



North Fork School of Integrated Studies

430 Box Elder Ave. (P.O. Box 1179)
Paonia, CO 81428

Principal: Sam Cox

Phone: (970) 527-3639

Secretary: Jenny Altman

Fax: (970) 527-3339

The North Fork School of Integrated Studies is an arts infused, holistic, integrated education designed to provide academic excellence through experiential learning.

2015-2016
North Fork School of Integrated Studies School Handbook

The handbook provides helpful information as well as the policies that have proven to be successful in providing a pleasant and safe learning environment.

Office Hours: 7:30am – 4:00pm

Staff

Principal: Mr. Sam Cox

Office Manager: Mrs. Jenny Altman

Teachers:

Kindergarten, 1st grade, and 2nd grade: Mrs. Jenica Schevene

3rd grade and 4th grade: Ms. Lauren Ziccardi

Special Education: Mrs. Mary Gore

Speech Therapy: Ms. Kathy Carlson

PE: Mrs. Tracy Bushta

Art: Mr. David Kuta

Music: Ms. Kay Witt

Custodians: Mr. Earnesto Garcia and Mr. Riley Emmons

Lunchroom Staff: Mrs. Wendy Kossler, Mrs. Patricia Oenick, and Mrs. Susie Leon

District Support Staff: Psychologist: Mr. Raul Oliva; Nurse: Mrs. Kristin Pachel, and Mrs. Chris Peretti

K-6 School Schedule

Children should arrive at school after 7:30 a.m. when playground supervision begins. When the temperature is below 20 degrees Fahrenheit or there is foul weather, the school doors will open at 7:30, and K-2 students will be supervised in the Pit area while 3rd-6th grade students will be supervised in the gym until the 8:00 bell.

If your child is not following the normal after-school routine, please help us by making the arrangements before he/she comes to school. **If plans change during the day, please call before 2 p.m.**

Breakfast: 7:30 to 8:00 a.m.

First Bell: 8:00 a.m.

School Starts: 8:05 a.m.

K-2 Lunch: 11:20 a.m.–12:05 p.m. 3-4 Lunch: 11:45 a.m.–12:30 p.m. 5-6 Lunch: 12:10 p.m.-12:55 p.m.

Dismissal: All students are dismissed at 3:25 p.m.

Upon dismissal, students should go directly to their buses or cars. Those who walk should leave immediately after the buses depart since there is no supervision after school.

On “early-release” days (September 16, October 28, November 18, January 20, and March 9), students will depart school earlier than normal. On early release days, school will dismiss at 12:40 p.m.

Academic Reporting

Learning at NFSIS is a noncompetitive activity. Instead children are encouraged to improve on their own previous work. There are no grades given at the elementary level, however the teacher meets with parents twice a year and writes a detailed evaluation of the child every semester.

Accidents at School

In case of an accidental injury to a child at school, we will use the following procedures:

1. Determine if the injury is serious enough to require attention other than minor first aid.
2. If the injury requires care beyond what the school can provide, first, we will call the parents or guardians. If we cannot contact the parents, we will call the alternate number provided by parents. If there is no answer at either phone, we will use our judgment.
3. In case of a serious injury to the head, neck, or an injury that is causing intense pain, an ambulance will be called. Parents are responsible for the cost incurred.
4. It is imperative that you keep your child's contact information up to date. When you change phone numbers or your emergency contacts change phone numbers PLEASE, PLEASE let the office know of these changes.

If this procedure is not satisfactory, parents are welcome to come to school and make special arrangements for their child.

Attendance, Tardiness, and Truancy District Policies

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.

It is the obligation of every parent to ensure that every child who is 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.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for circumstances that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
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)(e)), 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 shall be entered on the student's record. The parent of the student receiving an unexcused absence shall be notified orally or in writing by the District of the unexcused absence.

In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 unexcused absences in a month or ten unexcused days during any calendar year or school year. School administration will notify parents in writing at the third unexcused absence in a month and/or the 7th and 10th unexcused absence in a year.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. There shall be 1 day allowed for make-up work for each day of absence for unexcused absences.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

Truancy

If a student is absent without an excuse from the parent or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one-month or 10 total days of unexcused absences during any 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 a "habitual truant."

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent shall participate with District personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent to review and evaluate the reasons for the student's truancy.

In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while truant: Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of trancies.

Adopted: March 21, 2013

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Acts of bullying can be in written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

If your student has, or is experiencing, bullying please contact your school administrators.

