

# Heaton Middle School

**"I AM the Triple Threat!"**

## **Student Handbook**

*2019-20*

*"Home of the Hawks"*



**Main Office #719.549.7420**

**Attendance #719.549.7422**

Welcome! We are excited to be starting a new school year and are looking forward to working with you. The following information is provided to help make your journey at Heaton Middle School academically challenging as well as enjoyable.

### **Assemblies**

Assemblies take place during the school year. Concerts, guest speakers, academic awards, etc. will be presented for the students' educational and entertainment value. Student behavior is important to the success and value of our assemblies. All students are required to follow these guidelines for assemblies:

- Take your seat quickly and quietly. Fill the auditorium seats front to back (fill each seat).
- Be quiet when the speaker/performers approach the microphone.
- Give your full attention to the speaker/performers.
- Remain seated until dismissed.
- The auditorium will be dismissed back to front (follow adult direction).
- No whistling or other inappropriate behavior.

### **Attendance**

**The school day begins at 8:30am Monday through Thursday and ends at 4:20 pm.**

Absences: Heaton Middle School's staff feels it is extremely important for students to have regular attendance. Attendance directly affects student achievement. The following are acceptable absences, and will be considered excused:

- Illness (Doctor's note required if absent 3 or more consecutive days)
- Death in the family
- Compliance with established religious holidays

As soon as it is evident that a student will be missing school, a call to the attendance secretary should be made by 9:00 a.m. (549-7422-attendance secretary, 549-7420- main office). All phones have voice mail, so messages can be left at any time. If a call to the attendance office has not been made concerning an absence, a note must be presented to the attendance secretary the day the student returns to school. If neither a note nor call is made to the office, the absence will be recorded as "unexcused." In addition, multiple unexcused absences may result in a referral to Truancy Court. Other absences-If a student is to be absent for reasons other than those listed above, parents need to discuss the situation beforehand with the assistant principal to determine whether or not the absence can be considered excused. Classroom assignments must be completed upon the student's return from any prior approved absence.

**Tardies** — Students who arrive at school after 8:30 a.m. need to report to the office and then get a tardy slip from the attendance secretary. *Students who are tardy will have an excused tardy for the following reasons only: Doctor, Dental, Orthodontic appointments/with a note from the Dr.'s office, or attending a funeral.* All other reasons for tardies will be recorded as unexcused. **Getting up late, parent running late, waiting for a ride, etc. are not excused tardies.**

Tardies to classes throughout the day — If a student is detained by a teacher or the office, the student will need to ask for a written pass to his/her next class. The teacher will record tardies to classes during the school day. Repeated absences/tardies will result in disciplinary action and referral to truancy court. Regular hall sweeps will be conducted to emphasize the seriousness of promptness to class. If your student is collected in a hall sweep, he/she will have his/her tardy documented and the appropriate consequence will be given as outlined in school policy (tardy/sweep policy). Tardy sweeps may be regular or random.

### **TARDINESS AND PASSING PERIOD PROCEDURES**

1. AT THE SECOND BELL, CLASSROOM TEACHERS WILL CLOSE THEIR DOORS AND BEGIN CLASS. STUDENTS ARE NOT PERMITTED INTO CLASS WITHOUT A PASS FROM THE OFFICE.
2. IF YOU ARE LATE TO CLASS, YOU MUST GO TO THE OFFICE TO HAVE YOUR TARDY DOCUMENTED, A CONSEQUENCE WILL BE GIVEN, AND FINALLY A HALL PASS TO CLASS.

### **Sequence of Consequences for Tardiness Each Quarter (all tardies are documented in writing)**

<b>1<sup>st</sup> Tardy</b>	Student is verbally warned.
<b>2<sup>nd</sup> Tardy</b>	Student is verbally warned and a call is made home.
<b>3<sup>rd</sup> Tardy</b>	Student is verbally warned that detentions will be given for future tardies and a call is made home.
<b>4<sup>th</sup> Tardy</b>	Student is assigned a lunch detention and a call is made home.
<b>5<sup>th</sup> Tardy</b>	Student is assigned an after-school detention and a call is made home.
<b>6<sup>th</sup> Tardy</b>	Meet with administration. Consequences shall be determined.
<b>7<sup>th</sup> Tardy</b>	Meet with administration. Schedule an RTI meeting to determine action plan for tardies.

## Athletics

To be eligible to participate in athletics, a student must be passing all classes with no F's and must be in compliance with attendance. Students who repeat a grade in middle school for any reason will be ineligible to participate in athletics. All students going out for athletics must have school insurance or documentation of private health insurance. This must be done before participation in the athletic program begins. All students must have a physical examination by a qualified physician prior to participation in athletics. All physicals are only good for 365 days. All district and school required athletic paperwork must be submitted on the designated "clearing" date (determined by the school prior to the first practice) – if a student does not comply, he/she will be unable to go out for that sport. To be eligible to participate in the first event, the student must have completed five practices. Each student is responsible for athletic equipment issued to her/him. The following sports are offered at Heaton Middle School:

Girls Softball	fall**	Soccer.....coed spring and fall*
Girls Volleyball	fall*	Boys/Girl Track.....spring**
Boys/Girls Basketball.....	winter**	Boys/Girls Wrestling.....winter**
Cross Country	fall *	Football..... fall*
Cheerleading.....	Year long*	

\*These sports are offered through partners of Pueblo City Schools – they are not district sports. Fees are determined by the organizations running/organizing the sport.

