



PIONEER RIDGE ELEMENTARY

STUDENT/PARENT HANDBOOK

2022 - 2023

IMPORTANT PHONE NUMBERS

PIONEER RIDGE ELEMENTARY	(970) 587-8100
SCHOOL DISTRICT ADMINISTRATION	(970) 587-6050
SCHOOL DISTRICT TRANSPORTATION	(970) 587-4202
ELWELL ELEMENTARY	(970) 587-5160
MILLIKEN ELEMENTARY	(970) 587-6200
MILLIKEN MIDDLE SCHOOL	(970) 587-6300
ROOSEVELT HIGH SCHOOL	(970) 587-6000

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Welcome to Pioneer Ridge Elementary!

Our staff is excited for the 2022-2023 School Year! We look forward to working with you to provide the best possible learning situation for your children. Our community is strong and positive and provides a wonderful place for children to learn and grow.

Our staff welcomes and encourages all parents to become actively involved in their child's education. By working together, the school staff and families can meet the unique needs of each child. Communication is very important, and we invite you to contact your child's teacher whenever you have a question or concern. We will also be available to support student success in any way we can.

This handbook contains information regarding school rules, procedures and district policies. This is only a reference guide and does not provide all information. Please refer to this handbook, as well as School District and School Board Policy, if you have any questions or concerns. If you don't find the answer, feel free to call the school office.

Our hope is that your child will have a wonderful and successful school year full of learning at Pioneer Ridge Elementary!

Respectfully,

Jessica Oziah

Principal

Pioneer Ridge Elementary

Corina Strickland

Assistant Principal

Pioneer Ridge Elementary

School Hours

School begins at 8:30 a.m. and dismisses at 3:30 p.m. **Outside supervision is not provided at our elementary school until 8:25 a.m.** Students are considered tardy if they arrive after 8:30 a.m. Students are to go directly home after school unless they ride a bus.

Excused Absence

The following excuses 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
2. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Documentation, such as a doctor's note, will be requested after a student has accrued ten (10) excused absences.
3. A student who is absent from school for an extended period due to physical, mental or emotional disability.
4. A student who is attending any school-sponsored activity or activities of an educational nature with approval from the administrator.
5. A student who is suspended or expelled.

Excusing an Absence

Please call the school office (970) 587-8100 before 9:00 a.m. on any day your child will be absent or late and state the reason. Your call will ease our concern and eliminate the need to call you. (A secretary will call to verify the absence of any student whose parent has not already contacted the school.) **After 10 excused absences, you will be asked to provide documentation, such as a note from a doctor, each time your child needs to miss school.**

Unexcused Absences

All reasons not listed in the "Excused absences" section are considered an unexcused absence. Unexcused absences may be excused by the Principal or admin team in extenuating circumstances. Students who accrue multiple unexcused absences may be referred to the truancy process. We would like to avoid having to work through these steps, so please make certain your child has good attendance at school. Please make every effort to get your child to school on time.

Prearranged Extended Absences

Parents/Guardians are responsible for notifying the school before a class is missed. Prearranged absences must be submitted to the office in person, by phone, or email. Prearranged absences will excuse the student from school only for the day(s) that are agreed upon in the prearranged absence. Parents will only be able to excuse their child(ren) for not more than 10 days.

We recommend families consider the impact of an extended absence before deciding to participate in an activity. However, when an absence is necessary, the family must:

- Inform the school's office of the absence 48 hours in advance.
- Inform the child(ren)'s teacher(s) of the absence 48 hours in advance so that assignments can be prepared.
- Complete work missed during absence. Teachers will determine a reasonable amount of time for completing make-up work. Students may not receive credit for any work that is completed after this time.

If this procedure is not followed, the absences will be marked as "unexcused".

Truancy

A “habitual truant” student is defined as a student of compulsory attendance age (6-16) who has 4 total days of unexcused absences in any one month or 10 total days of unexcused absences during the school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as “habitually truant.”

