

PIONEER RIDGE
ELEMENTARY SCHOOL

**PIONEER RIDGE
STUDENT / PARENT
HANDBOOK**

2011–2012 SCHOOL YEAR



2300 CINNAMON TEAL AVE.

JOHNSTOWN, CO 80534

(970) 587–8100

Administration Bldg. 587–6050

Bus Garage: 587–4202

Letford Elementary 587–6150

Milliken Elementary 587–6200

Milliken Middle School 587–6300

Roosevelt High School 587–6000

INTRODUCTION

Welcome to Pioneer Ridge Elementary School and the 2011–2012 school year. The staff and I look forward to providing your child the best possible opportunities to learn and grow over the course of the school year. I am excited about working with the teachers, parents, students and community in making Pioneer Ridge the best it can be. Our goal is to create an atmosphere that welcomes students and their families to become partners in the educational process. I encourage parents to become actively involved in their child's education. Through strong parental support and a productive relationship between the school and home, we can best meet the needs of each child. Therefore, you are invited to visit school often and to contact your child's teacher whenever you have a question or concern.

This handbook contains useful information on school rules, practices and building procedures. A school calendar is provided so that you can mark important dates throughout the school year. Also included is the medication policy and *Permission for Medication* form. This form must be used and signed by both the parent and physician if your child ever needs to receive medication at school. Please keep this handbook handy so that you can refer to it whenever you have questions or concerns.

We hope that your child and you have a wonderful, productive and successful school year here at Pioneer Ridge Elementary.

Sincerely,

Rick L. Baldino:
Principal

PIONEER RIDGE ELEMENTARY SCHOOL

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and section 504. For information regarding civil rights or grievance procedures, contact Dr. Martin Foster, Superintendent, 110 S. Centennial Dr, Suite A, Milliken, CO 80543: (970) 587-6050 or the Office for Civil Rights, U.S. Department of Education, Region VIII Federal Office Building 1244 North Speer Blvd. Suite 310, Denver, CO 80204, (303) 844-2991.

SCHOOL HOURS

School begins at 8:30 AM and dismisses at 3:30 PM. Morning Kindergarten hours are from 8:30 AM to 11:30 AM. Afternoon Kindergarten hours are from 12:30 PM to 3:30 PM. Kindergarten lunch will be at 11:30 AM for morning Kindergarten and at 12:00 PM for afternoon Kindergarten. Kindergarten students may participate in our lunch program. Morning Kindergarten lunch will be from 11:30 AM to 12:00 PM and afternoon Kindergarten lunch will be from 12:00 PM to 12:30 PM. Morning Kindergarten students who ride the bus will load the buses at 12:00 PM after lunch. Afternoon Kindergarten students who ride the bus will arrive at Pioneer Ridge at 12:00 PM, eat lunch and then go to class at 12:30 PM.

After school students are to go directly home and not play on the playground. Parents and their children are welcome to come back and play at the school anytime after 4:00 PM.

During school hours the playground is closed to public use so that adequate supervision can be provided to those students who attend Pioneer Ridge.

ABSENTEEISM AND TARDINESS

Our goal is for students to have strong attendance habits in school. Research has shown that good attendance at school is a key factor in student success and performance at school. We are striving for every student to achieve a 95% attendance rate.

The following will be considered as excused absences: A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a prearranged basis., A student who is absent for an extended period due to physical, mental or emotional disability. A student who is attending a school-sponsored activity. An unexcused absence is any absence that does not fall under the above guidelines. Any student who shows a pattern of excessive absences may be referred for retention and will be referred to law enforcement for truancy. Any student who is found to be truant will remain in for recess and/or after school to make up an equal amount of time.

Two tardies are allowed per student per quarter without penalty. Beginning with the 3rd tardy in a quarter and each time thereafter, the child will be required to miss a recess. Students late due to medical appointments will receive an excused tardy.

If you know your child will be out of school for several days due to illness or a prearranged absence, please ensure that you contact the school and your child's teachers so that assignments can be prepared.

Please call the school office (587- 8100) before 9:00 AM any day your child is going to be absent or tardy and give the reason. The secretary will attempt to verify all absences of students whose parents have not called the school.

Both excused and unexcused absences and tardies will be considered in determining a child's attendance rate. Attendance awards are given each quarter for those students who achieve a 95% or better attendance rate (this includes absences and tardies).