\*\*To participate in Sports through Pueblo City Schools, a fee of \$50 will be charged.

\*\*\*Students who are recognized for Free and Reduced Lunch will have the fee waved.

## AVID

Heaton Middle School is an AVID school. AVID stands for *Advancement via Individual Determination*. All students are eligible to be in AVID but must apply and interview to be in the class. AVID is an elective class that students take during the course of the school year. The AVID elective class is designed to help students succeed in both honors and on grade level classes by teaching students different strategies that will help them in their classes, such as organized note taking and intense reading strategies. The AVID elective is also geared towards helping students prepare for college and learning about career pathways. AVID applications will be available each spring for the following school year. Please see the counselors or Mrs. Loseke, our AVID coordinator for more information.

## AVID Success Advisory Period (ASAP)

All students will be enrolled in a AVID Advisory class (Advancement via Individual Determination). This will be every student's first hour. The AVID Advisory class is designed around the general principles of AVID. AVID's general principals of Writing, Inquiry, Collaboration, Organization and Reading will be the focus of this class. The class will be a time for student to organize their binders, utilize the school planner, check grades weekly, participate in student lead tutorials, monitor their data regarding district and state assessments, and practice independent reading skills. Additionally, as part of our initiative to implement a Career and Technical Education Academy (CTE), students will be expected to learn and refine their basic work force ready skills or "soft skills." Students will be graded on **attendance**, **dress code**, and **citizenship** along with the other work and skills related to this class. It is important that students learn now that to be employable they need to have basic work force ready skills no matter what career pathway they choose.

## Band

If you play an instrument, or would like to, you can sign up for band. The band is involved in parades, performances and other programs in and out of school.

## Bicycles/Skateboards

Bicycles are to be parked in the bike racks upon arrival at school and locked up. Bicycles and skateboards are not to be used during school hours, and must be walked on school property. **Skateboarding is not allowed on Heaton Middle School grounds and must be immediately stored upon arrival at school!**

## Breakfast Program

Heaton Middle School is involved in a federally funded breakfast program. Breakfast is provided each morning for students and staff at no charge. We encourage everyone to participate in this program.

## Bullying

Bullying behavior is defined as cruel or hostile behaviors involving a student who is the bully towards another child who is the victim. The State Legislature has taken a strong stand on preventing bullying behaviors in our schools. Examples of physical bullies are those acts using physical aggression, or taking the victim's property. Verbal bullies use words to hurt or humiliate another child, with the bully often saying, "I was only joking." Relational bullies try to control relationships by persuading some children to reject others. Relational bullies commonly spread hurtful rumors. Cyber bullies use any type of technology or social media to intimidate, humiliate, etc. others.

Heaton promotes a culture of kindness and support for all students. We **DO NOT** condone hatred, violence or bullying at any time on or off campus. We absolutely **DO NOT** condone the use of social media to promote these ugly acts. Please monitor your child's social media accounts and report to the proper authority. Reporting bullying is a social responsibility and benefits the victim, the bully and the entire school community. *There will be disciplinary measures taken towards acts of bullying at Heaton Middle School. Reports of bullying can also be made online at [www.safe2tell.org](http://www.safe2tell.org)*

## Bus Policy

- In the morning, students will board their assigned bus only at the proper loading stop and get off only at Heaton Middle School. In the afternoon, students will board their assigned bus only at Heaton Middle School and get off only at their proper bus stop.
- If students need to ride home on a bus with a friend, a note from the parents of the student needing the ride needs to be presented to the assistant principal to be approved and signed. The note needs to be presented to the AP first thing in the morning. If the note is presented too late in the day, there is a chance that the request may not be granted if an administrator is not available.
- When a bus is late, or if a student misses a bus, telephone calls to home from the office telephone will be permitted. The line for phone use will be in the lobby, with only one student at a time allowed in the office.
- All school conduct rules apply to students while riding the bus, and waiting for the bus at the bus stop.
- **\*\*Bus privileges may be suspended for violations of the rules!**

## Cafeteria

Students may bring their lunches from home or they may choose from the many nutritional lunches that can be purchased in the cafeteria. Each child is assigned a student number that the student codes in when purchasing items in the cafeteria. Students are not to share their student numbers with anyone. The following rules apply in enjoying lunchroom privileges:

- Deposit all trash in wastebaskets.
- Stack paper trays on desk
- Leave the table and floor around you in a clean condition for others.
- Be sure to purchase all food items as you go through line.
- When finished with lunch, students are to remain at their tables. Students are not to be in the halls.
- Food from outside vendors must be brought to the office and not classrooms to minimize distractions.
- Parents are welcome to have lunch with their children. If parents bring food, please bring food only for your child. Parents may not bring food for children other than their own.
- Parents must sign in at the office before going to the cafeteria.
- There will be no "cutting" in the cafeteria lines. Students cutting, will be assigned to the end of the line.
- Any student violating the cafeteria rules will be assigned lunch in a detention area.

