

Haaff Elementary

15 Chinook Lane

Pueblo, CO 81001

(719) 549-7550

(719) 253-5254 fax

Betsy DeCesaro, Principal



Student/Parent Handbook 2023-2024

APPROVED BY THE BOARD OF EDUCATION December 14, 2021

August 2023

Dear Parents/Guardians:

The Haaff Elementary School Student/Parent Handbook can now be viewed electronically. Please access it at: **www.pueblod60.org/haaff**

If you do not have the capability to view the Handbook online, please stop by the school office for a printed copy.

Please review it with your child. Included are guidelines and requirements specific to our school. All decisions made by our school adhere to the regulations outlined by Pueblo School District 60.

Please return the bottom portion of this letter to your child's teacher. (Only one sheet per family is needed.)

Thank you for your cooperation. We look forward to a great school year with you and your child!

Sincerely,

Betsy DeCesaro
Principal

STUDENT-PARENT HANDBOOK RECEIPT FORM

To be returned to Haaff Elementary

Child(ren):

Grade:

I have received notification of the Student/Parent Handbook for the 2023-2024 school year. If I have any questions, I understand that I may contact Betsy DeCesaro, Haaff Elementary School Principal, at (719) 549-7550.

Parent/Guardian Signature

Date



Haaff Elementary School

Mission Statement

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

Vision Statement

To build a high-performing, inclusive school community that unconditionally values each member while meeting their needs as individuals.

Core Values

- We believe in a strong, inclusive community where families, students, and staff are valued unconditionally.
- We believe in a shared understanding where humor, gratitude, acceptance, support, positivity, grace, and balance are experienced by all.
- We believe in the inclusion of all students by not expecting each student to fit into one box, but rather by expecting to change the box to meet the needs of each student.

Purpose Statement

Through our shared understanding of the diverse backgrounds of each individual, Haaff Elementary is committed to building a strong, inclusive community of learners. We will never expect a student to fit in one box, but rather, we expect to change that box to meet the needs of each individual student by developing relationships and fostering trust in a safe environment all while ensuring engaging and rigorous learning opportunities. At Haaff, we will unconditionally value each student while meeting them where they are in order to ensure high levels of academic growth and achievement for all.

Welcome!

Welcome to Haaff Elementary School! We have prepared this handbook to give you general information about Haaff and our operating procedures. Our staff members are dedicated to giving our students the best educational experiences possible. They are willing to answer any questions you may have about our school or programs. We would like to extend you an invitation to visit our school and become an active partner in our community.

During this school year, your children will experience many new and exciting adventures and learning opportunities! We are very proud of our school because of the goals we provide our students. These goals include the following components:

- A district-wide character education program
- A rigorous curriculum that meets the needs of all students
- Alignment of curriculum to state, national, and international standards

We have a staff that is committed to continually evaluating and improving our school programs. Staff members devote many extra hours planning and implementing these quality programs. Each year we ask our parents, students, and staff to commit to the Haaff philosophy. Our goal is to work together to provide each Haaff student with a successful educational experience.

Please take time to read this booklet carefully. Be sure you understand everything in it. If you have questions, please contact your child's teacher, the school counselor, or the principal. We will be happy to meet with you to provide more information.

We are proud of our school and want to share that pride with our students and their families. Each student has the power to determine his/her successes and failures. We believe every student has the potential to become a successful, contributing member of society. With all of us working together, each child will leave Haaff with the skills necessary to be successful in the next level of his/her education.

Sincerely,
Betsy DeCesaro
Principal



MISSION

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

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VISION

To become a high-performing school district that inspires community confidence.

.....

CORE VALUES

We believe that...

- The success of every student is our most important commitment.
- Collaboration and engagement with our community, parents, staff and students are essential to our success.
- We must act with integrity, celebrate diversity, and promote equity.
- Each individual must be treated with dignity and respect.
- The social and emotional well-being of our students is as important as their academic needs.
- It is our responsibility to provide a safe, positive, and supportive environment for our students and staff.
- Our community heritage, traditions, and history should inform our response to future student and district needs.

Haaff Elementary School Schedule

School Hours

Grades K–5

- | | |
|------|---|
| 7:35 | Students may enter classrooms via the exterior door. Playground equipment is closed before school. |
| 7:45 | School start time |
| 3:05 | School dismissed (Monday–Thursday) |
| | No School on Fridays |

Preschool

Full Day Program

8:00 a.m.–2:00 p.m. (Monday–Thursday)

No School on Fridays

Office Hours - Mon. - Thurs. (Closed Friday)

- | | |
|-----------|---------------------------|
| 7:30–4:00 | School Office – Principal |
| 7:45–3:15 | Teaching Staff |

Payment by Check

For a check to be an acceptable form of payment, it must include the payer's current, full, and accurate name, address and telephone number. When paying by check, the check writer authorizes checks returned unpaid and any State allowed fee of \$25 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

Haaff Elementary Staff
2023–2024 School Year

Office Staff

Betsy DeCesaro..... Principal
Eileen Spaulding.....Administrative Secretary

Preschool Staff

Sandra Montoya..... Early Childhood Educator
Tina Carillo Early Childhood Educator

Staff

Lynn Buck Kindergarten
Amber Harris..... Kindergarten
Brandy Medina..... 1st Grade
Fred Davis..... 1st Grade
Kimberly Schweitzer 2nd Grade
Taylor Santry 2nd Grade
Lisa Butler 3rd Grade
Kylie Wagner 3rd Grade
Sara Donley 4th Grade
Kacy Goad..... 4th Grade
Shari Elson 5th Grade
Jessica McCafferty 5th Grade

Instructional Support Staff

Kathy Lewis..... RTI Coordinator/Behavior Interventionist/Teacher-in-Charge
Angela Casados Teacher Coach/Interventionist
Blayke Bernstein Counselor
Traci Whiting.....Physical Education
Ashley Gress..... Vocal Music
Shannon Villapando..... Instructional Tutor-Media
Emily Johnson Exceptional Student Services
Tori Baker..... Exceptional Student Services
Kay Dennis..... Speech
Dylan Sanchez Head Custodian
Kyle Bernstein Autism/ESS
Shawn Finan Psychologist
Mollie Blackford..... CLD Teacher
Morgan ElsonInstructional Tutor
Melanie SalazarInstructional Tutor
Thomas Shudell, Chevy MontoyaParaprofessional
Tara Books..... Community Advocate

School Attendance

The Colorado State Legislature passed Senate Bill No. 140, which deals with school attendance. This bill was signed into law by Governor Roy Romer on April 19, 1993. The law stipulates that annually, at the beginning of the school year and upon any enrollment during the school year, the parent of each child enrolled in the school district be notified in writing of the parent's obligations with regard to compulsory school attendance.

Excused absences are categorized as student illness, substantiated by a doctor's statement, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Office of Student Support Services. Please see the Pueblo School District 60 Student Conduct and Discipline Code book.

Student Absences and Tardies

Regular and prompt school attendance is expected of all Haaff students. Please see the district Student Conduct and Discipline Code handbook under student absences and excuses. All other absences will be considered unexcused.

