

# **Student/Parent Handbook 2023-2024**

## **Fountain International Magnet School**

925 N. Glendale Avenue • Pueblo, CO 81003  
(719) 549-7535

**Lisa Horton, Principal**  
lisa.horton@pueblod60.org



# 2023 – 2024 Fountain International Staff

Principal	Lisa Horton
Secretary	Christina Alarid
IB Coordinator/Media	Stephanie Burke
Kindergarten Teachers	Carrie Cesar, Holly Gallegos, Nicole Soto
First Grade	Denise Archuleta, Nichole Masciotra, Kim Milberger
Second Grade	Eric Arguello, Leah Hernandez, Mariah Shadbolt
Third Grade	Simone Cafasso, Todd Hund, TBD
ELA Coach/Interventionist	Kim Eckland, Amy McGee
Art	TBD
Music	Robin King
Physical Education	Gregg Wojcik
World Language	Lucy Aguilar
Counselor/RTI	Nicole Vandemark
ESS District Coordinator	Kitty Odell
School Psychologist	Dave Ketchum
Exceptional Student Services	Sharon Knight & TBD
Paraprofessional	Janine Yaklich
Culturally and Linguistically Diverse Exceptional	Nadine Montoya
Speech	Dr. Leslee Dupertuis
Instructional Tutor	Sue Mueller
Nutrition Services	Barbra Medina, Anna Martinez, Patty Stewart
Head Facility Caretaker	Cody Chappell, Annie Chicas, Beatriz Gonzalez

# **Our Mission**

Our mission at Fountain International Magnet School, in cooperation with students, families and communities, is to educate children as principled students, global thinkers, and caring citizens. This will be accomplished in a safe environment through a balanced, inquiry-based curriculum supported by technology and guided by purposeful assessment and reflection.

# **Our Vision**

Inspiring compassionate lifelong learners and global thinkers who are respectful, open-minded, achievers, and responsible.

Dear Fountain families,

My name is Lisa Horton and I am the principal of Fountain International Magnet School. It is my honor and privilege to serve the families of this community. The school opened in 2008 as an International Baccalaureate World School and we proudly offer the Primary Years Program, also known as PYP. By choosing to implement this program, our school focuses on students' academic success, social and emotional well-being, international-mindedness, and strong personal values.

Our philosophy is simple. We believe in kids and support each student as they grow and reach their full potential. Every student is encouraged to take responsibility for their learning. The IB program incorporates local and global issues into the curriculum, asking students to look at six trans-disciplinary themes and the links between them.

We educate every student to be principled and lifelong learners through a rigorous, inquiry-based curriculum integrating National and International standards. We challenge our students to make reflective and meaningful contributions to our diverse, global society.

One of the unique characteristics of Fountain International is that families are required to contribute 18 hours of volunteer time every school year. This requirement has created an environment where parents are not only welcome in the school but are also contributing members to our school community and culture. Here at Fountain, our students R.O.A.R.! They are respectful, open-minded, achievers, and responsible.

We look forward to a wonderful year. I hope you find the following information helpful. If you have any questions, please do not hesitate to contact the office at 549-7535.

Sincerely,  
Lisa Horton

# **General Information**

## **Kindergarten – 3rd Grade**

- 7:45 a.m.-school begins
- 7:50 a.m. - tardy bell
- 3:05 p.m. School dismissed, Monday through Thursday
- There will be no school for students on Friday.

## **Breakfast Schedule**

- Students will receive breakfast at 7:35 in their classrooms.

## **Lunch Schedule**

- 11:00 a.m. to 11:25 a.m. Kindergarten (recess 11:25 – to 11:50 a.m.)
- 11:25 a.m. to 11:50 a.m. Grade 1 (recess 11:00 a.m. – to 11:25 a.m.)
- 12:10 p.m. to 12:35 p.m. Grade 2 (recess 12:10 p.m. – to 12:35 p.m.)
- 12:35 p.m. to 1:00 p.m. Grade 3 (recess 12:35 p.m. – to 1:00 p.m.)

## **School Personnel Schedule**

- 7:00 a.m. to 4:30 p.m. School Office, Secretary, Principal
- 7:30 a.m. to 4:00 p.m. Teachers

## **Student Arrival**

**Students should not be on the school playground before 7:30 a.m.** Prior to this time, there is no adult supervision on the playground. Playground supervision is provided between 7:30 and 7:35 am. Parent cooperation is appreciated. After 7:50 a.m., students will need to enter through the front doors and receive a tardy slip. We ask that adults not accompany children to the classrooms.

## **Student Dismissal**

At the end of the day, K-5 students will be dismissed from their area and will proceed to their designated pick up area. Staff will be on duty until 3:15p.m. Students who are not picked up by 3:15 p.m. will be brought to the office area to wait. It is vitally important to pick your child up on time from school so that our staff members can report to their professional learning community meetings at 3:20. Students are not permitted to wait or play on the playground before 7:30 or after 3:15 without supervision from a guardian.

# **Protocols for Drop Off/Pick Up**

We are honored that you have chosen to attend Fountain International. We have a few day care vans, but the majority of our families transport their children to school each day. We ask that you follow these steps in order to keep our students safe.

