpose*

The purpose of this policy is to define the expectations and procedures for communication between parents and teachers or staff members at Paonia K-8 School.

### *Communication Philosophy*

Positive and pro-active communication at the origin of concern is critical to maintain a positive working relationship between parents and staff members, which is in the best interest of every student. Parents will always be asked to give a staff member an opportunity to work through a concern before the concern is escalated to their supervisor.

### *Expectations for Communication*

All communication between a Paonia K-8 School parent and a Paonia K-8 School teacher or staff member should be civil, respectful and without bias. If the school receives a communication (in person or electronically) that the administration deems inappropriate and/or threatening, the school reserves the right to request a redirected communication or to restrict communications accordingly (this may include limiting physical and/or electronic access to school staff).

### *Conflict Resolution Process*

In the event of a conflict with a teacher or a school staff member or if a parent has questions or concerns pertaining to classroom practices, academic programs or their student, the parent should:

- 1) Discuss with the teacher or staff member (if unsure which teacher to talk to, the parent should start with the student's homeroom teacher). The parent may not go to step 2 until a discussion has taken place.
- 2) If the issue cannot be resolved at the teacher or staff level, the parent should next discuss the issue with the appropriate administrator, who may, if appropriate, mediate a discussion between the parties in conflict.
- 3) If the issue cannot be resolved by the appropriate administrator, then the parent should discuss the issue with the Delta County School District administrative office.

### *Social Media*

Paonia K-8 School respects the right of every individual to express themselves on social media. Social media can provide a productive arena for all of us to communicate a variety of beliefs and points of view that help enhance our free society and communities. This applies to furthering Paonia K-8 School's mission and beliefs as well.

Unfortunately, some social media activity has replaced civil, direct person-to-person conversation geared toward problem solving. Given this, Paonia K-8 School respectfully requests that anyone looking to express a major question or concern about a Paonia K-8 School program, policy, or procedure first follow the communication protocol discussed above. Doing so provides Paonia K-8 School a fair and reasonable opportunity to resolve the issue for you and your child.

In addition, the short form of social media can sometimes facilitate incomplete or inaccurate information about something Paonia K-8 School has done or implemented. Sometimes, such limited information may cause a concern for those reading it. Where this happens, Paonia K-8 School also respectfully requests that any such concern be communicated to the appropriate administrator so that they may fairly and reasonably address it.

Paonia K-8 School welcomes the robust conversation that social media facilitates. Used responsibly, it will help all of our staff and families to produce the best possible school environment for each of our students.

## **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.

## **SECTION 3: PROGRAMING**

### **GENERAL CURRICULUM INFORMATION**

For detailed information on Paonia K-8 School School's curriculum, please contact your child's homeroom teacher.

### **HOMEROOM ASSIGNMENTS**

Homeroom assignments will be posted in the front window of the school prior to the first day of school. The school does not take requests for specific teachers unless there are extenuating circumstances.

### **GRADING AND REPORT CARDS**

#### **POWERSCHOOL**

Paonia K-8 School uses PowerSchool (PS) to store student data. The school uses PS to report absences, gather enrollment information and track fees, etc., and teachers use it as a gradebook. Families and students also have online access. With PowerSchool access, parents and students may monitor in real time grades, assignments and their due dates, attendance, and other important information about student classes. For both parents and students, there is a link to the PowerSchool Portal login screen on the Parent tab of the Paonia K-8 School website. For information on how to set up or access your PowerSchool account, please contact the front office at Paonia K-8 School.

#### **REPORT CARDS**

This traditional method of reporting to parents will be issued to all students at all grade levels each quarter. Grades for all students will be reported as outlined below. Parents may access their student's grades at any time using the PowerSchool Parent Portal. Your PowerSchool Parent Portal username and password will remain the same from year to year.

#### **GRADING POLICY**

### *K-2 All Subjects*

Students' academics will be reported per Colorado Academic Standard.

