

Ayres Elementary School

2023-2024

PARENT / STUDENT

Handbook

Hear
Us
R.O.A.R.!



1812 Robin Road
Sterling, CO 80751
(970) 522-1409

www.re1valleyschools.org

AYRES ELEMENTARY SCHOOL

Dear Parent/Guardian(s):

The purpose of the parent/student handbook is to ensure, to the extent possible, the safety and well-being of our students. As you review this document, please note the following:

- We must receive a signed acknowledgement confirming you received and reviewed the contents of this handbook.
- These policies are current as of the start date of the 2023-2024 school year and are consistent with school board policy.
- These policies are guidelines and are subject to change. Additionally, RE-1 Valley School District will maintain discretion in their interpretation and modification.
- For a complete list of RE-1 Valley School District school board policies, please visit our district website: <https://www.re1valleyschools.org>

Mrs. Shannon Holloway
Ayres Elementary School Principal
holloways@re1valleyschools.org
(970) 522-1409

TITLE IX REGULATIONS REGARDING DISCRIMINATION

RE-1 Valley School District prohibits discrimination and harassment of any kind based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, need for special education services, age, genetic information or conditions related to pregnancy or childbirth.

For more information, please visit www.re1valleyschools.org or contact:

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Assistant Superintendent
RE-1 Valley Schools
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AYRES ELEMENTARY SCHOOL

School Directory

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Mrs. Char Swennes, Library Specialist	swennesc@re1valleyschools.org

Safe2Tell Toll-Free number is: 1-877-542-7233(SAFE)

Safe2Tell Colorado is designed to help YOU anonymously report any threatening behavior that endangers you, your friends, your family, or your community.

2023- 2024 SCHOOL CALENDAR

VALLEY SCHOOL DISTRICT RE-1

DISTRICT CALENDAR 2023-2024

(Adopted 5.15.23)

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 New Teacher Day
10 Prof. Development
11 Work Day (Flex Day)
14-15 Prof. Dev./Work Day
16 K-12 First Day
21 NO SCHOOL
28 Prof. Development

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 NO SCHOOL
3 Work Day
8 Induction Training
15 NO SCHOOL
22 Prof. Development
29 NO SCHOOL

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 NO SCHOOL- Labor Day
11 Induction Training
18 Prof. Development
25 NO SCHOOL

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5 NO SCHOOL
12 NO SCHOOL
19 NO SCHOOL
26 Prof. Development

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Prof. Development
9 NO SCHOOL
13 End of 1st Quarter
16 Bldg. Prof. Dev./Work Day
23 Induction Training
30 NO SCHOOL

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 School in Session
7 End of 3rd Quarter
8-15 NO SCHOOL
18 Bldg. Prof. Dev./Work Day
25 School in Session
29 NO SCHOOL

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 School in Session
10 NO SCHOOL
13 Induction Training
22-24 NO SCHOOL
27 NO SCHOOL

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 NO SCHOOL
8 Prof. Development
15 NO SCHOOL
22 NO SCHOOL
29 NO SCHOOL

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 NO SCHOOL
11 Prof. Development
18 School in Session
21 End of 2nd Quarter
22-29 NO SCHOOL

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 NO SCHOOL
13 Prof. Development
20 School in Session
23 End of 4th Quarter
23 Early Release
Elem dismiss @ 11:15
SMS, SHS, CHS, CES @ 11:30
Staff Work to 3:30
24 Staff Work Day
25 Graduation

AYRES ELEMENTARY SCHOOL

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GENERAL INFORMATION

DAILY SCHEDULE

7:35 a.m.	Building Opens
7:35 - 7:55 a.m.....	Playground Supervised
7:35 – 7:55 a.m.	Breakfast Served
7:55 a.m.	First Bell Rings
8:00 a.m.	Tardy Bell Rings/Class Begins
11:00-11:20a.m./11:40-12:00p.m.	Kinder Grade Lunch
11:20 - 11:40 a.m.	Kinder Grade Recess
11:20-11:40a.m./12:00-12:20p.m.	1 st Grade Lunch
11:40 - 12:00 p.m.	1 st Grade Recess
12:20-12:40p.m./1:00-1:20p.m.	2 nd Grade Lunch
12:40 - 1:00 p.m.....	2 nd Grade Recess
3:25 p.m.....	Students Dismissed
4:00 p.m.....	Building Closes

SCHOOL HOURS/SUPERVISION

The school day begins at 7:55 a.m. and ends at 3:25 p.m. unless otherwise noted on the school calendar. School offices are open from 7:30 a.m. until 4:00 p.m.