RECESS

Students will go outside for recess when the temperature including wind chill factor is 20 degrees Fahrenheit or above. Weather conditions are monitored from the office on a daily basis. We feel that children benefit from outside physical activity. Therefore, please ensure that your child dresses warmly in cold weather. Parents may request in writing that their child be kept inside during recess 2 days per quarter, and any request for a child to remain inside from recess for more than 2 days per quarter must come from a doctor in writing or by phone.

SCHOOL CLOSURE DUE TO BAD WEATHER OR OTHER EMERGENCIES

There are times when school may need to be canceled or dismissed early due to weather or other circumstances. We ask that you not tie up phone lines by calling the school to ask if we will have school that day. Announcements on school closure will usually be made by 7:00 AM and sometimes will be announced the evening before. Announcements will be made over the following radio stations, as well as TV stations 4,7, and 9.

AM Stations	FM Stations
KOA 850	KUNC 91.5
KFKA 1310	K99
KGRE 1450	TRI 102.5

Occasionally, school may be dismissed early due to rapidly deteriorating weather. Please be certain your child knows where to go in the event a parent won't be home. All students will be sent home to their normal after school care provider, or to where the child has been instructed to go should this situation arise.

STUDENT EMERGENCY SHEET

At the beginning of each year, your child will bring home an emergency sheet for parents to fill out. Please make certain that you give full and accurate information. This form is used in cases of emergency when a child becomes ill or is injured at school and we need to contact parents to inform them of the situation or to come and pick the child up. It is very important that this information is kept current. If any information on your child's emergency form needs to be changed at any time of the year, please contact the school immediately so that the office staff can make these changes.

STUDENT TELEPHONE USE, MESSAGES AND AFTER SCHOOL CHANGES

Students will not be allowed to use the telephone except in the case of an emergency. Additionally, students should not be called to the phone during the school day. Messages will be given to students in regard to changes in their after school routine.

Parents are asked not to change a student's after school routine (including where a child goes and how a child gets there) unless it has been discussed with the child prior to coming to school and a written note has been sent to the school office informing the school of the change. A student's after school routine will not be altered without a note from the parent. In the case of an emergency where after school plans must be changed, call the school office (587-8100) prior to 3:00 PM in order for the child to be notified of the change (This request must come from the parent or legal guardian only).

Please remember that the first 1/2 hour after school begins and lunch time are especially busy times for office personnel and teachers. Except in the case of an emergency, we request that you avoid these times for contacting the school. Each teacher has a phone in his/her classroom, and phone calls to teachers will be forwarded to their voice mail.

VISITING SCHOOL

Whenever you come to visit the school or to pick up a child, you need to use the main entry of the building. The district policy is to accept only those visitors who have legitimate business at the school. All visitors are required to register at the office upon entering the building and to leave promptly when their business is completed. Parents of our students are always welcome. However, we ask that preschool age children not be taken into classrooms. If younger or older brothers and sisters are brought to school for any reason, parents are responsible for their behavior. Students are not allowed to bring friends to school which include former students, out of district students, visiting friends, and preschoolers.

We want parents to be a part of the learning experience and welcome you to visit and volunteer often. We do request that parent visits be avoided during the first 2–3 weeks of school so that children can adjust to the new program and routines. Parents need to make arrangements with their child's classroom teacher of any intent to visit school.

All visitors (including parents) must sign in at the office and wear a name tag.

DROPPING OFF AND PICKING UP STUDENTS

In the morning before school begins all students will report to the playground on the west side of the school. Students being dropped off at the main entry will enter the school, go through the cafeteria and out to the playground. When the bell rings students will then be brought into the school from the playground. Students will not be allowed in the hallways and classroom areas prior to the start of school.

After school ALL students will be dismissed from the east side of the school from the main entry and from the outside exits on that side of the school. Bus students will be dismissed from the South entry to load directly onto the buses. Students will not exit the building at the end of the day to the playground.

STUDENTS WILL GO STRAIGHT HOME AT THE END OF THE DAY AND ARE NOT TO BE ON THE PLAYGROUND.

Drive Through Drop Off Area

Vehicles are not to be left parked or unattended in the drive through area at any time. Parents need to pull forward as far as possible when unloading students so that traffic does not get backed up. ONLY SCHOOL BUSES will be allowed to use the drop off lane on the south end of the school. Visitors and parents who are coming into the school need to use the parking lots on the north and south ends of the school and there is parking available in the small parking area at the front of the school. NO vehicles (other than school vehicles and delivery trucks) are to use the drive way that goes to the back (west) side of the school.