Bus Policies

A student who changes from the regular bus route must give the school secretary or bus driver who drops the student off a notice that is written and signed by a parent or guardian. The note must contain the name, address, and phone number of the person whose home the child will be going to. Students are expected to follow school district policies regarding bus behavior. Please carefully read the policy provided at registration. Bus conduct notices given for violation of bus safety will also be given to the Principal for follow up and possible consequences outlined in the bus riding policy. A parent may receive information regarding bus transportation, violations, or items left on a bus by calling the Bus Barn, 872-3353.

Cafeteria

It is very important that all meals be paid for in advance to keep costs as low as possible so we can focus our resources on education. Meals may be paid for in the main office by the week, month, or year. Send a check made payable to Paonia Elementary School Kitchen. "Charging" meals is not possible. **Ask at the office for the form to be completed to determine if your student is eligible for a free or reduced lunch.**

Breakfast prices

PK-6 th :	\$1.40
Reduced:	\$.30
Milk:	\$.50
Adults:	\$2.50

Lunch prices

PK-6 th :	\$2.60
Reduced:	\$.40
Milk:	\$.50
Adults:	\$3.75

Cell Phones

North Fork School of Integrated Studies discourages students bringing cellular phones, or any electronic devices, to school. If a phone is brought to school, students are encouraged to have names on their phones. Cell phones must be turned off during the day and kept in the student's backpack. If a student has a cell phone in class or on the playground during the day, the teacher may confiscate the phone for the day. The cell phone will be returned to the student at the end of the school day. The school is not responsible for damage or theft of electronic or technological devices brought to school.

Parents, volunteers, and visitors are asked to silence their cell phones when in the school building. If you need to make or receive a call, text, or email on your electronic device, please do so in the front lobby or outside the school building.

District Policies

Delta County School District now has all of the School Board Policies on the district website, www.deltaschools.com. If you do not have Internet access or need bilingual help to interpret the policies, please call the school so we can help you.

District Policies of Particular Interest

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Staff and students are trained in taking pro-active steps to prevent bullying from occurring. Bullying will not be tolerated at Paonia Elementary School, and students are encouraged to immediately report incidents of bullying to staff so intervention, investigation, and confrontation of students engaged in bullying behavior can take place so change in behavior can begin.

Guns, ammunition, explosives, matches, knives or other objects considered dangerous or hazardous to the welfare of students are not to be brought to school. A student who realizes that he or she has accidentally brought a prohibited item to school should immediately tell a staff member. The item will then be taken to the office for the principal to keep during the day, and the parents will be notified to pick it up. School district policy will determine the consequences for having dangerous or hazardous items at school. Students may not possess, smoke, or use tobacco products at school. Furthermore, the use of alcohol or controlled substances on school property or in connection with school activities is prohibited for everyone by state law.

Dress and Appearance

Because the kind of clothing a student wears has a direct effect on student behavior, attitude, and learning, as well as being a safety issue, the following rules must be observed:

1. Students must wear some type of footwear at school for protection and hygienic reasons. Remember that the playground has gravel, rocks, and pavement as well as grass. Trying to run in sandals or high-heeled shoes is uncomfortable and unsafe. Students are encouraged to have an extra pair of shoes at school during the winter months so boots do not have to be worn all day. Your child should consider what days he/she has PE and wear appropriate shoes. Heelies must have wheels removed during school hours. **Students in the Kindergarten, 1st, 2nd grade class should have a pair of 'inside' shoes or slippers for use in the classroom.**
2. Students are to remove hats and head coverings before entering the building. These items should be left in backpacks or on classroom clothing racks during the school day, although hats may be worn outside during recess.
3. Students shall wear appropriate daytime clothing. In the front, shirts must come up to at least a four-finger distance from the collarbone. Shoulder coverings must be at least two fingers' width, midriffs must be covered, and the armholes of sleeveless shirts must come up to the bottom of the armpit. Skirts and shorts must hang below the fingertips when arms are hanging at the child's sides. Loose pants need to be worn with a belt or suspenders so the student can walk with the hands free from holding the pants up. Clothing must cover underwear.
4. Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which are offensive to good taste shall not be worn at school or to school functions. This includes items that advertise drugs, alcohol, tobacco, violence, obscene language, or that are of a sexual nature. **Students are discouraged from wearing clothing with images of cartoon characters, video game images, or large commercial logos.**
5. Appropriate clothing will be required for playing in the snow.
6. During Spirit Dress Up Days be creative, but be thoughtful to follow the dress code guidelines.

Students who violate the dress code will be required to change clothes.