## Change of Address/guardianship/emergency Information

Please notify the office of any changes that would affect the school's ability to contact parents in an emergency. All students are required to have an emergency information card on file. This card should have accurate and up-to-date information about student's guardian; address, phone numbers and persons authorized to pick up your child. If you should move, change phone numbers, or guardian information has changed, it is imperative that the school gets this information. We need to have this vital information in case of emergencies to contact parents in a timely manner. Parents are encouraged to keep information updated by logging into Parent Portal in Infinite Campus or coming into the office.

## Clubs and Activities

Heaton Middle School offers many opportunities for students to become involved in activities. Listen to the daily announcements regarding the following clubs and activities:

Athletics (See Athletic section)	Crime Stoppers (Hawk Watch)	Geography Bee
Gifted and Talented	Art Club	MyLife
MESA (Math Engineering & Science)	National Academic League	Marching Band
Student Council	National Junior Honor Society	Spelling Bee
Young Educated Women	Cheerleading (Tryout required)	Yearbook

## Code of Conduct

A handbook that explains the Pueblo City Schools student code of conduct will be given to each student at the beginning of the school year. A parent/student signature page will need to be signed by both parties and returned to the school.

## Conflict

From time to time, students might have a conflict with another student. In most cases, students might resolve the problems on their own. In some occasion, students cannot resolve the problems or conflict on their own. **If this is the case, students are expected to report the conflict to the school office to have an ADULT help resolve the problem.** We believe that students should not be labeled when they are faced with having conflict with another student(s). Heaton Middle School is not an environment in which children should fear being labeled a "tattle tale", "snitch" or "informant." Instead, Heaton Middle School will be an environment in which we model the appropriate and mature means of seeking a conflict resolution. Students who take matters into their own hands and engaged in behaviors that are not acceptable may be subject to consequences including suspension. Heaton Middle School believes that students who report the issues to school officials are modeling appropriate behavior. Students who take matters into their own hands, which results in a fight, escalated drama, advocating the disruption of the school environment, or turn to social media to escalate the drama/problem, could face school consequences such as but not limited to conflict resolution, detention, in school or out of school suspension.

## Discipline Policy

The staff at Heaton Middle School believes in the philosophy that students are responsible for their own behavior. Rules are necessary to keep Heaton Middle School a safe, respectful environment in which learning takes place. An important part of education is learning to get along with others.

All school rules apply at:

- School-sponsored activities regardless of location
- Going to and from school, including waiting for the bus

The staff, administration, and the school board have developed a discipline code, which emphasizes student responsibility for behavior and consistent consequences of rule violations.

If a student violates classroom rules, that student may be isolated from other classmates until an acceptable plan is devised.

One or more of the following violations will result in disciplinary action. Consideration will be made for the situation and degree of infraction. Disciplinary options will include a talk with the student, a letter or telephone call to parents, parent conference/meeting, an Office Referral, referral to an outside agency, detention before school, at lunch, or after school, community service, out of school suspension or alternative to suspension) or other appropriate consequences. *Disciplinary records are kept on file.*

### **Type I Behavior**

Alcohol Violation  
Assault  
Dangerous Weapon  
Destruction of School Property  
Detrimental Behavior  
Disobedient or Defiant  
Drug Violation  
Habitually Disruptive (3<sup>rd</sup> Type I)  
Repeated Interferences  
Robbery  
Loitering  
Tobacco Violation  
Other Felonies (Crimes of Violence)  
Other Violations of Code of Conduct

### **Type II Behavior**

Absenteeism  
Bullying  
Cheating  
Class Disruption  
Fight (Minor Incident)  
Forgery  
Hourly Truancies  
Insubordination  
Lack of Class Participation  
Leaving Campus without Proper Checkout  
Lying/Cheating  
Minor Theft  
Profanity  
Other Inappropriate Behavior

### **\*Interventions for Behavioral Issues**

To assist students and staff in providing optimal educational opportunities for all those at Heaton Middle School, the following interventions are in place:

**First offense** — The main responsibility for classroom discipline lies with the teacher. When a student misbehaves in class for the first time, the instructor will counsel with the student and document what he/she has done to improve the student's behavior.

**Second offense** — Teacher calls the student's parents.

**Third offense** — Principal/Assistant Principal meets with student to review past discipline infractions and interventions. At this point, parents will be contacted by the Principal or Assistant Principal to determine appropriate disciplinary action.

After two (2) suspensions, an individual remedial discipline plan is developed to address the student's disruptive behavior, educational needs, and the goal of keeping the student in school. Parents, student, and administrators will be involved in the development of a remedial discipline plan.