It is required that parents call to inform the school about a student absence by 8:30 a.m. Please call 549-7550 and report your child's absence. No absence call results in an unexcused absence.

When attendance problems occur, the principal, counselor, or community advocate may make home visits, may require a doctor's note, or may require parents to come to the office for a conference. The school counselor will be actively engaged in attendance problems. In addition, when a child has 10 or more unexcused absences in a school year or four unexcused absences in one month, the parents or guardians will be advised of absences and tardies in writing. Copies of such notices will be sent to the Office of Student Intervention and truancy petitions will be activated.

We do realize families take vacations during the school year. If this case should arise please notify your child's teacher to get assignments for the time missed and notify the office so we are aware of the absence. All absences over three days in length require prior permission from the principal. Please submit a request in writing in advance.

Tardy Policy

All students are expected to be at school on time. If a student arrives after 7:50 a.m., the student must report to the office to enter the classroom. Excessive tardies are considered an attendance concern. Please see the district Student Conduct and Discipline Code handbook for our tardy policy.

August "Back-to-School Night"

Before school begins, we will have a Back-to-School Night. This is when you and your child should bring their school supplies and see their classroom. You will also receive an Enrollment Packet which you need to complete while here at school. The information is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated. Make sure all telephone numbers and addresses are accurate and clearly written.

Change of Address/Telephone

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

Custody Changes or Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

- A restraining order issued by a court against that parent
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation

Student Records

Student records are kept in all elementary schools and are available for examination upon parental request. If you wish to discuss your child's records, notify the principal in writing and an appointment will be made for you to see the records and receive appropriate explanations.

Student Safety

The staff of Haaff School strives to provide a safe environment for the students. One of our major concerns continues to be the dangerous situation resulting from the traffic before and after school. If you pick up your child, please use the new student loading zone directly west of the parking lot. Should you continue to use the street, please park so your child does not cross the street in the middle of the block. Teach your child to go to the nearest corner/crosswalk and cautiously cross to the side of the street on which you are parked. **Do not double park** while waiting for a child to be dismissed. A parking map is included on page 26 for your information.

Parking Lot

For safety reasons, the staff parking lot was **not designed** as an unloading zone for students. **Patrons requiring handicapped access *who need to exit their vehicle* will be allowed into the parking lot** at any time during the day as long as a current handicap placard or license plate is displayed.

School Visitors

Parents wishing to pick up their child early, drop off items, or complete paperwork are asked to use the intercom and remain outside.

Parents, citizens, volunteers, student-teacher candidates, and board members shall be encouraged to visit the schools. For the welfare of the students and staff, all visitors must check in at the main office before visitation commences. Visitors must sign in and obtain a visitor's pass, which shall be visible at all times. The visits shall not interfere in any way with the school program. Such persons may visit classes under the following conditions:

1. No person shall be allowed to visit classrooms in progress until he/she has had an interview with the principal concerning the reason for the visit. The principal shall be responsible for verifying if the person has a proper reason for such a visit before granting permissions. No persons shall be allowed to visit a class for the purpose of evaluating the teacher's performance. Should persons visiting classes for other reasons make evaluative comments about the teacher to other than a building administrator or to an administration-building administrator, subsequent requests to visit shall be denied.
2. Visitors are required to pre-schedule visits at the teacher's option. Teacher may accept unscheduled visits if they desire, providing that the visitor has had an administrative pre-conference as outlined above. The teacher shall have the right to select the day and class period for the visit, taking into account what the person wishes to observe.
3. If a visitor's presence in the room or building results in unrest or interruption to the class or if the teacher is coerced or intimidated by the visitor, the teacher shall report the incident to the principal and the principal shall determine if the visit is to be terminated.
4. If, in the principal's judgement, the presence of the visitor in a class of the building would materially interrupt or adversely affect the class, the right to visit may be temporarily denied.
5. Volunteers must complete a Volunteer Application – per School Board policy.

Appropriate Attire

Please see the district Student Conduct and Discipline Code handbook for student dress code policy, File JICA.

- **Headwear that is considered disruptive (*hats, headbands with ears, horns, large poof, etc.*) may not be worn.**
- **No oversized hoodies or winter coats may be worn inside the building.**
- **No artificial nails longer than natural length are permitted.**
- **No jeans with holes.**
- **No pajama bottoms.**

Labeling of Possessions

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations that serve the needy. The Lost and Found box is located by the office area.

Bicycles at School

A rack is available for students who ride bikes to school. Students should ride bikes to school only if they are able to lock the bikes securely in the rack. Bicycles are not to be ridden on the playground. When students arrive on the school grounds, they are to walk their bicycles to the racks and secure them.

Care of School and Personal Property

We try to instill in students' pride in the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property. Students will have to pay the required amount. Included are textbooks, resource books, and library books.

Students are not permitted to bring large amounts of money, radios, toys, games, skateboards, rollerblades or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. If it is necessary to bring more money than needed to pay for lunch, students should check with their teacher or place the money in the office for safe keeping. Do not leave money or other valuables in the desks. Please see the district Student Conduct and Discipline Code handbook for cell phone and device policy.

Fire Drill/Emergency Exit Drills

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the students' instructions. Parents and other school visitors are asked to follow evacuation procedures also.

Cold Weather Policy

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On those days students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. A red flag on the kindergarten fence means the weather is too cold, and students may enter the building and go to their classrooms beginning at 7:35 a.m.

Inclement Weather Procedure

In the event school is canceled for the day or late start time is necessary, Pueblo School District 60 staff will make inclement weather decision(s) based on student, parent, and staff safety:

- The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and four geographically located transportation people.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and social media.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, Pueblo School District 60 staff will make the decision to delay school by 2 hours. The District will follow procedures as stated above.

Field Trips

Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though the students may be far from the actual school building. In addition, other rules may apply to the field trip that ordinarily are not stressed at school. These additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with the regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. Students may be excluded from field trips because of poor behavior prior to the trip. If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to wait in another area under adult supervision until the activity has been completed. Siblings are not permitted to attend school-sponsored field trips or activities. If necessary, the principal or counselor is authorized to remove the student from the field trip and transport them back to the school.

Students who have been disruptive in the classroom or are not working up to their potential academically may not be allowed to attend a school-sponsored field trip or activity. The parent and child shall be notified two days prior to the field trip or activity by the teacher as to the reasons for denying a child permission to attend the field trip or activity. Such decisions are final.

School Phone

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls that are not an emergency. The school office is considered to be a place of business, and without restrictions on their use, phone lines may be tied up when a parent is trying to contact the school.

Cell Phones

Please see the Pueblo School District 60 Student Conduct and Discipline Code handbook, File JICJ/JICC. **Smart watches are only permitted to be worn if placed in airplane mode during the school day. Usage of watches for two-way communication is prohibited and will be treated following the guidelines of D60 Board Policy JICJ.**

School Supplies

Through the year, parents are asked to supply their children with pencils, pens, paper, crayons, and other needed supplies. Each teacher will inform the parents of any other special needs as they arise. A listing of grade level supplies is provided at the start of each school year.

Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school or a PTO officer for further information.