- use the drop off/pick up loop
- always use crosswalks
- report suspicious or rude behavior to the principal
- do not block the left lane of the loop
- all students should exit the vehicle on the right side
- Please abide by all posted traffic safety signs (one way signs, no parking, etc.).
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind. Please refrain from using offensive language or gestures when driving around the school, especially when students are present. This can result in undesirable consequences. In addition, parents should never act aggressively toward teachers, staff, or school volunteers.
- *Disrespectful behavior from parents or other drivers will be reported to our School Resource Officer who is employed by the Pueblo Police Department.*

## **School Visitor Policy**

Parents/guardians who need to enter the building, must report to the main office and obtain a visitor pass. Visitor passes are intended for guardians who are volunteering in classrooms, have arranged with teachers to be a classroom guest, have an appointment, or are coming to eat lunch with their child.

Parents who bring items to students (i.e. lunch, backpacks, homework, birthday treats, etc.) may leave these items at the front office and the student will be called to pick the item up at an appropriate time.

## **Breakfast/Lunch Information**

Elementary school menus are posted on the District 60 website and can be found under the parent link.

Parents and family are welcome to eat with their student, but must always check in through the school office. Both breakfast and lunch are served to all students free of charge. Adults must pay for a school lunch.

### **Snacks**

Most classrooms have a snack time for students. Your classroom teacher will communicate the time and expectations with you. If you send a snack with your child, please make sure that it is healthy and can be eaten quickly.

## Universal Meals

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 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](http://www.pueblod60.org), by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right.



- Families are encouraged 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 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 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](mailto: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](http://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.



# **School Attendance**

## **Student Absences and Tardiness**

Regular and prompt school attendance is expected of all Fountain International students. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular school 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. The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical, mental, or emotional disability.
3. A student who is pursuing a work study program under the supervision of the school.
4. A student is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.
6. Absences due to court appearances and participation in court ordered activities shall be excused. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

**It is requested that parents call to inform the school about a student absence by 8:30 a.m. Please call 549-7535 to report your child's absence.**

When attendance problems occur, school personnel may make home visits, may require parents to come to the office for a conference, or both. The principal and school/district personnel will be actively engaged in attendance problems. In addition, when a child has missed **ten** or more school days, the parents or guardians will be advised of absences and tardiness in writing. Copies of such notices will be sent to the Office of Student Support Services.

We do realize families take vacations during the school year. If this case should arise, please notify your child's teacher to get assignments for the time missed and notify the office. Specific paperwork should be completed, so we are aware of the absence. Please make every effort to plan vacations during spring break and holidays. Please be aware that students who leave for vacation the last two weeks of school will not be awarded excused absences.

## **Early Dismissal**

Consistent student attendance is vital to her/his academic success. This includes beginning the school day at 7:45 a.m. and ending the school day at 3:05 p.m. Please schedule dentist/doctor appointments after 3:05 p.m. Please be aware early dismissal affects your child's daily attendance record. Fountain International's expectation is that parents cooperate with the school in maximizing their child's attendance at school.

## **Tardy Policy**

All students are expected to be at school on time. If a student arrives **after 7:50 a.m.**, the student must report to the office accompanied by a parent and receive a tardy slip before entering the classroom. Excessive tardiness (4 or more) is considered an attendance concern and the parent or guardian will be contacted. The community advocate will also be notified and work with the family to reduce the number of tardies.

**Procedure to address unexcused absence and excused absence attendance issues:**

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

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

When the unexcused absences for any child strikes 4 unexcused absences in any one month or 10 unexcused absences during a school year, the school shall contact the Office of Student Support Services immediately and shall provide the appropriate supporting documentation, including a truancy report. After 10 excused absences during a school year, the school may recommend that the Office of Student Support Services send a letter home thereafter requiring a doctor's excuse, or a health plan, or principal approval for additional absences. If none of these are provided, each additional absence will be considered unexcused.

**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:

- i. Student is in good academic standing (passing all classes with a grade C);
- ii. Student has no unexcused absences and no unexcused tardies;
- iii. 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 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.

## Parent Request for Extended Student Absence

Student Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Reason for student absence: \_\_\_\_\_

Date that the absence will begin: \_\_\_\_\_ Date that the student will return to school: \_\_\_\_\_

Number of days that the student will be absent from school: \_\_\_\_\_

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

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

**Please be mindful that absences do not occur during State Assessment Windows.**

It is the parent's responsibility to retrieve missing work due to the absences from the teacher. Please describe the process that has been worked out with the teacher to receive and submit school work during the absence.

1. Since the student will be missing teacher instruction, how will the student be supported academically by parent/guardian while absent?
2. Please describe how communication with the teacher(s) will occur while the student is absent.
3. Please add any follow up notes that occur during or after the absence. Please use the back of this form if more space is needed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Student Information Card**

During the first week of school, the teacher will send home an information packet for the parent/guardian to complete. Having this information returned promptly and correctly is very important. The information is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. **Please assure all telephone numbers and addresses are accurate and clearly written.**

## **Change of Address/Telephone**

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

## **Custody Changes or Name Changes**

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

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

## **Student Records**

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

## **Health Concerns**

If your child has a health issue, parents should report that issue to the office. If every parent makes sure that the office is aware of any special health considerations, major or minor, we will have the necessary information to support those needs. Pueblo School District 60 houses several Community Health Centers who are also to provide health benefits such as immunizations, physicals, and other short-term medical services. Please talk to our school nurse for further information.



# Academics and Learning

## International Baccalaureate (IB)

As a designated IB Authorized School, Fountain International Magnet School instructs students using the curricular frameworks of the Primary Years Program (PYP).

**The International Baccalaureate Primary Years Program (PYP)** is designed for students aged 3 to 12. In addition to academic development, it focuses on the total growth of the developing child, touching hearts as well as minds, encompassing social, physical, emotional and cultural needs. The PYP draws on research and best practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant, engaging, challenging and significant educational framework for all children.