The school's responsibility for supervising the students starts at 7:35 a.m. Please do not send your child to school prior to this time unless arrangements are made with the teacher or administrator. At 7:35am when the playground is open, a green flag will be displayed. Before 7:35am or after the bell rings, a red flag will be displayed. **DO NOT drop your child at the playground when the red flag is displayed.** If you arrive to drop off your child after the morning bell rings, please bring them to the office and check them in. During inclement weather, students are permitted to go into the Gym upon arrival. When students are in the gym, a yellow flag will be displayed.

Before a student can leave the school grounds during regular school hours, he/she must be signed out, in the office, by a parent/guardian. If someone other than a parent/guardian is picking up a student, the parent/guardian needs to provide the office with written notification. **The office needs to be notified BEFORE 3pm, if a child needs to be picked up early, unless it is an emergency.**

SCHOOL CLOSINGS/DELAYED START

If it becomes necessary to close school because of inclement weather, the superintendent will send a message to parents/guardians; notify the local radio stations, 850 KOA news radio, and 9news as early as possible. Please check school-closure reports before attempting to contact the school. It is extremely important to keep your phone number updated with the school as we will also use our school automated voice/email system to provide information and notifications. The school will hold your child until contact is made with a parent/guardian upon early dismissal.

BUILDING ENTRY/VISITOR SIGN-IN

In order to maintain a safe environment, all visitors entering Ayres Elementary School are required to sign in at the school office using the Raptor Visitor Management System. Please enter the building through the main entrance; all other doors will remain locked during the school day. The main entrance has a security system that requires you to press a button, which notifies the office secretary. Upon entering the school, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Please call ahead if you are requesting to meet with staff. Visitors are not permitted into classrooms during instructional time unless arrangements have been made prior to the instructional day with building administration. Friends or relatives will not be allowed to accompany students to class.

BREAKFAST AND LUNCH

RE-1 Valley School District offers a daily breakfast and lunch program and this year there will be no charge. Menus are available on the district website at <https://www.re1valleyschools.org> and on our Ayres Elementary School Facebook page. We work hard to promote healthy eating habits at school and encourage students to participate in the school breakfast and lunch programs. Here are a few guidelines to help you and your child enjoy their breakfast/lunch at school.

- If eating school lunch, the state requires students take three items from the serving line. One of the items must be a fruit or vegetable.
- Pop and energy drinks are strongly discouraged.
- Please do not bring fast food to school.
- Please do not share food for the safety of our students who have allergies and health issues.
- If there are students in the building with severe peanut allergies, then students who bring cold lunches may be required to sit at an alternate table to ensure the safety of the other students
- Eating Lunch with your student:
 - Starting 2nd quarter, you may eat with your student twice a quarter.
 - Call ahead to let the office know. (some days will be unavailable due to special visitors and other events)
 - Plan on paying the office when you arrive; prices are posted below.
 - Check in AND out of the office

Lunch Prices for 2023-2024:

All Students Receive Free Breakfast and Lunch *extra milk is .50 cents*

Adult Prices: Breakfast \$2.25

Lunch: \$4.00

NOTES/CALLS SENT TO SCHOOL

In the event your child's daily routine changes (i.e. going home on a different bus, being picked up early, etc.), please make sure the message is delivered to the school office. The office will ensure that the message is delivered to the student by the end of the day.

Please do not deliver the note directly to the teacher

In the event you need to call the school to leave a message for your child, you will need to call before 3:00 p.m. in order to ensure the message is delivered.

If a note or phone call is not received by the school office, we will direct the student to follow his/her normal routine.

PHONE USE

A phone is available for student-use in the school office. Prior approval is required by the teacher and/or office staff.

GIFTS SENT TO SCHOOL

Ayres Elementary School understands the excitement of celebrations; however, deliveries cause a significant disruption to the school routine. Ayres Elementary School will NOT accept deliveries for students.

PARTY INVITATIONS

Party invitations may only be distributed during school if a student's entire class is invited. Please have your child give invitations to the teacher in the morning when they arrive at school. The invitations will be distributed at the end of the day.

SCHOOL PARTIES

As part of our District Wellness Plan, foods to celebrate birthdays should be healthy choices and only pre-packaged, un-opened treats will be permitted. Home-made items will not be served to students. We ask that no red or dark colored punch be brought to school. Please see your child's teacher for treat suggestions and other communication regarding party information.

Birthday Celebrations: Student birthdays will be celebrated collectively each month; each student will be recognized on his/her special day.

Holiday Parties: Halloween, Christmas, and Valentine's Day are the selected holidays that will be celebrated.

POSTERS/ANNOUNCEMENTS

Requests to display posters and/or bulletin board announcements, within the school, require building administration approval per school district policy.

ACCIDENTS/INJURIES

All accidents and injuries must be reported to the main office as soon as they occur so an incident report can be filed.

