



Pomona Panthers



Student Parent Handbook

Welcome to Pomona! Together, we are entering into a partnership focused on the goal of providing a quality education in a safe and welcoming environment focused on learning. The success of our partnership hinges on communication, trust, and a commitment to growth and learning. This handbook will outline Pomona's policies and procedures. Applicable MCSD Board policy is referenced and full Board policy is available on the District's website.

Thank you for being a part of our Learning Community and for being informed and involved with your student's education. We encourage you to contact the school if we can be of assistance at 249-2514.

Attendance:

An essential aspect of school success is that children come to school on time for the full day on a consistent basis. While all students miss class occasionally for a variety of very good reasons, we also recognize that excessive absences are detrimental to our overall goal of educating students.

Our attendance goal is 8 or fewer days absent per student each year.

What do I do if my child is absent?

- Call 249-2514 to report an absence. Expect to be contacted by the office if your child has an unverified absence (an automatic dialer goes out by 9:00 AM). Your child's safety is our top concern!
- Extended absences due to medical issues will require a doctor's note.
- Extended absences due to family emergency/other will require a parent note.
- Contact your child's teacher to discuss missed work during extended absences.
- Once a child has 6 absences (excused or unexcused) you will receive a Letter of Concern. A follow-up attendance conference with the principal may also be scheduled.

Why does Attendance Matter?

- Students with regular attendance do better in school, have more friends, like school and are more likely to graduate.
- Frequent absences are associated with lower (foundational) reading and math skills.
- Students who miss more than 8 days a year typically struggle in school.

What can you do to support good attendance?

- Maintain a regular schedule and healthy habits at home.
- ***Communicate any concerns or issues promptly to the school. We always want to help support families anyway we can!***
- Plan vacations and trips during school holidays.
- Follow the health office recommendations for when to keep your child home from school.

Attendance Secretary – Andrea Hensley, andrea.hensley@mcsd.org

Principal - Chris Lehman, christopher.lehman@mscd.org

Board Policy:

<http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31910724>

Behavior:

Pomona is a PBIS (Positive Behavioral Interventions and Support) school. Positive behavior expectations and support are essential in creating a safe and enjoyable school environment. Positive Relationships are the key to creating a positive learning community. Our efforts will focus on building positive relationships, clarity in expectations, and continuous teaching and re-teaching of expectations. All of our school rules and expectations for behavior are based on our Panther PAWS motto:

P - Practice Respect

A - Accept Responsibility

W - Work Hard

S - Stay Safe

All students are taught school and classroom expectations, strategies for social and emotional growth, and for dealing with conflict with peers. The school utilizes the Second Step curriculum to support social and emotional growth. (<http://www.cfchildren.org/second-step>).

Additionally, we work with the following core beliefs.

- Relationships are at the heart of a school's work.
- All mistakes present an opportunity for re-teaching and growth.
- Everyone deserves to feel emotionally and physically safe at school.
- Conflict is natural and normal in human development. Students will be taught how to communicate, collaborate and work together to address conflict.
- Restorative Justice practices reduce conflict between students, provide positive solutions, and help establish positive climate and culture.

(<http://www.rjcolorado.org>)

Affirmations and Reminders: At times, students are provided with "PAWS" as affirmation for making good choices. They will take their PAWS tickets to the office for a weekly drawing, and student may take their PAWS home to celebrate with you. Classes can also earn "PANTHERS" as a whole class for demonstrating PAWS behavior. Classes with the most "PANTHERS" will be recognized on a weekly basis.

There are times when your child may require classroom discipline or correction. Many times this will be handled at the classroom level and is a minor incident. If those types of incidents are repeated, teachers and staff will contact parents to communicate and problem solve the issue.

Office Referrals: Most students work hard at school and strive to improve their behavior. At PES, our goal is to maintain positive, effective learning environments. When a student severely or continually disrupts the learning environment, threatens or harms others, or violates MCSD Policy, he/she may receive an office referral. When needed, consequences are given for poor choices and unsafe behavior. Every situation and student involved is unique, and consequences can be unique as well. Consequences may include but are not limited to detention, loss of privileges, in-school suspension, change in placement, out-of-school suspension, expulsion, and/or referral to law enforcement authorities.

Board Policy:

<http://www.mcscd.org/common/pages/DisplayFile.aspx?itemId=32456315>

<http://www.mcscd.org/common/pages/DisplayFile.aspx?itemId=33248688>

Bullying:

PES is committed to providing a safe learning environment. Bullying is different from typical conflict. Bullying is the use of coercion or intimidation to obtain control over another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. All types of bullying are unacceptable. School guidelines regarding bullying are as follows:

- We will not bully other students.
- We will help others who are being bullied by speaking out and by getting adult help.
- We will use extra effort to include all students in activities at our school.