**The PYP is one of four programs offered by the International Baccalaureate (IB).**

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitudes, and action. The knowledge component is developed through inquiries into six transdisciplinary themes of global significance, supported and balanced by six subject areas. The curriculum framework is further structured around three interrelated questions:

- What do we want to learn? (*written curriculum*)
- How best will we learn? (*taught curriculum*)
- How will we know what we have learned? (*assessed curriculum*)

### **How are students assessed?**

Teachers assess students by selecting or designing methods of assessment appropriate to the learning outcomes they intend to capture. Teachers also take into account the diverse, complicated and sophisticated ways that individual students use to develop and demonstrate their understanding. The prime objective of assessing students' learning and performance is to give feedback to the following:

- Students—to encourage the start of lifelong learning;
- Teachers—to support their reflection on what to teach and how to teach it;
- Parents—to highlight their child's learning and development.

### **Teacher Requests**

FIMS and CIMS do not allow parents/guardians to request or "unrequest" specific teachers. We begin each year with full classes leaving many on the waiting lists. We endeavor to create a Master Schedule that provides an environment that is conducive to learning with all of our teachers. If you feel that you have an extenuating circumstance, please schedule a meeting with the principal to discuss options for support.

# **Dress and Appearance Standards**

We want our children to become accustomed to dressing for success. The school dress code seeks to complement and reflect those high standards while also helping maintain the students' focus on the task at hand and on issues of personal character. The International Magnet Schools have two main types of uniforms: the formal or dress uniform and the casual uniform.

Please keep the following uniform guidelines in mind:

- Shirts are required to be tucked in.
- No exterior labels
- All accessories should meet Pueblo District 60 Code of Conduct Guidelines and Student Handbook Requirements.
- Skirts, skorts, jumpers, and shorts must be no more than 2 inches from the top of the knee.

General uniform items such as the white button-up shirts, black or khaki pants, shorts, shirts, jumpers, and skorts can be purchased at any store in Pueblo that carries uniforms. Specialty ties and plaids can be purchased at Pueblo stores that specialize in carrying uniforms and online uniform stores. Just keep in mind that these clothing items cannot have exterior labels.

# Uniforms (Grades Kindergarten - 3rd)

## Formal Dress Day: Monday

Formal Dress Days for **boys** consist of a three-piece outfit: pant/short, button-up white shirt (long or short sleeved), tie or sweater vest. Blazer or button-up or V-neck cardigan sweaters can be worn for formal field trips or presentations as well as on cooler days.

***Solid black or brown dress shoes or athletic shoes (no sandals, boots, or heels).*** Athletic shoes are required for PE.

Formal Dress Days for **girls** consist of a three-piece outfit: pant/capris/short/skirt/skort or jumper, button-up white shirt (long or short sleeved) and cross bow-tie or tab bow-tie. Additionally, button-up or V-neck sweaters and blazers can be worn on cooler days as well as for presentations or formal field trips.

***Solid black or brown dress shoes only (no sandals, boots, or heels).***

## Casual Dress Days: Tuesday, Wednesday, Thursday

Casual Dress Days for boys consists of a two-piece outfit: pant/short and polo shirt.

Casual Dress Days for girls consist of a two-piece outfit: pant/capris/short/skirt/skort or jumper and polo shirt.

***Solid black, brown, or white athletic shoes, which may have small highlights of either black or white (no sandals, boots, or heels).*** Athletic shoes are required for PE.

## The crest is not required on polo shirts due to a logo transition.

School uniforms must be worn daily during regular school hours and during field trips. In addition to the school uniform policy, the following dress code rules apply:

1. Uniforms must be **neat and clean**.
2. Pants/shorts must be worn at the natural waist and fit appropriately (baggy, sagging or dragging pants, belt buckles hanging down are prohibited). Shirts must be tucked in at all times. Belts are required. **Solid black or brown shoes only (no sandals, boots, or heels). Athletic shoes may have small highlights of either black or white.**
3. Skorts and shorts are acceptable when they are long enough so that when arms are held straight down, the fingertips touch the material, not skin.
4. Cellular phones are not permitted (see the district Student Conduct and Discipline Code handbook).
5. Summer-type clothing can be worn before the month of October and after Spring Break.
6. Tights or leggings should be worn under shorts and skirts.

## Accessories and Extraneous Attire

The following **MAY NOT** be worn to school:

- Makeup, such as eye shadow, eyeliner or lipstick, which include after school and at official school events.
- Large hoop earrings more than 1.5"
- Facial piercings of any kind
- Decorated head bands, other than school uniform colors
- Mohawk haircuts or hair feathers
- Any style of clothing or accessories that identifies students with particular group
- Colors or accessories under or on any part of the uniform
- Any other clothing or accessory considered distracting to learning by the school staff
- Colored shoes laces, striped/patterned socks, or socks with color
- The FIMS staff reserves the right to restrict student dress and carrying of personal items as deemed necessary.

**Other dress code restrictions include the following:**

- Hats, hoods, kerchiefs, gloves, sunglasses, and other outdoor items may be worn to school but may not be worn inside the building. Coats must be hung up in designated areas in the classroom. They may be worn during recess when the weather makes them necessary.
- Baseball-style caps must have the bill facing forward. Hats must be worn straight on the head and not tilted.
- Coats are not to be worn during class time. Uniform sweaters and blazers are allowed.

Please be sure that your child is dressed appropriately for the type of weather our area is experiencing. Parents should support their child by assuring that he or she comes to school in correct uniform attire. Shorts and other spring/summer clothing are not appropriate for winter. Students should always bring a jacket to school during winter months as the weather may change quickly.