MEDICATION/HEALTH ASSISTANT'S OFFICE

The health assistant's office provides care to students injured while at school, who suddenly become ill, or who need routine medications administered.

We ask that parents/guardians notify the school office if a student has a special medical condition or need. Students who take prescribed medications during the day must have parents/guardians provide the school office with a doctor's note that includes dosage and storage instructions. All medication must be in the original container/prescription bottle. Required forms for medication administration can be requested or picked up in the school office. PLEASE NOTE: Tylenol will only be administered if a permission form is filed in the office. The school health assistant/secretaries log all student medication given in our student information system.

IMMUNIZATIONS (C.R.S. 25-4-902)

All students must provide proof of immunizations to register or continue in school. Students not up to date on immunizations will have 14 days to obtain the required immunizations, submit a statement of exemption, or present a written plan for completion.

EMERGENCY DRILLS

As part of the Emergency Response Plan, RE-1 Valley Schools has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff, and first responders when describing actions to be taken in the event of an emergency. Emergency drills that require students and staff to hold, secure, lockdown, evacuate, or shelter in place will be held monthly. All students and faculty will be advised on proper Standard Response Protocol procedures.

LOST AND FOUND

Clothing and other lost items that have no identification will be placed in the "lost and found" bin, located near the lunchroom. All unclaimed items will be donated to a local community organization at the end of each quarter.

TEXTBOOKS AND OTHER PROPERTY

All basic textbooks are loaned to students for their use during the school year. Books should be kept clean and free of abuse. It is expected that students shall return textbooks, library resources, and other school property to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials, or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book, library resource, or other school property will be deducted for each year it has been used.

LIBRARY POLICIES

- Students may check out 1 book at a time
- Students will receive a 2-week check out with an option to renew books
- Notices are sent home when a library book is significantly overdue
- Damaged books in need of repair will be charged a damage fee

STUDENT FOLDERS

Notes, sign-up forms, and papers are sent home in the student's orange folder. The inside **left pocket** is used for notes, forms, and papers that need to be returned to school the following day. The inside **right pocket** is used for notes, forms, and papers that need to be kept at home. It is important to check and empty the inside right pocket of the folder daily.

FOOD AND DRINK

Students are encouraged to bring a water bottle to school. The water bottle must contain only water. No other types of food or drinks are allowed in classrooms, unless approved by the teacher or provided by the school.

PERSONAL STUDENT TRANSPORTATION

Students are not allowed to ride bicycles, skateboards, or scooters while on school district property. Bicycle parking racks are available to students for parking and securing their bicycles (it is strongly recommended students bring a locking mechanism to secure their bicycle). All students are required to stay away from the bicycle racks during the day.

FIELD TRIPS

Field trips may be planned by a teacher for specific educational goals. Parents/Guardians will be informed of planned field trips in advance. If you have questions or concerns regarding a scheduled field trip, please contact your child's teacher. Students who do not go on a scheduled field trip during the school day are expected to be in school.

All students are expected to adhere to school rules and policies while on field trips (e.g. no cell phone usage). Students may face disciplinary actions, to include loss of participation for additional field trips, if rules and policies are not followed.

WITHDRAWAL FROM RE-1 VALLEY SCHOOL DISTRICT

- Please inform the school secretary or registrar as soon as possible if you are moving
- Ensure that all your child's schoolbooks and school property are returned to school
- Check to see if your child has any unpaid school expenses accrued
- If your child has a credit, you are entitled to a refund
- Check the "lost and found" for clothing and other items

VIDEO SURVEILLANCE

RE-1 Valley uses video surveillance on district grounds to maintain the health, welfare, and safety of students, staff and visitors while on school district property, as well as, for the protection of school district property. School buildings and grounds may be equipped with video cameras. Video may be reviewed and monitored by school district personnel on a random basis and/or when problems arise as allowable by board policy.

ARRIVAL/DISMISSAL PROCEDURES

GENERAL GUIDELINES

Arrival and dismissal guidelines are in place to help ensure the safety of all students, staff, and visitors to the school grounds. Visitors who impede Re-1 Valley District staff's ability to provide for the safety of students, staff and other visitors to the school will be instructed to leave the grounds immediately and will not be allowed to return to the school property.

Continued violation will lead to a referral to the Sterling Police Department and a possible citation for trespassing.

