



HERITAGE ELEMENTARY SCHOOL

**“WE BELONG, WE LEARN,
WE SOAR!”**

**Student Handbook
2023-2024**

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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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 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.

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General

School Information

HERITAGE ELEMENTARY SCHOOL

We Belong, We Learn, We SOAR

At Heritage Elementary ALL students have the right to be loved, learn and lead for a successful future. Our students are held to high expectations and accountability through the actions of leadership and cultivating individual genius. Heritage staff is committed to growing the individual child with a positive culture and love for learning that will inspire their future endeavors.

Dear Parents and Students,

Welcome to Heritage Elementary School We have prepared this handbook to give you general information about Heritage. Our staff members are dedicated to giving our children the best educational experiences possible. They are willing to answer any questions you may have about our school program. We would like to extend an invitation to have you visit our school and become an active part of our school community. We love parent volunteers.

We are an exceptional school with a long tradition of achievement and leadership. The Heritage Staff and I are committed to providing the best possible learning experience for all students. Our top priority is to increase student achievement. We want all Heritage students to leave our school with the tools and knowledge necessary to reach their educational and career goals. To ensure maximum effectiveness and efficiency regarding the student learning environment, Heritage has a behavior management plan. We will continue to implement the PBIS (Positive Behavior Support) to ensure we spend more time teaching and rewarding positive behavior. We will be in our fourth year of implementation with “Leader in Me. The leader in me is based on the 7 Habits of highly effective people. You will see bulletin boards focused on leadership in the school as this mindset encourages leadership from staff as well as students. We also support the district Bully Prevention efforts.

Please review the information provided for you in this handbook. If you or your child has any questions regarding the behavior management process, please contact us for clarification. If you have questions, you are welcome to contact me, your child’s teacher, or the school counselor to discuss any concerns you may have. We will be happy to provide you with more information.

We are proud of our school and want to share that pride with our students and families. We believe every student has the potential to be successful here and ready for the next level of education. With all of us working together, each child will leave Heritage with a special gift-a quality education!

If you have any questions, comments, or concerns about our school please feel free to contact the school office at (719) 549-7575.

Have a great year.

Richelle Paradiso, Principal

School Hours

Our playground is not supervised until 7:40 a.m. and is supervised for only 10 minutes after school is dismissed. For your child's safety, please be prompt when bringing and picking up your child. Please do not let your child come to school early unless he/she is involved in a specific school activity where a teacher will be providing supervision. The YMCA Prime Time Child Care program will provide before and after school care at Heritage again this year. Please contact them directly for more information. We have several other child care centers that provide before and after school care, also. They are the Boys & Girls Club of Pueblo, Southside Children's Center, Minnequa Medcenter Day Care (PCC), St. Paul's United Methodist Day Care Center, and Washington Children's Center. Each child care center provides to and from school transportation.

Student Attendance Schedule

PRESCHOOL

Morning 8:00 a.m. to 11:00 a.m. Monday-Thursday

Afternoon 12:00 p.m. to 3:00 p.m. Monday-Thursday

No school on Fridays

KINDERGARTEN – Full Day 7:45 a.m. to 3:05 p.m. Monday-Thursday

No school on Fridays

GRADES ONE TO FIVE

7:40 a.m.	Playground supervision begins, and students may enter playground.
7:45 a.m.	Bell rings for students to line up to enter the building.
7:50 a.m.	Playground supervision ends. Students who arrive between 7:50 and 7:55 must be dropped off in front of the building.
7:55 a.m.	Tardy Bell
3:05 a.m.	School dismissal Monday through Thursday

No school on Fridays

Playground supervision is provided from 7:40 a.m. to 7:50 a.m. and for 10 minutes after school is dismissed.

Students are to report to the office if they have not been picked up when playground supervision ends.

Children picked up after 3:30 p.m. in emergency situations will need to be picked up at the office. This allows us to provide appropriate supervision for these students.

School Office Schedule

School Office 7:30 a.m. to 4:00 p.m.
(Principal and Secretary)

Heritage Staff Directory 2023-24

ROOM NUMBERS		CLASSROOM TEACHERS
RM 303		LOUNGE
RM 214	COACH	LEONARD, HEIDI
RM 212	5TH GRADE	GEISEN, MEGAN
RM 210	5TH GRADE	STOREY, JACOB
RM 206	4TH GRADE	SILVA, BETTY
RM 208	4th GRADE	COSTA, ERYN
RM 204	3rd GRADE	KOLOSSO, JESSICA
RM 202	3rd GRADE	PELZ, AMY
RM 200	ELL	TRUJILLO, ALYSIA
RM 101	VACANT	SCHOOL COUNSELOR LESSONS
RM 112	1st GRADE	FOWLER, MARLA
RM 110	1ST GRADE	McFARLAND, CRYSTAL
RM 108	2nd GRADE	VAN METER, AMANDA
RM 106	2nd GRADE	BACHICHA, LISA
RM 104	ESS-ID	GIADONE, JENNIFER (Shannon & Rebecca)
RM 102 (A)	KINDERGARTEN	MCKLEM, MANDY INTERCOM: 109
RM 102 (B)	KINDERGARTEN	ROGERS, CAITLIN
RM 116	PRE-K	STERK, JAMIE,
RM 114	PRE-K	CISNEROS, ANNA & BAILEY, SHANNON
Stage		
RM 207	ESS/SLD	AUSTIN, JACQUELINE & JUBIC, DOMINICA
RM 205	CONFERENCE ROOM	SOCIAL EMOTIONAL ROOM/SCHOOL SOCIAL WORKER/ SCHOOL PSYCHOLOGIST
RM 103	COUNSELOR	POSA-WEIGEL, CHRISTINA
RM 300	MEDIA	LAMB, MICHELLE
RM 301	CONFERENCE ROOM	ESS STAFFINGS/ RTI MEETINGS
RM 310	PE	LANE, SCOTT
RM 304	ART	CHARTRAND, HANNAH
RM 201	SPEECH	PETERSON, ALYSIA
RM 105	RTI/Behavior Int.	MENDEZ, DESIRAE
NURSE		BERRY, LINDA
CUSTODIAN		VIGIL, ISSAC
CAFETERIA		TRUJILLO, GLORIA
SECRETARY/OFFICE		DIPERSIO, JENNIFER
COMMUNITY ADVOCATE		
STUDENT PHONE		
RM 302	PRINCIPAL	PARADISO, RICHELLE