# Fountain International Magnet School

## Formal Monday Uniform

### Tops

Allowed	Required	Not Allowed
<ul style="list-style-type: none"> <li>White or black undershirt</li> <li>Black or khaki sweater cardigan</li> </ul>	<ul style="list-style-type: none"> <li>Solid white button up uniform shirt</li> <li>All shirts must be tucked in except girls' shirts that fall two inches below waist</li> <li>Undershirts must be tucked into pants. Girls' button-up shirts must button to the neck.</li> </ul> <p><b>Pick One</b></p> <ul style="list-style-type: none"> <li>Black uniform sweater vest</li> <li>Black or khaki blazer</li> <li>Tie (khaki, gold, black)</li> </ul>	<ul style="list-style-type: none"> <li>Ruffles on shirt or belted shirt</li> <li>Colored pattern on shirt</li> <li>Off white, antique white, or dingy colored shirts</li> <li>Collarless shirts</li> <li>Shirts which cannot be buttoned to the neck</li> <li>Any colored undershirt other than black or white</li> <li>Un-tucked undershirt</li> <li>Hooded sweater, vest, or sweatshirt</li> <li>Non-uniformed sweater vest</li> <li>Tight fitting clothing</li> </ul>

### Bottoms

Allowed	Required	Not Allowed
<ul style="list-style-type: none"> <li>Jumpers, skorts, and skirts can be worn <i>without</i> leggings and tights <i>through October and starting again in April.</i></li> <li>Shorts can be worn <i>through October and starting again in April.</i></li> </ul>	<ul style="list-style-type: none"> <li>Khaki or black trouser pants, Capri pants, skirt, skorts, or shorts</li> <li>Khaki, black, or school color plaid skirt or jumper</li> </ul>	<ul style="list-style-type: none"> <li>Skinny pants (must not hug legs) or leggings as pant</li> <li>Low-rise waists</li> <li>Cargo pants/shorts (pockets on sides) Jean material</li> <li>Short skirts or shorts (must be no higher than 2" above knee area)</li> <li>Pants with pocket detailing or rivets</li> <li>Pants or skirts with visible designer label</li> </ul>

### Shoes/Socks/Tights

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>Black or brown dress shoes or solid black or white athletic shoes. Shoes may have a <u>small</u> amount of color on them.</li> <li>Solid colored white, khaki, or black socks or tights</li> <li>Socks may have a small logo in either black or white</li> <li>Black, white, khaki, or brown shoestrings</li> </ul>	<ul style="list-style-type: none"> <li>Sandals, flip-flops, open-toed shoes, clogs, crocks, boots, or heels</li> </ul>

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## Casual Uniform – Tuesday, Wednesday, Thursday Uniform

### Tops

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>Polo shirt (short or long sleeve black, white, khaki, or gold)</li> </ul>	<ul style="list-style-type: none"> <li>Polo shirt of any other color</li> </ul>

### Bottoms

Allowed	Not Allowed
Same as above	Same as above

### Shoes/Socks/Tights

Allowed	Not Allowed
<ul style="list-style-type: none"> <li><i>Solid</i> black or white athletic shoes or black or brown dress shoes. Shoes may have a <u>small</u> amount of color on them.</li> <li>Socks may have a small logo in either black or white</li> </ul>	<ul style="list-style-type: none"> <li>Sandals, flip-flops, open-toed shoes, clogs, crocks, boots, or heels</li> </ul>

### Items Brought to School

- Personal items, clothing, and school supplies should all be permanently marked with the student's full name.
- Remember to mark ties inside the tie or on the back.
- The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations.
- 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).
- 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. In addition when these items go missing the school does not have the time or resources to investigate their loss. Bringing them to school creates an unnecessary risk of loss of property and loss of time for administrators to handle the issue.
- Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that arise from such transactions. If children trade or exchange items, it should be done with both parents present outside of school time and off school property.

### **Care of School and Personal Property**

- Our goal is to instill in students' pride in the appearance of their school.
- Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument.
- Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school.
- Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.
- Students are responsible for lost or damaged books or school property. Students will be required to pay the required amount to cover damages or replacement. Included are textbooks, resource books, and library books.
- Students are not permitted to bring large amounts of money, electronics, toys, skateboards, rollerblades or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Students are not to leave money or other valuables in desks.

### **Fire Drill/Emergency Exit Drills**

Fire drills and emergency drills at regular intervals are required by law and are important safety precautions. It is essential when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the students instructions.

### **Cold Weather Policy**

Unless the weather is extremely inclement, children will remain outside before school and during lunch recess periods. On these days, students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. Red Flag dismissals occur when inclement weather is present.

### **Morning Red Flag Processes**

A Red flag in the window by the main front doors means the weather is too cold, and students may enter the building and go directly to the gym to line up by their designated classroom.

### **Afternoon Pick-Up Processes**

On Red Flag Dismissal Days, students will be released a little differently due to the weather. Students will gather in specific areas to be picked up. Students whose parents are picking them up in the loop will also gather in their designated areas and listen for their names to be called on the Walkie-Talkie to meet their parents in the loop.

- **For a Red Flag Release, parents should look for a red flag displayed on the main entrance of the school doors. This process will only be used in extreme weather cases.**

### **Loop Process:**

- Parents may still use the loop. Duty teachers will be present to call students using the walkie-talkie, so teachers can send students to the loop when parents are present.