Standards Based Grades:

4 - Highly Proficient

3 - Proficient

2 - Partially Proficient

1 - Minimally Proficient

### *3-5 Reading, Math & Life Skills*

Students' academics will be reported per Colorado Academic Standard.

Standards Based Grades:

4 - Highly Proficient

3 - Proficient

2 - Partially Proficient

1 - Minimally Proficient

### *3-5 Writing, Science, Social Studies, PE, Music, Art*

Students' academics will be reported by traditional grades in the specified content area.

Letter Grades:

A = 90-100% (Excellent)

B = 80-89% (Above Average)

C = 70-79% (Average)

D = 60-69% (Below Average)

F = 0-59% (Unsatisfactory Achievement)

I = Incomplete, must be made up within two weeks

### *6-8 All Subjects*

Students' academics will be reported by traditional grades in all content areas.

Letter Grades:

A = 90-100% (Excellent)

B = 80-89% (Above Average)

C = 70-79% (Average)

D = 60-69% (Below Average)

F = 0-59% (Unsatisfactory Achievement)

I = Incomplete, must be made up within two weeks

Late Assignment Penalties:

1 Day Late = -10%

2 Days Late = -20%

3 Days Late = -30%

4 Days Late = -40%

5 Days Late (or more) = -50%

Over 3 Weeks Late = NOT accepted

## **HOMWORK GUIDELINES**

A parent/guardian can expect:

- Homework nightly Monday through Thursday.
- To read nightly with their child.
- Nightly homework in math, unless your student completes 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.
- 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: 3<sup>rd</sup> 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.

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### ACADEMIC ELIGIBILITY

At Paonia K-8 School, success in academics takes priority over participation in extracurricular activities and for this reason, participation in extracurricular activities depends on academic eligibility. Please review the [Extracurricular Activities Policy](#) for more information on academy eligibility.

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### PARENT/TEACHER CONFERENCES

Parent conferences are scheduled twice a year with the first planning conference held in September. However, **if you have questions or concerns at any time, please call the teacher, school counselor or administrator to 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 Principal, Sam Cox, the address is sam.cox@deltaschools.com

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### PARENT/FAMILY VISITS & OBSERVATIONS

Parents and family guardians are encouraged to visit Paonia K-8 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 along during your observation.

### ATHLETICS

The Colorado High School Activities Association does not sanction athletic contests between elementary schools. Paonia grades K - 6th athletic competition is provided through intramural activities, P.E. classes and special events such as field day. Youth activities, such as Pee Wee sports leagues, are not associated with the school and are not considered to be a school function.

Grades 7th and 8th are allowed to participate in athletic sports sponsored by our school. 6th Graders are allowed to participate in our wrestling program. Athletic eligibility is monitored on a week-to-week basis. **Academic failure is not an option for participation in activities/athletics.** Eligibility will be determined during individual sport seasons each Thursday by 4:00 p.m. According to the District’s Middle School “No F” policy, a student is not eligible to participate in athletic events for a period of 7 days with one or more F’s. The Principal or Assistant Principal may declare students ineligible for inappropriate behavior as listed under student conduct and discipline.

### FIELD TRIPS

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#### PERMISSION AND ATTENDANCE

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.

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#### **PARTICIPATION**

There are times when a student is asked not to participate in a field trip because of inappropriate behavior(s), as determined by the Principal and/or Assistant Principal. 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.

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#### **LOCAL FIELD TRIPS**

Non-overnight, local field trips generally have a fee of \$5 per student in order to support the bus fee and/or fees charged by the field trip provider. Occasionally, additional fees may be requested.

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#### **OVERNIGHT FIELD TRIPS**

Paonia K-8 School students in Grades 6-8 may have the opportunity to go on optional overnight field trips. Some field trips may involve airline or bus travel, staying the night in hotels, campgrounds or other student accommodations. As with local field trips, a fee may be requested, and fees may vary depending upon the trip.