GUIDELINES FOR ALL STUDENTS

- Students may not enter the building prior to the bell ringing at 7:55 a.m.
- Students are expected to walk at all times
- Students should not play during arrival or dismissal times
- Students should always use sidewalks

GUIDELINES FOR BUS STUDENTS

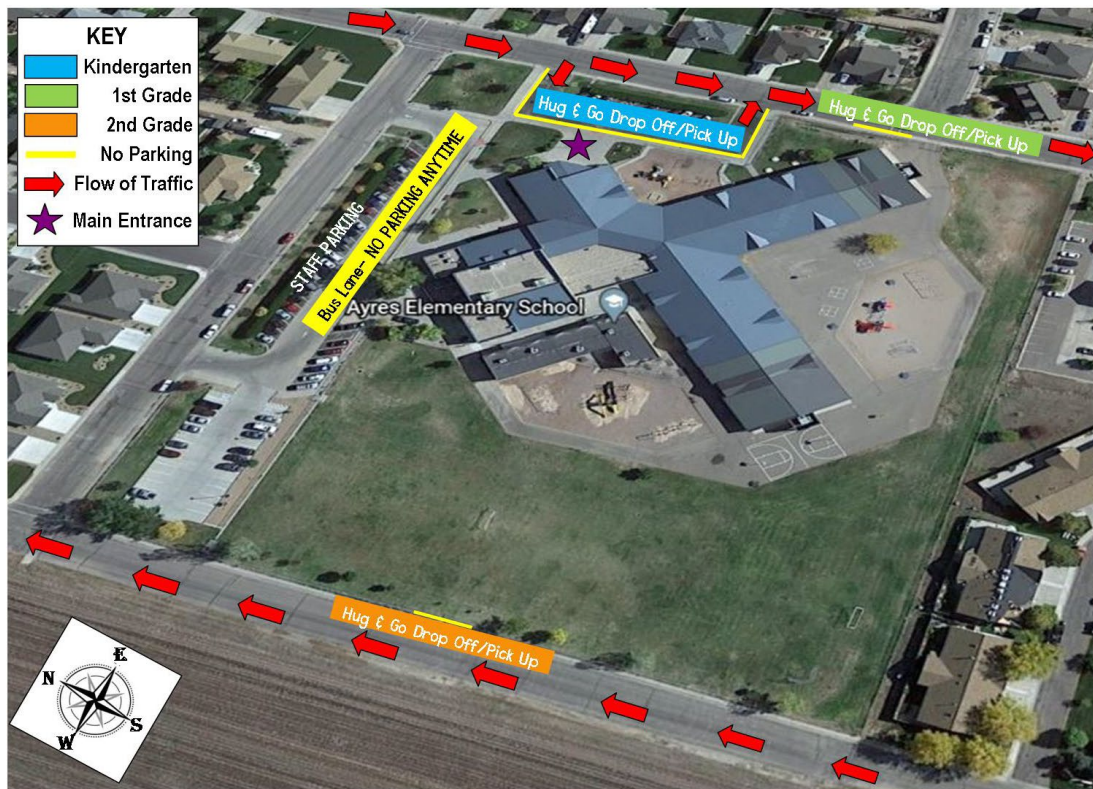
Riding the RE-1 Valley School District Busses is a privilege, not a right. Safety is the driver's first responsibility. Students are expected to follow the bus rules while waiting for the bus and while in transit. Students who do not follow the rules will be given a verbal warning by the bus driver or duty person. Misbehavior can result in PBIS card loss or a discipline referral. If inappropriate behaviors continue, the student may lose bus-riding privileges.

- Students should ride quietly, stay seated at all times, and keep hands and feet to self
- Upon arrival, students should exit the bus and immediately walk to the playground
- Students should stay on the sidewalks and on the inside of the yellow pylons
- Upon dismissal, students should immediately go to their bus waiting area and wait for the bus to arrive

STUDENT DROP OFF & PICK UP ZONES

The Student Pick Up/Drop Off zones (Hug & Go Zone) are located on the east and west side of the school building. These zones are the only area on school grounds where parents/guardians are permitted to pick up and drop off students. Hug & Go Zones are designed to maintain a steady flow of traffic. In a Hug & Go Zone, please drive all the way forward, so other families can drop off their students at the same time. **Parents/Guardians who need to leave their vehicle to enter the school must park in the spaces provided. No parking is permitted in the Student Pick Up/Drop Off zone (Hug & Go Zone) at any time. PLEASE REFER TO MAP SHOWN BELOW.**

The Bus Loading/Unloading zone is located on the north side of the school building, on Arianne Drive. For the safety of all students, no visitor vehicles will be permitted in the Bus Loading/Unloading zone at any time during the school day. **PLEASE REFER TO THE PICK UP/DROP OFF AND PARKING INFORMATIONAL MAP SHOWN BELOW.**



ATTENDANCE INFORMATION

ATTENDANCE (RE-1 Valley School District Board Policy JH)

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/guardian to ensure that every child under their 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.