Electronic and Technological Devices

The North Fork School of Integrated Studies discourages the use of electronic media, except when needed for instructional purposes in the older grades. Students will not be allowed to use headphones, iPods, video game players, or similar devices at school except for instructional purposes. Students who have them for use on bus rides need to turn them off and put them away before entering the buildings. Then they need to keep them turned off in a backpack or in the office, as the school is not responsible for the damage or theft of these items. See cell phone policy above. The school is not responsible for electronic or technological devices brought to school.

Fees:

NFSIS requests a materials fee of **\$150 per child** for the school year. This fee allows us to buy high quality art supplies that your child will be using throughout the year including colored pencils, beeswax crayons, watercolor paints, handwork materials, main lesson books, and additional materials for special events such as our school plays.

If the materials fee presents a financial hardship for your family, please speak with your child's teacher about possible solutions and scholarship opportunities. If you need a payment plan, we ask that the fee be paid in part, every quarter. Payments may be made by cash or check to NFSIS, and paid at the front office.

Field Trips

Parent permission forms **must** be signed in advance. A child may not attend a trip without having a completed form. When they miss a trip, an alternative classroom setting may be provided for them until their class returns from the trip. Because of the focus on experiential learning at NFSIS students will be taking frequent field trips during the school year. In order to support these learning opportunities parents will be asked to contribute financially throughout the year.

There are times when a student is asked not to participate in a field trip because of inappropriate behaviors. If a child has not demonstrated that he/she has the skills to be responsible by following directions of authority, it is generally unsafe to allow a student to participate in a field trip because of the danger that could happen. However, he/she may be allowed to attend a field trip if a parent agrees to accompany the student on the field trip. Field trips are a privilege.

Food and Beverages

Students will have a morning and afternoon snack break. We encourage healthy, low sugar snacks to be brought to school. When snacks are brought to share with other classmates, we ask that food allergies be taken into account. Please check with your child's classroom teacher about bringing snacks to contribute to the classroom. Students are encouraged to bring a water bottle from home to leave at school. If a student plans on eating hot lunch, they will need to maintain a balance with the lunch program or qualify for free/reduced lunch.

Homework Guidelines

Homework is given in stages as children develop the capacity for handling learning after school as well as during the day. We provide spelling and vocabulary work consistently to establish study rhythms. Meaningful projects are given in addition to simple weekly activities such as reading for 20 minutes per night during weekdays. Developing proficiency in reading takes practice, therefore parents are asked to provide this time in the rhythm of their child's evening rituals. Math practice for students who need more support is essential as homework for some students. When it is appropriate, challenge problems or activities are given in math in grade 3 and up. It is our hope that parents will enjoy the projects that may take some time at home to create. Generally, a sharing of these creations is done in a presentation format in the regular classroom and sometimes for the greater community.

A parent can expect:

- To review spelling words each night by reading the spelling list once for spelling and then once for reading. Check with your child's teacher for specific spelling homework procedures.
- To read nightly with their child.
- That the time spent doing homework increases as the grade level increases.
- A general rule for knowing how much time homework should take each night is Grade Level x 10 minutes. Example: 3rd Grade x 10 = 30 minutes in addition to 20 minutes of nightly reading.
- If your student is spending extensively more time than appropriate, please consult your teacher for tips and suggestions on more efficient homework completion.
- Additional work may be assigned at the teacher's discretion.

Insurance

The school does not carry insurance on your child's health and safety. There are very inexpensive policies from a number of companies that cover accidental injury "year around," during school time only, or during school and activities. If you do not have accident insurance, we encourage you to consider one of these policies. Parents receive this information at registration time and may request it at any time.

Labeling Personal Belongings and Lost and Found

Students' names should be permanently marked on lunch containers, clothing, and other personal belongings. Unmarked items that are left on the school grounds are put in the lost and found. Several times a year the staff puts these items out so students will recognize and take home lost items. Parents are encouraged to check the lost and found when they are visiting the school. Unclaimed items are taken to a thrift store or charity at the end of each quarter. The lost and found area is located in the school cafeteria.

Library

NFSIS students are encouraged to use Paonia Elementary School's excellent library. Books can be checked out for two weeks and can be renewed if more time is needed. Kindergarten and 1st grade students may check out one book at a time. 2nd through 6th grade students may check out two books at a time. If a school library book is lost or damaged the student is expected to pay for a replacement.

Media Philosophy

Use of electronic media, particularly television and video games by young children is strongly discouraged. The reason for this has as much to do with the physical effects of the medium on the developing child as with the questionable content of much of the programming. Electronic media seriously hampers the development of the child's imagination - a faculty that is believed to be central to the healthy development of a human being. (Several books have been written expressing concern with the effects of media on the young child: Endangered Minds by Jane Healy, The Plug-In Drug by Marie Winn etc.)