Parent Responsibility

We believe the support and cooperation of our students' parents are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is to be hoped that, by working together the school and home can assist the student in developing the self-discipline he/she will need to function successfully in our society. Again, the parent is extremely important in the educational process. We strongly encourage the parents of Haaff students to:

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at Haaff School and your student's success in it
- Keep in mind—we care about your child and desire a high-quality program that will meet your child's individual needs
- Give your child support regarding homework and special school activities

Parent-Teacher Organization (PTO)

We have a very active and dedicated parent organization at Haaff School. If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the school office. The PTO meets on a monthly basis to plan how to best support the educational program at Haaff and to address student needs. Our PTO raises funds and assists with the "extras" needed during the school year.

Site-Based/Accountability Committee

The Haaff School Site-Base/Accountability Committee meets quarterly to plan and assesses the school's progress in reaching building goals and objectives. The committee members participate in planning and implementing school programs. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our Site-Base/Accountability Committee.

Student - Led Conferences

Student-led conferences are scheduled twice during the school year. Parents are urged to conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the students to improve his/her work before the next grade report is prepared. Report cards are distributed every nine weeks.

Early Dismissal of a Student

Students being dismissed from school early must be checked out through the main office. No child will be dismissed to an adult unless the adult's name appears on the child's information card indicating that he or she is authorized by the child's parent or legal guardian to take the child from school. Identification may be required. We will not call for students to be waiting in the office until a parent arrives to sign them out.

Daily-Student Dismissal

Upon dismissal, students are required to go home immediately. If children return to use playground equipment, their activity is the responsibility of the parent or guardian. Pueblo School District 60 cannot be held liable for injuries occurring on the playground prior to 7:35 a.m. or after 3:10 p.m. The teacher on after school duty has the responsibility for moving students away from the building and headed home safely. Students are not to wander the building before or after school. **If a staff member observes this, they will ask the student to leave the building or escort him/her to the principal's office.**

GENERAL INFORMATION

Newsletter and Other Communications

Ordinarily, parents will be informed of special events, schedule changes, and other school-related news items by means of newsletters, school messenger, and notes sent home with students. Please discuss with your children the importance of taking home these communications and of giving them to parents. One copy of printed communications will be sent home. Families with multiple households may stop in the office to request additional copies if needed and when available.

School Counselor

A licensed school counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child's social, emotional, and educational growth. The counselor facilitates classroom activities, parent sessions, staff in services, small groups for children, and resource materials. The counselor is available for individual consultation and concerns. The counselor may be reached at 719-423-3319.

Parties/Birthdays

The individual teachers schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their class on their birthdays. **Please check with the teacher in advance to schedule the best time.** We encourage healthy snacks. Take caution in selecting treats as we have some students with severe allergic reactions to peanuts and peanut products. These must be avoided! There are many other allergies that exist, please check with your child's teacher before sending any treats. **ALL TREATS MUST BE STORE BOUGHT AND PRE-PACKAGED PLEASE.** Party invitations may not be distributed at school unless an invitation is being extended to all students in the class.

Pets

Due to the number of students with animal allergies, NO PETS are allowed in the school or on school grounds without prior permission from the principal.

Use of Video Cameras to Monitor Student Behavior

Video cameras may be used to monitor student behavior in school facilities and on school vehicles transporting students to and from school.

Alcohol Abuse Assistance

In an effort to assist students and parents in seeking help for alcohol abuse, the following local resources are available:

Alcohol and Drug Treatment Services

| | | |
|---|--------------------------|------------------------------|
| AA Alcoholics Anonymous | 4035 Club Manor Dr. | 584-9998 or 546-1173 |
| Alano Club..... | 320 Clark | 542-6347 |
| | | Answering Service – 584-9998 |
| Awareness Institute (Outpatient) | 1245 Palmer Ave. | 546-0904 |
| Crossroads Turning Points | | |
| Male Facility..... | 509 E. 13th..... | 546-6666 |
| Female Facility..... | 3500 Baltimore Ave. | 545-1181 |
| Parkview Chemical Dependency Unit | | |
| Adult Program..... | 58 Club Manor Dr. | 584-4890 |
| Teen Program..... | 56 Club Manor Dr. | 584-4457 |
| Pathways..... | 1844 Vinewood Ln. | 564-0299 |
| Pueblo Suicide Prevention Center Teen Help Line | | 564-5566 |

School Meal Program

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

All students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Family Economic Data Survey* in the school office, online at www.pueblod60.org, by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right ➡.



- Families are encourage to **fill out the Family Economic Data Survey***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo School District 60.**

*This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. **In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing breakfast and lunch to all children at no charge, we are hoping to support a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Food Charge Policy

PROCEDURES

Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method *prior to purchases* or the sale will not be completed. Prepayments may be made on-line by clicking on the link, www.myschoolbucks.com or scanning the QR code to the right. ■■■➡.



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.

- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to ***Nutrition Services*** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

Preschool Mission Statement

The mission of Pueblo School District 60 is to provide quality education for youth in Pueblo's multi-cultural community. This mission will be accomplished by emphasizing school autonomy with accountability; an alliance with the University of Southern Colorado; and partnerships with parents, other educational institutions and the community. Together, we will cultivate bold, innovative, risk-taking initiatives to prepare our youth to be responsive to the challenges of the 21st century.

Purpose

The purpose of the Pueblo School District 60 Preschool Program is to provide:

- a quality preschool experience for children 3 – 5 years old who are identified at risk of school failure, language deficient, or who have special education needs
- a parent involvement program that prepares the parent to provide an environment that is ultimately conducive to the development of the whole child by stimulating language development, problem solving, and encouraging curiosity with the learning process.

Eligibility

The program is designed for children who are at-risk or who have special education needs. Children must meet age requirements for the Colorado Preschool Program. Children who have special education needs must meet Colorado eligibility requirements and have passed their third birthday.

Registration documents required:

- Current Immunization Record
- State Issued Birth Certificate
- Income Verification
- Proof of Residence

Screening and Evaluation

Before children enter the Preschool Program, information is needed to get an overview of how they are growing and developing. This step is called screening. Screening helps us to discover a child's strengths and to determine if there are areas of concern that may need further testing. Screening is also used to determine children who may be eligible for preschool. This process is called CHILD FIND. It is available throughout the year at no cost to families. This is an interagency resource for young children and families. Those children who may be eligible for special education preschool will need further in-depth testing called evaluation.

Facility

Each site is licensed by the Colorado Department of Social Services. We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our preschool complies with applicable licensing regulations and standards.

Program Description

The Preschool Program offers small group classes, four half-days each week for approximately 3 hours. In addition to the time children spend in the classroom, there is an individual family plan which includes activities of value for parents and their child.

The maximum class size will be 15, the minimum adult-child ratio will be 1:8 and a special education-typical peer ratio of 1:5 will be targeted.

Student Health

Student Health Problems

A parent should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student.

Emergency Medical Authorization

All students must have emergency information listed on a student information card in the school office. The card must include a current telephone number so that parents may be notified, and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy. .