Student Safety & Well-Being

Care of School and Personal Property

We try to instill student pride in the appearance of our 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 dealt with according to school policy and referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property. Our students have shown a great amount of respect for our school and have shown responsibility in caring for school items. We appreciate their attitude and responsibility.

Students are not permitted to bring large amounts of money to school other than for fund-raising or other scheduled activities such as book fairs. Students are not allowed to bring expensive items such as radios, electronic equipment, hand-held video games or other valuable items to school.

Cold Weather Policy & Inclement 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 they are comfortable during brief periods outside. Parents should send notes to school or call the principal for special exceptions due to illness. **Red flags** posted on our four main entrance doors means the weather is too cold or wet, and students may enter the building and go to the locations designated for their grade levels in the gym after 7:40 a.m.

In the event school is canceled for the day or a late start time is scheduled, Pueblo School District 60 staff will make inclement weather decisions 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 Pueblo School District 60 transportation employees in four different geographical locations. The District will make the decision as to whether schools will be open or closed and will contact the local media (radio and television stations) no later than 6:00 a.m. The District will make the decision as to the cancellation of all after-school, night school and evening meetings, activities, community classes, etc. and notify the local media. If parents keep their children home on other questionable snowstorm days, the District will count the students absent according to state rules and regulations, but not penalize students for classroom work missed.

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 90 minutes. The District will follow procedures as stated above.

MORNING Arrival

In the MORNING:

ALL students will enter through their outside classroom doors starting at 7:45 a.m.

ALL outside classroom doors will be closed at 7:50 a.m. and Specialists and Resource personnel will be monitoring the school grounds for late students and escorting them to the office if they are late. Students who arrive between 7:50 and 7:55 must be dropped off in front of the building. Tardies will not be marked until 7:55.

After school:

Designated teachers will be on duty until 3:15 p.m. and ALL doors will remain shut.

RED FLAG MORNING Arrival

During **inclement weather**, we will post **RED FLAG signs** in windows so parents know it is a **RED FLAG day**. Instead of entering through outside classroom doors, *students may enter only through the following doors DURING RED FLAG days*:

Door 4 (Near back loop by the gym)

Door 5 (Front of the building near staff parking lot)

ALL students will enter through these designated doors starting at 7:40 a.m. Teacher will be in their classrooms welcoming students from 7:45. Any student who arrives after the tardy bell at 7:50 will need to obtain a TARDY slip from the office. Only students who arrive after the TARDY bell at 7:55 will be marked Tardy.

It is **extremely important** that students arrive to school **no earlier than 7:40 a.m. and are picked up no later than 3:15 p.m.**

Please be advised if students arrive on school grounds before 7:40, there will be no adults to watch your child.

Attendance Policy

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. 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.

Procedure to address unexcused absence and excused absence attendance issues as per school board policy:

Heritage shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies.

1. On a daily basis, when the school has not been notified by a parent/guardian of a student absence at the parent's/guardian's initiative by 11:30 a.m., school personnel or volunteers under the direction of school personnel shall make reasonable efforts to notify the parents personally. Recorded messages are permissible as a last resort. Personal telephone calls to a parent at work and at home is required.

UNEXCUSED ABSENCES

- At 1-2 unexcused absences - The Community Advocate will phone the student's parents/guardian.
- At 3 unexcused absences - The Community Advocate will send an initial attendance letter to parents outlining Colorado Truancy laws along with their child's attendance detail.
- At 5-8 unexcused absences - The Community Advocate will set up attendance meeting with parents to include
- Issuance of truancy notification, an attendance contract and a 30 day notice. If the parent does not respond to the request for a meeting or does not show up to a meeting, the community advocate will then mail or hand deliver the documents. If there is no improvement in attendance the advocate will proceed with filing a truancy case in court. The following is Colorado Truancy Law that the school abides by:

SCHOOL POLICIES AND STATE LAWS

Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104. State law for mandatory attendance requires children from age 6 to 17 to attend a public school, private school, or a district-approved home school program. **The maximum number of *unexcused* absences are four days in one month or ten days for the year.**

EXCUSED ABSENCES

We will excuse the student if the parent calls them out sick up to 10 absences. After that we will require a doctor's note to excuse the absence. If a parent calls a child out due to Covid quarantine or exposure we will require documentation to support the absence if it is not school ordered. If no documentation is provided these absences will not be excused.

The Community Advocate cannot send a student to truancy court for excused absences however, if you have a parent that you suspect is calling their child out of school and using illness as an excuse, the advocate can tell the parent after 10 parent calls we require a doctor's note to excuse the absence. If a parent continues to call their student out past the allotted 10 those absences will not be excused unless a doctor's note is provided. If you have any concerns regarding a student that you think the advocate can help with in any way please contact the school office.

2. Excused absences:

A. Illness/Injury

Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.

B. Appointments/Serious Circumstances:

Absences shall be excused if a student has an appointment or a circumstance of a serious nature which cannot be resolved before or after school hours on a case-by-case basis. The parent/guardian must obtain pre-authorization for said appointment or serious circumstances from the school principal in order for the absences to be excused.