Parents play a critical role in assisting the school in maintaining a bully-free environment. If you suspect your student is being bullied at school or on the bus, we ask you to contact your child's teacher and the office.

Board Policy:

<http://www.mcscd.org/common/pages/DisplayFile.aspx?itemId=35147264>

Communication:

School and classroom calendars and events are shared in a variety of ways. The school website, Facebook page and Twitter feed are good places to go to find announcements, information and policy updates. We strive to keep it up to date and accurate. Information is also sent home weekly in your child's Thursday Folder. You will find schoolwide information and information specific to your child's classroom or grade level. Your child's teacher may also give you the opportunity to sign up for Class Dojo or another electronic communication pathway.

Clear communication from home to school is essential as well! Please keep your household information up to date on Parent Portal. Call or email your child's teacher or the office whenever you have a question!

Parent Portal:

It is essential that all families log-in to Parent Portal. Parent Portal is where you can update your contact information, pay for lunches, and apply for Free or Reduced Lunch.

To access Parent Portal, look in the Quick Links Section on our school website (<http://pes.mcsd.org/>)

Curriculum and Instruction:

PES staff follows the curriculum guidelines for each grade level and subject area as defined in the Colorado Academic Standards. Our plan of instruction includes the following curriculum resources provided by MCSD:

If you have any questions about these programs, please follow up with information online, or follow up with your child's teacher.

Core Knowledge Language Arts (CKLA): A comprehensive program for teaching skills in reading, writing, listening, and speaking, CKLA also builds students' knowledge and vocabulary in literature, history, geography, and science.

Bridges Math: Students will develop understanding of mathematical concepts, proficiency with key skills, and the ability to solve complex and novel problems. Bridges blends explicit instruction, structured investigation, and open exploration.

STEM: PES is working towards implementation of a STEM experience for students. The experience, implemented in 2018-2019, will emphasize creative problem solving using all areas of knowledge and curriculum. Our foundational work currently includes cooperative learning, aligned Science instruction at all grade

levels, technology as a tool, a basic understanding of engineering, and an aligned Math curriculum.

Social Studies: Students learn to relate to their community, participate in society, and understand the human experience through history and geography.

Exploratory Classes: Students have the opportunity to learn and grow in physical education, music, art and technology throughout the year.

Exceptional Student Programs: Additional programs exist to support exceptional students, including Special Education, English Language Development, and Gifted and Talented.

Drop-off and Pick-up Procedures

Drop off and pick up times can be a little hectic and busy at any school. Our goal is to get students where they need to be efficiently, safely and without a lot of stress! Please remember these guidelines when dropping students off in the morning or picking them up in the afternoon.

Morning Procedures:

- Busses arrive from 7:45.
- Outside supervision begins at 7:45.
- The playground gate is unlocked at 7:40. Students arriving for breakfast can enter gym at 7:40.
- Please use the designated drop off zones and have students exit on the passenger side of the vehicle for a safe and quick process.
- Please pull forward as far as possible when using drop-off lanes, even if there isn't another car behind you at the moment
- Please use designated parking spots in front of the building if you need to exit your vehicle in the morning.
- The first bell rings at 8:00. The tardy bell rings at 8:05. Students arriving after the tardy bell will need to be signed in at the front office.

Afternoon Procedures:

- Dismissal is at 3:10 on Monday, Tuesday, Thursday and Friday.
- Dismissal is at 2:10 on Wednesdays.
- Students will be released to parents or other authorized adults at the designated gate.

- Please park your car and walk to the gate to meet your child, or drive through the parking lot loop (north end of the campus) to pick up your child in your car.
- Parking is limited and patience is required
- Busses are loaded and leave school grounds within 10 minutes of dismissal.

We appreciate your cooperation and patience during arrival and dismissal!

Bus Riders: PES works closely with First Student to make sure kids are safe and happy on the bus. Just like we have PAWS expectations at school, kids are expected to be safe and appropriate on the bus. Please contact the office (249-2514) and the Bus Barn (249-8233) if you have any questions or concerns.

School Safety

Student safety is a priority, and we regularly review safety and crisis plans. All staff and students at each school conduct regular drills for Lockouts, Lockdowns, and Evacuations. These drills help students and staff prepare in the event of an emergency. District and school staff prepare for possible emergencies, including extreme weather events, accidents, intruders, and other threats to student safety.