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#### **FIELD TRIP SPONSORSHIPS**

Paonia K-8 School and the Paonia Parents Organization (PPO) may have sponsorships available to assist in field trip fees upon request.

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#### **BACK-TO-SCHOOL NIGHT**

Paonia K-8 School offers a series of Back-to-School nights for parents at the beginning of each school year. This will be the time for your students' teachers to discuss specific information about our curriculum, their classroom requirements and other important information, as well as to answer parent questions. It is very important for parents to attend the Back-to-School Night for each of their students.

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#### **ASSESSMENT PLAN**

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#### **ELL/ESL TESTING**

Students for whom a second language has been indicated on their registration form are required by state law to be assessed in order to determine their primary language.

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#### **READ ACT**

The READ Act requires students in grades K-3 to be literacy-tested a minimum of three times during the academic school year.

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#### **PLACEMENT TESTING**

Math and Reading assessments are used at the beginning of the school year as necessary and on an ongoing basis to determine student placement for flexible grouping.

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#### **MANDATORY STATE TESTING**

State legislation has identified model content standards for students in Colorado and has stipulated mandatory state testing of students in several grades and content areas. Grade 3-8 students at Paonia K-8 School will participate in mathematics and literacy testing. Students in grades 5 and 8 only will also participate in testing for science. Students in grades 4 and 7 will participate in social studies testing every three years. The statewide assessment compares all students in Colorado. In late summer or fall, the state reports assessment results at the school, district, and state levels. Individual students will receive a score report around that time.

## INTERVENTION AND STUDENT SUPPORT

Assessment data is used to determine any students who may need additional instruction outside of the regular classroom. Students may work outside of the regular classroom in small groups with staff that is trained to provide instruction in Reading, Writing, Math, and English as a Second Language. Students needing additional instruction outside of the regular classroom will be monitored on a regular basis to track achievement progress. Students making adequate progress will return to the regular classroom and receive instructional support within the classroom as necessary. Paonia K-8 School supports the state's model of MTSS. Colorado Definition of MTSS: A Multi-Tiered System of Supports is a whole-school, data-driven, prevention-based framework for improving learning outcomes for every student through a layered continuum of evidence-based practices and systems.

## AWARDS AND RECOGNITION

We celebrate and acknowledge growth and success at Paonia K-8 School! Throughout the year, students receive awards and recognition for both academic and personal growth and achievement success as well.

### ACCELERATED READER GOALS

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

### EAGLE TAG CEREMONY

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, IXL Math Objectives, and perfect attendance.

### S.O.A.R.I.N.G TICKETS

Paonia K-8 School also presents positive behavior awards to students. Students can receive **S.O.A.R.I.N.G tickets** throughout the year for exhibiting Safe, Orderly, Achieving, Respectful, Individuality, Neighborly, or Growth behavior. Any staff member may distribute S.O.A.R.I.N.G tickets. Whole school celebrations and rewards are earned with S.O.A.R.I.N.G tickets.

### EXCEPTIONAL EAGLE

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

### MATH GROWTH AND EFFORT

Students can earn Eagle Gear based upon their growth and/or effort in IXL, our supplemental math program.

### ELECTIVES/SPECIALS

The specials teachers (music, art, PE and tech) will recognize success in their content area as dependent on the growth and goal of their particular area of focus.

## SECTION 4: SCHOOL RULES

### 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. Students will not be permitted to use cell phones to place calls or text during the instructional day. 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 and limit their use as much as possible. 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. We are in the business of modeling the behavior we wish to see from our students.

### **ELECTRONIC & 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.

### **DISPLAYS OF AFFECTION**

Public displays of sexual affection are not felt to be in good taste or appropriate at Paonia K-8 School. Students are asked to refrain from such actions on campus. Affectionate displays of sexual nature may result in disciplinary action, including parent conference, detention, or suspension for defiance of authority.

