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Morton Elementary Mission

Morton Elementary seeks to create a rigorous learning environment through high expectations for every single student. We will create college bound and work force ready, successful, contributing citizens who leave us with the excellent skills needed to be able to achieve their highest aspirations.

PAWS

At Morton Elementary, our “Little Bulldogs” are “PAWS”-itively awesome.

P = Personal Best

A = Accountable

W = Wise Choices

S = Safe

OFFICE	
Personal Best	Accountable
<ul style="list-style-type: none"> • Speak clearly 	<ul style="list-style-type: none"> • Patience, wait your turn • Accept consequences • Be honest • Appropriate voice level
Wise Choices	Safe
<ul style="list-style-type: none"> • Be on your best behavior 	<ul style="list-style-type: none"> • Respect personal information and space • Teacher permission
PLAYGROUND	
Personal Best	Accountable
<ul style="list-style-type: none"> • Respect personal space and property • Show sportsmanship • Demonstrate self-control 	<ul style="list-style-type: none"> • Know the rules and play by them • Use appropriate language
Wise Choices	Safe
<ul style="list-style-type: none"> • Play in designated areas only • Use your manners 	<ul style="list-style-type: none"> • Return items and equipment • Tell an adult if there is a problem
CAFETERIA	
Personal Best	Accountable
<ul style="list-style-type: none"> • Be neat when you eat • Respect personal property 	<ul style="list-style-type: none"> • Voice level (0–1) • Know your student ID #
Wise Choices	Safe
<ul style="list-style-type: none"> • Demonstrate good table manners • Wait your turn • Eat your own food (sorry no sharing) 	<ul style="list-style-type: none"> • Raise your hand for permission to leave your seat • Stay in single file line within the taped area

RESTROOM

Personal Best	Accountable
<ul style="list-style-type: none"> • Do your business • Use your manners 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands • Voice level (0–1)
Wise Choices	Safe
<ul style="list-style-type: none"> • Use the rule of 2/2 squirts of soap and paper towels • Respect privacy 	<ul style="list-style-type: none"> • Show self-control • Turn off water

HALLWAY

Personal Best	Accountable
<ul style="list-style-type: none"> • Respect personal space and property • Keep hands and items to yourself 	<ul style="list-style-type: none"> • Voice level (0–1)
Wise Choices	Safe
<ul style="list-style-type: none"> • Respect other classroom and students' learning 	<ul style="list-style-type: none"> • Left foot, second tile • Single file line • Stay on the right side

ASSEMBLY

Personal Best	Accountable
<ul style="list-style-type: none"> • Be respectful to speaker/performer • Eyes on the speaker 	<ul style="list-style-type: none"> • Voice level (0–1) • Sit flat on bottom legs criss-cross
Wise Choices	Safe
<ul style="list-style-type: none"> • Appropriate and positive applause • Use good manners 	<ul style="list-style-type: none"> • Respect personal space • Keep your hands to yourself

CLASSROOM

Personal Best	Accountable
<ul style="list-style-type: none"> • Listen and follow all directions • Best effort the first time • Respectable and responsible 	<ul style="list-style-type: none"> • Turn in work completed and on time • Work hard in class • Be honest • Teamwork • Appropriate voice level
Wise Choices	Safe
<ul style="list-style-type: none"> • On task • Organized • Positive attitude • Challenge yourself 	<ul style="list-style-type: none"> • Respect personal space and property • Clean work area • Hands to yourself • Personal hygiene

MEDIA/COMPUTER LAB

Personal Best	Accountable
<ul style="list-style-type: none"> • Responsible for your actions • Listen and follow all directions 	<ul style="list-style-type: none"> • Respect books and computers • Be honest • Know your Student ID # • Voice level (0–1)
Wise Choices	Safe
<ul style="list-style-type: none"> • Return books on time • Pick appropriate leveled books 	<ul style="list-style-type: none"> • Digital citizenship and Internet safety • Walk • Hands to yourself

MUSIC

Personal Best	Accountable
<ul style="list-style-type: none"> • Be ready to learn • Listen, look, and participate in all activities 	<ul style="list-style-type: none"> • Respect all property and materials • Be honest • Listen and follow directions • Teamwork • Appropriate voice level
Wise Choices	Safe
<ul style="list-style-type: none"> • Be on task • Positive attitude 	<ul style="list-style-type: none"> • Respect personal space • Hands and objects to yourself