Parents/Guardians are asked to contact the school office if a student is going to be absent or is absent at 522-1409 between 7:15 and 8:15 a.m. If the parent/guardian does not inform the school of the absence, our automated system will attempt to contact the parent/guardian to verify the student's absence.

EXCUSED ABSENCES

The following will 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 will 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 disability or a mental or behavioral disorder
3. A student who is pursuing a work-study program under the supervision of the school
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
5. A student who is suspended or expelled

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally of the unexcused absence.

In accordance with law, the district will impose appropriate penalties that relate directly to classes missed while unexcused. Penalties include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion will 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/guardians may petition the Board of Education for exceptions to this policy provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

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 16 total absences in a school year (eight per semester), whether the absences are excused or unexcused, may be identified as "chronically absent" by the superintendent or principal. Absences due to suspension or expulsion will 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," the principal will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. All students deemed "Chronically absent" will be referred to MTSS Team to have an Individual Support Services Team (ISST) meeting scheduled. The student's parent/guardian will be required to participate in the development of the plan in the development of the plan.

Nothing herein will require the principal 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/guardians to compel the student's attendance in accordance with state law.

Ayres Elementary School's Response to Absences

Fourth Absence

Any student that has reached a total of **4 unexcused or excused absences** within a month, will receive a phone call from the Family Community Coordinator. If the Family Community Coordinator cannot contact a family after 3 attempts, a home visit will occur.

Seventh Absence

Upon receiving a seventh absence, parents/guardians will receive formal written notification, a phone call from the Family Community Coordinator, and a possible check-in meeting will be scheduled (to include parents/guardians, students, administrator, and possibly a classroom teacher) with the purpose of:

- Addressing concerns/Discussing strategies for improving attendance issues
- Reviewing local and state attendance policy (CR-S-22-33-104. Compulsory School Attendance*)
- Discussing future consequences, which could include recovering lost instructional time
- Signing contracts to adhere to future attendance requirements and goals

Tenth Absence

Upon receiving a tenth absence, parents/guardians will receive formal written notification and an engagement board meeting will be scheduled with the student and parent with the purpose of:

- Addressing concerns/Discussing strategies for improving attendance issues
- Reviewing local and state attendance policy (CR-S-22-33-104. Compulsory School Attendance*)
- Discussing future consequences, which could include recovering lost instructional time
- Signing contracts to adhere to future attendance requirements and goals

Fifteenth & Subsequent Absence

Parents/Guardians will receive formal written notification and the school may seek to pursue the matter through legal proceedings with approval from the Superintendent and Administrator.

MAKE-UP WORK

Make-up work shall be provided, per parent/guardian request, on the second day of absence.

LATE ARRIVAL

If your child is late to school, you are required to bring your child to the school office and sign them in. Please do not drop students off at the front doors after school has begun.

ACADEMIC INFORMATION

CURRICULUM

Students in grades Kinder-2nd will have English Language Arts, math, science, and social studies for their core curriculum in accordance with Colorado State Standards.

READING

Our reading series, *Into Reading*, provides for instruction to support higher levels of reading and writing. Features include:

- Increase text complexity in reading
- Provide accessible rigor
- Balance fiction and informational texts
- Build content-area knowledge
- Emphasize close reading
- Focus on informative/explanatory, argumentative/opinion, and narrative writing
- Implement performance assessments
- Integrate media and 21st century skills

WRITING

Ayres' writing curriculum, *Every Child a Writer*, is a comprehensive program of instruction and assessment designed to ensure student mastery of English/Language Arts standards. The program includes progress monitoring and is differentiated for student success, by matching students' needs to the appropriate ECAW writing stage resources and instructional activities.

MATH

Houghton Mifflin's Expressions incorporates the following principles to help children build a strong mathematical foundation in their elementary years:

- Develop conceptual understanding and problem-solving skills in arithmetic, data, probability, geometry, algebra, and functions
- Link mathematics to everyday situations
- Link past experiences to new concepts and provide for ongoing, spaced review
- Make considerable use of partner and small-group activities
- Include hands-on activities and explorations
- Build fact power through daily oral practice, conceptual activities, and games
- Encourage use and sharing of multiple strategies
- Provide a wide variety of assessment opportunities
- Encourage home-school partnerships
- Offer specific focus for English language learners and opportunities for accelerated learning

SCIENCE, SOCIAL STUDIES, PE, MUSIC

Students also have a science/social studies block each day. PE and Music are provided daily.

TESTING

Students will participate in both state and district testing throughout the school year to monitor growth and achievement. District testing consists of NWEA testing in the fall and spring in the areas of reading and math. Students participate in the Amplify test in fall and spring.