Illness

If a student becomes too ill to remain in class, we will attempt to reach you by phone. That is why it is so important that we have an updated, working phone number on the emergency card. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as COVID-19, conjunctivitis (pink eye), chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release is required in the cases of COVID-19, conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease.

Immunizations

See immunizations information on pages 15 -17.

Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent is required to come to the school office and sign out the student. A STUDENT WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT INFORMATION CARD. Office staff may request that a picture identification be presented. This form must be signed by the parent at the beginning of the school year or at the time of enrollment.

Medication (District School Board Policy)

The responsibility for dispensing medication lies with the parents, legal guardians, or legal custodians of the student. Please do not send medication to school with your child. It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication, both prescription and non-prescription, will be administered only if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school office. Cough drops are considered to be a non-prescribed medication and are not allowed in school.

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services which may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health related services.



Dear parents/guardians of students attending Colorado kindergarten - 12th grade schools for the 2023-24 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning.

Required and recommended vaccines:

- Colorado law requires students who attend a public, private, or parochial Kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent unless a *Certificate of Exemption* is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines. Your student must be vaccinated against:
 - o Diphtheria, tetanus, and pertussis (DTaP, Tdap).
 - o Hepatitis B (HepB).
 - o Measles, mumps, and rubella (MMR).
 - o Polio (IPV).
 - o Varicella (chickenpox).
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html (birth through 6 years) or www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or an in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at cdphe.colorado.gov/immunizations/get-vaccinated. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education. Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at www.cdc.gov/vaccines/adults/rec-vac/index.html.

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency (find LPHA contact information at cdphe.colorado.gov/find-your-local-public-health-agency), or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

Vaccination records

- Share your student's updated *Certificate of Immunization* with their school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://ColoradoImmunizationInformationSystem.org). Visit COVaxRecords.org for more information, including directions for how to use the CIIS Public

Portal to view and print your student's vaccine record.

Exemptions

- If your student cannot get vaccines because of [medical reasons](#), you must submit a *Certificate of Medical Exemption* to your school, signed by a physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at cdphe.colorado.gov/vaccine-exemptions.
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
 1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
 2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at COVaxRates.org.

| School name | 2021-2022 MMR immunization rate REQUIRED IN LETTER | 2021-2022 MMR exemption rate REQUIRED IN LETTER |
|---|---|--|
| Haaff Elementary | 96.9% | 1.6% |
| <i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i> | | |
| Vaccinated Children Standard 95% immunization rate for all school-required vaccines | 2021-2022 DTaP/Tdap immunization rate | 2021-2022 DTaP/Tdap exemption rate |
| | | |
| | 2021-2022 HepB immunization rate | 2021-2022 HepB exemption rate |
| | | |
| | 2021-2022 IPV immunization rate | 2021-2022 IPV exemption rate |
| | | |
| | 2021-2022 Varicella immunization rate | 2021-2022 Varicella exemption rate |
| | | |

KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23

| VACCINE | Number of Doses | Grades K-12 (4-18 Years of Age) |
|--|-----------------|---|
| | | <i>Vaccines must be given no earlier than the MINIMUM INTERVALS & AGES in order to be valid. A 4-day grace period applies in most situations.</i> |
| Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i> | 4 to 5 | 5 DTaP doses unless dose 4 is given on or after the 4 th birthday. Final dose of DTaP is to be given on or after the 4 th birthday. |
| Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i> | 3 or 4 | 3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6 th grade entry regardless of when the previous dose of Tdap was given and the student is at least 10 years of age. |
| Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i> | 3 to 4 | 4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4 th birthday. |
| Measles/Mumps/Rubella (MMR) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i> | 2 | The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade. |
| Varicella (Chickenpox) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i> | 2 | The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider. |
| Hepatitis B <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i> | 3 or 4 | The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no earlier than 24 weeks of age. Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine. |

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

| VACCINE | Number of Doses | Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i> |
|---|-----------------|---|
| Influenza (Flu) | 1 to 2 | 2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older). |
| Meningococcal ACWY (MenACWY) | 2 doses | Adolescents 11-18 years of age (11-12, 16-18) |
| Serogroup B Meningococcal (MenB) | 2 doses | Adolescents 16-18 years of age |
| Human Papillomavirus (9vHPV) | 2 to 3 | Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ - three doses 0, 1-2 mos and 6 mos |
| Hepatitis A (Hep A) | 2 | All children 1 year of age and older, minimum interval of 6 months between doses. |

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines.
A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s).
Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Certificate of Medical Exemption signed by a healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization education module. Visit www.colorado.gov/vaccineexemption.

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:
cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf

Last Reviewed 2/2022

Student Expectations

One of our major goals at Haaff School is to maintain a learning atmosphere which provides every student the opportunity to work toward his/her greatest potential. To accomplish this, we must have a learning environment that is safe for all students and which allows them to work in an atmosphere conducive to learning.

It is the belief at Haaff School that students are responsible for their own learning with guidance and direction from the school staff. To be an effective learner, each student needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Student-directed activities and student self-evaluation are important parts of our educational program. Parental and community involvement and support are essential to the success of our programs and our school. Students will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

At Haaff we believe that the success of any project depends on implementation by all people concerned. Follow-through and support by parents at home are a necessity. Consistent application of the guidelines is essential.

The discipline code at Haaff Elementary is in compliance with Pueblo School District 60 Student Discipline code.

Student Expectations

- **School is your job.** Therefore you are responsible for your own learning, your own behavior, your own attitude.
- Students are to use **appropriate language** at all times. Profanity and name-calling will not be tolerated.
- Students are to **respect the property** of others by not taking anything that does not belong to them nor damaging or destroying others' property.
- **Respect for school property** is expected at all times.
- **Toys and dangerous objects** are not allowed at school.
- There will be **no tobacco, intoxicants, or drugs** used by or in the possession of a student.
- Use of the **telephone** will be limited to emergencies only.
- Gum chewing is not allowed.

Classroom Expectations

Students are to be in the classroom each day on time. Each classroom will provide an environment where learning can occur. No student has the right to interfere with another students' opportunity to learn. Some supplies are provided by the school, however, you will be asked by your child's teacher to provide others. Student work areas are to be orderly and clean prior to dismissal each day. Assignments and homework are to be completed when they are due.

Book and Material Check Out

All students will receive books and materials needed to be successful in the classroom. Each student will sign for a numbered book and be expected to return the text in good condition. Many of our textbooks cost as much as \$50.00 each. Parents are responsible for the replacement fees for any lost or damaged books from the classroom or the Media Center.

Student Technology Devices

Students may be assigned a personal technology device for use in the event of distance learning. Students are expected to care for their assigned device properly, and **transport it to and from school every day** in a backpack.

Students are expected to charge their device at home every evening. Students are expected to **bring their device and charger to school every day**.

Curriculum and Assessment

We use the Wonders reading series (K-5), which includes supplementary materials for phonics, spelling, and other language arts activities. We also use Engage NY math curriculum (K-5), which incorporates higher level thinking while teaching basic math skills. Other techniques used in our school include The Write Tools, Daily 5, Number Talks, and Accelerated Reader.