- At 5 days unexcused absences:
 - 1st Compulsory attendance letter sent home.
 - School contact
 - Conference to develop attendance contract
- At 10 days unexcused absences:
 - 2nd Compulsory attendance letter sent home
 - Conference to review and/or modify attendance contract
 - Referral to School Resource Officer
 - Referral to Saturday Truancy Workshop

Chronic Absenteeism

When a student has an excessive number of unexcused or excused absences, these absences negatively impact the student’s academic success. A student of compulsory attendance age (6-16) who has 18 unexcused absences in a school year or total absences totaling 10% or more of the school year, may be identified as “chronically absent”. 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 as chronically absent, we will take the following measures:

- 18 days unexcused absences or 10% total absences for the school year:
 - Certified Compulsory attendance letter sent home
 - Truancy Ticket
 - Consequence
 - Loss of credit or course (RHS)
 - Saturday Truancy Workshop
 - Referral to Weld County Truancy Court

Make Up Work

Students are required to make up all required work that is missed due to an absence or tardy. Teachers will determine a reasonable amount of time for completing make-up work. Students may not receive credit for any work that is completed after this time.

Long Term Absences and Assignments

If you know that your son/daughter will be out of school for several days, please contact the school 48 hours in advance to arrange for work to be prepared.

Leaving School During the School Day

Students must be signed out from the office during the school day. Anyone who is picking up a child during the school day must first come to the office and sign the student out. The student will then be called to the office. When picking up your child for an appointment, please plan to bring a note from your provider when your child returns to school. **In no case will a student be allowed to leave with anyone but a custodial parent or guardian unless the office has been notified by the legal parent or guardian. Students may not leave school grounds during the day without permission from the office.**

Admission to School After School Hours

Students will not be admitted back into the school after school hours unless it is absolutely necessary. It is the student's responsibility to take all school work and personal items with them when they leave at the end of the day.

School and District Closure Information

School Closure Information

Weld RE-5J School closure information can be found in the following places:

Channel 2, Channel 4, Channel 7, Channel 9

Weld RE-5J District Website: <http://www.weldre5j.org>

How the decision is made:

One of the primary goals of the Weld Re-5J School District is to protect the safety and well-being of every student. When severe weather conditions develop, a decision to close school will only be made after carefully considering a number of factors including information from area weather reports, county roads department, and the Colorado Highway Patrol.

When weather conditions make traveling hazardous, schools may not open as scheduled or may close early. The decision to close school will be made as early as possible, preferably by 6:00 a.m. by the superintendent in consultation with the director of transportation. Television stations will be notified immediately after the decision is made so that students, parents, and staff are promptly informed. Parents will also receive an automated phone message notifying them of a school closure.

When maintaining the regular schedule might result in large numbers of students being unable to return home safely, or the school buildings have lost power, school may be dismissed early. Every effort will be made to follow the regular end-of-the-day dismissal schedule since changing that schedule can cause confusion for parents and students.

Bus transportation is an important factor in determining whether school should be closed or an early dismissal to be ordered. Bus drivers are trained to watch that children are able to enter their residence. If the house is locked, the child is to return to the bus and continue on the route back to the bus barn. Of equal concern in making an early closing decision, are the students who reside in town. If dismissed from school they may have several blocks to walk in severe weather and then arrive at their home that could be locked. Without supervision, they may not know what to do and be stranded outside.

Parents can help:

Parents are ultimately responsible for their children and should decide for their own family whether their children should attend during inclement weather or be picked up from school prior to the regular dismissal time. We encourage parents to decide what is best for their family when the weather is severe. Students who leave school early, are as always, to sign out through their building's office after the secretary has spoken to a parent. Parents picking up children are to come to the office, sign the children out, and wait for the children to escort them from the building. This provides assurance that the early departure is authorized and that the child will be as safe as possible. Parents who choose to keep their children at home due to inclement school are asked to call the school office so the staff knows that the child is where they belong and are safe. The procedures also help the

school secretaries crosscheck to know who is in school should staff need to call families as they do for all absences.

Additional impact of school closing:

All school and athletic activities are canceled when schools are closed or dismissed early because of inclement weather. Community activities planned for a building that is closed due to these circumstances are also canceled for the safety of the community and the district staff.