PHYSICAL EDUCATION

Personal Best	Accountable
<ul style="list-style-type: none"> • Best effort • Show sportsmanship 	<ul style="list-style-type: none"> • Follow directions • Respect all ability levels • Respect equipment
Wise Choices	Safe
<ul style="list-style-type: none"> • Dress appropriately with appropriate shoes • Be a good partner/teammate 	<ul style="list-style-type: none"> • Respect personal space and property • Follow directions and rules

MORTON ELEMENTARY SCHOOL

BULLYING-PREVENTION PROTOCOL

Our school's social vision

Team Morton...Where Everybody is Somebody

Why we implemented a schoolwide 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 schoolwide 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 cellphone, 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 Morton Elementary School have agreed to join together to treat others with respect both online and face to face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Tell bullying students to stop and use an “I statement” when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or place a note in the “Tell Somebody” box in the classroom or outside of the counselor office, 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: Team Morton...Where Everybody is Somebody.
- Our school has created a Bullying Prevention Committee to advise the Principal on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to the Principal

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - a. Name the behavior for what it is, e.g., “That’s a putdown.”
 - b. Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - c. Remind students of our school’s social vision and how their behavior is not aligned with this: Team Morton...Where Everybody is Somebody.
 - d. Notify the Principal immediately if there are any concern’s 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 by using the Incident Report Form and e-mail to the Principal and Dean 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 to the Classroom Teacher. The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

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

- The Principal 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.
 - a. 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.
 - b. 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.

The students and parents will also be asked to take the following pledge each school year:

Student Bully Free Pledge

We, the students at Morton Elementary 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.

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 and 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.
- Ask bullying students to stop when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or place a note in the "Tell Somebody" box in the classroom or outside of the counselor office, 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.

No Bully Curriculum

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

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

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

- 1) Walk away and tell a teacher immediately.
- 2) Let an adult at home know about the situation when they get home.
- 3) If they are uncomfortable with reporting to a teacher, they may submit a bullying incident report and turn it in to the secure bullying reporting box located outside the front office. This box is checked daily to ensure incidents are handled promptly.
- 4) Students may also report bullying incidents at the Safe2Tell.org website or at 1-877-542-SAFE.

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

<https://safe2tell.org/>

www.thebullyproject.com/parents

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

Attendance/Office

School Hours – Morton Elementary

	Monday	Tuesday	Wednesday	Thursday
Kindergarten	7:45-3:05	7:45-3:05	7:45-3:05	7:45-3:05
1st – 5th Grades	7:45-3:05	7:45-3:05	7:45-3:05	7:45-3:05

Arrival Time

Do not send your child to school before 7:35 in the morning. Students will enter school immediately. **There is no outside adult supervision before 7:35 a.m.**

Parent Drop Off and Pick Up

In order to pick up or drop off your child, the preferred area is Franklin Street at the west end of the building. Do not park in the loop to walk your child into the building as this impedes traffic, which causes concerns that will be referred to our local police department. **PLEASE!!! DO NOT PICK UP OR DROP OFF YOUR CHILD IN THE BUS LOADING/UNLOADING ZONE. Our police department will patrol school zone areas and will strictly enforce all traffic laws. Please remember that the safety of our students should be our number one priority, a matter of convenience should not take precedence.**

Attendance (refer to District handbook)

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

Excused absences are categorized as illness (substantiated by a doctor's statement if more than three days), death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Students may not receive grades for assignments, tests, or projects missed because of unexcused absences. Severe attendance problems will be referred to the Office of Student Support.

Parents are to call the school before 9:00 a.m. each day their child is absent. Failure to do so will result in an unexcused absence.

The attendance clerk will call home and/or emergency numbers if the office has not received notification of the absence.

Extended absences for personal family reasons must have prior approval from the principal to avoid documenting as unexcused. We no longer have designated times for being considered half day absence. The time that you take your child out of school will register to the minute.

When attendance problems occur, the principal/counselor may require parents to come to the office for a conference, may make home visits, or both. The school counselor will be actively engaged in attendance problems. In addition, when a child has four unexcused absences in any one calendar month or ten unexcused absences during the school year, the parents or guardians will be advised of absences and tardies in writing by the principal/counselor. Copies will be sent to the Office of Student Support.