As is the trend across the nation, Haaff teachers utilize weekly and quarterly data based on Colorado content standards to develop their weekly lesson plans. This includes information from a variety of district and school assessments. We also participate in the Colorado State assessments. We strongly believe that data gives us a more complete picture, as "body of evidence," of a student's progress and achievement

Homework

Parents should be aware of the purpose of homework and should encourage and support the school in requiring that each student complete all assignments. Homework is given to:

- Review and reinforce what has been taught in class
- Finish incomplete class work
- Make-up work missed when student has been absent
- Develop good study habits

Prompt return of completed homework is expected of all Haaff students. Homework is selected by teachers to fit the subject area and developmental levels of the students and to provide independent practice of skills taught during the school day. We encourage parents to provide a homework study area, study supplies, study schedule, and assistance as appropriate. Parents are also asked to read with their child for at least 15 minutes each evening. Homework should not take longer than 45 minutes to one hour to complete each night. If you have any questions, please visit with your child's teacher.

Report Cards

Students receive report cards at the end of each quarter in grades kindergarten through 5th. Report cards are based on Academic Content Standards and the proficiency level each student reaches during that nine weeks. All work completed by the student and formal and informal assessment information make up the "body of evidence" used in determining if the progress is Advanced, Proficient, Partially Proficient, or Unsatisfactory. Letter grades and percentage averages are given.

Playground Expectations

The playground is not supervised before 7:35 a.m., and students should not be on the playground before that time. Students will follow stated game rules showing good sportsmanship. Playground equipment is to be held when students are in line. Students are to line up immediately when the bell rings or the whistle blows. Use of the front lawn is limited to supervised classroom activities. The following activities will not be allowed.

- Chasing, pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, or snowballs
- Standing on the slide or bars or improperly using equipment
- Bouncing balls against the building

Hall, Restroom, and Assembly Expectations

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall without talking, keeping hands to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway.

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Trash and paper towels are to be placed in containers.

In an assembly, student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

Lunchroom Expectations

- Observe good dining room manners at the table.
- Leave the table and surrounding area clean and orderly.
- Put trash in the proper containers.
- Do not leave the cafeteria while eating or carrying food or drink.
- Do not throw, flip, or spit food.
- Do not crush milk cartons or pop lunch bags.
- Talking is permitted in normal tones of voice—no shouting.
- Leave the lunchroom and the building in an orderly manner—no running.
- Children are not to go into classrooms as they leave the building.
- Children should get drinks, use the restroom, and wash their hands prior to the lunch period.

Haaff Discipline Policy

One of our major goals at Haaff School is to maintain a learning atmosphere which provides every student the opportunity to work toward his/her greatest potential. To accomplish this, we must have a learning environment that is safe for all students and which allows them to work in an atmosphere conducive to learning.

It is the belief at Haaff School that students are responsible for their own learning with guidance and direction from the school staff. To be an effective learner, each student needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Student-directed activities and student self-evaluation are important parts of our educational program. Parental and community involvement and support are essential to the success of our programs and our school. Students will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

At Haaff we believe that the success of any project depends on implementation by all people concerned. Follow-through and support by parents at home are a necessity. Consistent application of the guidelines is essential.

A school discipline system should be based on voluntary compliance, but provide for enforcement of rules and regulations through appropriate measure. In order to guarantee your child and all children at Haaff Elementary an excellent learning environment, we follow a written discipline plan.

All staff members utilize the same procedures which make for a consistent and effective discipline program.

Goals

- To provide a positive atmosphere for learning.
- To offer incentives to students who contribute to the school and community and demonstrate positive character traits.
- To provide a supervised area for students that are not contributing to a positive learning environment.
- To require students who missed time in class to make up time after school.
- To provide a supervision in the dug-out program to help students with their school work and modify their behaviors.

Procedure for Discipline Problems

Teacher Authority and Responsibility. The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced and consistently enforced. When a problem occurs, a teacher may:

- Confer with the student
- Confer with parent and student
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as a conference after school hours.
- Refer directly to the principal discipline problems that need further attention.

Principal Authority and Responsibility. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem is referred to the principal, the individual referring needs to identify the problem. The principal will then proceed with one or several of the following sanctions:

- Conference with the student
- Conference with teacher and student
- Conference with parent, teacher, and student or any combination thereof

The principal will maintain records of student referrals for disciplinary action. At the time of the student's first referral the principal will confer with the child and report back to the teacher. After a second referral the parents will be contacted and made aware of the referral. If there is a third referral specific actions will be taken with parents' knowledge. The disciplinary action open to the principal's consideration include, but are not limited to, the following:

- Verbal consultations
- Verbal reprimand
- Removal from class situation for a short time
- Notification of parents
- Transfer possibilities
- Suspension or other actions depending upon the individual situation

Discipline Offenses. Discipline offenses that may call for immediate action and parent contact shall include, but not be limited to, the following:

- Physical or verbal assault on a teacher
- Disrespect shown to any supervising adult
- Physical or verbal assault on a student
- Destruction of property
- Leaving the school grounds without permission
- Willful disobedience
- Disruptive behavior
- Smoking—use of tobacco
- Possession and or use of a deadly weapon
- Scholastic dishonesty
- Substance infractions

Consequences for Discipline Problems

PLEASE REFER TO THE DISTRICT STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK FOR ADDITIONAL INFORMATION.

Detention. Pupils may be detained in school for no more than 30 minutes after school is dismissed except for special study or rehearsals for which previous arrangements have been made. Pupils may be detained in school during recess. When this occurs, they shall be allowed lavatory periods immediately thereafter.

In-School Exclusion. Pupils may be removed or excluded from the classroom setting for a short period of time. Additionally, pupils may lose the opportunity to go on field trips or lose other special privileges if their behavior is harmful to themselves or others or interferes with the learning environment in the classroom.

Suspension. Suspension is the removal of a student from school for a temporary period of time. A student may be suspended for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of students. The principal may suspend a student for a period not to exceed five calendar days. During the period of suspension the principal may recommend to the superintendent that the suspension be extended for a total period not to exceed twenty school days.

Bullying Prevention

Please see the district Student Conduct and Discipline Code handbook for Bully Prevention and Education policy.

Reporting Bullying

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidents of bullying to either a teacher, counselor, or principal in their school building.

District Action Following Investigation

If the conduct is determined to be bullying, the district shall take all responsible action to end the bullying, to prevent reoccurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost education opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable discipline policy. The bully may need to be suspended/expelled/excluded in accordance with policy.

Summary

Students should try never to hurt anyone on the inside by hurting their feelings or on the outside by physical harm. Students should respect and care for our school building on the inside and outside. As students, teachers, principal, and parents cooperate and obey these rules, Haaff will continue to be an outstanding school.

By showing your interest in your child's learning and by holding high expectations for your child, you can develop attitudes that lead to school success.

School-wide Discipline Plan

Haaff Elementary School has implemented a school-wide discipline plan in compliance with the Pueblo School District 60 Strategic Plan. This plan addresses a safe and orderly environment.