Emergency Procedures:

MCSO and PES follow the Standard Response Protocol researched and developed by the “I love u guys” foundation. <http://iloveugays.org>

Lockout – A lockout happens when we secure the perimeter of the school to ensure that our campus is safe from external threats. Inside the building, business is as usual.

Lockdown – A lockdown is called when there is either an unknown threat or when the threat could be inside the school building. In a lockdown teachers lock internal doors, help students hide, and maintain silence during the situation.

Evacuation – An evacuation is called when there is a need to move students from one location to another. All students and staff are required to leave the building during an evacuation.

Shelter – Shelter is called when the need for personal protection is necessary, including tornadoes, bomb threats or hazmat issues.

Emergency Dismissal:

Should an emergency dismissal from school be required (due to fire, natural disaster, etc.), parents are asked to do the following:

- follow directions announced on local radio and television for picking up your

student(s);

- remain as calm as possible and let the school and district's reunification process work.
- before taking your student(s) from the designated school dismissal site, sign-out the student from attending school personnel. This way, the school can ascertain the whereabouts and safety of each student during an emergency. Please DO NOT take a child from the school grounds at any time without checking him/her out with the supervising adult or the office.

Homework

In elementary school, homework should range from 10-30 minutes per night, depending on the developmental age of the student. When planning for homework, staff will use the following philosophy.

We believe....

- *Reading across all grade levels is essential.*
- *Homework is practice, targeted and purposeful, and based on material already taught in class.*
- *Homework is differentiated based on age, developmental capacity, and academic needs.*
- *Homework should not require extra resources or excessive adult support in order for the student to be successful, but can provide opportunities for peer and adult involvement.*
- *Homework should have flexible schedules to support a family's busy schedule, as well as not requiring students to work over extended breaks.*
- *Homework encourages student accountability and responsibility.*
- *Homework should not factor into a child's academic grade (it can be reflected in academic behaviors section of the report card).*

Dress Code: MCSD board policy addresses dress code in the spirit of maintaining a safe and disciplined learning environment. At Pomona, we ask the following:

- Clothing will be clean.
- Tennis shoes are required for PE.
- Shorts, dresses, skirts should be mid-thigh or longer.

- Tank tops must have straps 1.5 inches or wider.
- Clothing must not advertise prohibited items (alcohol, weapons, tobacco, drugs, violent video games, etc.)
- Clothing cannot display language or symbols that are obscene, profane, lewd, etc.

It is rare to have dress code violations at PES. When it does happen – for example he/she wears an inappropriate shirt to school – we will ask that it be covered, turned inside out, or traded for a shirt from the health office.

Board Policy:

<http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31921647>

Medication at School:

State Health Codes and District Safe Schools Policy restrict students from having pills or medication in their possession at school. The office staff cannot legally hold and administer medication to students (even Tylenol, Tums, cough drops, etc.)

Should your student require medication at school, a parent has two choices:

- The parent may bring the meds to school and administer the meds to his/her own student.
- The parent may contact the school Health Nurse, and complete the necessary paperwork for the school to hold and administer the medication.

Please do not send pills and medication with your student to school. Thank you for your help on this issue.

Lost and Found:

- Please label each student's jacket, hats, gloves, personal materials, etc. with your student's name.
- You can check the lost & found clothing box (check with office for current location) or inquire in the office for other lost and found items.
- All unclaimed lost and found items are donated quarterly to local charity organizations.

Parent Messages to Students During the School Day:

- Please plan ahead with your student before school in order to minimize relaying messages to students during the day (i.e. giving instructions where the student is to go that day after school, reminding students of personal information, etc.).
- Should an unanticipated situation arise, we will do our best to relay information.

Please have messages to office by 2:30.

Thanks for your support regarding this issue.

Personal Belongings:

- Students should avoid bringing items from home to school as we are not responsible for lost or stolen items. If a child brings toys, electronics, etc. from home, they should remain in child's backpack during school unless arrangements are made with the classroom teacher.
- Students may bring personal playground balls, jump ropes, etc. Personal equipment for the playground should be labeled with the student's name. The school is not responsible for a student's personal playground equipment.
- Under no circumstance should a student bring to school weapons, tools that can be used as weapons (including, but not limited to: utility knives, screw drivers, pocketknives, home-made knives, etc.), laser producing objects, lighters, matches, combustible materials, etc. Should a student discover an item such as this in his/her pocket, the student is required to hand it immediately to the nearest adult.