### **Building Pick-Up Process:**

- To pick-up **kindergarten students**, parents/guardians should go to the **Room 1 outside door**, which is located on the right side of the main FIMS' entrance.
- To pick-up **1<sup>st</sup> Grade students**, parents should enter the school through the main entrance of FIMS and pick up students in the Learning Commons Area Pitt.
- To pick-up **2<sup>nd</sup> Grade students**, parents/guardians should go to **Door #4 (outside door)**, which is located on the left side of the main FIMS' entrance near the flagpole.
- To pick-up **3<sup>rd</sup> Grade students**, parents/guardians should enter through the main entrance of FIMS and pick up students from Ms. Soto's Room.

### **Inclement Weather Procedure**

- In the event school is canceled for the day, Pueblo School District 60's staff (superintendent or designee) will make inclement weather decision(s) based on student, parent, and staff safety by no later than 6:00 a.m. A School Messenger will be sent out to parents/guardians, and this information will also be posted on the Pueblo School District 60's Website. Local TV stations, radio, and newspapers will also be notified.
- The District will check with the following: the Weather Bureau, the Pueblo Police Department, and district transportation department and others.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and the newspaper.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on days of inclement weather.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- If the decision is made to hold school, school will remain open until the regular scheduled time. The District will make every effort not to cancel school once the regular school day has begun. Only extraordinary conditions will be considered.
- 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's staff will make the decision to delay school by two hours. The District will follow procedures as stated above.

### **Field Trips**

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary. Students will likely be asked to provide money toward the expense of their field trip.

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.

Fountain International students are expected to exhibit responsible behaviors in academics, attitude, and attendance. The following behaviors may PROHIBIT a student from participating in a field trip: incomplete class work or homework, failure to meet GPA requirements, decreased academic performance, chronic tardiness or absences, or discipline referrals. Parents will be notified ahead of time to discuss the situation with the teacher. Most field trips require District bus transportation. Therefore, all bus rules and regulations apply. In addition, when a child rides the bus on a field trip, he/she must return to school on the bus. This is a Pueblo School District 60 policy.

### **School Phone**

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

### **School Supplies**

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

### **Use of Video Cameras to Monitor Student Behavior**

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

### **Parties/Birthdays**

Birthday celebrations will be scheduled on the first Thursday of each month. We encourage healthy snacks. Provide snacks in environmentally sound disposable or washable utensils and serving dishes. Please keep treats simple. **To avoid hurt feelings we do not allow party invitations to be distributed at school.** We are not allowed to disclose student personal information such as addresses, phone numbers, etc.

### **Gifts/Special Deliveries**

These items can take up considerable space, and it is the preference of the office and teachers that these items are not delivered to school. In the event that flowers, balloons, and other special items are delivered to school, the gift will remain in the office until after school, as there is no place for these items in classrooms. On birthdays, Valentine's Day, or other such occasions, we discourage the delivery or giving of expensive or elaborate gifts to special friends. The school will generally provide a fundraising activity on these special days.

# **Parent Involvement**

## **Parent Responsibility**

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

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

## **School Accountability Committee**

The Fountain International School Site-Base/Accountability Committee will meet at least three times a year to plan and assess the school's progress in reaching building goals and objectives. The committee members participate in an advisory role in the planning and implementation of school programs. The School Improvement Plan will be available in the school office and updated yearly. The committee is composed of principal, parents, community members, and staff representatives.

## **Parent-Teacher Conferences and Student-Led Conferences**

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

## **Homework**

Parents should be aware of the purpose of homework and should encourage and support the school in requiring that each student complete all assignments. Parent or guardian signatures on students' homework folders functions as a partnership for monitoring student progress between home and school and is an important responsibility. Homework is given for the following reasons:

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

The amount of homework assigned daily shall be developmentally appropriate for each grade level. Amount of homework will vary by grade level.

## **Parent Portal**

### **Using Parent Portal as a Resource for Parents:**

All parents have Parent Portal access for their students. This tool will provide parents with immediate, up-to-date information about your child at school. The Parent Portal will allow parents/guardians 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 City School's website ([www.pueblocitieschools.us](http://www.pueblocitieschools.us)), choose the **Parents** drop down menu, and then **Technology**, and then the **Infinite Campus—Parent Portal** link. (<https://campus.pueblocitieschools.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.

## Parent Teacher Organization (PTO)

The **Mission** of the Fountain International School PTO is “to enhance the learning experiences of our children through engaging and supportive activities and facilitate communication between parents, teachers, and school administration.”

The **purpose** of the Fountain International School PTO is to promote cooperation among parents, administration, staff and students in order to encourage a friendly atmosphere in the school that is open to the rights and suggestions of all; to promote an open forum on matters of general school concern; to support efforts of volunteers in “fun-raising” for the benefit of students and the school on a not-for-profit basis; to promote public relations through community involvement in the school; and to organize a not for profit basis.

## Parent Volunteer Guidelines

A philosophy of the magnet school program involves parental involvement as a critical component of the school community. Parents will be actively involved in the school in a multitude of ways, at various times, and in different locations. As parent support is critical to the success of each student, active and positive communication between parents and teachers is absolutely essential to student success. Parents are required to do 18 hours of volunteer service for the school. A variety of volunteer opportunities will be available throughout the school year.