We ask for your help in making the times for drop off and pick up of students as safe as possible by abiding by these expectations.

BUS TRANSPORTATION

Students who are transported are allowed only one pick up and drop off location. This will only change in the event the student has a physical change of address. Only those students who are designated as bus riders will be allowed to ride the buses to and from school.

All phases of the bus transportation are carefully supervised, and we strive for high standards of student conduct. Students should arrive no more than 10 minutes before their departure time from their bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 8:00 AM.

If you have questions or concerns you may contact your child's bus driver, the school principal, or the head of the transportation department (587-4202).

BUS RULES

All bus passengers must observe the rules for bus conduct in order to keep the buses running on schedule and to maintain the safety of riders.

- The bus driver is in complete authority of the students riding the bus at all times.
- Pop bottles, cans or other drink containers are not to be brought on the bus. Food should not be eaten during regular bus routes.
- Passengers must be ready to get on the bus as soon as the bus arrives in the morning or at any other time. The bus will not be delayed for late students.
- The bus driver may assign each rider to a certain seat, which will be the regular place for the passenger to sit.
- Students will not move about while the bus is moving.
- Passengers will not extend arms, legs or head out of the bus windows.
- Passengers shall not talk to the driver while the bus is in motion except in an emergency.
- Passengers shall not mark or deface the bus and its equipment.
- Passengers shall not open windows except by the direction of the bus driver.

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- Passengers shall not fight or scuffle on the bus or throw objects out the bus windows.
- Passengers must remain seated until the bus comes to a complete stop.
- Books, backpacks, lunch boxes, and similar objects must be kept out of the aisles.
- Passengers shall leave the bus in an orderly fashion.
- Wipe feet free of mud or snow before entering the bus.
- It is unlawful to transport animals, firearms, explosives, or anything that might endanger the lives or health of the passengers on the bus.
- Visitors are not eligible to ride the bus.
- Students must be on time.
- In approaching a bus stop, if a pupil has to walk along the highway, he/she should always walk on the left, on the shoulder of the road, facing traffic.
- Students should not run along side the bus, but should wait until the bus stops and then walk to the door.

LUNCH PROGRAM

Our Food Service Program is provided by Sodexo Marriott.

Students are encouraged to take part in the hot lunch program. Students should pay in advance for their lunches. Students may also bring lunches or go home for lunch. Those that go home for lunch must bring a note from home requesting permission for the child to leave the school grounds. The note must be signed by the parent or guardian, and all information is kept confidential.

COST:

As of the date of preparing this handbook, student lunches are \$1.80 per day or \$9.00 per week. Milk for sack lunch is \$.40 per carton. Children should bring money in an envelope with the child's name, teacher's name and grade written on the envelope and drop off payment at the office. Checks need to be made out to Weld County School District RE-5J. Please pay for extra milk at least one week at a time, rather than each day because of the extra bookkeeping and money handling involved. If your child is not to drink milk at school due to allergies or other medical reasons, we must have a note from your doctor. Otherwise, your child is required to take milk. We do not force children to eat items they do not desire, and as for milk, your child will simply leave the unopened carton on the table in the lunch room when he/she is done eating lunch.

A family may qualify for free or reduced lunches. If you feel your family would qualify, check with the office for information and an application. All information is kept confidential.

HOT LUNCH PRICES:

\$1.80 a day \$9.00 a week \$36.00 a month

Milk Prices: \$.40 per day \$2.00 for 5 days \$8.00 for 20 days

Adult lunch: \$2.40

Breakfast : \$1.30 (served from 8:00 am to 8:25 am)

SCHOOL LUNCH CONT.

- Students are not to charge lunches if at all possible. If a student is out of lunches, he/she will receive an alternate lunch that day.
- The school should be informed of any student who has a serious known allergy that could endanger his/her life, especially to food, medication and bee stings that causes severe or life threatening reactions.
- In the case of intolerance to milk or other foods, a physician's note is required by the State of Colorado's Hot Lunch Program if the milk or food item is not to be served to your child. Otherwise, the milk and all other food items must be served in order to comply with nutritional requirements of all meals.



STUDENT DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing and parents will be called to bring appropriate clothing to the school immediately.