Visiting School

Safety for our students and staff is very important to us! All doors to the school will be locked during the school day. Parents and visitors will need to buzz in at the main entry to gain access to the school. All visitors (including parents) must present a valid ID to office staff prior to moving beyond the office area. All visitors must wear a visitors badge to go beyond the office to the rest of the school. Parents need to make arrangements with their child's classroom teacher of any intent to visit 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. Parents of our students are always welcome. However, we ask that preschool-aged children are not 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 without permission from the office staff.

Withdrawal From School

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

General Information

Care of Property

We take pride in the appearance of the school building and grounds. Students are expected to help keep the school free of litter and help dispose of trash properly. Students involved in graffiti or other destruction of school property or equipment will receive appropriate disciplinary consequences.

School Supplies

Classroom teachers prepare a list of supply items that are needed each school year. Copies are available from the school office or on the school website. Parents should check with their child periodically throughout the school year to see that consumable supplies are replenished as needed.

Student Fees

A student fee of \$7.00 is collected from all students. The student fees are used for supplementary materials in each classroom.

Student Dress Code

Student and staff dress should conform to recognized standards of decency, safety, modesty and cleanliness. Students and staff will not be permitted to dress in a manner that affects the safety of themselves or others, is disruptive to the learning environment and/or that indicates affiliation with negative social influence such as gangs, cults, substance abuse, or sexual degradation.

Dress Code: Students and staff may be referred to an administrator for clothing that includes, but is not limited to, articles considered "revealing and inappropriate for school";

Here are some dress code guidelines:

- Tops without straps, backs or sides are not allowed
- Cropped tops that show the stomach are not allowed
- Shorts, skirts, or pants that are either too short or too loose to fully cover students' rear ends are inappropriate to wear at school

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- Muscle shirts/t-shirts with the sides cut off are not allowed
 - Shoes must be worn at all times
 - Outerwear must cover underwear
 - Any clothing advertising weapons, alcohol, drugs, or tobacco will not be allowed
 - Sunglasses, bandanas, hats, hoods, and spikes or chains will not be allowed, with the exception of religious or medically necessary headwear
 - Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are obscene, profane, vulgar, lewd, or legally libelous are not allowed
 - If in doubt, do not wear it. We ask that you err on the side of being appropriate for school

If a staff member refers a student to an administrator for a dress code violation, the student will be asked to change clothes. A parent or guardian may be contacted. Repeated violations will result in disciplinary action.

Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

We ask parents to work with their students on choosing appropriate clothing for school.

Building administrators have the final discretion to decide what is considered inappropriate attire for school according to school-specific dress codes that are consistent with this policy.

Student Identification Badge

Students will be issued a school identification badge (ID). Students must visibly display their identification badge at all times while on campus. Student ID's will be used for safety precautions, transportation, school breakfast/lunch programs, library and hall passes during the school day. If an ID badge is lost, a replacement will be given to the student. After the first replacement, a \$5 charge will be imposed if an ID is lost again.

Media Center

Use of library materials is free except when there is damage or loss. In such cases, the parent(s) will be notified and asked to pay for the materials.

Parent-Teacher Communication and Conferences

We can best help your child if we work together. Regular parent-teacher conferences are scheduled twice during the school year. Additional conferences may be scheduled by parents and teachers based upon individual needs.

Parents and teachers need to have confidence in one another and should keep communication channels open to ensure misunderstandings are avoided. Parents and teachers working together have the best chance of helping the student grow and learn from these experiences.

Teacher hours are from 8:00 a.m. to 3:50 p.m. You are encouraged to contact your child's teacher before school between 8:05 and 8:20 a.m. or after school between 3:35 and 3:50 p.m., or send the teacher an email. Also, you may contact the school office to see if your child's teacher is available at other times during the school day.

School Volunteers

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Volunteers are most welcome at school, and their efforts are highly valued. Please contact the teacher or school office if you have an interest in serving as a volunteer.

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.