TEST INFORMATION

NWEA MAP (Measures of Academic Progress) is an adaptive, nationally normed assessment administered to grades K-2 and is used for reporting of student achievement, as well as, for district level and building level continuous improvement decision-making. Teachers use this data to plan classroom instruction and to assist students in setting individual learning goals throughout the school year.

Amplify (mCLASS) literacy assessments are designed to identify students in need of additional reading instruction beyond that provided to typically developing readers. Amplify also informs teachers' instruction by providing them with explicit information about their students' knowledge of literacy fundamentals.

ACCESS/WIDA is the state annual test that measures a student's progress in acquiring academic English for English Language Learners. This assessment is administered to all students identified as an English Learner (NEP and LEP) in grades K-12.

STUDENTS WITH DISABILITIES

Ayres Elementary School staff is committed to providing students with disabilities an equal opportunity to an appropriate education. We are dedicated to operating within the guidelines of IDEA (*Individuals with Disabilities Education Act*) and Section 504. IDEA ensures protection to children who fall within one or more of the 13 specific categories of disability and who, because of such disability, qualify for special education services.

Section 504 protects any student who has a physical impairment that substantially limits one or more major life activities. Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students with severe needs may be placed on a behavior plan. For more information, see board policy JK-2.

GIFTED AND TALENTED

Ayres Elementary School is dedicated to providing comprehensive programming for the identification and education of gifted and talented students. Ayres Elementary School believes that a quality instructional program that differentiates curriculum and instruction is essential so all students can learn and grow at their level of potential.

GRADING AND REPORT CARDS

Ayres Elementary School uses quarterly grading periods. Teachers will keep students informed of their grades throughout the year. In the event parents/guardians have questions regarding their child's grades, they are encouraged to contact the teacher via phone or email to discuss the matter. Report cards are sent home in your child's orange folder.

GRADING SCALE

Standards-based grading is a way to communicate what students know at a point in time rather than an average of performance over an entire period. It measures a student's performance according to the standards taught rather than comparing student progress to other students. Grades are reported on a 4-point scale and cannot be equated to former guidelines for letter grades. A proficiency level of "4" indicates a high level of achievement; it communicates that a student has a strong understanding of all the concepts and skills taught for that standard during the quarter and can demonstrate understanding independently, consistently, over time, in writing (when appropriate), and with very few errors. A proficiency level of "4" also indicates that a student is learning content above grade level standards AND demonstrating achievement. A proficiency level of "3" indicates that a student consistently meets the concepts and skills taught for that standard during the quarter. A proficiency level of "2" or "1" indicates that a student requires support or does not consistently meet the standard.

HOMEWORK

The purpose of homework is to reinforce concepts students learn in the classroom. A sound homework program may enhance a strong home-school partnership and should be used as a tool in developing independent thought, self-direction, and self-discipline. Homework may also assist the student in developing good work habits and time management. If your child is working on homework for more than 20 minutes per evening, please notify your child's teacher.

STUDENT CONDUCT/SAFETY EXPECTATIONS

PLAYGROUND/RECESS EXPECTATIONS

At Ayres Elementary, rules for respectful and responsible behavior apply to all students. To keep our playground safe, parents/guardians must check-in using the Raptor Visitor Management System before entering the playground, this includes drop off and pick up.

During recess and on the playground:

- Games are open to everyone. Students will always include others to play in their games.
- Balls are shared. Students should not bring balls from home.
- Students need to be a good sport and play fairly at times.
- Teams need to pick evenly based on equality for all.
- Students need to play with the belief that everyone has an opportunity to play.
- When the bell rings or the whistle is blown, students line up immediately, quickly and quietly.
- Students are responsible when they stay in the designated play areas.
- Students will report any unsafe behaviors or equipment to the supervising adult on duty.
- Students will follow all rules of the game to ensure fair play.

DISCIPLINE ISSUES (RE-1 Valley School District Board Policy JICDA)

Ayres Elementary School is a school whose number one priority is the teaching and learning of intended curriculum for “ALL Students”. Students that engage in not respecting themselves, others, learning, or properties will be subject to parent/guardian called, parent/guardian conferences, removal from recess, in-school detention (ISD), after-school detention (ASD), in-school suspension (ISS), out-of-school suspension (OSS), or be put on a discipline, behavior and/or safety plan. Violation of discipline, behavior, or safety plan may lead to expulsion. The principal or designee will evaluate each discipline issue individually and ensure the student or students involved are given due process. Final determination of discipline actions will be at the discretion of the administrator in accordance with district policies.