Unacceptable Items:

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

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
- Sunglasses and/or hats worn inside the building.
- Inappropriately sheer, tight or low-cut clothing (e.g., Midriffs, halter tops, backless clothing, tube tops, garments made of fish-net, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
- Any clothing, paraphernalia, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons.
 - Are of a sexual nature.

DRESS CODE (CONT.)

- Unacceptable items (cont.)
 - By virtue of color, arrangement, trademark or other attribute denote membership in gangs which advocate drug use violence, or disruptive behavior.
 - Are obscene, profane, vulgar, lewd, or legally libelous.
 - Threaten the safety or welfare of any person.
 - Promote an activity prohibited by the student code of conduct.
 - Otherwise disrupt the teaching-learning process.



HEALTH INFORMATION

IMMUNIZATIONS:

The State of Colorado requires evidence of immunization for school enrollment. A child entering school in grades PK–5 must meet the minimum requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided.

A child entering school as a transfer student may be provisionally enrolled for 60 days until records are transferred from their previous school. If transfer records are incomplete or never received, the student may be suspended until minimum requirements for each vaccine are met or a signed Statement of Exemption is submitted.

Please keep your Emergency Information updated with the office with any changes in address, employment, or telephone numbers. In the case of an emergency the home phone is called first, then the emergency numbers. Parents will be notified of serious injuries if possible, and 911 will be called first when an extremely severe medical emergency arises.

Children should not be sent to school with a fever or contagious diseases. Students with either a high grade or low grade fever will be sent home.

PHYSICALS FOR ENTRY INTO SCHOOL

A completed Physician's Physical Examination Form or its equivalent must be submitted for every new enrolling student. If your child has been in the RE-5J Preschool or Milliken Head Start the previous school year and if you submitted a completed physical to that program, that form will be transferred to Pioneer Ridge Elementary with your child's health records.

MEDICATION POLICY

The procedure for administering medication to students during school hours is as follows:

- Physician's Order for Prescription on the Permission for Medication form (or its equivalent) signed by the physician.
- Parent's signature on the Permission for Medication form or a note indicating permission for the child to receive the medication.
- The Prescription Bottle, properly labeled with the child's name and containing only enough medication necessary to be given during school hours.
- Only prescription medication will be dispensed by school personnel providing the above procedure has been carried out. Students who have asthma and use an inhaler must have a written permission form from both their physician and parent before being allowed to have an inhaler at school. Students will be allowed to carry their own inhaler only with a written permission slip from their physician.
- Over -the- counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's order.
- When possible, medication should be taken at home (before school, after school, and before going to bed) unless it has been ordered to be taken with meals.

INSURANCE:

School insurance is offered as a service to the parents. Information is sent home with students the first week of school or is available when the child is registered. Insurance information may be sent home upon request.

WITHDRAWAL FROM SCHOOL

A parent should contact the school office at least one day in advance of a child's withdrawal stating where the child is moving and, if known, the name and address of the new school. The proper form will be prepared to assist the child's entry into the new school. Any library books not returned when the student withdraws must be paid for at that time. Also, all lunches need to be paid for before the child withdraws.

CONFERENCES:

We can best help your child if we work together. Regular parent—teacher conferences will be scheduled at the end of the 1st and 3rd Quarters and report cards will be sent home with students at the end of the 2nd and 4th Quarters. Additional conferences may be scheduled by parents and teachers based upon individual needs.

CONTACTING YOUR CHILD'S TEACHER:

Teacher hours are from 8:00 AM to 3:50 PM. If you need to contact your child's teacher, you are encouraged to do so between 8:00 AM and 8:20 AM, or after school before 3:50 PM. Also, you may contact the school office. Phone calls to teachers will be forwarded to the teacher's voice mail.

ENTRANCE AGE REQUIREMENTS:

A child may enter Kindergarten if the child turns five years of age on or before August 1 of the current year. There is no early entry into Kindergarten, and no testing of students to determine placement in Kindergarten.

Transfer students will be accepted into the RE-5J Kindergarten program if they are currently enrolled in another district's kindergarten program, and have moved into the RE-5J district. Transfer students at all grade levels will be placed based upon their current academic standing from the district they are transferring from. The principal will be the final authority in the placement of any student entering the school.