C. School Approval for Extracurricular Educational Experiences:

A student's request to participate in extracurricular educational experiences outside of the school building

may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused.

Approval shall be left to the discretion of the school's principal. The principal shall use the following criteria in determining whether a student is permitted to engage in said extracurricular educational experiences

- a. The student is in good academic standing (passing all classes with a grade C);
- b. The student has no unexcused absences and no unexcused tardies;
- c. The student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year
- d. The student who is pursuing a work-study program under the supervision of the school.
- e. The student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

D. School Approval for "Family Business" Days:

A student's parent/guardian may request approval for an excused absence to attend to "Family Business" (i.e. funeral, wedding etc.) excused absence not to exceed three (3) days per year if the following conditions are met:

- a. Student is in good academic standing (passing all classes with a grade C);
- b. Student has no unexcused absences and no unexcused tardies;
- c. Student has four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

3. Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the above exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of each unexcused absence.

In accordance with the law, the district may impose academic penalties, which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

4. A court petition shall be filed as soon as possible when the criteria of Paragraph 4 are met. A judicial officer will take action, as he/she deems appropriate. The Court Order shall remain in effect until the student reaches the age of 17. All petitions shall be accompanied by a sworn affidavit of a school person knowledgeable of the child's record, which affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.
5. At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the then current unexcused and excused absences and unexcused tardies plus the current grades and classroom behavior. Also presented should be referred to in Paragraph 3 and updated since the last court appearance, as well as an update in tutoring participation.
6. Should a 4th excused or unexcused absence occur in a semester (as differentiated from "one month" per Paragraph 5 for an unexcused absence) the school administrator, by means of an appropriate referral card, shall contact the school representative/community advocate assigned to the school and order a home visit. Said referral shall receive priority in administrative responsibilities. School representative shall make a home visit and will record the outcome as well as share the information with the site. Said visit shall take place within 48 hours of receipt of the referral if possible, but no later than one week. The school shall then monitor the student's attendance and communicate regularly with the parents as well as the child.
7. According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, of compulsory attendance age, attends school.

Early Student Check Out

If a student must leave the school during school hours, s/he must check out through the office and check back in at the office if returning back to school that same day. ***A doctor's/dentist's note should be given to the office upon the student's return.*** No one other than the parents or legal guardians may gain release of a child without written permission recorded on the student's enrollment card that is kept in the school office. This is done as a safety measure and is required by district policy. It is important that we have several people listed on the card in case a child becomes ill or hurt, and we are unable to contact a child's parents. If it is necessary to change any information on the card during the year, we ask that parents stop in at the office and make the necessary changes in person. ***With the exception of early checkout for a doctor's appointment, parents are asked to meet their children at the child's exterior doors at 3:05 p.m. This simple request honors both the teacher's instruction and students' learning and provides increased time on academic tasks.***

Emergencies & Emergency Information

In case of serious injury or illness of any child at school, the parent is called first. If the parent cannot be reached at the numbers listed on the enrollment card, another person listed on the emergency data card is called next. If there is no response at this number, the family physician is called. If the family physician cannot be reached or the injury appears severe, the child will be taken to a hospital emergency room. ***Please complete the EMERGENCY enrollment form very carefully. Complete, accurate information, including home and work phone numbers, is very important!*** If there is a change of address or phone numbers, please inform the school as soon as possible.

Skateboards, Scooters, & Rollerblades, etc.

Students are not to ride skateboards, scooters, rollerblades (in-line skates), or shoes with wheels on school property due to safety concerns. We ask that they not bring them to school since the items become a safety and storage problem.

Traffic Safety

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.
- 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.

The staff parking lot is NOT a student drop-off/pick-up area. Additional traffic causes safety issues for students and staff vehicles. Please do not park in the handicapped parking spots unless you have a sticker

Student Drop-off Information!

Please help us keep our kids safe by following these guidelines. It is important that we keep the traffic moving to insure a timely, well organized system for dropping off and picking-up your child.

- The left lane is for driving only. DO NOT let your child exit or enter your vehicle from the left lane.
- The right lane against the curb is for stopping to let your child exit or enter your vehicle. Please do not park against the curb and leave your vehicle. There is parking available on Belmont if you must enter the school with your child.
- Please pull as far forward as possible in the drop-off zone before letting your child exit your vehicle.
- Please do not re-enter Belmont from the drop-off (right) lane.
- Yield to pedestrians on the Belmont sidewalk and the crosswalk within the drop-off.
- 3rd, 4th, and 5th, grade students will remain on the sidewalk area outside their respective rooms. 1st and 2nd grade students will walk around the North end of the building to their respective rooms. Kindergarten drop-off will remain on Brown at the yellow curb immediately outside the Kindergarten room.

Thank you for your support

General Student Information

Cell Phones

Students may have a cell phone but it should remain off and in their backpack during school hours, including lunch recess.

- » The school is not responsible for damaged, lost, or stolen cell phones.
- » If a student is found using a cell phone during school hours the following policy will apply:
 - 1st offense: Cell phone is confiscated and student may pick it up in the office after school.
 - 2nd offense: Cell phone is confiscated and parent/guardian may pick it up in the office.
 - 3rd offense: Cell phone is confiscated and student may no longer bring cell phone to school.
 - 4th offense: Further disciplinary action may be taken. Please see D60 Board Policy JICJ.

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 their bicycles securely in the racks. Bicycles are to be walked and not ridden on the playground. This rule to ensure student safety and to make sure the school meets safety standards set by Pueblo School District 60' safety department.