Students in preschool through second grade

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board's policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

DRESS CODE (RE-1 Valley School District Board Policy JICA)

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 disciplinary problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, 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 or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with the parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are therefore not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, 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
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, and alcohol
 - Are of a sexual nature
 - 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

4. Tank tops or other similar clothing with straps narr
5. continued:
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
 - NO Hats in the building
 - No spandex shorts

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 or building administration.

SEXUAL HARASSMENT (Refer to RE-1 Valley School District Board Policy JBB)

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

District's commitment

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

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

Sexual harassment prohibited

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

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

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

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

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

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

Reporting, investigation and sanctions

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

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

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

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

CELL PHONES (RE-1 Valley School District Board Policy JICJ)

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, possession and use of personal technology devices in school situations must be regulated to assure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare and privacy of students and staff. For purposes of this policy, "personal technology device" includes any privately owned portable technology device, including but not limited to cell phones, laptops and any other wireless technology device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor of such device.

Students may use personal technology devices if they are a designated tool for learning, as determined by the teachers.

It is the student's responsibility to ensure that the device is turned off or placed in silent mode during unauthorized times.

Personal technology devices with cameras may be prohibited in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare or privacy of other persons, as determined by the building principal.

Prohibited uses

Students shall not use personal technology devices:

1. to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;
2. to take photographs of students and/or staff, without permission of the student and/or staff member;
3. for academic dishonesty or cheating;
4. to send, receive or possess text or email messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation or at a school-sponsored activity or event;
5. to threaten, harass, intimidate or bully;
6. to leave class to activate or operate such devices;
7. to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law while at school, on school transportation or at a school-sponsored activity or event; or
8. in a manner that causes or results in disruption of the educational environment or school-sponsored activity or event, or impairs or interferes with school or district operations.

Violation of this policy and/or use that violates any other Board policy shall result in disciplinary measures and may result in temporary confiscation of the personal technology device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft or destruction of personal technology devices brought onto school or district property or while the student is attending school-sponsored activities or events.

Ayres Elementary students are required to keep their devices turned off and stowed away in their backpacks during the entire school day to include morning recess.

WEAPONS (Refer to RE-1 Valley School District Board Policy JICI)

Using, possessing, or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited.

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any *knife*, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

TOBACCO USE (Refer to RE-1 Valley School District Board Policy ADC)

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

BULLYING (RE-1 Valley School District Board Policy JICDE)

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or 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 and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to 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. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents/guardians and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents/guardians and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The staff at Ayres Elementary School is committed to providing a safe school environment conducive to learning. Guidelines have been established through our Ayres School Positive Behavior Plan. In all environments inside and outside the school, students will be expected to **ROAR**:

Respect Ourselves and Others Always Safe & Responsible

ROAR is designed to help create a climate of cooperation, academic excellence, respect, and safety in RE-1 Valley Elementary Schools, while adhering to school board policy JICDA. Our program is based on guiding principles that help create an optimal learning environment for the students at our elementary schools.

Clear Expectations for Student Behavior

A behavioral expectation matrix is posted in multiple locations throughout the school building.

Clear and Consistent Strategies for Teaching and Encouraging Appropriate Behavior

Individual Recognition

Students caught displaying positive behaviors will receive a dojo point. Once a student has a certain number of points, he/she will receive a coupon/prize.

Students caught going over and above the general expectations will earn an Above and Beyond Card (ABC). These students will receive an ABC sticker, and the cards will be placed into a drawing for a small prize weekly.

PBIS Bonus Recess

Students who show appropriate behavior throughout the week, as outlined on the following page, will earn a bonus recess on Friday or the last day of attendance for the week.

Class Races

Each class will have the opportunity to earn a Paw or Marble each day for appropriate behavior in the classroom, hallway, and other areas. As a class, students need to follow the ROAR, as outlined on the following page. After the class earns 10 Paws or Marbles, they will earn a grade level reward (ex: 10 extra minutes of recess, etc).

A Support System and Individual Behavior Programs for Students with Unique and/or Exceptional Needs

Multi-Tiered System of Supports (MTSS) - Students who struggle with behaviors for various reasons may be

referred to our MTSS team. The MTSS team will work with the student's teachers, parents/guardians, and

the student to develop a plan that best addresses the individual needs of the student.