### **DISTRICT POLICIES**

The School Board Policies can be accessed on the Delta County School District website, [www.deltaschools.com](http://www.deltaschools.com). If you do not have internet access or need bilingual help to interpret the policies, please contact Paonia K8 or the District Office at 970-874-4438 for assistance.

### **DRESS & 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.

**Students who violate the dress and appearance code will be required to change clothing.**

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#### **FOOTWEAR**

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.

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#### **HATS**

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.

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#### **CLOTHING**

*“Raise your hands, touch your toes, if anything shows, go change your clothes.”*

The purpose of a dress code is to support student learning for themselves personally as well as prepare students for the professional world.

Students shall wear appropriate daytime clothing for the learning environment. In the front, shirts should not be lower than a four-finger distance from the collarbone. Shoulder coverings must be at least 1.5 inches wide, midribs must be covered, and the armholes of sleeveless shirts must come up to the bottom of the armpit. Skirts and shorts must be long enough considering flexible learning (students sitting on the floor, etc.) *A general guideline is that shorts and skirts are the same length or longer than fingertips when arms are placed at one's side. This does not always apply.* 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. ([DCSDP:JICA](#))

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#### DECOR

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.

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#### SNOW

Appropriate winter clothing will be required for playing in the snow. Students must have warm coats, gloves, a hat and snow boots in order to play in the snow.

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#### SPIRIT DAYS

During spirit dress up days we encourage students to be creative, but be thoughtful to follow the dress code guidelines. Exceptions to any dress codes during holidays and spirit days will be explicitly explained at time of event.

### LABELING PERSONAL BELONGINGS AND LOST & 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 (conferences, parent nights, pick up time) the staff puts these items out so students and families will recognize and retrieve 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 in the back of the school commons area.

### NONDISCRIMINATION

Paonia K-8 School is committed to the policy of non-discrimination in relation to race, sex, religion, nationality, and disability. Respect for the dignity and worth of each individual shall be paramount in the establishment and administration of all policies by the entire staff of Paonia K-8 School.

### RESPECT POLICY

Paonia students are expected to always demonstrate respect for one another and for adults. Name-calling is not allowed, and students are to always keep their hands and feet to themselves. Aggression toward another student will not be tolerated, and students are to immediately report violations of this policy, including threats, to a staff member. Physical aggression results in an automatic referral to the Principal or Assistant Principal for immediate attention. Every time a student is referred to an administrative office due to inappropriate behavior(s), a phone call will be made home. Consequences for displays of disrespect may range from a warning to suspension.

### SEARCH & SEIZURE

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or School Board Policy. When reasonable suspicion

exists for a search, school personnel may search a student and the student's personal property including backpacks, lunch bags, clothing, student lockers, etc. School personnel conducting the search may seize any illegal, unauthorized, or contraband materials in accordance with school district policy JIH.

### SEXUAL HARASSMENT

Paonia K8 and Delta County School District 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](#).

### CHARACTER EDUCATION

Students in 6<sup>th</sup>-8<sup>th</sup> grade will participate in one class period a day designated towards character development and education. This course will be for one quarter.

The objectives of the program are threefold:

1. To develop a strong sense of community and a support system for all students
2. To teach, practice, and give feedback on specific positive social skills
3. To reinforce the culture of the classroom/school and ensure that all students realize what is expected of them and what they can expect from the staff

The Discovery Program is a concrete, skill-based curriculum that has the power to create positive change in students. Through Discovery, students learn and master the positive social-emotional skills necessary to be successful in school and in life. It is designed to improve student achievement. The program enhances the academic and personal accomplishments of those currently in traditional classes.