### **Habitual Disruptive Behavior**

Any student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful and overt on the part of the child, is a "habitually disruptive student". A student who is habitually disruptive may be suspended or expelled. This is in accordance with Colorado State Law.

### **Alternative To Suspension**

Alternative to Suspension provides students the chance to be educated about the school or district policy they have violated. While certain infractions may suggest suspension, school administration "may" recommend an alternative to suspension rather than an out of school suspension. An Alternative to Suspension is done through educational opportunities and work with (but not limited to) teachers, behavior interventionist, assistant principal, principal, etc. Depending on the situation, an Alternative to Suspension opportunity maybe offered to students. School administration has the final decision as to whether a student might be eligible for an alternative to suspension. This opportunity is provided to students in lieu of In School Suspension.

### **Detention**

Heaton Middle School holds after school detention from 4:20 p.m. to 4:35 p.m. Mondays through Thursdays. Lunch detentions are held during the student's assigned lunch period (Monday through Thursday). Students may be assigned detention for various infractions. Students who are assigned after school detentions are given written notice and/or a call home to parents the day before the assigned detention(s). If a student receives detention on Monday, he/she will serve it on Tuesday. A student can be assigned lunch detentions on the day the detention(s) are to be served. If a student fails to show for detention, a second detention is assigned - the student then has two detentions. The school administration will meet with the student. If the student misses detention again, he/she will be suspended from school. If a student can't stay for a detention, a note or call from the parent explaining the reason to miss detention will be needed so the administrator can change the date. If a student fails to do an assigned detention, "good student" activities for the quarter will be missed.

### Discovery/Rediscovery Day

At Heaton, students are expected to be successful and productive students in both their behaviors and their academic progress. As part of the Positive Behavior Intervention Support program, we expect student to be H.A.W.K.S every day. They are expected to **Have** all materials, **Arrive** on Time, **Work** at all times, **Keep** hands and feet to self, and **Show** Respect. Additionally, we expect students to maintain a **3.0 GPA**. If students maintain the HAWKS and GPA, they are allowed to experience field trips to learn about topics that are beyond the traditional classroom setting. For example, students have taken trips to Pueblo Community College, Steel Work Museum, Raptor Center, etc. Students who are not maintaining the 3.0 GPA remain at Heaton to receive intervention in the core subjects which will additionally help improve the overall academic achievement and growth.

### Disruptive Devices---NOT HEARD OR SEEN

Although we recognize the benefit of technology or other items that might enhance the learning environment, we also recognize it can be a distraction to the learning environment. Students will NOT be permitted to use cell phones (or any electronic device such as iPod, MP3, handheld games, etc.) throughout the school day. If a student has a cell phone or other electronic device out or is using one, the phone/device will be confiscated and given to the Assistant Principal and will **only be released to a parent**. Also students will not be allowed to use items such as "fidget spinners" or other devices deemed disruptive by school administration. Students are also not permitted to bring electronic items or other to sell or trade. HMS and its staff members are not responsible for lost, stolen, and/or damaged items. *If a teacher gives consent for a student to use an electronic device in a classroom it will be for educational purposes only. If a student needs to call home to speak with a parent, the student will always be allowed to use the phone in the school office. Again, staff members are not responsible for lost, stolen, and/or broken devices!*

### District Short Check Collection Procedures

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

### Dress Code (at all times while on Heaton property)

Heaton Middle School believes that coming to school each day DRESSED FOR SUCCESS supports the vision of the College and Career oriented culture. The dress code for the 2019-2020 school year addresses the need for success, safety, and modesty, which helps support the sanctity and consistency of the learning environment.

- All Students will be required to wear the uniform while on campus!
- Sweatshirts, hoodies, and jackets may be worn at lunch, coming to school, and leaving school. No hoodies, sweatshirts or jackets will be allowed in the classrooms/common areas. All of these items must be kept in a student's locker (students are **not** permitted to carry them with them during the school day). **Students are permitted to wear long sleeve shirts and/or undershirts that are uniform approved.**

ALLOWED	NOT ALLOWED
<u>Bottoms</u>	<u>Bottoms</u>
<b>ALL BOTTOMS MUST:</b> Be <b>Khaki/Tan</b> in color <b>ONLY</b> . Be <b>Twill</b> fabric/material <b>ONLY</b> .  <b>Cargo shorts, Bermuda shorts, skorts and Capris may be worn as long as they meet the previous stipulations. Skorts may or may not have pockets or belt loops.</b>	May <b>NOT</b> be made of <b>ANY</b> stretch or form fitting material. <b>NO yoga pants</b> . May <b>NOT</b> be any color other than Khaki/Tan. Should <b>NOT</b> have rivets of any kind on seams or pockets ( <b>rivets are found on jeans</b> ).
<u>Tops</u>	<u>Tops</u>
<b>ALL TOPS:</b> Must be polo shirts <b>with</b> Heaton logo (Monday through Thursday). May <b>ONLY</b> be gray or maroon in color. Undershirts may be worn but must <b>ONLY</b> be <b>Black</b> or <b>White</b> with no logos or print.	May <b>NOT</b> have any logo other than <b>approved Heaton Middle School Logos</b> . Must <b>NOT</b> be excessively <b>LARGE</b> or <b>SMALL</b> . This includes both boys and girls shirts. May not be tied or otherwise altered from natural drape on one's body.