Field Trips

Heritage students are given opportunities to go on a variety of interesting field trips throughout the school year thanks to the hard work and support of our Parent Lighthouse Team. Some of the funds they raise during the school year are designated to pay for the majority of our field trips. Field trips are designed to provide learning experiences for students outside the school setting. Our 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. Please contact your child's teacher if you would like to volunteer to supervise students during field trips. Parents are invited to accompany the students on most field trips to promote safety and to enrich the learning experience. **For liability reasons, parents may not bring other children along on the trips.** The teacher will ask for and/or accept volunteers of legal age and guardianship to attend field trips.

Just a reminder — only parents and/or legal guardians are able to sign field trip permission forms. Students will not be able to go on field trips without a properly signed form.

Homework

At Heritage Elementary School, we expect students to take schoolwork home (on an individual basis) if they are unable to complete the work during the school day. Generally, students have time to complete assignments at school, but some students may need extra time to complete their assignments at home. Other homework will be assigned as needed to ensure mastery of skills and content. Parents are asked to let their children assume the responsibility for taking home necessary work and support their children's efforts to become responsible learners.

Heritage Homework Expectations

Kindergarten 15 minutes maximum <ul style="list-style-type: none">• Students will be given a book to read weekly at home and record the reading on a reading log• Practice math facts 5 minutes• Practice assigned literacy skills 5 minutes	1st grade 20 minutes maximum <ul style="list-style-type: none">• Read a book or passage for 10 minutes and record on reading log.• Practice spelling words nightly 5 minutes• Practice math facts 5 minutes
2nd Grade 20 Maximum <ul style="list-style-type: none">• Read AR book for 10 minutes and record reading on a reading log• Practice spelling words nightly 5 minutes• Practice math facts 5 minutes	3rd Grade 30 minutes Maximum <ul style="list-style-type: none">• Read an AR book for 20 minutes daily and record reading on a reading log. Parents must sign the reading log.• Practice spelling words nightly for 5 minutes.• Practice math facts for 5 minutes
4th Grade 30 Minutes Maximum <ul style="list-style-type: none">• Read an AR book for 20 minutes daily and record reading on a reading log. Parents must sign the reading log.• Practice spelling words nightly for 5 minutes.• Practice math facts for 5 minutes	5th Grade 30 Minutes Maximum <ul style="list-style-type: none">• Read an AR book for 20 minutes daily and record reading on a reading log. Parents must sign the reading log.• Practice spelling words nightly for 5 minutes.• Practice math facts for 5 minutes

Students can earn passes for completing work so that if they forget to do homework one day they can use their homework pass. We want to try to get away from taking recess for not completing homework so we make homework simple. It will be less work on the teacher having to check the work and battle with students. We also discussed giving students the goal of completing homework as one of their WIGS. If a student has to miss a small amount of recess instead of sitting on the wall they will walk the black top.

Lost and Found

Lost and found items are put in a box by the front school doors. Watches or smaller items will be held at the office. Students, who have lost clothing or other items, also need to check in the gym, music room, and science room. ***All outerwear items, backpacks, etc. should be clearly marked with your child's name.*** At the end of the school year, unclaimed items are donated to one of Pueblo's many community organizations that serve the needy.

Newsletters

The office will be sending monthly newsletters so parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar listing school activities for that month.

Outdoor Recess

All students will be given opportunities to play outside during the noon hour and scheduled recesses except when we have severe weather, and all students must remain inside. If a child is ill and not in condition to go outside for fresh air, please make prior arrangements with the office or your child's teacher.

School Counselor

Our school counselor is available to meet with student and parents concerning any counseling issues and support in other areas as needed. Please explore this option if your child is having any other school related issues or to get information on formal counseling with any other agencies in Pueblo. Feel free to contact the school principal, your child's teacher or school counselor with any concerns about academic progress or social issues that your child may be having. We request parents to not contact other children directly in an attempt to solve social problems for their child. The other child and the child's parent(s) could interpret this as threatening behavior. Again, please rely on school personnel to help with any problems.

School 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.

Unacceptable items

Students are expected to abide by the following general guidelines

1. Shirts must be long enough to naturally touch the top of the lower garment and/or be tucked in.
2. Shirts must cover the shoulders.
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.
4. Shorts and skirts must be appropriate length—no more than 4 inches above the knee.
5. Shoes must be worn at all times.

The following items of clothing are specifically prohibited:

1. Spaghetti straps, tank tops and halter tops
2. Transparent/mesh clothing
3. Make-up that makes a student unidentifiable
4. Exposed undergarments
5. Pajamas and house slippers
6. Shirts with revealing necklines or armholes
7. Shirts hanging longer than fingertips when arms fully extended or pants sagging below the waist
8. Hats, caps or sunglasses worn indoors
9. Gloves worn indoors
10. Hair nets, bandanas, and do-rags
11. Caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a school sporting event)
12. Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
13. Clothing or accessories with sexually suggestive language or messages
14. Clothing or accessories that promote any activity prohibited by the student code of conduct and/or law

15. Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains
16. Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings and jewelry
17. Trench coats and other like jackets capable of easily concealing weapons

School Visitors

We encourage parents to visit our school. Classroom visitations provide you with opportunities to observe instruction and view how your child relates with his/her peers. We find students often take an increased interest in their schoolwork when their parents learn more about the school program. Please make arrangements with your child's teacher for appropriate times to visit. We also ask that ***all visitors sign in at the school office before going to a classroom and sign out when leaving the school.*** This policy also allows us a better opportunity to monitor who is in our building for safety purposes. Thank you for complying with our request. Please provide the teacher with a 24-48 hour notice if you would like to visit the classroom.