Student Cell Phones:

- Upon entering school grounds in the morning through leaving the building at the end of the school day, cell phones are to be out of sight (in a student's backpack or cubicle - - not a pocket) and powered off. Cell phones not turned off and making noises or being used during this time will be confiscated. Students using cell phones after the dismissal bell MUST wait until they are outside the building to power on and use their phones.
- Cell phones may NOT be used in the school building unless a classroom teacher has designated student use of cell phones for an instructional activity.
- Should an 'emergency' arise requiring a student to use a cell phone during the day, the student may request an office pass from his/her classroom teacher. Upon hearing the student's rationale, the teacher may issue the student an office pass in order to call home.

Visitors and Volunteers:

- All visitors must check-in and obtain a visitor's pass at the main office.
- We encourage parents to visit school. Please let your child's teacher know you would like to visit, and always check in at the office for a visitors' pass.
- Family and friends who are not on the approved visitor list on your Infinite Campus account must be accompanied by a parent or legal guardian before visiting

classrooms.

- We have many opportunities for volunteers to make a difference! Please see the office if you have any questions about PTC, Watch Dog Dads, Homework Café or School Accountability, please visit with the office.
- We ask that visitors conduct themselves with civility and behavior appropriate to the school setting. Visitors not following this expectation may be asked to leave.
- Please remember to check out at the end of your visit. Thanks!

Food and Nutrition Services

Your suggestions and concerns are always welcome and we invite you to be involved in our school meal program. We encourage parents and family members to be proactive in their child's life by encouraging them to:

- Always eat a healthy breakfast
- Eat more fruits and vegetables
- Limit or eliminate sweetened drinks
- Limit screen time
- Increase physical activity
- Eat meals together as a family
- Choose moderation and balance
- Promote positive body image

Please be aware that while students are offered healthy options such as fruits and vegetables at lunch, our meals are no longer all "scratch made". Processed foods such as frozen pizza, packaged breakfast items, chocolate milk, and Dorito's chips are also served. Breakfast and lunch menus are posted on our website.

MEAL PRICES Breakfast: \$1.90 Lunch: \$ 2.75 Milk: .60 (Subject to change)

If you suspect your family qualifies for free or reduced lunch prices based on federal guidelines, you can complete an online application in Parent Portal (<http://pes.mcsd.org/>) or check with the front office for more information.

Lunch money may be hand delivered to the office, or paid through Parent Portal online.

While it is important to keep lunch account balances healthy, it is also important to us that students do not go without lunch. We do not deny meals to students with unpaid balances.

FOOD ALLERGIES- Parents must notify the school and complete the appropriate forms during the registration process. Nutrition Services will follow local, state and federal guidelines for students receiving meals prepared at school. Please see the attached policy for Nut Free and Nut Aware policies for classrooms and the learning environment, and help do your part to keep school a safe place for all students.

BE AWARE OF SEVERE FOOD ALLERGIES!

We want all parents to be aware that some children in our school have severe, life-threatening food allergies to peanuts and other tree nuts. This is a medical condition called anaphylaxis that causes a severe reaction to specific foods and can result in death within minutes. We are requesting the entire school use discretion and consideration when choosing snacks that will be consumed outside of the school cafeteria (i.e. at recess, in the classrooms, during parties and other school activities, etc.) and be selective when sending snacks to school with your child – *PLEASE RECOGNIZE SOME FOOD PRESENTS FATAL RISK TO STUDENTS WITH SEVERE FOOD ALLERGIES!* Please read all food and snack labels!

Foods brought into a classroom for snacks, parties, or other activities (including school parties and birthday treats), and which may present a serious risk to students with severe food allergies include:

- Tree nuts such as cashews, pecans, walnuts, pistachios, almonds, etc. and food products that contain these ingredients. Please read the labels!
- Peanut and products that contains peanuts such as granola bars with nuts, crackers with peanut butter filling, cookies with nuts or peanut butter filling.

Suggested Safe Foods

- Anything that doesn't contain tree nuts or peanuts
- Cheese, vegetables, fruits, chips, sweets, cakes, cookies or brownies (that contain no nuts), pretzels, popsicles, yogurt, Lunchables, and crackers, are also a few acceptable alternatives.

When in doubt, please read the ingredients on the label! The label will usually indicate if the product contains nuts or nut products.

PLEASE NOTE: Your child may bring peanut and other tree nut containing foods to be eaten at lunch in the cafeteria. Our school provides a controlled environment with a 'peanut free table' in the cafeteria at lunchtime to prevent accidental

exposure. We're asking that parents use discretion and consideration for students with potentially fatal severe food allergies when sending your student with snacks and/or food for parties and activities.

If you have any questions, please contact our school health technician using the school/district contact information listed in this handbook.

Thank you for your attention to this important health request!