1. Eighteen (18) volunteer hours are required per family. It is the parent's responsibility to assure the school is notified of siblings within the school.
2. Volunteer hours are to be completed by the student's parents, grandparents, or guardians. Extended family will be approved on a case by case basis, beginning with immediate caregivers.
3. It is suggested that a minimum of half the required hours (9 hours) will be completed during the first semester of school – January 18, 2023.
4. All parent volunteer hours **must be completed by students' last day of attendance for the school year.**
5. Parents will register for volunteering opportunities through the PARENT BOOKER SYSTEM. To access Parent Booker, paste the following link in an internet search box: <http://fims.parentbooker.com/index.php>
6. Once volunteering opportunities are created, they will be assigned specific web links that parents can use to sign up to help complete that activity. Parents should also keep track of the volunteering opportunities that they have completed.
7. Fountain International and Corwin International want parents to be successful with this requirement; therefore, if parents have children at both schools, volunteer hours can be split between each schools (9 hours at Fountain International Magnet School and 9 hours at Corwin International Magnet School). Completing volunteer hours at both school sites promotes parental involvement at each school and helps with parental connections as well as building relationships.
8. Parents will receive summary letters quarterly documenting the number of hours completed throughout the school year.
9. Parents who are not able to complete their volunteer hours by the designated due date can call the office and discuss options for completion with the principal.

### **What qualifies for Parent Volunteer Time?**

Volunteer time that assists the school, teachers, and classes qualifies to earn parent volunteer hours and includes the following items:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home as specified by the teacher or school staff member
- Assisting a teacher in the classroom
- Acting as a monitor in cafeteria, bus stop, car line, etc.
- Chaperoning field trips (The number of hours given for chaperoning field trips will be based on actual field trip time and will be communicated to parents during the field trip sign-up process.)
- Attending parent classes or workshops
- Attending Parent Teacher Organization General Meetings
- Serving on the Parent Teacher Organization Board/School Accountability Council or District Accountability Committee
- Working on school events sponsored by the Parent Teacher Organization
- Working athletic events
- Organizing special events (performances, auctions, fundraisers, etc.)
- Working to improve school building and grounds
- As directed by Pueblo School District 60 Administration, Fountain International and Corwin International will no longer accept money donations or purchased items connected to dollar amounts as volunteer hours; however, volunteer service credit will be given for time taken to purchase, drop-off, and pick-up items for schools. Please work with volunteer coordinator or classroom teachers for approval of hours.

Keep in mind, activities where parents may be attending as an observer would not count toward volunteer hours. For example, the following activities do not count toward parent volunteer hours: conferences, performances, awards assemblies, and Back-to-School Nights. If you are unsure whether or not a certain activity will allow for volunteer hours, please contact the school.

# **General Information**

## **Communications**

Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the school/district website, school telephone messenger, school newsletters, and notes sent home with students. Please check school/district website regularly. Please discuss with your children the importance of these communications.

## **Special Programs**

Pueblo School District 60 offers many education programs throughout the district. A wide variety of services are available to meet the needs of students and include Preschool, Exceptional Student Services, Child Find (0-21 years), Gifted/ Talented, English Language Learners, and many others. Further information is available at the school.

## **Food Service Program**

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches.

- Students may purchase half pints of milk, and fruit juice, in addition to the regular breakfast/lunch.
- The elementary school menus are posted on the district website and at the school.
- Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior.
- The school reserves the right to alter the breakfast/lunch program from any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.
- Parents, grandparents, and family members are welcome to eat breakfast with their children. Parents, grandparents, and family members are also welcome to eat lunch with their children periodically and for special occasions (biweekly or monthly). Family members should not eat lunch daily with their students as a level of independence must be established by the student. Please call the school to arrange with the cafeteria to order an adult lunch.
- School lunches must be eaten at school. School lunches cannot be taken home. Due to federal regulations, cafeteria food is not allowed to be taken out of school premises.

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."



# **Student Health**

## **Student Health Problems**

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

## **Emergency Medical Authorization**

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

## **Illness**

If a student becomes too ill to remain in class, we will reach you by phone. For that reason, it is very important that we have an updated, working phone number on the emergency card. Transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as conjunctivitis (pink eye), chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease. We encourage you to utilize the District Wellness Centers as necessary. See page 8 for Wellness Center's locations.

## **Immunizations**

In accordance with Colorado law, immunizations are required for all students enrolled in the district schools. Students will NOT be permitted to enroll in school without meeting the immunization requirements. Children may be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger the child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs. See the letter and chart on the following pages.





## **Immunizations Chart**

## **Administering Medicines to Students**

No prescription or non-prescription medication shall be administered at school by the school nurse or other school designee as determined by the principal without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of drug, dosage, time for administering, name of prescribing practitioner and current date shall be printed on the container.
2. The school shall have received written permission from the prescribing practitioner to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested. The exception to this practice would be those medications that need to remain with the student at all times as directed by the licensed prescribing practitioner. Medication may be given legally only by personnel whom a registered nurse has trained and delegated the task of giving such medication. All persons, principal and their designees, administering medication must complete a required yearly in-service training conducted by a registered nurse.

Adopted March 12, 1985

Revised July 16, 1996

Revised June 8, 1999

Legal Ref.: C.R.S. 12-38-132

C.R.S. 22-1-119

6 CR 1010-6, Rule 9-105

6 CCR 1010-6, Rule 9-106

Chapter XIII of the rules and regulations of the State Board of Nursing, Delegation of Nursing Tasks

Cross Ref.: JLCE, First Aid and Emergency Medical Care

Pueblo School District 60, Pueblo, Colorado

To the parent/guardian of students that have/had an IEP or IFSP

**Colorado Department of Education  
School Health Services Program**

**Notification to Access Benefits**

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.