Items Brought to School

Personal items, clothing, and school supplies should all be permanently marked with the student's full name. "Show-n-tell" time is scheduled at the individual teacher's discretion. Please make advance arrangements for live animals or other unusual show-n-tell items. **NO TOYS ARE ALLOWED IN SCHOOL.** Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside. Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook). Also, we recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible. Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that may arise from such transactions. The school will not be responsible for toys that are brought to school and confiscated. Although it is not recommended that students bring cellphones to school, we realize that it is not realistic to tell students that cell phones are prohibited. The rules in regards to phones at school are that all phones are turned off and put away during student instructional time, 7:45 – 3:05. It is our hope that phones will not be a distraction to the learning environment or an invasion of student privacy while at school. If students do not comply with the cell phones rule their phone will be confiscated and made available in the office for the parent or legal guardian to pick up before or after school. **The school is not responsible for lost, broken, or stolen cell phones. Students are prohibited from making calls on their personal cell phones without prior approval from a staff member.**

Parties at School

PLEASE make arrangements with your child's teacher ahead of time for birthday parties. Parties will be scheduled around classroom instruction time and at the teacher's discretion. Please keep refreshments simple. **ONLY** bring clear drinks such as 7-Up that do not contain food dye. Drinks with dye that are accidentally spilled stain the classroom carpet. Your child will be allowed to distribute birthday party invitations at school **ONLY** if all children in the class are invited. Also, please check with your child's teacher in regards to classroom allergies. Many of our rooms possess students with allergies to nuts, eggs, strawberries, etc. We would hate to not be able to accept your child's Birthday treats. Thank You.

Student Custody Changes or Legal Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody or legal name changes. Copies of legal papers attesting to the information must be presented to the school. Student records are kept under their legal names and cannot be changed until legal documents are presented to the school as determined by state and District policy. In cases of custody issues, release of a child to his or her natural parents cannot be denied unless one of the following documents is on file at the school office:

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

We appreciate our parents' support in these sensitive issues. Our goal is to provide your children with a comfortable, safe environment at all times.

Student Enrollment Card

During the first week of school, teachers send home student enrollment cards for parents to complete. Having this information returned promptly is very important. The card is kept in the office in case parents need to be contacted. Please make sure all information is complete, accurate, and up-to-date. It is important to ***notify the school immediately if you have a change of address or telephone number at any time during the school year.***

The school cannot release students to any individual(s) not listed on the enrollment card.

Awards Assemblies

Awards assemblies will be held near the end of each quarter. Awards will be given for the following accomplishments:

K – 5th Grade Students

- ***Perfect Attendance*** – “Perfect is Perfect” - On the Report Card, the “Days Absent” will be “0” (zero) AND THE “PERIODS TARDY” WILL BE “0” (ZERO).
- ***Outstanding Attendance*** – Less than 2.0 days absent AND 2 OR LESS TARDIES - On the Report Card, the “Days Absent” will be less than “2.0” AND THE “PERIODS TARDY” WILL BE 2 OR LESS
- Remember that Infinite Campus calculates each minute a student is late, leaves early or is gone during the day and returns. All of these scenarios are included in the Attendance Award Calculations
- ***Specialty Award*** – Students who demonstrates above and beyond character during PE, Music and ART.
- ***Leader In Me Award*** – Students who demonstrates the 7 Habits.

3rd – 5th Grade Students:

- ***Bronze Academic Award*** – 3.4 Grade Point Average -3.59 Grade Point Average
- ***Silver Academic Award*** – 3.6 Grade Point Average -3.79 Grade Point Average
- ***Gold Academic Award*** – 3.8 Grade Point Average and Above

Parent Portal

Using Parent Portal as a Resource for Parents

All parents have Parent Portal access for their students. This tool will provide you with immediate, up-to-date information about your child at school. Through the Parent Portal you will be able to do the following:

See your child's attendance (immediately after it has been entered by the teacher)

- Verify your contact information
- Verify your child's immunization record
- View and print your child's schedule

Here is how you can connect to the Parent Portal

1. From the Pueblo School District 60's website (www.pueblod60.org), scroll down to **Site Shortcuts** (left side of the screen), and then click on the ***Infinite Campus Parent Portal link***. (<https://campus.pueblocityschools.us/campus/portal/pueblo.jsp>). Parents can select the **Help** page under the Technology Link on the webpage for a training tutorial and FAQ section.
2. Click on the option for a First Time Campus User.
3. Enter your Campus Portal Activation Key which you can obtain from the school attendance secretary.
4. You will then be prompted to create a username and password for accessing the portal.
5. You will find that the Infinite Campus Parent Portal will be a valuable tool.

Student Safety – Emergency – Crisis Management Procedures

Emergency Drill Procedure

To maintain readiness for emergencies, schools must conduct safety drills. If you arrive at the school and find a Safety Drill is taking place; please cooperate with the drill as if it were an actual emergency. This will give our school staff practice in implementing our emergency plans with parents and visitors.

Lockdown Procedures

In the event of a Lockdown, **NO ONE WILL BE PERMITTED TO ENTER OR EXIT THE BUILDING.** A large sign will be placed on the window near the front entrance stating:

“THIS SCHOOL IS UNDER LOCKDOWN. NO PERSON MAY ENTER OR LEAVE. PLEASE MOVE AWAY FROM THE SCHOOL BUILDING. PLEASE CONTACT _____ FOR FURTHER INFORMATION.”

In the event of a lockdown occurring at school dismissal time, the School Messenger System will be used to communicate with families. Be sure to keep your emergency telephone number updated with the school office at all times. Please avoid calling the school office phone numbers during a lockdown; it is important that the phone lines and school staff are kept available to maintain student safety.

Fire Drill Procedures

Fire drills are held at least every other month as 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. Parents and other school visitors are asked to follow evacuation procedures also. Other emergency drills for events such as tornado drills are held on a yearly basis.

Tornado Warning Procedures

In the event of a Tornado Warning, students will not be allowed to leave the building. Any parents or visitors arriving at the school will be immediately brought into the school and escorted to a Tornado Shelter Area. Once the Tornado Warning is lifted, the school will return to normal operations.