The school staff will:

- Notify students and parents of the discipline plan in writing and verbally during open-house, parent/teacher conferences each school year. **This plan will be included in the staff and student handbook.**
- Implement the plan at the beginning of each school year and reviewed throughout
- Monitor the plan/evaluate each school year
- Revise/update the plan yearly

2023-2024 PBIS/Discipline Committee:

- **Betsy DeCesaro**, Principal
- **Shari Elson**, 5th Grade Teacher
- **Kylie Wagner**, 3rd Grade Teacher
- **Kathy Lewis**, RtI Coordinator
- **Blayke Bernstein**, School Counselor
- **Lisa Butler**, 3rd Grade Teacher
- **Angie Casados**, Instructional Coach
- **Ashley Gress**, Music Teacher
- **Fred Davis**, 1st Grade Teacher

Haaff Elementary Student Rules

Each student will...

...be Respectful (some examples follow)

- Be kind to self and others
- Use good manners
- Take care of school property
- Listen courteously to instruction, directions, etc.
- Respect personal space
- Listen when others are talking
- Be positive
- Be on time for school/ class everyday
- Your examples_____

... be Responsible (some examples follow)

- Make good choices
- Take care of yourself
- Help when needed
- Keep up with your books, pencils, jackets, etc.
- Complete work on time
- Listen and follow directions
- Your examples_____

...be Resourceful (some examples follow)

- Come to class prepared for success
- Have necessary materials (paper, pencil, planner, book, etc.
- Try to solve problems or locate needed information on your own before asking the teacher for help
- Use materials wisely, recycling where possible • Your examples_____

I Show Respect for Our School and Environment by Following the school procedures for each designated area

In the Classroom

- Do as the teacher says
- Follow directions immediately
- Arrive on time with all materials
- Respect for self, others, and property

In the Halls

- Walk in the halls
- Always stop at stop signs
- Stay in line
- Keep your hands, feet, and objects to yourself
- Voices off
- Follow directions immediately

In the Lunchroom

- Line up quickly, quietly, and in control
- If you need water, bathroom or any help, raise your hand
- Use please, thank you and excuse me at all times
- Use a soft voice at all times
- Get all utensils, napkins, condiments before you sit down.
- Clean up your area
- Follow directions immediately

On the Playground

- Play where directed
- Line up when teacher signals
- No rough play or tackle games
- Games must be played with appropriate rules
- Things on the ground stay on the ground (Sticks, rocks, snow, pine cones, etc.)
- Use equipment safely and appropriately
- Follow directions immediately

In the Restroom

- Use bathrooms appropriately
- Use a inside soft voice
- Leave the restroom area clean and neat
- Follow directions immediately

During Assemblies

- Sit flat
- Voices off
- Applaud appropriately
- Show respect
- Keep hands, feet, and objects to yourself
- Follow directions immediately

Behavior Processing

Before a student clips down they may be sent out of the room for behavior refocusing. During refocusing, a student will explain what they did, why they did it, and what they should have done.

Behaviors and Clip-Chart/Color Changing moving 5, 4, 3, 2, 1, K**Behavior that would warrant moving a student from his/her current color:**

- Disrupting others
- Off-Task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Not Respecting other's property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

Behaviors that would warrant an immediate visit to the principal:

- Fighting (not pushing and shoving)
- Vandalism
- Cheating
- Profanity
- Bullying (Verbal or physical abuse / Threats)
- Theft
- Refusing to obey an instruction or request by a staff member (Insubordination).
- Disrespect to a staff member (i.e. talking back)
- Inappropriate body contact with another student (i.e. biting)

Clip Chart and Consequences Related to Each or Color Change (Daily)

Kindergarten through 5th Grade

Orange – Tiger Trailblazers!

Purple – Way to go!

Blue – Good effort!

Yellow – Behavior processing

Pink – Loss of privilege

Red – Parent contact

Teachers may develop their own consequences or rewards for positive or negative color changes.

****Any student who reaches red in a single day will automatically receive an office referral to see the principal.**

Consequences When Sent To See The Principal

All situations that result in a student being sent to the principal for disciplinary reasons will result in a conference with the principal and the student may be subject to the following consequences. All consequences will be left up to the discretion of the principal.

Immediate One or more Day Suspension In or Out of School and Placement On Disciplinary Probation

- Fighting
- Vandalism

Immediate Placement Into In-School Suspension and May Lead To Disciplinary Probation

- Cheating
- Insubordination/Defiance
- Profanity
- Abusive language
- Bullying
- Theft

Explanations of Consequences

Loss of Recess – The student will go with the class to recess but will not be allowed to participate for the defined amount of time.

Lunch Detention – The student will be placed at a separate table during lunch or in the office and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.

After School Detention- The student will report to the location of detention and work on homework or the current days work. The duration of this detention will be 30 minutes.

Community Service- The student will be required to perform community service as a consequence for certain infractions. These may include but are not limited to graffiti, destruction of school property, etc.

In-School Suspension – The student will be at school but will be in an isolated area away from all other students. The student will work on the current days work in each subject area. All work assigned for that day by his/her teacher will be due on the regular due dates. Any projects or assignments due the day the student is in ISS will be due that day. Credit will be given for class work completed and turned in by the end of the day.

Suspension From School – The student will not be at school. He/she is responsible for completing all class-work completed and turned in on the regular due dates.

Positive Reinforcement System (Tiger Trailblazer - Orange Clip/Orange Ticket)

Each grade level will have their own common system. These systems will be used to recognize and reinforce positive individual and group behaviors.

The Haaff Elementary School staff provides frequent positive reinforcements to students who behave appropriately. We make ourselves visible and seek out students who are behaving responsibly. We strive to create a positive environment throughout our school. Positive reinforcements are provided to students, groups of students, or to an entire class. The reinforcements can be in the form of:

1. Praise
2. Positive office referral or Trailblazer ticket
3. Positive notes to parents
4. Positive phone calls to parents
5. Special privileges

Student Pledge:

I am responsible for all my actions and behavior today.

I will listen, do my work and learn.

I will respect the feelings, property and rights of others.

I will be a good citizen by doing what is right because it is the right thing to do for myself and others.

7 Habits of Tiger Trailblazers:

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the saw

Due Process

Please see the district Student Conduct and Discipline Code handbook for Due Process policy.

Non-Discrimination Complaint Procedures

Please see the District Student Conduct and Discipline Code handbook for Equal Educational Opportunity policy.

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Compliance Officer for complaints involving students. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

PUEBLO SCHOOL DISTRICT 60
BULLYING PREVENTION PROTOCOL
Haaff Elementary School

Our school's social vision

At Haaff, Tigers do the right thing because it's the right thing to do.

Why we implemented a school wide system to stop bullying

Bullying and harassment stand in the way of our social vision. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying on district property; at district or school-sanctioned activities and events; through social media or any other electronic communication; 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. This school-wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Colorado's Board of Education anti-bullying policy.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly tries to hurt, humiliate, or get power over another student in any of the following ways.

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, putdowns, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyberbullying is when a student uses their cellphone, text messages, emails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

Bullying is different from **conflict**. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to helping students talk it through.