### Special Dress Days

- Approved by the Principal first.
- Jean Days: blue or black colored jeans only! Shorts and jeans cannot have any rips, tears, or holes above the knees.

### Not Allowed!

- NO Skirts, or short shorts
- **NO Yoga pants!!!!**
- **NO Leggings!!**
- Excessive Bracelets **CAN NOT** be worn. Students may wear **one or two** on each arm.
- NO High socks, mismatched socks
- No Gauges, spikes, body piercings (only ear piercings allowed) – **Piercings MAY NOT** be covered by band aids! If a student chooses to wear a "plug" or "holder" in a piercing, it must be **clear plastic and not protrude** out of the skin/piercing hole(s) – **cannot be seen!**
- NO Adding to uniform -
  - Such as sunglasses, suspenders, scarves, neckties, bandanas, etc.
- NO Large colored head bands that cover the head.
- NO HATS while on school campus (before, during or after school)
- NO headbands larger than ½ inch or colors other than black or white.
- NO Oversized clothing of any kind.
- NO Holes, tears, or rips in pants or shorts and shirts/undershirts.
- NO Sagging pants/shorts – below the waistline.
- NO Unnatural hair color (purple, blue, green, etc).

- NO Belts hanging down – entire belt must be through the loops
- NO Chain belts
- NO Mohawk over 2 inches long/tall and unnatural hairstyles
- NO Gang colors (red, brown, royal blue, etc.), logo's (ANYTHING gang affiliated)
  - Such as gang colored shoe laces or belts, bandanas, etc.
- NO Visible tattoos related to gangs, drugs, weapons, etc
- NO Safety pins, rubber bands, or hair ties, etc can be used to tie back shirts.
- NO Bracelets with inappropriate sayings/symbols (ie. Boobies)
- NO Jewelry resembling weapons of any kind
- Dress code sweeps will be conducted periodically. Students MUST correct any dress code violation before returning to class.

### **Drug, Alcohol, Tobacco, Weapons and Battery Policy**

Any student who violates the policies set forth by School District #60 in the student conduct codebook will be suspended for up to five (5) days by the Principal or Assistant Principal. A recommendation will be made to the Director of Pupil Personnel for extended suspension time, adjustment transfer, or expulsion.

A copy of the District 60-conduct code will be distributed to each student at the start of the school year, Parents and students should read and understand the policies set forth. It is the responsibility of students and parents to be knowledgeable of the rules. If you do not understand any part of the rules, please contact the school for clarification.

### **Emergency and Disaster Plan**

Safety drills are held at regular intervals. It is essential that everyone take immediate, appropriate action when emergency signals are given. The evacuation site for students and staff of Heaton Middle School is Belmont Elementary or Colorado State Fairgrounds. If evacuation of our school becomes necessary, we will relocate to one of those locations. Each classroom teacher will provide specific instructions for students.

### **Enrolling and Withdrawing from School**

Please see the attendance secretary if you are enrolling/or withdrawing from school.

### **Field Trip Policy**

Field trips are considered “**good student**” activities. Any student that has been suspended out-of-school once, or has had two separate instances of in-school suspension, or three instances of detention will not attend “good student” activities for those nine-weeks. Grades and attendance may also be considered when determining if a student is allowed to attend a field trip. When students are out of class due to a field trip, they need to check with their classroom teachers to see what assignments they will miss and will be required to make up.

### **Fund-Raisers**

The only fundraisers students may solicit for at school are those specific to the programs at Heaton Middle School. **Any outside group or agency fundraiser will not be allowed at Heaton Middle School.** Fundraisers are to raise money for the programs at HMS and involvement in the fundraiser is optional. If a student wishes to be involved, the responsibility for the product and the money lies with the student.