Food Services 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, audiotope, 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.

Student Health Information

Immunizations

State law requires that all students must have a complete immunization record on file in the school office. If the immunizations are not complete, the student can and will be excluded from school. By state law, students can be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger their child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs. In the case of an outbreak of one or more of the diseases, for which immunization provides protection, children who are not immunized will be excluded from school. Please help us keep our records current by bringing in records of all booster shots.

Please see the letter and chart on the following pages for requirements.

Medication Policy (District School Board Policy)

Parents are encouraged to give medication outside of school hours whenever possible. The responsibility for dispensing medication lies with the parent or guardian of the student. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent or guardian cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with regulations established by the District.

There is a district form that must be filled out and notarized giving the child permission to have and take medication at school. **All medication must be left in an original, labeled container at the school office.** This includes all over-the-counter drugs as well as doctor prescribed medications.

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 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.

Student Health Problems

A parent/guardian 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 health needs of the student. This is particularly important in the case of chronic asthma or diabetes. Parents or other adult supervisors may be asked to attend field trips with students with special health concerns. Our children's safety is of utmost importance.

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://Colorado Immunization Information System (CIIS)). 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
Heritage Elementary	97.0%	0%
<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 6th 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 9/2022

Non-Discrimination Complaint Procedures

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

Procedure

- Level 1:** Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.
- Level 2:** Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any student who has a claim arising out of the alleged violation of Pueblo School District 60 policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E. E. O. Compliance Officer
Pueblo School District 60
315 West Eleventh Street
(719) 549-7100

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.

Title I: Parent Right to Know Letter

To: All Parents
From: Heritage Elementary
Date: August 15, 2023
Re: Parent Right to Know Letter

As a parent of a student at Heritage Elementary, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar Para educators provide services to your child and, if they do, their qualifications.

Please contact principal, Richelle Paradiso at richelle.paradiso@pueblacityschools.us if you would like to receive any of this information.

Heritage Discipline Policy

One of our major goals at Heritage School is to maintain a learning atmosphere that 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 Heritage 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 Heritage, we believe that the success of any project depends on implementation by all people concerned. Followthrough 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 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

Heritage 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

Each student will... ..be

- 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
- 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

Classroom Expectations:

- Keep your classroom clean and tidy.
- Be caring toward others – adults and children
- Keep your hands and feet to yourself.
- Listen and follow directions.
- Always do your Heritage Eagle Best.

Assembly Expectations:

- Enter/leave the gym, cafeteria, or media center quietly.
- Voice level silent.
- Keep your hands and feet to yourself.
- Listen at all times.
- Respect speakers, performers, and others enjoying the assembly.

Cafeteria Expectations:

- Enter/leave the cafeteria in a quiet, orderly manner.
- Voice level low.
- Raise your hand when you need something and do not leave your seat without permission.
- Keep hands, feet and food to yourself.
- Eat only in the cafeteria or designated area, and clean up after yourself.

Bus Expectations:

- Be on time and stand in line patiently.
- Stay in line and wait quietly when entering/leaving the bus.
- Voice level low.
- Remain seated at all times.
- Keep your hands and feet to yourself.
- Respect the bus driver.

Field Trip Expectations:

- Voice level silent/low/medium (teacher discretion)
- Respect learning outside of the school environment.
- Stay with your teacher, supervising adult, and class at all times.
- Represent your school in an appropriate manner.
- Treat everyone with respect, including presenters and guides.
- Follow all rules and instructions set forth by your teacher.

Media Center Expectations:

- Voice level silent/whisper.
- Walk quietly in the media center.
- When needing adult assistance, stand patiently in line and wait respectfully to be acknowledged.
- Speak quietly with teachers and classmates.
- Take care of business promptly and use your time effectively.
- Treat all library books and materials with respect.
- Keep your hands and feet to yourself.
- Use the rulers to mark your place only.
- Help keep the media center clean and orderly.

Playground Expectations:

- Voice level medium.
- Students are to participate in games and activities learned and reviewed only in Physical Education class.
- Students are to be safe, play fair, and keep hands and feet to themselves before, during, and after school.
- Be respectful and responsible with playground equipment.
- Line up when the bell rings, put equipment away properly, and leave the playground in a timely manner after school.

Computer Lab Expectations:

- Voice level silent/whisper.
- Speak quietly with teachers and classmates.
- Log in quickly and begin working on your program.
- Treat all equipment and materials with respect.
- Keep your hands and feet to yourself and away from the foot panels.
- Keep headphones in place on the computer.
- When needing adult assistance, wait respectfully to be acknowledged.
- Help keep the computer lab clean and orderly.

Hallway Expectations:

- Walk quietly on the right side of the hall.
- Keep your hands and feet to yourself.
- Respect materials on the wall.
- Be careful when turning corners.
- Return to your classroom in a prompt manner.

Office Expectations:

- Wait in line patiently for assistance.
- Treat office staff with respect.
- Do not enter the office without permission.
- Wait quietly in the lobby area before and after school.
- Return to your classroom promptly.

Restroom Expectations:

- Voice level low.
- Keep restroom clean.
- Respect others that are using the restroom.
- One boy and one girl from each class are allowed to use the restroom at one time unless it is an emergency situation.
- Return to the classroom promptly.

Behavior Processing

Before a student is given a stop sign 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 which students will be given a stop sign for grades 5, 4, 3, 2, 1, K

- 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)

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.

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.

Due Process

Pueblo School District 60 adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. Due Process is a procedure to insure a student is treated fairly when involved in a disciplinary situation which might result in suspension or expulsion. The minimum constitutional requirement of due process mandate the student be given:

- Oral or written notice of the charges against him
- Explanation of the evidence school authorities have
- An opportunity to present his side of the story
- Length of time the student will be excluded from school

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds for suspension, the period of the suspension, and the time and place to meet with the principal to review the suspension. No student shall be readmitted to school until such a meeting has taken place or until, at the discretion of the principal, the parent(s), legal guardian(s), or legal custodian(s) has agreed to seriously review the suspension with the principal.