Bicycles, Scooters, Rollerblades, Skates, and Skateboards

Bicycles, scooters, rollerblades, skates, and skateboards may be ridden to and from school. Bicycles and scooters are to be parked in the bike rack. They are not to be moved during the school day. Students are required to walk their bicycle or scooter on school grounds. Students are encouraged to wear a helmet if they ride a bike or scooter to school.

Cellphones, Smartwatches, & Telephone Use

Cellphones and Smartwatches are to be left in backpacks and should be turned off or on silent mode. The school assumes no responsibility for lost, damaged, or destroyed items.

Students may use the telephone with permission from school personnel. Students will not be called to the phone unless it is an emergency. When necessary, messages will be taken for students and given to them at the end of the school day.

Money and Other Articles From Home

Students are discouraged from bringing money or valuable items to school as the school assumes no responsibility for lost, damaged, or destroyed items. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students like to bring items from home for show and tell. However, items of value that may get lost or damaged should be brought to school by a parent and, after they have been shown, taken back home.

Toys and Sports Equipment

Students may bring the following items labeled with the child's first and last name: basketballs, footballs, kicking tee, soccer balls, volleyballs, soft cushioned balls, or football gloves. Toys should be left at home, the school assumes no responsibility for lost, stolen, or damaged items.

Lost and Found

The school maintains a Lost and Found. The school is not responsible for lost articles. Clearly marking all personal items with a first and last name greatly assists a quick return to the rightful owner. Unclaimed objects will be donated.

Lockers

Lockers for student use are the property of the school and are for the storage of school supplies and personal items necessary for school. Students should take care of these lockers and make sure their personal and school items are safely put inside.

Pets

Pets are not allowed at the school. If you have a pet with you during pick up or drop off times, please wait at a safe distance.

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 on cold-weather days. At times, students will not be allowed to go to recess based on their behavior or if they have work to finish. This decision is made by the classroom teacher and/or the administrator.

Retention and Promotion

A fixed set of criteria shall not be used to determine promotion from one grade level to another. In general, the well-being of the individual student shall be the determining factor. 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. The teacher may then recommend retention when it is clear that the student will benefit. The administrator will review each individual case before approving retention. The administrator, teacher, and parents will work together to make a decision.

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. Teachers have the responsibility to choose volunteers or parents that will assist them with supervision on each field trip. Volunteers or parents are then required to ride the school bus to assist in providing the appropriate supervision. Siblings or other children are not allowed to accompany volunteers or parents on field trips. Volunteers or parents are not allowed to meet and accompany classes at the field trip site, they must ride the field trip bus. In order to maintain the safety and security of students on field trips, only those volunteers selected as chaperones will be approved to join the field trip. Volunteers or parents who are not selected as chaperones will not be allowed to meet and accompany the class at the field trip site.

Transportation

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 the bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 8:20 a.m.

If you have any questions or concerns you may contact your child's bus driver or the supervisor of the transportation department (970-587-4202).

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. The bus will not be delayed for late students.
- The bus driver may assign each rider to a certain seat.
- Students will not move about while the bus is moving.
- Passengers will not extend arms, legs, or heads out of the bus windows.
- Passengers will not talk to the driver while the bus is in motion except in an emergency.
- Passengers will not mark or deface the bus and its equipment.
- Passengers shall not open windows except by the direction of the bus driver.
- 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.
- Students should not run along the side of the bus, but wait until the bus stops and the driver opens the door.
- When approaching a bus stop, if a student has to walk along the highway, he/she should walk on the shoulder of the road, facing traffic.

Dropping Off and Picking Up Students

In the morning before school begins, all students will report directly to their assigned entry door. When the bell rings students will be brought into the school through their assigned doors. Students will not be allowed in the hallways and classroom areas prior to the start of school. We ask that students not arrive at school prior to 8:25 when supervision is provided. If students are eating breakfast, they may enter the cafeteria at 8:10 through the west doors.

After school ALL students will be dismissed from the outside door nearest their classroom.

Students are expected to go directly home at the end of the day and are not permitted on the playground.