PLACEMENT OF STUDENTS IN CLASSROOMS

When developing class lists and placing students in classrooms, there is an extensive process used to ensure a balance in all classrooms. Classrooms are set up such that there is a balance of high, medium, and low performing students; a balance of male and female students; a balance of students with special needs; and a balance of ethnicity. We understand that parents may have preferences as to their child's teacher. However, parent requests for teachers can not always be accommodated. Once a final class list is determined for the school year, it will not be altered; and students will not be moved to other classrooms. Parents can help their child adjust to a classroom and teacher by being positive about where their child has been placed. If you have a concern please share this with your child's teacher and work with the teacher to make the child's experience a positive one. If children see you as supportive of the school and the teacher, they will tend to respond the same way.

PROMOTION AND RETENTION

A fixed set of criteria shall not be used to determine promotion from one grade or level to another, except at the senior high level. In general, the well-being of the individual student and the well-being of the group shall be the determining factors. Retention shall be used sparingly. When considering the retention of a student, the teacher shall confer with the student's parents well before the end of the school year. Initial discussion with the parents of this consideration will be held no later than the end of the 3rd quarter. He/She then may recommend retention when it is clear that the student will benefit. The principal will review each individual case before approving retention. The principal's decision will be final, and there shall be no appeal process.

PARENT PARTICIPATION

PARENT VOLUNTEERS

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Volunteers are welcome at Pioneer Ridge, and their efforts are highly valued. Please contact your child's teacher or school office if you are interested in serving as a Pioneer Ridge volunteer.

ACCOUNTABILITY / ADVISORY COMMITTEE (PTO/BAC)

As required by state law, there is an Accountability / Advisory committee at Pioneer Ridge Elementary composed of parents and teachers. This committee meets with the principal at least once every quarter. This committee is charged with helping to set and evaluate appropriate goals for the school to improve the graduation rate, attendance and student achievement. Other goals may be set and evaluated as well. This committee will also:

- Provide assistance, evaluate, and advise the principal regarding programs and activities.
- Serve to improve communication between the school, parents, and community.
- Advise the principal of parent and community attitudes.
- Serve to assist parents in becoming more actively involved in their child's education both in school and at home.

PTO/BAC meetings are open to the public and all Pioneer Ridge parents are welcome to attend. Dates and times of meetings will be announced at least one week prior to each meeting.

FIELD TRIPS

Field trips are designed to provide students with quality educational learning experiences outside the school. Effective supervision is essential for these experiences to be successful. Pioneer Ridge teachers have the responsibility to choose the parent volunteers from their class that will assist with each field trip. Parent volunteers are then required to ride the school bus to assist in providing the needed supervision. In no instance will siblings or other children be allowed to accompany these parent supervisors on field trips. **In order to maintain the safety and security of students on field trips only those parents selected as chaperones will be approved to join the field trip.** Parents who are not chaperones (with or without children) will not be allowed to meet and accompany the class at the field trip site.

PROBLEMS TO AND FROM SCHOOL

Children sometimes need guidance with their behaviors to and from school. Children do have the right to go to and from school without being harassed by others. It is the shared responsibility of the home, community and school to help our children in learning to get along and to respect other people's rights. The procedure to follow when your child has difficulty to or from school is:

1. Contact the parents of the children involved to work out a solution.
2. Contact the school for suggestions and to influence or remind those involved about mature, responsible behavior.
3. If the problem persists, notify your local law enforcement officer.

PETS: NO DOGS ON SCHOOL GROUNDS

Please make sure that any pets do not come to school with your child. The local police are called to pick up animals in the school area. Please arrange in advance with your child's teacher if a pet is to visit school for show and tell. The pet may be brought for that brief time by the parent. Please do not bring pets with you when dropping off or picking up your children before or after school.

BRINGING TOYS AND OTHER ITEMS TO SCHOOL

If at all possible all toys should be left at home. The playground is well equipped for children's needs. Children may bring sports balls and jump ropes if they are well marked with the child's name. Plastic, foam and other safety bats and balls are permitted. Hard baseballs are not permitted, and wooden or aluminum bats may be permitted if approved ahead of time by the building principal.

Students are not to bring Pokemon or other similar trading cards to school. We discourage students bringing electronic games to school (Gameboys). **Cell phones are not to be brought to school.** If your child does bring a personal item to school from home, the school assumes no responsibility for loss, theft, or damage to these items.

POCKET KNIVES AND TOYS THAT RESEMBLE WEAPONS

Children are not to bring any knives or toys that resemble weapons to school under any circumstance. Under state law this is considered to be a major offense and can result in expulsion.