Positive Reinforcement System (SOAR Tickets)

Each grade level will have their own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. The Heritage 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 SOAR ticket
3. Positive notes to parents
4. Positive phone calls to parents
5. Special privileges

7 Habits of Heritage Eagles:

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

Heritage PBIS Reward System

Individual students may get rewards from the prize chest in the following ways:

1. SOAR cards: Teacher may give a student a SOAR card if they see them being
 - a. Safe: Student does something to keep themselves or another student safe within the context of the classroom, playground, or any other area. Examples: interceding on another student's behalf, reporting bullying behaviors, reporting unsafe school conditions, pointing out areas of safety that need fixing, such as water on the floor, etc.
 - b. Organized: Student shows organizational skills that are above the normal expectations (I.e. cubby or desk area is especially clean, student picks up trash or cleans an area of the school without being prompted to do so, etc.)
 - c. Accountable: Student takes responsibility for himself and his/her actions. Student completes homework for the entire week, reading log is completed each month, student clips up on the behavior chart, or student returns forms that are required by the school.
 - d. Respectful: Student treats others the way they would like to be treated (student asks another student to play or eat lunch; student helps another student do something; student clips up on the behavior chart for being good to others, etc.)
 - e. Cards will be held in the classroom until picked up near the end of the month by the counselor.
2. The use of a "You Made Me SOAR" card:
 - a. Student will request a "You made me SOAR" card from their teacher.
 - b. Teacher will ask what event precipitated the asking for the card and determine whether the event deserves to be recognized (not just friends giving friends a card).
 - c. Card is filled out by the teacher or the student, depending on teacher discretion (primary grades should probably be written out by teacher, intermediate would be by the students). Make sure and include the recognized student's first and last name on the form.
 - d. Card is put into the classroom SOAR container until picked up at the end of the month by the counselor.
3. Students new to Heritage Elementary: Teacher will fill out (or have the student fill out) a new student at Heritage card and put that into the classroom SOAR container until picked up at the end of the month by the counselor.
4. Every Thursday morning (with the exception of August), we will recognize students in the following ways via school announcement:
 - 1) Each class will have an individual Student of the Month nominee, a SOAR card winner, along with any and all You Made Me SOAR nominees. All of these individuals will pick from the prize box.
 - 2) Two classes will also be recognized: the class who has the best monthly attendance (and will receive the rotating trophy filled with goodies) and the class with the most SOAR cards.
5. Grade level competition rewards are also honored in the following ways:
 - 1) Grade level with the best cafeteria behavior rubric for the week gets music in the cafeteria the following Monday.
 - 2) Grade level with the best playground behavior rubric for the month gets an extra recess on the day most convenient for the grade level after the end of the month.

PBIS Rotations

1. PBIS Rotations will be taught during the Specials Rotation in following ways: upon the immediate return to school at the beginning of the school year, after Christmas break, and after Spring break, all students will review SOAR expectations in their assigned specials classes until the RED, WHITE, and BLUE rotation schedule has been completed. The areas to be reviewed and the specialist assigned to that area is as follows:
 - a. Playground, cafeteria, assembly expectations – Gym teacher
 - b. Hallway, bathroom, and classroom expectations – Music teacher
 - c. Library and technology lab – Art teacher with help from Media Specialist

Each of the specialists will review the area they are responsible for on both the matrix posters as well as taking the classes to those areas to practice (if possible). Computer lab may be booked, but can be reviewed by pointing out what is going on in the class if a class is present in the lab.

2. Teachers are also expected to review their classroom rules and procedures with their students following any extended break or as needed if there is an area with which they see their class struggling.
3. In addition to the rotations, there will be school-wide PBIS assemblies at the beginning of the school year, as well as after Christmas break, and Spring break. During these assemblies, expectations are also reviewed and student presentations will be made as applicable.
4. Throughout the school year, areas of concern can be reviewed periodically on Eagle News to ensure that students fully understand expectations. Additionally, any teacher should review areas of concern they may see with their class as necessary.

Heritage Elementary Bullying Prevention Policy

Heritage Elementary School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bully behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Additionally, our school believes in a safe and positive school environment for all students, parents and staff. Our building identifies “Bullying” as follows:

Bullying is defined as a behavior or action that interferes with the safe and civil educational environment. Such a behavior or action can occur on or off school grounds and negatively impacts students', parents', and/or staffs' school performance and wellbeing. Bullying is an unwanted action that creates an imbalance of power can be the result of differences in age, ability, strength, access to resources, social status, peer support/relationships, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying is an action that can leave an individual feeling sad and lonely. Such actions can be:

- 1) Physical in nature
- 2) Emotionally harmful
- 3) Socially embarrassing or isolating
- 4) Verbally aggressive or threatening
- 5) Technologically based (including social media)
- 6) Written or expressed in a visual format

Bullying can be a single event/action or be repeated over time. Bullying is unfair and one-sided. Adults and children are equally capable of exhibiting bullying behaviors. Bullying is prohibited at our school and any of our hosted events. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation by the school staff, parent notification of both the offender and victim within 24 hour, and discipline for the offender under related School Board policies and procedures. Our school's comprehensive program to address bullying incorporates provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

Our principal has adopted a comprehensive program to address bullying at our school, which is called 2nd Steps. The program is aimed toward accomplishing the following goals:

- 1) To send a clear message to students, staff, parent, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
- 2) To train staff and students in taking pro-active steps to prevent bullying from occurring.
- 3) To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior, including parent notification and possible disciplinary action, depending on the nature and severity of the situation.
 - a) The investigative process will include the principal or an appointed designee(s) to thoroughly interview all students involved in said incident, take statements, and corroborate stories.
 - b) Parents of students involved in either an offender or victim role will be notified within 24 hours to ensure they are aware of the situation.
 - c) Disciplinary measures will be attended to on a case by case basis, but will include consideration of the severity of the situation, the repetitiveness of the behavior, and the age/maturity of the student. Disciplinary measures will include re-educating students about bullying behavior and how to treat others in a respectful way.
- 4) To initiate efforts to change and behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- 5) To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- 6) To support victims of bullying by means of individual and peer counseling.
- 7) To help develop peer support networks, social skills and confidence for all students.
- 8) To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

When students in our school are a victim or witness to bullying, they should take the following actions:

- 1) Walk away and tell a teacher immediately.
- 2) Let an adult at home know about the situation when they get home.

- 3) If they are uncomfortable with reporting to a teacher, they may submit a bullying incident report and turn it in to the secure bullying reporting box located outside the front office. This box is checked daily to ensure incidents are handled promptly.
- 4) Students may also report bullying incidents to the Safe2Tell.org website or at 1-877-542-SAFE.

Our school will also administer surveys students' impression of the severity of bullying in our school on a yearly basis for grades 3-5. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys are not required and students must voluntarily "opt-in" to participate in the survey. An opt-in/opt-out form will be included in any new student registration packet if that child is in 3rd-5th grades. Also, all 3rd grade students will be asked to fill out the form as part of their beginning of the year information packet.

Parents are encouraged to investigate more about bullying prevention and intervention at the following resources:

<https://safe2tell.org/>

www.thebullyproject.com/parents

<https://www.stopbullying.gov/what-you-can-do/parents/index.html>

The Role of Parents/Guardians

Cooperation / Responsibilities

Parents occupy a special place in the Individual Education program. The basic premise that each child is ultimately responsible for his own education has tremendous implications; however, this requires a considerable commitment on the part of parents. Parents should not expect to assume responsibility for their child's behavior and academic progress. Parents are responsible for providing their child with security, support, and encouragement at home. They also become directly involved in the child's schoolwork as part of our educational support system. The child must be given the chance to make his own decisions with appropriate guidance, since the ultimate responsibility to learn remains with the child. Parents should encourage communication from their child as means of reporting school progress. This gives the child a stronger sense of responsibility for his own education. The school requires that students attend all meetings involving their educational progress and socialization skills. This provides all individuals involved with a better communication system when addressing school performance.

We ask that parents give their children home responsibilities. The transition to accepting responsibility at school is generally easier if a child fulfills family commitments on a regular basis. We encourage parents to discuss school information with their children and be a part of their educational experience by sitting down as a family and visiting about the day.

Parent/Student/Teacher Conferences & Student Assessment

Parent/Student/Teacher conferences are scheduled at the end of the first nine-week period and again at end of the third nine-week period. Classroom teachers will schedule appointment times and dates. Report cards are also issued at the end of each nine-week grading period. If there is a need, parents or teachers may request a special conference at any time. Since the student is the most important person at the conference, we request that no conference take place without the child being present. Student learning progress is reported to students and parents using a variety of methods such as skill mastery charts, computer printouts, and student portfolios. All students are tested in September and May on reading, math, and writing skills. Other assessments take place at regular intervals throughout the year. Academic content standards play an important role in the assessment of student achievement.

Parent's Right to Know

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The Role of Parents/Guardians as Volunteers

Parents, grandparents, other relatives and friends of our school are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support they provide our school. Many of our volunteers choose to continue volunteering at Heritage even after their children, grandchildren, or nieces and nephews have gone on to middle school.

Parent Lighthouse Team

We have a very active parent group that helps our school in many different ways. The organization sponsors many school activities such as Book Fairs and fund-raising events to support our many educational activities. The Parent Lighthouse Team meets on a monthly basis to plan how to best support our educational program and address student needs. **All parents are encouraged to attend these meetings.** This organization is so busy helping our school, they can always use extra hands. The best part of becoming a member of this organization is that membership is free!!! What a great way to meet other Heritage parents and develop new friendships!

Volunteer Program

Parents have been extremely active in our school program. Mothers, fathers, grandparents and friends assist classroom teachers by tutoring individual students, running the copy machine, organizing materials, supervising students during field trips, decorating bulletin boards, and helping in innumerable other ways. Some parents and other community members also spend time helping in the media center and computer lab. There's always room (and jobs) for volunteers at Heritage.

Effective January 7, 2008 ALL volunteers in classrooms must have a "Volunteer Application" application (IJOC-E2) turned in for background checks by Pueblo School District 60 Office of Human Resources. Please note that this includes individuals working "in the library, classroom, athletics, music, school play, pre-kindergarten programs or **assisting on field trips and similar activities...on an occasional or regular basis...**" Volunteers apply at Pueblo School District 60 Website. Background checks are good for one calendar year.

Title I

Heritage is a School-wide Title I school. This is determined by the Federal Government based on the percentage of students who qualify for free or reduced lunch. As a Title I school, we receive additional resources to aid us in achieving one of our primary goals, in which all children read at or above their grade level expectancy. Important components of the Title I program include analysis of student learning, goal setting, and parent involvement activities. Parent involvement in the school has been shown to significantly improve student learning. We encourage all parents to be involved through volunteering, attending school functions, attending parent/teacher conferences, communicating with the teacher through the student planner and helping with homework. More information on Title I and parent involvement activities will be provided during the school year through the Open House and monthly newsletters.

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).
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Detach and return to your child's teacher.

Teacher _____ Grade _____

We have read and understand the Heritage Elementary Parent/Student Handbook for the 2023-2024 School Year.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