BEHAVIORAL EXPECTATION MATRIX

	Restroom	Hallway	Classroom	Lunchroom	Playground	Bus
R espect O urselves & Others	<ul style="list-style-type: none"> - Keep stalls clear of graffiti or scraping off paint - Respect other's privacy 	<ul style="list-style-type: none"> - Walk on the right side of hall - Stay in line order 	<ul style="list-style-type: none"> - Listen and follow directions - Participate and cooperate - Take care of school property - Honor others with kind words 	<ul style="list-style-type: none"> - Quiet voices - Use good manners - Use utensils appropriately 	<ul style="list-style-type: none"> - Games open to all - Listen to supervisor - Treat others as you want to be treated 	<ul style="list-style-type: none"> - Follow rules - Listen to authorities
A lways Safe	<ul style="list-style-type: none"> - Report leaks or backups - Keep all areas dry 	<ul style="list-style-type: none"> - Keep hands and feet to self - Walk and watch 	<ul style="list-style-type: none"> - Keep all chair legs on the floor - Walk - Use school supplies appropriately - Keep hands and feet to self 	<ul style="list-style-type: none"> - Walk - Carry tray with two hands - Only eat your food 	<ul style="list-style-type: none"> - Use equipment properly - Be alert and aware - Dress appropriately for weather/activity - Ask to leave the playground 	<ul style="list-style-type: none"> - Walk - Stay in line - Keep hands, feet, and objects to self - Stay seated on the bus
R esponsible	<ul style="list-style-type: none"> - Wash your hands - Throw trash away - Flush the toilet - Use only what you need - Get there and get back - Leave it better than it was 	<ul style="list-style-type: none"> - Keep hallway clean - Get there and get back - Stay together 	<ul style="list-style-type: none"> - Be prepared to participate - Turn work in on time - Remain on task - DO YOUR BEST! 	<ul style="list-style-type: none"> - Clean up your area - Eat what you take - Know your lunch number 	<ul style="list-style-type: none"> - Use soft voices next to building - Line up immediately - Put equipment away - Report broken equipment 	<ul style="list-style-type: none"> - Pay attention and be ready - Stay in bus area
	Low ROAR Zone	No ROAR Zone	No or Low ROAR Zone	Low ROAR Zone	Full ROAR Zone	Low ROAR Zone

No ROAR Zone = NO Talking

Low ROAR Zone = Quiet Voices

Full ROAR Zone = Loud Voices

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Student Colored Cards

Students will start each day on a green card with 5 colored cards (Purple, Green, Yellow, Red, and Blue) in a library pocket discretely by the teacher's desk. Students who behave inappropriately and are not following the ROAR expectations will be given two reminders to redirect their behavior. If the inappropriate behavior continues, within the same day, the following steps will be taken:

- ➔ 1st Incident: The student will move his or her card to show yellow. This is just a reminder to redirect his/her behavior. If the student corrects his/her behavior, no further consequences are taken and he/she is not penalized toward PBIS recess.
- ➔ 2nd Incident: If the student continues to not follow the ROAR expectations and exhibit inappropriate behavior, the student move his or her card to red.
- ➔ 3rd Incident: If the student continues to exhibit inappropriate behavior, the student will move his or her card to blue. At this point, the student may be asked to go to the office and speak with the Assistant Principal or Principal about his/her disruptive behavior. A phone call may be made to the parent/guardian.
- ➔ Student who behave appropriately and following the ROAR expectations will be able to move his or her card to show purple.
- ➔ When students have moved cards throughout the day for inappropriate behavior and not following the ROAR expectations WILL BE able to move cards up by appropriately behaving and following the ROAR expectations.

All inappropriate behavior will be documented and communicated to the parent/guardian through the student's tracking sheet. The teacher may also make contact through Dojo, a phone call or email.

Paws Place/PBIS Bonus Recess

A student will attend Paws Place instead of Bonus Recess based on the criteria listed below. Paws Place is a time for students to reflect on their behaviors and set goals to help them move forward in a positive manner.

- ➔ Students who **end on their Red or Blue** card 2 or more times in the week
- ➔ Students who **end on their Blue** card just once during the week, but had a good week otherwise; they may earn Paws Place, depending on the inappropriate behavior.
- ➔ Students with repeated inappropriate behaviors will be considered for referral to their grade level MTSS team for discussion of the student's behavior.

Immediate Office Referrals

A student will be immediately referred to the office for the following behaviors:

- ➔ Illegal: examples include tobacco, alcohol, controlled substance, etc. use and/or possession, unsafe objects
- ➔ Behaviors intended to harm another person



The Safe2Tell program empowers students, teachers, and others to anonymously report important information about violent or troubling events before or after they have happened. The Safe2Tell hotline gives students in all Colorado schools an increased ability to both prevent violence and report violence by making safe anonymous calls.

Students and other community members can call **1-877-542-SAFE** to report threats, fights, and instances of bullying, substances abuse, or other activities that create unsafe situations. Calls are answered 24 hours per day, 365 days per year, at a Colorado State Patrol communications center and forwarded to local school officials and law enforcement agencies, as needed. State law and the procedures established by Safe2Tell for receiving and forwarding tips guarantee the anonymity of every call. For more information, please visit the following web site: <https://safe2tell.org>