BICYCLES, SKATES, SKATEBOARDS, SCOOTERS:

Bicycles may be ridden to school in the morning and home after school. They are not to be moved during the school day. A bicycle rack is available and needs to be used if your child chooses to ride a bike to school. Students are required to walk their bicycles on school grounds. Roller blades, skates, scooters, and skateboards are not permitted on school grounds at any time.

GUM AND CANDY:

Gum and candy are not to be brought to school unless they are refreshments of a scheduled classroom party.

DISCIPLINE

At Pioneer Ridge we believe in developing student self-discipline. We set high expectations for student behavior, and teach those expectations to students. Students are then held accountable for meeting those expectations. The "Time to Teach" process of student discipline is a key component of our discipline program. In this process students are taught the acceptable expectations for the classroom, hallways, playground and other areas of the school. Students are given opportunities to practice these and to demonstrate their understanding of the expectations. Should a student not comply with the expectations, the student will be placed in "Refocus". When a child is placed in "Refocus", he/she is kept in the classroom (so that there is no lost instruction) away from the other students. In refocus the student is to think about his/her behavior, what the problem with the behavior was, and how the student can resolve the problem. This is designed to be a positive approach to discipline that allows the student to learn from the experience. If a student does not comply with the teacher or is repeatedly disruptive to the learning of others, the student will be referred to the office.

When a student is referred to the office, the principal will meet with the student and go through the Refocus process at that time. At the time of the 1st office referral (with a Type I offense) the student will lose a recess and a referral notice will be sent home to parents to be signed and returned. Should a student be referred a 2nd time for a similar behavior, the student will meet with the principal again and the student will miss all recesses for the day. An office referral will be sent home to be signed and returned and parents will be notified by phone. Students referred for discipline may be required to do community service at the school. This could include sweeping sidewalks, cleaning tables or walls, or helping with a building project. A child will not be given a community service that he/she is not physically capable of performing.

DISCIPLINE (CONT.)

Continued misbehavior or disruptions may result in an in-school suspension or out-of-school suspension if it is determined to be necessary.

There are three types of referrals that can be reported to the office.

Type I: Non-compliance (refusal to refocus or habitual misconduct), aggressive behavior, inappropriate language, etc.

Type II: Physical aggression by a student (fighting, biting, kicking)
Step I: Parent notified through a phone call and in writing, and the student will miss all recesses for 1 day. Step 2: Parent will be notified through a phone call and in writing, and the student will be placed in In-School suspension for 1–3 days. Repeated offenses will result in further In-School suspension with an option of Out-of-School suspension.

Type III: Are infractions that fall under Colorado State Law. Weapons, Assault, Drugs, Alcohol, Vandalism, etc. For all Type III violations the student will be suspended immediately and a recommendation for expulsion will be made.

Our hope is that students can demonstrate positive behaviors that promote self-discipline and that result in a productive learning environment for themselves and others. A school environment that is structured, with high but realistic expectations, provides a safe and secure learning environment in which the focus is on learning and not discipline, thus the title of the program "Time to Teach".

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NOTICE TO PARENTS REGARDING SEX OFFENDER REGISTRY

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available at:

[Http://dci.State.Co.us/odvsom/SexOffender/SOPdfs/schoolresourceguideregistration.pdf](http://dci.State.Co.us/odvsom/SexOffender/SOPdfs/schoolresourceguideregistration.pdf), or <http://www.Cde.state.co.us/odeprvention/download/pdf/SchoolSexOffenderGuide.pdf>.

In addition, copies of this guide are available upon request at the Weld County School District Administration office located at 110 South Centennial Drive, Suite A, Milliken, Colorado 80543.

POSITIVE BEHAVIOR SUPPORT (PBS)

Pioneer Ridge Elementary is a PBS school. Our goal is to create a structure that organizes adults and students to create a school culture that encourages positive behavior and interactions. It is our hope that by combining the PBS component to our Time to Teach Process the result will lead to a safe environment where students achieve academically and build positive relationships with each other and the adults who work with them. During the course of the year we will recognize student efforts towards showing Stallion Pride and Positive Behavior in all areas of the school environment both within the classroom and out. It is the recognition of positive behavior that leads to a sustained positive school climate. We appreciate parent support in this endeavor.

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Fax: 970-587-8169