Bullying may, at times, amount to **harassment**. It is harassment to target a student online or face to face because 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.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the student to feel uncomfortable or unsafe at school, or that interferes with schoolwork. In these situations, complaints will be investigated according to the district's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at Haaff Elementary School have agreed to join together to treat others with respect both online and face to face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Ask bullying students to stop when I or others around me are the target of bullying.
- I cannot safely stop the bullying, I will walk away and seek help by telling a trusted adult on campus or by using the reporting box at my school.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches who will meet with students that are the target of bullying and help end bullying situations.

Staff, Teacher, and Parent Response to Student Harassment and Bullying

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1: We support an inclusive school where everyone is accepted for who they are

- We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: **At Haaff, Tigers do the right thing because it's right thing to do.**
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member .
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to the classroom teacher, the Principal, or a Bullying Prevention Coach

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - Name the behavior for what it is, e.g., “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - Remind students of our school’s social vision and how their behavior is not aligned with this:
Tigers do the right thing because it is the right thing to do.
 - Notify the Principal immediately if there are any concerns for a student’s physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying to the school administration within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school administration within 24 hours. The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

Level 3: Solving the bullying, progressive discipline, and other responses

- The Administration investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in the school's database at Infinite Campus.
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
 - We may refer the target of bullying to get help from a school Bullying Prevention Coach. Bullying Prevention Coaches are teachers and staff members who have been trained to support students who are the target of bullying and to create solutions to bullying by bringing students together, including bullies, bystanders, and positive student leaders. The Bullying Prevention Coach may use solution-focused discussion, redirection, skill building, and counseling and shall report progress to the Principal.
 - We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Administration may meet with the bullying student, notify their parent or guardian, determine consequences to change behavior, and inform the student that graduating consequences will occur if the bullying continues.

Level 4: Implement a classroom or grade-wide action plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Bullying Prevention Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

Timeline for a bullying report under this protocol**Week One**

- The teacher or the Administration is notified of an ongoing bullying situation and logs the incident in Infinite Campus.
- When appropriate, the Administration refers the target of bullying to a school Bullying Prevention Coach.
- The Administration may engage the progressive discipline process.

Week Two

- Bullying Prevention Coach works with students to create a solution.
- Further progressive discipline when necessary.

Week Three

- Another meeting with students to resolve the bullying if this is needed.
- Bullying Prevention Coach checks with target to ensure the situation is resolved.
- Bullying Prevention Coach records progress in Infinite Campus, schedules a three-month follow-up with the target, and notifies the Principal and parents of the outcome.

If the school's intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal.

I am thinking about my behavior because I was *not*...

Being Proactive

Beginning with the End in Mind

Putting First Things First

Synergizing

Thinking Win-Win

Seeking 1st to Understand then to be Understood

Trailblazer's name: _____



Here is what happened (be specific and clear):

Here is what I will do right now to make this situation better:

Next time I will be a leader by:

Trailblazer's Signature: _____

Parent's Signature: _____

Date: _____



Teacher-detach and keep for your records.

Student Name: _____

Habit: 1 2 3 4 5 6 7 Date: _____

Notes: _____

I did not follow the 7 Habits today.

I was:



I know there is a LEADER IN ME! Next time I will try harder to follow Habit _____!

Copy this sentence on the lines below:

Tigers do the right thing because it is the right thing to do!

Trailblazer's Signature: _____

Date: _____

Parent's Signature: _____

Teacher: Detach and keep for your records.

Student Name: _____ Date: _____

Habit: 1 2 3 4 5 6 7

Notes:

Pueblo School District 60
315 W. 11th Street • Pueblo, CO 81003
OFFICE DISCIPLINE REFERRAL FORM

Student _____ ID # _____ Grade _____ Date/Time _____

Referring Staff Member _____

BEHAVIOR EVENT (check ONE – the most intrusive)

- ☐ Abusive Language/Inappropriate Language/Profanity/
Obscene Gesture
- ☐ Bullying/Harrassment
- ☐ Cheating
- ☐ Damage/Destruction of School Property (10)
- ☐ Defiance/Disrespect/Insubordination/ Non-Compliance (08)
- ☐ Disruption
- ☐ Dress Code Violation
- ☐ Fighting/Physical Aggression
- ☐ Forgery/Theft

- ☐ Gang Affiliation Display
- ☐ Inappropriate Display of Affection
- ☐ Property Damage/Vandalism
- ☐ Skip Class/Truant
- ☐ Technology Violation
- ☐ Use/Possession of Alcohol (02)
- ☐ Use/Possession of Drugs (01)
- ☐ Use/Possession of Tobacco (03)
- ☐ Use/Possession of Weapons (05)
- ☐ Other Violations of Code of Conduct (12)

MINOR EVENTS

- ☐ Minor – Defiance/Disrespect/Non-compliance
- ☐ Minor-Disruption
- ☐ Minor- Inappropriate Verbal Language
- ☐ Minor-Physical Contact/Physical Aggression

LOCATION – Where did the student behavior occur? (Check One)

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> CAF: Cafeteria | <input type="checkbox"/> HB: Hall/Breezeway | <input type="checkbox"/> PLG: Playground | <input type="checkbox"/> SE: Special Event/Assembly/Field Trip | <input type="checkbox"/> TR: Transportation |
| <input type="checkbox"/> CLR: Classroom | <input type="checkbox"/> LIB: Library/Media | <input type="checkbox"/> PKL: Parking Lot | <input type="checkbox"/> STD: Stadium | <input type="checkbox"/> OTH: Other |
| <input type="checkbox"/> Gym: Gym | <input type="checkbox"/> LR: Locker Room | <input type="checkbox"/> RST: Restroom | | |

POSSIBLE MOTIVATION (Check One)

- ☐ Obtain Peer Attention ☐ Obtain Adult Attention ☐ Obtain Items / Activities ☐ Avoid Tasks / Activities ☐ Avoid Adults ☐ Unclear / Don't Know

COMMENTS BY REFERRING STAFF MEMBER – Include date and time if parent was contacted

Signature of Referring Staff Member _____ Date/Time _____

RESOLUTION (To Be Completed by the Administrator in Charge)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Bus Suspension | <input type="checkbox"/> In School Suspension (01) | <input type="checkbox"/> Out of School Suspension (02) | <input type="checkbox"/> Restorative Justice |
| <input type="checkbox"/> Classroom Suspension/Teacher Removal | <input type="checkbox"/> Individualized Instruction | <input type="checkbox"/> Parent Contact | <input type="checkbox"/> Saturday School |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Loss of Privileges | <input type="checkbox"/> Referral to RTI | <input type="checkbox"/> Schedule Change |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Other Action Taken (00) | <input type="checkbox"/> Restitution | <input type="checkbox"/> Time In Office |
| <input type="checkbox"/> Detention | | | |

FOLLOW UP COMMENTS BY ADMINISTRATOR

Signature of Administrator _____ Date/Time _____

I have been afforded the opportunity to explain my version as to what happened relative to this infraction.