### GENERAL STUDENT DISCIPLINE

It is Paonia K-8 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 acceptable and unacceptable behavior at school is, then it is the school staff'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
- Consequences that:
  1. Commensurate with the offense committed
  2. Are perceived by the student as punishment
  3. Are 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 or Assistant Principal so that the family 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 K-8 School uses the Multi-Tiered Systems of Support (MTSS) Team consisting of teachers, administrators, school counselor, school psychologist, parents, and child to work with students with behaviors needing a more definitive and long-term plan for behavior improvement.

Paonia K-8 School teachers and staff will try various interventions before a student is sent to the office. However, if the staff member feels the situation is critical or if the safety and/or welfare of others is in danger, a student will be immediately referred to the office. Below is a range of consequences for a child being referred to the office:

- Sent to office and parents notified
- Call parents from office
- Student written letter of apology and/or explanation
- Loss of privileges (i.e., assembly, activity, field trips, etc.)
- Work detail/Community Service
- Student put on behavior contract
- Parent meeting
- Parent attend school – ½ day
- Parent attend school – all day
- In school suspension
- Out of school suspension
- Conflict mediation with all students involved

When a child is referred to the office, every effort is made to help the child(ren) to work through the problem and develop good problem-solving skills and learn to look at a problem from both sides.

#### **MIDDLE SCHOOL DISCIPLINE OUTLINE**

The model of the disciplinary procedure in 6<sup>th</sup>-8<sup>th</sup> grade will be aligned with the processes taught and practiced in the Discovery Program.

Students are expected to treat other students, staff members and anyone in the Paonia K-8 School building and community with dignity and respect. Course lessons include instruction and practice in effective groups, anger management, effective communication, assertiveness training, problem solving, and conflict resolution. The skills that Paonia K-8 School teaches as a part of building this capacity are referred to as the 6Ps and 5As: Prompt, Participate, Polite, Positive Mental Attitude, Prepared, Produce, Actively Engaged, Appropriate Body Language, Appropriate Eye Contact, Appropriate Feedback, Ask Clarifying Questions. Students will participate in many fun activities as part of this course.

After completion of 1<sup>st</sup> Quarter Discovery, students will have the opportunity to participate in an additional elective course which will be facilitated through group work with a problem-based curricular design.

When a student is sent to the office, s/he will fill out a Problem Solving Contract and is expected to meet with the staff member or student with whom the concern was with before returning the class the next day.

When a student is sent to the office with a Problem Solving Contract

1. The first time results in one lunch detention and a phone call home
2. The second time results in two lunch detentions and a phone call home
3. The third time results in three lunch detentions and a phone call home

If a student is sent to the office a fourth time, the student's guardian will be requested to attend school with the student for a half day. If a guardian is unable to do so, the student will spend half day in In School Suspension. If the student continues past a fourth time, the consequence will be at the discretion of the Principal/Assistant Principal.

If a student has three tardies during a week, the student will be given lunch detention.

#### **TOBACCO FREE ENVIRONMENT**

Paonia K-8 School is a tobacco-free environment. The use of tobacco products by anyone is prohibited on campus.