Problems To and From School

Children sometimes need guidance with their behavior to and from school. Children 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 students learn to get along and to respect the rights of others. Some suggestions to follow include:

- Joining your child in walking to and from school.
- Contacting the parents or guardian of the children involved to work out a solution.
- Contacting the school for suggestions and to influence or remind those involved about appropriate, responsible behavior.
- If the problem persists, contact our local police department for assistance.
- If a problem occurs on the bus please contact the transportation office at 970-587-4202 prior to contacting the school.

Health and Wellness Information

Allergies and Food Intolerances

The school should be informed of any student who has a serious known allergy that could endanger his or her life, especially to bee stings, food, or medication that causes severe or life threatening reactions.

Immunizations and Other Health Requirements

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 the previous school. If transfer records are incomplete or never received, the student may be suspended until the minimum requirements for each vaccine are met or a signed Statement for 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. Please see the next page for information about when to send your child to school.

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 our school with your child's 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 signed by your child's 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 followed. Students who have asthma and use an inhaler must have written permission form from both the parent and physician before being allowed to have an inhaler at school. Students will be allowed to carry their own inhaler only with written permission.
- Over-the-counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's note.
- 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 at a specific time by the physician.

YOU MAY WONDER, "WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?"

- If your child has a temperature of 100 degrees or higher.
Children should be fever free for 24 hours without fever-reducing medications, such as Tylenol or ibuprofen before returning to school.
- If your child is vomiting or has vomited in the past 24 hours.
- If your child is having diarrhea or has had it in the past 24 hours.
- If your child is being treated for an infection with antibiotics and it has been less than 24 hours.
- If your child is too uncomfortable to learn or participate in learning.
- If your child is obviously ill whether fever is present or not.
- If your child has a "cold" and fever, large amounts of nasal drainage.
- A cough present that would be disruptive to the class and student.
- If your child has head lice and has not yet been treated.
- If your child's illness will make other students ill.
- If your child has pink eye and is contagious.
- If your child has had a noro-type gastrointestinal virus, please keep them home 48 hours after symptoms are gone.

If you are uncertain if you should send your child to school, please call the School Nurse or Health Assistant.

School Counseling

The counselor is an integral part of the total school program. The counselor meets with students individually and in small groups and works together with teachers, parents, administrators, specialists, and community agency personnel to best meet student needs.

Gum and Candy

We discourage children from bringing gum and candy to school unless they are refreshments for a scheduled classroom party. This is permitted at the discretion of school staff.

Party Treat Recommendation

The health department recommends that “prepackaged food may be a safer choice at holiday parties”. You will be notified if it becomes necessary to require prepackaged food for a period of time if there are specific problems within the school or school district. Healthy party treats are encouraged.

Lunch and Breakfast Programs

Students are encouraged to participate in the school lunch and breakfast programs, which are provided by Sodexo. Students may also bring their lunch. Lunch can be paid for online or by sending money to the school office.

A family may qualify for free or reduced lunches and breakfasts. The meal application is online through [Infinite Campus Parent Portal](#). Help us help you! Weld County School District RE-5J encourages ALL families to fill out the lunch application online. All information is confidential. Any questions please contact the district office at 970.587.6050.

All information will be kept confidential.

Lunch Program Charge Policy

Please prepay for meals so your child will be able to eat without charging. You can find out what they owe on the parent portal or call the district office at 970-587-6055. IF your student goes through the lunch line and charges, parents are responsible for those charges. Please prepay for student meals in one of the following ways:

- Check made out to Weld RE-5J, with the student's legal name and grade on the memo line, and dropped at the available boxes in the school office.
Or
- Payments can be made in the [parent portal](#) with a credit card, service charge fee applies.

Lunch Prices

Elementary Student Lunch	\$2.70
Milk	\$.60
Adult Lunch	\$3.80

Breakfast Prices

Elementary Student Breakfast	\$1.80
Milk	\$.60
Adult Breakfast	\$2.40

Discipline and Behavior

Discipline

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. 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. Teachers develop classroom discipline systems to encourage students to make positive behavior choices. When a child makes a poor choice, we ask the student to think about his/her behavior, what the problem was, and how he/she can resolve the problem, and repair relationships. 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. The administrator will meet with the student and determine appropriate consequences for the student. Parents will be contacted when necessary to provide support to help their child make appropriate choices.