# **Student Expectations**

The Fountain International's discipline approach is a systematic discipline which *sets firm, consistent, positive limits developed jointly by teachers, principal, and students, providing warmth and support for children's appropriate behavior.* It is a flexible approach which may be implemented in an individual classroom or an entire building.

**We want to stress the IB Learner Profile and school rules at Fountain International:**

## **IB Learners are**

- Inquirers
- Caring
- Balanced
- Thinkers
- Risk-takers
- Communicators
- Reflective
- Principled
- Open-minded
- Knowledgeable

## **Lions R-O-A-R**

- **Respect** – We will respect ourselves, others, and our school.
- **Open-minded** – We will be open to the perspectives, values, and traditions of other people.
- **Achievers** – We will be prepared and in control of our own learning to achieve our academic goals.
- **Responsible** – We will take responsibility for our thoughts and actions.

These rules are all-encompassing of behavior expected of internationally minded people. Most rules are developed for the safety of the person or the safety of others. As you discuss these rules with the students, please emphasize that they are devised for the safety and well-being of the child.

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

It is the belief at Fountain International 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. 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. The discipline code at Fountain International Magnet School is in compliance with Pueblo School District 60 Student Discipline code.

## **Student Expectations**

- **School is the students' job.** Therefore students are responsible for their own learning, their behavior, their own attitude.
- Students are to use **appropriate language** at all times. Profanity will not be tolerated.
- Bullying behavior will not be tolerated and includes physical aggression, verbal aggression, social alienation/intimidation and cyberbullying.
- Students are not allowed to leave school unless a parent or a person designated by the parent comes for them. Parents must check through the office before a child leaves school.
- Students must leave the school grounds as soon as dismissed from school.
- Students are not to bring chewing gum, candy, or toys to school. ***Gum is not chewed at school.***
- Students are not to write on or under desks and furniture, misuse books, or damage school property. Students will be fined, disciplined, and required to pay for any damages to school property.
- Pets are not allowed at school unless it is for a specific class activity and with teacher and principal approval.
- Students will keep the school and playground clean by throwing trash in the trash containers.
- Students are not allowed to bring visitors to school.

## **Classroom Expectations**

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

## **Playground Expectations**

The playground is not supervised before 7:30 a.m. and students should not be on the playground before that time. Students will follow the stated game rules showing good sportsmanship. Playground equipment is to be held when students are in line. Students are to line up immediately when the bell rings or the whistle blows. The following activities will not be allowed.

- Pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, or snowballs
- Improperly using equipment
- Bouncing balls against the building
- No siblings are allowed to play on the playground during the lunch recess period.

## **Hall, Restroom, and Assembly Expectations**

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall keeping hands to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway. Restroom and hall passes will be utilized.

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

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



## **Lunchroom Expectations**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Observe good dining room manners at the table.</li><li>● Leave the table and surrounding area clean and orderly.</li><li>● Put trash in the proper containers.</li><li>● Do not leave the cafeteria while eating or carrying food or drink.</li><li>● Do not throw, flip, or spit food.</li><li>● Do not crush milk cartons or pop lunch bags.</li><li>● Talking is permitted in normal tones of voice—no shouting.</li></ul> | <ul style="list-style-type: none"><li>● Leave the lunchroom and the building in an orderly manner—no running.</li><li>● If second portions are served, children will walk to the service counter.</li><li>● Children are not to go into classrooms during lunch times without permission.</li><li>● Children should get drinks, use the restroom, and wash their hands prior to the lunch period.</li></ul> |
|---|---|

# **School Wide Discipline Procedures**

Fountain International Magnet School has school and classroom rules and policies. All School District procedures are listed in the District Discipline Code Handbook. Please review these carefully with your child. Our teachers are expected to use firm, consistent, and fair discipline procedures in their classrooms. Classroom expectations will frequently be reviewed with students.

## **Classroom Behavior Intervention/ Minor Behavior Problems**

- **Initial In Class Offenses:** In class warning from teacher
- **Student Reflection Process** - Students at Fountain International are taught to reflect upon IB Learner Profile attributes and follow the positive lifelong behavior expectations that they represent. Depending upon the specific behaviors shown, students will be required to reflect either verbally or in written form on the attributes which were not portrayed. This process will be done in the classroom, another teacher/team member's classroom, office, and/or home environment depending on the situation.
- **Consequent Offenses:** Teachers will notify parents immediately when continued behavior issues occur. Notification will come in the form of a phone call, email, and/or written notice. On a third minor behavior issue, a meeting will be initiated involving the student, the teacher and support staff, along with an official parent/guardian of the student. The meeting is intended to discuss goals and interventions that will lead to student success in the classroom. If behavior continues to be a classroom issue, office referrals will then be mandated.
- **Discipline Referral Form** - Students referred to the office with infractions will be sent with a Discipline Referral Reflection Form. A member of the Fountain International staff will discuss the infraction with the student, decide on a school discipline action, and send the forms home for parent information. The misbehavior may or may not require a phone call home. This will be left to the discretion of the school staff.

## **Teacher Authority and Responsibility**

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Teachers are expected to understand and enforce school and district policies. Parents are expected to cooperate with teachers as they act under the direction of the principal when enforcing school rules. Fair policies will be established, announced, and consistently enforced.