### **General Rules**

- Before school, the earliest a student should be dropped off is 7:50 AM (there will be no adult supervision before that time). Students will not be allowed into the building until 7:50AM. Students will stay in cafeteria /auditorium until the first bell rings. Students may not loiter in the hallways until the bell rings. If students are here for tutoring, they are to report immediately to their destination. **No students are allowed to wander the hallways!**
- After school, the latest student should be picked up is 4:30. Security staff is available until that time.
- Excused from class: teachers may excuse a student from attending their class to access the media center or computer lab. Only the teacher of the class that the student will be missing may grant this permission. Students who fail to secure permission in ADVANCE will be considered truant, will have the absence recorded as unexcused, and will be subject to disciplinary action/loss of "good student" activities.
- **QUALIFYING STUDENT ACTIVITIES:** Examples of these are dances, assemblies, and field trips. Students are encouraged to participate in these fun activities. Any student suspended out-of-school during those nine-weeks will not be eligible to participate in the “qualifying student” activity. If a student has two instances of 2 or more referrals, he/she also will not be involved in any “qualifying” activities for those nine-weeks. One unexcused absence or truancy will also make the student ineligible for those activities for the nine-weeks. Excessive tardies will also prohibit a student from attending the activity. Academics will also be considered when determining eligibility for these activities. Alternative activities will be provided for students who are not eligible.
- Hall passes: students must have a hall pass filled out in the hall pass section of their planner, and have their planner in their possession, if they are out of the classroom during class time.
- Locks and lockers are issued to each student. If a student loses a lock, a new one will be issued for \$5.00. Only school-issued locks will be allowed on lockers. Students are not to share their locker or combinations with any other students! Students are also not allowed to share lockers!
- Planners will be available to purchase for \$5.00. Students must have their planners on them at all times (except lunchtime). If lost, a new one can be purchased.
- Physical Education uniforms are required. They consist of plain maroon shorts and a gray or white t-shirt (no logos). Students must have gym shoes with non-marking soles. PE uniforms may be purchased through the PE department.
- Students may not leave school during the day without permission from the office and signing out (a parent must come to the main office to sign out his/her student before leaving).
- Students should always be prepared and have materials for class.
- Textbooks will be assigned to students. If they are lost or damaged, the student will be required to pay for them. Students may only have their assigned book(s) in their lockers or in their possession.
- Unexcused absences: These account towards the number of days a student is allowed to be absent from school. Students with multiple excused absences could be in jeopardy of being filed for truancy. Please call your child's absence into the office.

## **Grading System**

Heaton Middle School students receive grades of A, B, C, D, F or S, U. Our teachers also give students grade checks at the mid-term of each nine-week section. If parents would like grade checks any other time, please contact your child's teacher (request teacher's phone number or email address from the office). Students are responsible for picking up grade checks to take home to parents. To access the Parent Portal through Infinite Campus, which gives up-to-date student grades, call 719-549-7422.

## **Hall Courtesy**

Walk on the right side. Help to maintain efficient movement through the halls. Avoid congregating in clusters that block traffic. Use quiet conversational voices and avoid any noise louder than quiet conversation. A "delayed-passing" is instituted for students who have problems adhering to the social norms at Heaton Middle School.

## **Hall Passes**

All students must have their planner with them while they are in the hallways. If students are doing an errand for a teacher, they may use the "teacher designated hall pass". The planner pass must be filled out by student and signed by a Heaton Staff member. Hall passes are not to be abused or forged by students. Students are to use hall passes to go to the approved location quickly and then return to class. Failure to comply with these expectations may result in an unexcused truancy and/or school consequences

## **"Hands-off" Policy**

Students are to refrain from pushing, grabbing, pulling, tripping or otherwise touching other students. Students are also not to hold hands, hug, or show any display of affection toward other students. Violators of this policy will be referred to the office and parents will be contacted.

## **Hawk of the Month-"I AM the Triple Threat!"**

Every month, deserving students are nominated Hawk of the Month. Teachers nominate and vote on students that display good citizenship, helpfulness, honesty and integrity within our school. Helping someone who needs it - helping a student who has dropped his/her books - would be an example of a worthy "Hawk of the Month." It is an honor to be a "Hawk of the Month," and many of our students strive for this award and honor.

## **Homework Policy**

If a student is absent due to illness and is absent more than two days, parents are to call and request homework on the third day. One-day makeup for each day absent will be allowed. Homework may be picked up after 4:00 on the day it was requested. Please call 549-7420 to make a homework request. It is the student's responsibility to request missed homework and assignments.

## **Honor Roll**

Students who attain a 3.5 grade point average for a semester while at Heaton Middle School will be placed on the HMS honor roll. Any student attaining a 4.0 for a semester while at Heaton Middle School will be awarded a Heaton "H". Honor roll assemblies will take place each semester and will honor those students achieving academic excellence.

## **Hours**

Students are admitted into the building at 7:50 a.m. on most days. First Hour begins promptly at 8:30 a.m. Monday through Thursday. School is dismissed at 4:20 Monday through Thursday. **Students are expected to arrive on time to school.**

## **Immunizations**

All students are required by state law to have certain immunizations to attend school. If you have questions about immunizations, you should contact the attendance secretary. All students must have up-to-date immunizations and records. If you do not have your immunizations, you will not be allowed in school, or at school activities, until your records are up-to-date. This includes not attending the "good student" activities until immunization records reflect that a student's immunizations are current. (see letter and chart on the following pages)

## **Required Immunizations**

- **Hepatitis B (Hep B)** – Three doses are required for all students K through 12th grades.
- **Tetanus/Diphtheria/Pertussis (DTaP/Tdap/DT/Td)** – Five doses of DTaP or DT are required for children under 7 years of age and one dose of Tdap is required for students in 6th through 12th grades. Td is required for children 7 to 10 years of age who have not completed the DTaP or DT series.
- **Polio (IPV)** – Up to 4 doses of the vaccine are required and protects against paralysis.
- **Measles/Mumps/Rubella (MMR)** – Two doses of this vaccine are required to protect against three diseases, Measles Mumps and Rubella
- **Varicella or Chickenpox (Var)** – Two doses are required for children in kindergarten through 4th grade. One dose is required for children in 5th through 11th grade. This vaccine protects against chickenpox disease. To read about each disease, please visit the following website: <http://www.ImmunizeForGood.com/vaccines>





## K - 12<sup>th</sup> Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools:

- 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. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf).
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- 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 [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at [www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data](http://www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data).
- You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- 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.