Tardies

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 and receive a tardy slip before entering the classroom. Excessive tardies (3 or more per month) are considered an attendance concern. Parents will be notified when this occurs. Four unexcused tardies equal one unexcused absence.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours or an out of town educational experience that is prearranged so long as the student is in good standing. Prearranged absences for out of town educational experiences, not to exceed 5 school days shall be considered for students who meet the following criteria:
 - a. Student is in good academic standing (passing all classes with a grade C).
 - b. Student has no unexcused absences and no unexcused tardies.
 - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration by 9:00 a.m..
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
6. A student's family may request and be granted a "Family Business" excused absence not to exceed three (3) days per year if the following conditions are met:
 - a. Student is in good academic standing (passing all classes with a grade C).
 - b. Student has no unexcused absences and no unexcused tardies.
 - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.
 - d. Written request approved by principal one week prior to absences.

Unexcused absences

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

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

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is four unexcused absences in any one calendar month or ten unexcused absences during the school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "drop-out" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line program, such student is not considered a "drop-out" and shall not be reported.

Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive no less than 50% credit, which is the consequence for a suspension. Students will receive full or partial academic credit to the extent possible for make-up work which is completed satisfactorily.

Change of Address/Telephone

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

Cold Weather Policy

Unless the weather is extremely inclement, (20 degrees or a chill factor of 20 degrees or below), children will remain outside before school and during 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. A red flag on the school door means the weather is too cold, and students may enter the building and go to the gym or the cafeteria.

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

Doctor and Dental Appointments

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

Early Release

If a student must leave the school during school hours, he/she must check out through the office and check back in at the office if returning back to school that same day. No one other than parents or legal guardians may gain release of a child without written permission recorded on the student's enrollment card that is kept in the school office. It is important that we have several people listed on the card in case a child becomes ill or hurt, and we are unable to contact the child's parents. If it is necessary to change any information on the card during the year, we ask that parents stop in at the office and make the changes in person. We are also asking that any and all appointments occur after school or on Fridays if possible. Any check outs after 2:30 need to be pre-approved by the principal. Please contact the school earlier in the day if this needs to occur so that we may notate the appointment and the reason. The end of the day is a critical time for all students. Teachers are finalizing instruction for the day and getting homework ready etc. Thank you for your cooperation in this matter.

Emergencies

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

Injuries and Illness

Scrapes and scratches will be bandaged. If injuries occur which are more serious than a scratch or scrape, the parent or designee will be called. Parents will be notified if their children must go home due to illness. **We cannot release a child unless the person is designated on the enrollment card.** Please keep us up to date on names and telephone numbers. If your child has a health condition that warrants the need to be called for minor injuries, please let us know in the office.

Medication

Pueblo School District 60 policy on Medication in School is as follows:

The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student.

If under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to administer the medication, only the school nurse or other designee, on behalf of the district, may agree to administer the medication, in compliance with regulations established by Pueblo School District 60 and the State of Colorado. Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. Non-prescription medication is included in this policy. Students are not to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle.

School personnel shall not dispense non-prescribed medication to students under any circumstances.

Inclement Weather Procedure

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

- The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and four geographically located transportation people.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and 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 questionable snowstorm days.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, School District No. 60 staff will make the decision to delay school by 90 minutes. The District will follow procedures as stated above.

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.

Please see pages 13 and 14 for immunization requirements.



COLORADO

Department of Public
Health & Environment

Advancing Colorado's health and protecting the places we live, learn, work and play

Dear parents/guardians of students in Colorado kindergarten - 12th grade schools for the 2020-21 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick. We wish you and your student a healthy school year!

Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more information, visit colorado.gov/cdphe/schoolrequiredvaccines (or cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
 - o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - o polio (IPV)
 - o measles, mumps, rubella (MMR)
 - o hepatitis B (HepB)
 - o varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules for children 0 - 6 years of age at cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Exclusion from school

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

Have questions?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at SpreadTheVaxFacts.com, ImmunizeForGood.com, and colorado.gov/cdphe/immunization-education (or cdphe.colorado.gov/immunization-education).

Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at colorado.gov/cdphe/find-your-local-public-health-agency (or cdphe.colorado.gov/find-your-local-public-health-agency).

Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit COVaxRecords.org for more information.

Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1st through June 30th of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).

How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Immunization and exemption rates can be found at COVaxRates.org.

Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Colorado Immunization Branch | 303-692-2700 | cdphe.dcdimmunization@state.co.us

December 2019

KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given on or after the 4 th b-day. Final dose of DTaP to be given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 th grade entry. One dose of Tdap is required for 6th through 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.
Hepatitis B <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 nd dose administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

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

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

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to www.colorado.gov/vaccinexemption.