## **Principal Authority and Responsibility**

The principal or administrative designee has the authority and responsibility to maintain an atmosphere conducive to learning through a fair, consistent application of district policies and procedures. When a problem is referred to the office, the referring staff member will identify the problem. The office will maintain records of student referrals for disciplinary action. The disciplinary actions open to the administrator's consideration include, but are not limited to, the following:

- Verbal reprimand
- Removal from the class environment for a short time
- Loss of privileges or participation in certain activities, including field trips
- Parent shadowing
- In-school exclusion (removal from class to work separately for an extended time)
- Development of a behavior plan/contract
- Suspension
- Other consequences adapted to the individual student or to the offense

# **Bullying Prevention**

Bullying will not be tolerated. Unacceptable behaviors that interfere with the respect, responsibility and safety of students include all aspects of bullying:

**Physical aggression:** pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.

**Social alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of alternative lifestyle, etc.

**Verbal aggression:** mocking, put-downs, using profanity at others, etc.

**Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.

## **Anti-Harassment**

Reporting, receiving and the consequences of bullying incidents will follow the same procedures and guidelines as the anti-harassment policies JBA and JBA-R. Any person, student, adult, school personnel, and school visitor will follow the anti-harassment policies set forth by the school board. The school district shall act to investigate all complaints of bullying either formal or informal, verbal or written, and to discipline or take action against any member of the school community who is found to have violated this policy. Appropriate corrective action includes taking necessary steps to end the behavior, to prevent bullying from recurring and to prevent retaliation against anyone reporting the bullying investigation. In addition, the bullying shall be disciplined according to any applicable discipline 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, assistant principal or principal in their school building.

## **Fountain International Magnet School – Bully Prevention Protocol**

Our school's social vision

At FIMS, we are Respectful, Open-minded, Achievers, and Responsible.

Why we implemented a school-wide system to stop bullying

Bullying and harassment stand in the way of our social vision. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying on district property; at district or school-sanctioned activities and events; through social media or any other electronic communication; when students are being transported in any vehicle dispatched by the district or one of its schools; or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. This school-wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Colorado's Board of Education anti-bullying policy.

### **What is bullying?**

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

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.

- Cyberbullying is when a student uses their cell phone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

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

Bullying may, at times, amount to harassment. It is harassment to target a student online or face to face because of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

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

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

### **How students can end bullying**

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

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

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- Firmly tell bullying students to stop, using clear and specific language, when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or use one of the Helping Hands boxes in the office or cafeteria, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

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

- Each year we administer a survey to students asking about their perception of the frequency and intensity of bullying at our schools.

#### **Level 2: We watch out for bullying and refer targets to the Implementation Coach**

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

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

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

#### **Level 4: Implement a classroom or grade wide action plan**

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

#### **Timeline for a bullying report under this protocol**

##### **Week One**

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

##### **Week Two**

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

##### **Week Three**

- Another meeting with students to resolve the bullying if this is needed.

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

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

### **Reinforcement of Positive Behaviors**

- *Positive Passports* will be utilized to "catch a student" demonstrating positive behavior attributes. These slips may be used to promote and reinforce positive behaviors. Weekly prizes will be given to reward students who have received these slips. Teachers should consistently implement this strategy as part of their classroom protocol.
- *Student of the Month Breakfast* will occur to reward students who have explicitly demonstrated one or more of the IB Learner Profile attributes. Classroom teachers will submit the name of one student monthly who will receive this acknowledgement to the IB Coordinator. Notification of parents should also take place prior to the monthly breakfast. In addition to the breakfast, students will receive a certificate and T-shirt. Students may wear their Student of the Month T-shirt all day on this day and may also wear their Student of the Month T-shirt for monthly spirit days.
- *Awards Assemblies* will take place four times a year. During these assemblies, students will be acknowledged for demonstrating the IB Learner Profile attributes, perfect attendance, and academic success

## Student Bully Free Pledge

We, the students at Fountain International Magnet School, believe that every student should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

At FIMS, we are Respectful, Open-minded, Achievers, and Responsible.

It's bullying when a student:

- Uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking their belongings or stealing his or her money.
- Uses words or gestures to humiliate another student e.g. by shouting, taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Excludes or isolates another student with the intention of hurting them e.g. through leaving them out, manipulating other students against them, or spreading gossip or rumors.
- Uses their cell phone or social media to cyberbully another student in any of the ways described above

It's harassment when a student targets another student online or face to face because of their actual or perceived race, color, national origin, sex, physical or mental disability, religion, gender identity and expression, socio-economic status, physical appearance, characteristic, and sexual orientation.

I recognize that bullying and harassment hurt students and are never justified as "just teasing" or "just playing." I acknowledge that if I stand by and do nothing, laugh, or post comments online when others bully, I have become part of the bullying problem.

I pledge to:

- Value student differences and treat others with respect both online and face-to-face.
- Firmly tell bullying students to stop, using clear and specific language, when I or others around me are the targets of bullying.
- Walk away and seek help by telling a trusted adult on campus or use the Helping Hands box in the school, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches to bring together students to solve bullying situations.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Name \_\_\_\_\_ Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

As a Fountain International Magnet School parent, I support the well-being of all students at this school. I will share with my child the value I place on keeping our school bully-free so that every student is accepted for who they are. I will inform the school if my child is the target of bullying.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# **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 recommendation for a disciplinary adjustment transfer. 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.

Recommendation for a disciplinary adjustment transfer may be appealed to the Executive Director of Student Support Services. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Associate Superintendent for Instructional Services within two school days. The Associate Superintendent shall affirm, modify, or reverse the decision within two school days.

# **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 a 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 District 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 11th Street – (719) 549-7162



# Policies and Regulations (School District 60)

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**\*District Policies and Regulations are available on the District website at:**  
**[www.pueblod60.org/policies](http://www.pueblod60.org/policies)** or from the school office.

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***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](http://www.pueblod60.org).***

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## **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)

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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