Sincerely,

**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2018-19**

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

**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>
<b>Influenza (Flu)</b>	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).
<b>Meningococcal Meningitis</b> <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
<b>Hepatitis A (Hep A)</b>	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 Section 25-4-902, C.R.S. 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 the student who is 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](http://www.colorado.gov/vaccinexemption).

*Last Reviewed January 2018*



### **Inciting a Fight**

Unfortunately, some students find it "entertaining" to start a fight by relaying negative communications between individuals or starting rumors. To tell another student that "someone wants to fight you," or "watch your back" or any other variation of negativity, would be considered an attempt at inciting a fight, and grounds for suspension. If a student hears that an individual wants to fight one of our students, he/she must immediately tell an administrator or teacher. The person reporting this will be kept anonymous.

### **Internet Policy**

As required by School District 60 Policy, any student using the Internet must have a district Internet permission form on file in the media center. These can be obtained from the media specialist. Student's who do not return this form will be blocked from using the computers. Misuse of computers, software, and/or the internet, will result in a student losing computer privileges.

### **Kind Words or No Words**

At Heaton Middle School, we expect students to treat one another with the utmost respect. We ask student to pledge their support to treating one another with respect by signing a pledge to stamp out bullying. We don't expect everyone to be the best of friends, but we do expect students to treat each other with dignity, respect and consideration. "If you don't have anything nice to say, don't say anything at all." We want students to use "kind words or no words."

### **BULLY PREVENTION**

1. Students will not bully other students.
2. Students will help others who are being bullied by speaking out and by getting adult help.
3. We will use extra effort to include ALL STUDENTS in activities at our school.

### **TYPES OF BULLYING BEHAVIOR**

1. Physical Aggression — hitting, kicking, destroying property
2. Social Aggression — spreading rumors, excluding others from a group
3. Verbal aggression — Name calling, teasing, threatening, mean phone calls
4. Written aggression - Note writing, graffiti, slam books
5. Cyber Bullying – Use of technology or social media to intimidate, humiliate etc.

### **Lockers**

Lockers are the property of the school. Students will be issued a lock and locker. We strongly urge students not to share their locker combinations as this is how things get stolen. Lockers privileges are just that a privilege not a right. Locker privlidges can be revoked based on the situation. Students will have access to their lockers before and after school and before and after lunch ONLY.

### **Lost and Found**

Please check in the office if you have lost something, or if you have found something and are turning it in. The lost and found is located in the office.

### **Media Center**

Students may access the media center before or after school with permission from the media supervisor. The media center has print media and also has the internet lab available for research. Computers are also available for student and staff use. Students may use the computers with permission and supervision of staff.

### **Medication**

Any and all medication is to be brought to the office in the actual container it was prescribed in. Parents need to give the attendance secretary the medication with the Doctor's note for dispensing. Parents must also fill out a district form for dispensing of medications. The container should give specific directions for dispensing. Over-the-counter medications for headaches, coughs, etc. are not be carried at school by students. Also, over-the-counter medications cannot be given to students by staff. Parents are welcome to come to the school to dispense these medications to their children.

### **Messages to Students**

The school cannot take messages for students during the day unless it is an emergency. Students will be given the information in an expedient manner. **Transportation arrangement to and from school for extra-curricular activities is not an emergency and need to be made in advance.**

### **Morning Announcements**

Announcements will be made over the intercom or classroom TV's each morning. It is important that students pay attention to the information given over the announcements. Most school information is communicated through the announcements.

### **National Jr. Honor Society (NJHS)**

Students being considered for selection, must have at least a 3.7 GPA for the quarters leading to selection (during the current school year). He/she must meet with the advisor, complete a student activity form, obtain one letter of reference and write a personal piece indicating why he/she should be selected and how he/she would be an asset to the organization. He/she must also participate in the induction ceremony. Requirements for active membership include scholarship, service, leadership, character and citizenship.

### **Office/Teaching and Support Staff**

The staff is here to support our goal of academic achievement for all students. As professionals working together toward this goal, the staff is to be treated with respect and courtesy at all times.

### **Parent Conferences**

Parent conferences will take place twice during the school year. Parents are encouraged to meet their child's teachers and discuss their student's academic achievement. Exact dates and times will be listed in the monthly newsletter.