Our school promotes several anti-bullying strategies in each classroom and with our school counselor. Students are taught ways to be a good friend and to discourage bullying behavior in one another. Our school staff takes bullying issues very seriously and works with students on an individual basis to stop the bullying behavior.

Continued misbehavior or disruptions may result in an in-school suspension or out-of-school suspension if it is determined to be necessary. All discipline decisions will be made by the school administration and staff with the guidance of the [Weld RE-5J Discipline Matrix](#). **This document will help guide the administrator's decision, but consideration will be made for each individual situation, age, and circumstance.** In addition, school staff members will only discuss discipline issues that involve your own child, and will not discuss other students with you.

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.

Behavior - Positive Behavior Intervention and Support (PBIS)

Our staff believes in Positive Behavior Support. 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 goal that by combining the PBIS component to our discipline 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 positive behavior in all areas of the school environment both within the classroom and out. We strive to provide a sustained positive school climate. We appreciate parent support with this endeavor.

After School Opportunities

We offer many after school opportunities at our school. Transportation home from after school activities will be provided by the parent. PTO is a great partner in helping give students fun learning activities after school.

Playground Rules

The playground is a place where students have an opportunity to enjoy physical activity in a safe environment. Specific rules for playground equipment and appropriate activities are explained to students. Practicing positive sportsmanship and respect among all students is constantly reinforced.

Misuse of playground equipment: A student who is not following the rules for a piece of playground equipment may lose the privilege of playing on that equipment the remainder of the recess.

A student demonstrating poor sportsmanship, using foul language or playing too rough may be required to spend the remainder of that recess or the following recess standing next to the building and may be required to see the administrator. If a group of students is demonstrating poor sportsmanship during an activity, that activity may be banned from the playground for those individuals for a period of time.

School Notices & Plans

English Language Learners

Weld County School District RE-5J has implemented a plan to ensure that Second Language Learners in the district receive equal and meaningful access to educational programs. The plan includes:

- processes to identify students who are learning the English language,
- assess the student's English language proficiency,
- processes to assure that Special Education students are correctly supported
- the initiation of an educational program to teach English to English Language Learners, and
- other administrative procedures for the benefit of all students.

Title IX Notice

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services 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, please contact Cara Anderson, Assistant Superintendent of Human Resources, Weld County School District RE-5J, 110 S. Centennial Drive, Milliken, CO 80543, (970) 587-6050. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80104, (303) 844-2991. Denver, CO 80204, (303) 844-2991.

School Accountability Committee

As required by state law, there is an Accountability/Advisory Committee at our school composed of parents and teachers. This committee meets with the administrator at least once every quarter as part of our regular Parent/Teacher Organization (PTO). This committee is charged with reviewing and evaluating goals for school improvement. This committee will also:

- Provide assistance, evaluate, and advise the administrator regarding programs and activities.
- Serve to improve communication between the school, parents and community.

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- Advise the administrator of parent and community questions.
 - Serve to assist parents in becoming more actively involved in their child's education both in school and at home.

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

Notice to Parents Concerning Sex Offender Registration Act

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

http://dcj.state.co.us/odvsom/Sex_Offender/So_Pdfs/schoolresourceguideregistration.pdf

or

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf.

In addition, copies of this guide are available upon request at Weld RE-5J Administration Building located at 110 S. Centennial Drive Suite A, Milliken Colorado 80543

Emergencies and Emergency Information

911 will be called first when an extremely severe (life threatening) medical emergency arises. In the case of a serious illness or injury, the primary contact is called first. If there is no answer, the emergency numbers are called. If there is no response, the parents will be called at work. Every attempt is made to notify parents when there is a serious injury. **It is extremely important that your child's emergency information is current at all times.** Please inform the school office of any changes in residence, employment and/or phone numbers, which occur during the school year.

Crisis Plan

The district utilizes the "I Love You Guys" website <https://iloveguys.org/> and Standard Response Protocol.