Medicine

Students may not be responsible for their own medication. **A student may not possess a medication, even as simple as an aspirin, cough syrup, or cough drops.** If by mistake a student brings medication in a backpack or pocket the student should immediately give it to a teacher or administrator.

The school is not allowed to dispense any medication, including common over-the-counter medications, without a fully completed doctor's Permission for Medication form. Medication sent to school must be in the original container. (Or a parent or guardian may bring the medicine to school and dispense it to the child.) This policy applies to prescription as well as non-prescription medications such as Tylenol and cough drops. Parents are encouraged to ask the doctor to fill out the Permission for Medication form when medications will be taken at school and to plan ahead to provide the form and medication when their child will be on a field trip and need to take medication that is normally taken at home.

Newsletters

The North Fork School of Integrated Studies publishes a newsletter every other week. This newsletter goes home in the regular Tuesday Express envelope. This newsletter informs families of upcoming events at school, NFSIS Steering Committee news, and other tidbits of particular interest to our students and families. All parents are encouraged to read the newsletter and share the information with their students. The newsletter and classroom newsletters will also be posted on the school website. You can access this information at nfsis.deltaschools.com.

Nurse

Schools do not have a nurse on staff on a daily basis, so parents should pick up sick or injured students as soon as notified. The Delta County School District nurse travels throughout the district and is occasionally at Paonia Elementary School. The district nurse's duties are to aid families and students in maintaining good health. If you have any questions or concerns for the nurse, feel free to contact the nurse's office in Delta at 874-7607.

Parent Conferences

Parent conferences are scheduled twice a year with the first planning conference held in September. However, if you have questions at any time, please call the teacher or arrange for a conference. Each teacher can also be contacted via e-mail, using "first name.last name@deltaschools.com". For example, to e-mail Mr. Sam Cox, the address is sam.cox@deltaschools.com.

Parent Visits

Parents are encouraged to visit North Fork School of Integrated Studies at any time. Visitors are welcome to observe all phases of instruction in progress. All visitors must sign in at the office and receive a visitor's identification pass before going to other parts of the school. If you visit, it would be helpful if:

1. You first check with the teacher to set up a time that is convenient for you and the teacher.
2. You do not bring other children when you observe.

Parties

NFSIS classes will have a few parties during the year. The teacher will send home information in the Tuesday Express about these parties. If you are interested in helping to organize a party, please contact your child's teacher.

Invitations for private birthday parties should be mailed. If every child in the class is invited to a party at a private home, invitations may be passed out at school. There will be a classroom celebration for each child's birthday. Parents should bring a snack to share with their child's classmates. For the K/1/2 class please be prepared to tell your child's teacher the story of their birth, which they will use to create a living story to share with the class about your child's journey to life. For the 3/4 class please bring a photo and a few thoughts about your child for their teacher to share with the class.

Festivals: NFSIS curriculum includes celebration of several festivals throughout the year. Festivals are open to the community at large and supported by The Learning Council in partnership with our steering committee.

North Fork School of Integrated Studies Steering Committee

The NFSIS Steering Committee meetings are open to all parents and are held twice a month, usually the first and third Thursday of the month at 3:45 pm. This organization is similar to a school accountability committee and PTO at other schools. Twice a year, once in October and once in April, these meetings will be open to the larger community and held in the evening. Agendas and minutes will be sent home in the Tuesday Express, and archives of meeting minutes can be found on the school website. Decisions will be made by a consensus. One member of the Steering Committee will serve as the school representative at District Accountability Meetings.

A number of smaller committees will be created to gather information, make recommendations to the Steering Committee, and carry out important tasks to support our school. Each of these will be staffed by parent volunteers. Sign-up will take place in the fall.

Records

Educational records are those records, files, documents, and other materials that contain information directly related to a student. Parents or legal guardians have the right to review the educational records directly related to their child. Federal law requires that the school have a signed authorization to release student information to other parties.

Respect Policy

NFSIS students are expected to demonstrate respect for one another and for adults at all times. Name-calling is not allowed, and students are to keep their hands and feet to themselves at all times. Aggression toward another student will not be tolerated, and students are to immediately report violations of this policy, including threats, to a staff member. Consequences for displays of disrespect may range from a warning to suspension. See also “District Policies” and “Bullying” above.

Sexual Harassment

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 Board policy AC.