### **Parent/Grandparent Volunteers**

Heaton Middle School always welcomes parent and grandparent volunteers. Please contact the office if you wish to volunteer in any number of ways to support our goal of academic achievement for all students.

### **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.

### **Parent Resources**

Colorado Parent Information and Resource Center (CPIRC) <http://www.cpirc.org/>

CPIRC has been created to help families and schools work better together to ensure children succeed in school. It is a network of statewide organizations and six community agencies representing urban and rural communities working together to provide parents with information and resources to support them in their efforts to raise healthy, happy, and successful children.

### **Physical Education**

Physical education classes require a PE uniform. Uniforms consist of a gray T-shirt and maroon shorts. If you need more information, please talk with a PE teacher.

### **Report Cards/Mid-Term Reports**

Quarter/semester report cards and mid-term reports are sent home via mail one-week after the end of each grading period. Mid-term reports are issued each 4<sup>1/2</sup> weeks. Failure letters are sent every four and one half weeks to the address that has been provided by the parent to any student that has failed two or more academic classes. Please refer to the district calendar for grading periods.

### **School Counselor**

If you have an issue you would like to discuss with the School Counselor, please schedule an appointment in the office (#719-549-7420).

### **School Closures**

If the school must be closed because of inclement weather, or other circumstances, information will be given over the radio and television stations that serve the Pueblo area. In addition, school closures will be reported on the district website: [www.pueblocitieschools.us](http://www.pueblocitieschools.us)

### **School Resource Officer**

Heaton Middle School has a Pueblo Police Department officer in the building full-time. This officer can help students with issues as well as enforce the law within our school community. Our officer also is in charge of Crime Stoppers (Hawk Watch) within our building. See this officer if you have concerns or issues.

### **Social Media**

Most social media sites require individuals to be at least 13 years of age to participate. Social media websites like Facebook, Twitter, Snapchat etc. are not acceptable forms of communicating a conflict that a student might have with another student(s). Students who engage in drama, antagonizing, harassment or bullying via social media may face school consequences IF THE ISSUES TRANSFER TO SCHOOL which may include suspension. Also, students may face consequences from law enforcement. Heaton Middle School believes that students should NOT use social media as a means to solve problems. Please report issues to the school office.

### **Student Council**

Heaton Middle School has student council, and any student may participate. Student council officers will be selected in the fall, and individual representatives will be chosen. Information regarding student council will be announced at the beginning of the year. Students in student council must maintain a "C" average in all classes.

### **Visitors**

If you would like to visit with a teacher, please call ahead and make an appointment during that teacher's planning time. Teachers need 24 hours to schedule an appointment. All visitors to the building will be required to state their name, the reason for their visit, and present their ID when entering the main office. This is done for safety of the students and the staff. Parents WILL BE escorted to their designated site. Please sign in at the office, and you will given a visitor's pass. **School-age visitors (elementary, middle or high schoolers) are not allowed during the day or on campus; this is to ensure the safety of all students.**

### **Weapons**

Using, possessing or threatening to use a dangerous weapon at school, on district property or at any school sponsored event shall be grounds for suspension and/or expulsion. If you realize that you have a weapon with you once you get to school, notify the Administrators, the Security Guard or the School Resource Officer immediately. In that case, expulsion is not mandatory. Heaton Middle School is one of the safest middle schools in our area, because our students care about the safety of our school and notify us when they see something that isn't right. **Students can remain anonymous when reporting unsafe conditions.**

### **Weekly Grade Checks/Missing Assignments**

Students will begin checking their grades weekly in their ASAP classes beginning the 3<sup>rd</sup> week of each quarter. The grade check will come home for parents to review and sign for a grade in their ASAP class. Also, if students are missing assignments in their classes, a call will go home each Friday to inform parents of the missing work. Please contact the classroom teacher for specifics about individual grades.

## Yearbook

The yearbook is sold throughout the year and contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included. Students should buy their yearbooks as early as possible. Students are to keep a receipt of their yearbook purchase. Yearbooks will be distributed on the last day of school. No exceptions will be made on early issuing of yearbooks. If a student moves, checks out early, is suspended through the end of the year, he/she will not receive the yearbook early. Yearbooks can be picked up on the last day of school, or mailed if postage has been paid.



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

# **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.

# Policies and Procedures (Pueblo School District 60)

## **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: Student Use of Internet and Electronic Communications**

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.\**

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**\*District Policies and Procedures are available on the District website at:**

**<http://boe.pueblocitieschools.us/policies-and-procedures>** or from the school office.

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All District policies and procedures apply  
regardless of whether they have been specifically pointed out or not.

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Barbara Clementi ..... President  
Frank Latino ..... Vice President  
Robert Gonzales ..... Board Member  
Dennis Maes ..... Board Member  
Taylor Voss ..... Board Member

## Non-Voting Members

David Horner ..... Treasurer  
Geri Patrone ..... Secretary/Assistant Treasurer

## 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 Cheryl Madrill, 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.