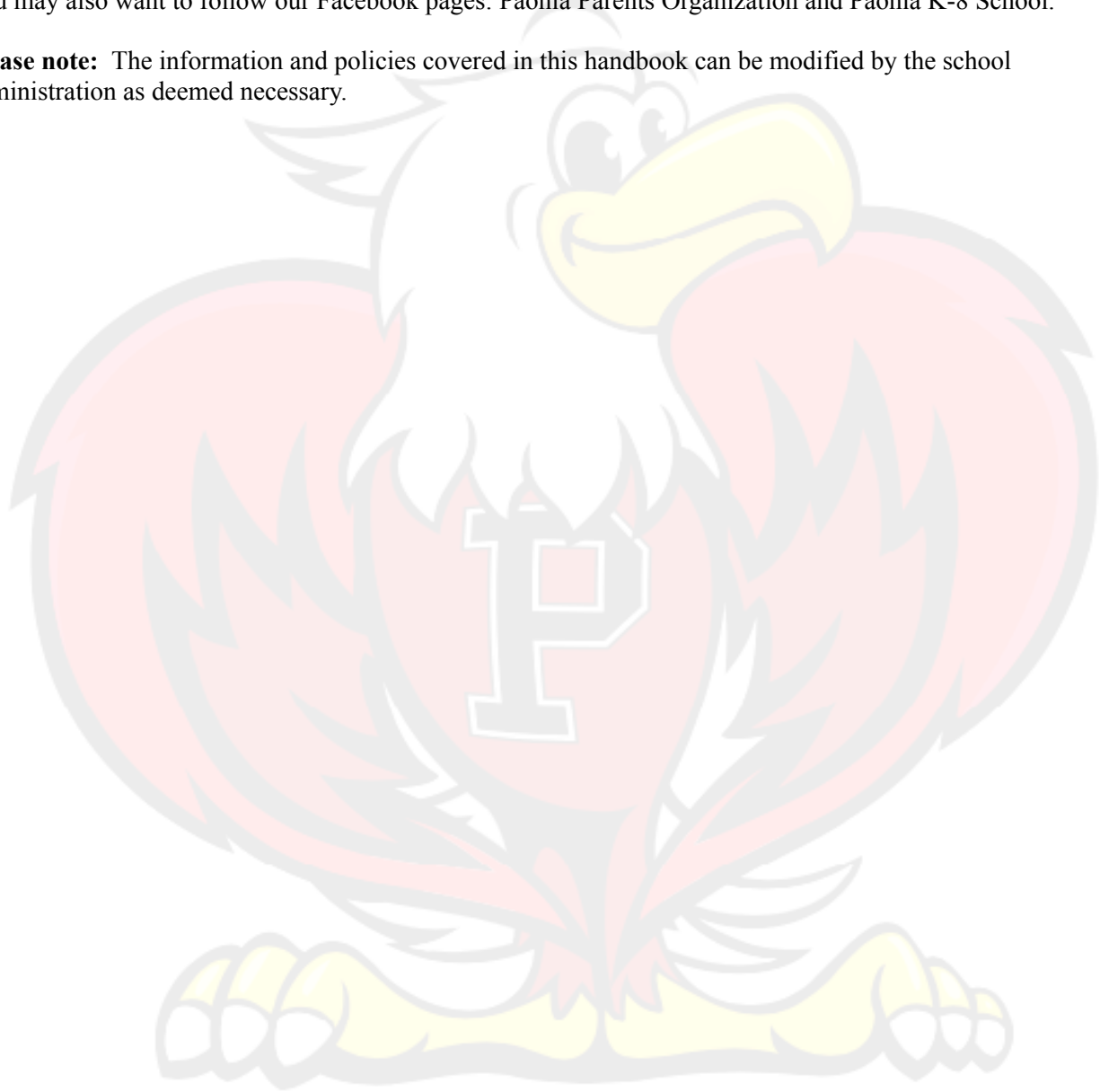
#### WEBSITE & SOCIAL MEDIA

The Paonia K-8 school website address is: [pk8.deltaschools.com](http://pk8.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!

You may also want to follow our Facebook pages: Paonia Parents Organization and Paonia K-8 School.

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



## SECTION 5: TITLE I PAONIA K-8 SCHOOL-PARENT COMPACT

Paonia K-8 School's Parental Involvement Agreement and School-Parent Compact were discussed, modified, and agreed upon by the School Accountability Committee. At Paonia K-8 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 K-8 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 K-8 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 K-8 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 2023-2024.

### **School Responsibilities**

Paonia K-8 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.

1. 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.
2. 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.
3. 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 K-8 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 & Guardian Responsibilities**

We, as parents and guardians, 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.

Paonia K-8 School is a dynamic place to be, and that is to the credit of many, many people – big and little! Working together is one of our values and we are delighted to have you working alongside us!



***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 & Guardians are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.*

Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