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 restore the harassed student's 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 educational 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 onetime 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,” abuses 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
7. graphic depictions or written statements that may include use of cell phone or Internet

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 (AC-R). All reports and indications from students, District employees, and third parties shall be forwarded to the responsible compliance officer (AC-E-1).

If the individual alleged to have engaged in prohibited conduct is the person designated as the responsible compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

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 policy JLF.

Notice and training

Notice of this policy shall be circulated to all District schools and departments and incorporated in all student handbooks.

All students and District employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

Snow Days:

There may be times when winter weather dictates a school day to be delayed or canceled. Because there will be times when this decision is made early in the morning on a school day, notification can be a challenge. Please tune in to local radio stations for verification of a delayed start or cancellation. School administration will make an effort to provide an automated phone call to all families alerting them of any school closures or delays.

Student Behavior Management Plan

The artistry of the NFSIS teacher is to create lessons that are engaging and involve enough doing to keep the student's interest. However there will be times when there is a need for behavior management.

1. Students who engage in an altercation will be asked to be part of the solution in solving the problem. Forms will be provided for each student to write their view of the incident and also provide personal actions to resolve the problem.
2. Any student who repeatedly disrupts the class will be directed to a designated teacher's class and write or draw until he is ready to join his own class again. A spare desk will be provided in each classroom for this purpose. When the class is dismissed for recess the student will meet with their teacher to discuss the behavior, the student's perception of it, and to make up any missed work. Incidences will be reported to parents.

It is not our policy to keep children from recess, which is necessary for the health of the child. However, at times this consequence may be necessary.

3. Reports, from your child's classroom teacher will be included in the Tuesday Express folder to share your child's achievements and any areas of concern.
4. NFSIS will work with a team consisting of Teachers, Administrators, a School Psychologist, parents, and child to work with students exhibiting behaviors that require a more definitive and long-term plan for improvement.

**In addition to following all of the above listed solutions in a behavior management plan, the teachers and staff of NFSIS will engage in a Child Study throughout the year. Each month a child is chosen to be studied by the group. Parents will be asked to come at the beginning of the study and share the child's birth story, a general feeling of the temperament they see in their child, as well as any important events that may have had an impact on the child's life thus far (such as major injuries, illnesses, or any major loss in their life.) This study allows the teaching team to deeply examine the child as a whole being and gain insight into the circumstances that have brought them to this moment in their life. Through this process the child's teacher is able to gain a deep understanding of their role in this child's life and how to best support them on their journey.*

Telephone

The telephone is to be used only for emergencies during school hours. When a student is ill or has an emergency, a school staff member will call the parent to explain the situation and find out the parent's decisions. Students should not plan on using the school phone to arrange after school play dates or sleepovers. Please schedule those activities at home.

Students are discouraged from bringing cell phones to school. Cell phones should be turned off and in a backpack or turned in to the classroom teacher or office until the end of the day. The school is not responsible for damage or theft of electronic or technological devices brought to school. (See "Cell Phones" above.)

Tobacco Free Environment

The North Fork School of Integrated Studies and Paonia Elementary School campus is a tobacco-free environment. The use of tobacco products is prohibited anywhere on our campus. Thank you for your consideration.

Transportation to School

Students are encouraged to walk or ride their bikes to school. A bike rack is provided for students at the front of the building. Bicycles, scooters, and skateboards may be used as a means of transportation to school, but they may not be ridden on school grounds. Please walk your bike, scooter, or skateboard on sidewalks when you enter school property.

Volunteers

We, the faculty, staff, and current families of NFSIS, are excited that your family has chosen our school for your children's education! NFSIS is a community-minded school. We want to get to know you, so please introduce yourself, attend school events, and volunteer as your schedule allows.

Our expectation is for every NFSIS parent to volunteer 20 hours per year (approximately a half an hour per week).

Classroom volunteers must complete a school district volunteer application. Application forms can be found in the front office. When you volunteer, please sign-in at the office so that the school knows who is in the building and how many volunteer hours are donated. These volunteer hours are tallied, and are used to demonstrate to the school district and potential donors the commitment of our parent community.

NFSIS is dependent upon the continued dedication of parents and community members who volunteer their time, ideas, and money to keep the school thriving and strong. Teachers welcome parent support in the classroom. Volunteering to assist in the classroom is a great way to get to know other kids and see NFSIS in action.

Please see your child's teacher for a sign up schedule and to discuss ways to help.

Website

The North Fork School of Integrated Studies does maintain an Internet site. The site address is: nfsis.deltaschools.com. On this website you can find links to Tuesday Express information, classroom newsletters, the school calendar, and photographs of recent school events. Please feel free to check the website regularly!

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