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

Last Reviewed June 2020



COLORADO
Department of Public
Health & Environment

Notification to Access Benefits

Colorado Department of Education – School Health Services Program

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

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

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

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

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

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

Student Information Card

During the first week of school, the teacher will send home an information card for you to complete. Having this information returned promptly and correctly is **very important**. The card 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. Make sure all telephone numbers and addresses are accurate and clearly written.

General Information

Code of Conduct

Students are expected to adhere to the Pueblo School District 60' Code of Conduct. Please refer to the code book for specific expectations and procedures.

Care of School and Personal Property

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

Students are not permitted to bring large amounts of money, ipods, electronic games, 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. If it is necessary to bring more money than needed to pay for lunch, students should check with their teacher or place the money in the office for safe keeping. Do not leave money or other valuables in the desks.

School Counselor

A full-time counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child's social, emotional, and educational growth. The counselor facilitates classroom activities, parent sessions, staff inservices, small groups for children, and resource materials. The counselor is available for individual consultation and concerns.

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 standard list will be posted on the Morton web site, in the school office, and various retailers.

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Visitors are required to sign in and out at the office and obtain a visitors pass. If you wish to conference with a teacher, please notify the teacher at least one day ahead to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office, indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Starting from the first day of school, parents will be asked to drop students off at the door each morning and say goodbye at the door. No adults will be allowed into the building other than staff members for safety reasons.

Student Insurance

Student accident insurance is available at a reasonable price. These forms are provided to you during the first week of school.

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed to be contraband and/or injurious or detrimental to the safety and welfare of students and staff.

Telephone Use

The office phone is for school related business only. Since the office phone serves as the switchboard for all lines, it is important that we keep our phone lines free for incoming calls. Children are discouraged from using the school telephone except for emergencies. We ask that children make arrangements for all outside school activities before they come to school. Due to the number of calls and messages we are asked to deliver during the school day, we ask that parents remind their children of all special arrangements for the day before their children leave for school. **If it is urgent that a child be given a message at school, please call before 2:45 p.m.** We do not pull students from class to talk on the phone. We will give them messages as soon as possible.

Dress

Pueblo School District 60 Board policy states, "Student attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to student behavior or distracting to classroom activity in or about the school shall not be permitted."

Students should dress and groom themselves for school attendance in a way that is not offensive to the general school population, disruptive to the educational process, or a threat to the safety and health of self or others. Parents should consider spandex shorts, muscle shirts, tank tops, tube tops, spaghetti straps, halter tops, see-through shirts, tops that show the stomach, sagging pants/shorts, flip flops, long belts, hats, apparel with illustrations or writing on them which may be interpreted to be offensive, tattoos, excessive jewelry, body piercings, and bandanas as inappropriate dress for a school setting.

Proper attire should be regarded as a means of building student success. Please help us continue to maintain a positive teaching/learning atmosphere.

Field Trips

Field trips are suspended at this time.

Fire and Safety Drills

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

Homework

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

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

Morton Elementary Homework Policy

Team Morton has agreed to have these school wide expectations for homework.

1st grade: 10-20 minutes per night

2nd grade: 20-30 minutes per night

3rd grade: 30-40 minutes per night

4th grade and 5th grade: 40-50 minutes per night

Included in this time should be a time for reading/sight word and math fact practice differentiated by levels of practice.

Occasionally there will be family projects that will take more time. These projects will be given to the students with plenty of advance notice. Please be sure to check your child's planner and folders daily.

It is important that students get outside and play after being in school all day long.

Labeling of Possessions

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

Newsletter/School Messenger

The office will be sending out newsletters with all students throughout the year so that parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar of events. We will also utilize our school messenger system to inform parents of upcoming events.

Outdoor Recess

All students will be given opportunities to play outside during the noon hour and during scheduled recesses except when we have severe weather. When weather is severe, all students will remain inside. If a child is ill and cannot go outside for fresh air, please make prior arrangements with the classroom teacher.

Physical Education

For the safety of your child, please try to have your child wear tennis shoes on the days that he/she has physical education. Girls are asked to wear pants or shorts under their skirts. Students must have a note from their parents for a one or two day exclusion for health reasons. A longer period of time requires a written request from a doctor. *Students who are unable to participate in gym class are also asked not to participate in recess.*

The Role of Parents/Guardians

Cooperation/Responsibilities

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

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

Parent Volunteers

If a parent would like to volunteer, you need to fill out the VIPS background check on the Pueblo School District 60 home page. Once you have passed this background check, you must make an appointment with the teacher you would like to volunteer with to ensure they have volunteer work for you to do. The school principal still has the ultimate decision as to whether you are a good fit for the school.