Signature of Student _____ Date/Time _____

Input into Infinite Campus (name) _____ Date _____

White: ADMINISTRATION Yellow: TEACHER Pink: PARENT

30.23.8 Office Disc Ref Form / Warehouse (Student Intervention Services) / DSC-RH

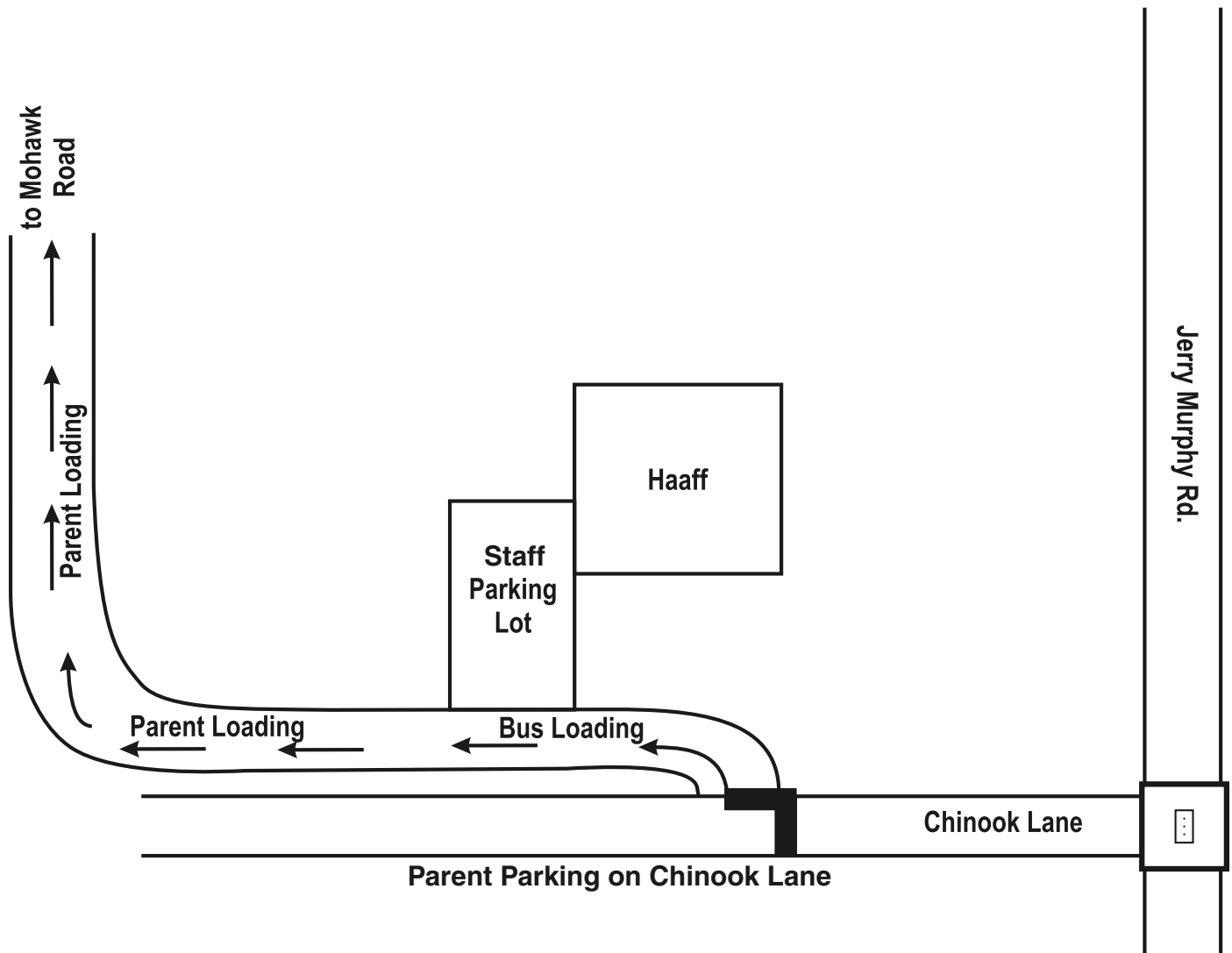
For Your Child's Safety...

When picking up your child from school, the following rules apply:

- Use the crosswalks and sidewalks. All adults should model the behavior we expect of the children.
- Slow down! Although we attempt to enforce the rules, children sometimes appear out of nowhere.
- Get out of your car to escort your child. Students are required to cross with the light on the corner of Jerry Murphy Road unless accompanied by an adult.
- Observe no parking areas. The yellow no-parking line allows the buses sufficient clearance to enter the loading zone.
- Treat the volunteer staff with respect. Staff and parents who are enforcing the rules are doing a volunteer service for the safety of your child.
- Do not park in the middle of the road to let your child out of your car.

Below is a map of the area to assist you.

- All yellow lines are no-parking zones. This includes bus zones and cross walk areas.



The staff parking lot is NOT a student drop-off/pick-up area.

Additional traffic causes safety issues for students and staff vehicles.

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at: www.pueblod60.org/policies or from the school office.**

All District policies and regulations apply regardless of whether they have been specifically highlighted in this handbook

See also the District's Student Code of Conduct also available on the District's website at: www.pueblod60.org.

JJJ: Extracurricular Activity Eligibility

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.**

JJJ-R: Rules governing participation in all school-approved extracurricular activities. *See complete regulation.**

JQ: Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.**

JRA/JRC: Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.**

JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.**

JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/ guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.**

JS-E: Acceptable Use Agreement. *See complete exhibit.**

JKD/JKE: Student Use of Internet and Electronic Communications

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.**

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission

of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.**

JEA: Compulsory Attendance

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.**

JH: Student Absence/Excuses

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. *See complete policy.**

JHB: Truancy

"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 "habitually truant." *See complete policy.**

JICA: Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. 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. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.**

JLCB: Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)
C.R.S. 25-4-901 et seq. (school entry immunizations)
6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:

- a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
- b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
- c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
 C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
 C.R.S. 18-9-106 (*disorderly conduct*)
 C.R.S. 18-9-108 (*disrupting lawful assembly*)
 C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
 C.R.S. 18-9-110 (*public buildings – trespass, interference*)
 C.R.S. 18-9-117 (*unlawful conduct on public property*)
 C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
 C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
 C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
 C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
 C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
 C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
 C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

CROSS REFS.: ADC, Tobacco-Free Schools
 GBEB, Staff Conduct
 GBEC, Alcohol and Drug-Free Workplace
 JICH, Drug and Alcohol Involvement by Students
 JICI, Weapons in School
 KI, Visitors to Schools
 JLCDB, Administration of Medical Marijuana to Qualified Students

NOTE: The exceptions in state law that permit possession of a deadly weapon on school property are that the person:

- a. has legal authority to carry or possess a deadly weapon. C.R.S. 18-12-105.5 (3).
- b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).
- c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S. 18-12-105.5(1).
- d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).
- e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).
- f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).

JICJ Student Use of Electronic Communication Devices

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, “electronic communication devices” include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may carry electronic communication devices but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. In these locations, electronic communication devices may be used only during emergencies. For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication 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 electronic communication devices brought onto school property.

Adopted: June 25, 2013

CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Interviews and Searches
JK and subcodes, Student Discipline

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Compliance Officer for complaints involving students. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