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 was passed by Congress to protect the privacy of student education records and applies to all schools that receive money from the U.S. Department of Education.

The act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

The act stipulates a school must allow parents, or eligible students to inspect and review all of the student's education records maintained by the school.

If you wish to exercise this right or have any questions concerning the Family Educational Rights and Privacy Act of 1974, contact your building principal or the Department of Pupil Personnel at 549-7188.

Parent's Right to Know

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

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

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.

Students and Cell Phones

Many of our students are now bringing cell phones to school. While the district and current school policy discourages students from bringing cell phones to school, we at Morton understand that parents use the cell phones as a safety device before and after school for their children. Students who bring a cell phone must turn it off and keep it in their backpacks. This avoids the phone ringing in class or being lost or stolen or causing a discipline concern.

Parent/Student/Teacher Conferences and Report Cards

Parent/student/teacher conferences are scheduled at the end of the first nine week period and again on the third nine week period. Appointment times and dates will be set up by individual teachers. Report cards are also sent home every nine weeks. If there is a need, parents or teachers may request a special conference at any time. Progress is reported to student and parents using a variety of methods such as skill mastery charts, computer printouts, and student portfolios. Please contact your child's teacher often if you are concerned about his/her progress.

Pueblo School-Based Student Health and Wellness Centers

Services available:

- Physical exams and immunizations
- Routine lab tests, such as cultures, urinalysis, and anemia screening
- Prescriptions for medications such as antibiotics and Tylenol
- Care for acute illness and injury
- Care for common adolescent physical concerns (weight, acne, menstrual problems, smoking)
- Assistance in care of certain chronic conditions such as asthma and seizure disorder
- Drug and alcohol prevention, education, assessment and counseling
- Follow-up as requested by family doctor
- Student health education
- Pregnancy testing when necessary to prescribe medication

Services NOT available:

- Prescribing or dispensing contraceptive devices (however, referral may be made)
- X-rays or additional laboratory tests
- Hospitalization
- Long-term treatment of mental health problems
- Treatment of complex medical or psychiatric conditions

Locations:

Phone #	School Name	Address	Fax #
253-6155	Central High School	216 East Orman Ave.	253-6151
549-7650	Centennial High School	2525 Mountview Drive	549-7647
549-7730	East High School	9 MacNeil Road	549-7728
253-6220	Corwin Middle School	1500 Lakeview Ave.	253-6217
253-6310	Heroes Middle School	715 W. 20th Street	253-6309
549-7915	Risley Middle School	625 N. Monument Ave.	549-7919

Appointments are preferred. Please call for appointment. Hours may vary and change at individual centers.

Lunch Schedule

11:00 – 11:30	Kindergarten
11:20 – 11:50	First Grade
11:40 – 12:10	Second Grade
12:10 – 12:40	Third Grade
12:30 – 1:00	Fourth Grade
12:50 – 1:20	Fifth Grade

School Meal Program Information

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year. If your children attend one of the schools listed below, breakfast and lunch will be available to them at no charge. All students enrolled at these 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

School 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 Combination Application for Free or Reduced Price Meals and Family Economic Data Survey* in the school office or online at www.pueblocitieschools.us .

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

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

Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create 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, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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. This institution is an equal opportunity provider

Due Process (refer to the District handbook)

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. 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 Pupil Personnel. 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.

Pueblo School District 60 Discipline Referral (refer to the District handbook)

Students may be referred to the office by any school personnel for not following a rule(s) which require immediate attention by the principal. All discipline referrals to the principal are recorded on Infinite Campus.

Non-Discrimination Complaint Procedures (refer to the District handbook) (Compliance with Title VI, Title VII, Title IX, Section 504)

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

Procedure

Level 1: Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.

Level 2: Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

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

E. E. O. Compliance Officer
Pueblo School District 60
315 West Eleventh Street
(719) 549-7162

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at:
<http://boe.pueblocitieschools.us> or from the school office.**

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

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

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.**

JLCB: Immunization of Students

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

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

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

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

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

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

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

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

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

Students in out-of-home placements

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

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

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

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

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

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

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
 - b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
 - c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).*
 - d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
 - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
 - f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*
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PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Taylor Voss.....President
Dr. Margaret WrightVice President
Barbara Clementi Board Member
Tommy Farrell Board Member
Judge Dennis Maes..... Board Member

Non-Voting Members

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SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

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



Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Aaron Bravo, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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

