



**1203 Palmer Avenue  
Pueblo, CO 81004  
(719) 549-7525**

**Jimmie Pool, Principal**

**Parent/Student  
Handbook  
2022-2023**

**Absence Reporting Line (719) 549-7525**

# PUEBLO SCHOOL DISTRICT 60 2022-23 Instructional Calendar

August 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

New Teacher Orientation .....2, 3  
 Innovation Professional Development.....4, 5  
 Teachers Begin.....8  
 Principal Led Professional Development/  
 Building Meetings .....8  
 District/Bldg. Professional Dev. Day.....10, 11  
 Teacher Work Days .....9, 12  
 Assessment/Transition Day K-12 .....15  
 Classes Begin.....16  
 No School .....19, 26

**SEPTEMBER**

No School .....2, 9, 16, 23, 30  
 Labor Day .....5  
 District/Bldg. Professional Development.....16

**OCTOBER**

No School .....7, 14, 21, 28  
 1st Grade Period Ends .....13  
 Teacher Work Day .....14  
 Parent/Teacher  
 Conference Window .....17, 18, 19, 20, 21  
 Innovation Professional Development.....28  
*(1/2 Day = 3 hours 15 minutes)*

**NOVEMBER**

No School .....4, 11, 18  
 District/Bldg. Professional Development.....11  
 Thanksgiving Break.....21, 22, 23, 24, 25

**DECEMBER**

No School .....2, 9, 16  
 2nd Grade Period/1st Semester Ends .....16  
 Teacher Work Day .....16  
 Winter Break .....19, 20, 21, 22, 23  
 26, 27, 28, 29, 30

**JANUARY**

No School .....6, 13, 20, 27  
 District/Bldg. Professional Development.....20  
 Innovation Professional Development.....27  
*(1/2 Day = 3 hours 15 minutes)*

**FEBRUARY**

No School .....3, 10, 17, 24  
 District/Bldg. Professional Development.....17

**MARCH**

No School .....3, 10, 17, 31  
 3rd Grade Period Ends .....16  
 Teacher Work Day .....17  
 Spring Break .....20, 21, 22, 23, 24

**APRIL**

No School .....7, 14, 21, 28  
 District/Bldg. Professional Development.....14  
*(The hours from this day will be utilized for Fall Parent Teacher conferences.)*

**MAY**

No School .....5, 12, 19, 26  
 Teacher Work Day .....12  
*(The hours from this day will be utilized for Spring Parent Teacher conferences.)*

**GRADUATION:**

Paragon ..... 6 p.m. / Thursday, May 25  
 East ..... 3 p.m. / Friday, May 26  
 Centennial ..... 7 p.m. / Friday, May 26  
 Central ..... 8 a.m. / Saturday, May 27  
 South ..... 12 p.m. / Saturday, May 27  
 Memorial Day .....29

**JUNE**

Classes End.....1  
 Teachers' Last Day .....2  
 Possible Make-up Day .....5, 6  
*(for inclement weather overage)*

**JULY**

**February 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PUPIL CONTACT DAYS	
August ..... 11	February ..... 16
September ..... 16	March ..... 14
October ..... 17	April ..... 16
November ..... 14	May ..... 18
December ..... 9	June ..... 1
January ..... 18	July ..... 0
	<b>Total ..... 150</b>
DAYS PER SEMESTER	
1st Grade Period.....35	3rd Grade Period ..... 44
2nd Grade Period ...32	4th Grade Period ..... 39
1st Semester .....67	2nd Semester ..... 83
	<b>Total ..... 150</b>

**KEY**

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- Professional Development
- ☆ Assessment/Transition Day K-12
- ◇ Innovation Professional Development
- Parent/Teacher Conference Window
- \* Grade Period End
- ⌋ Semester Ends
- ⋮ Graduation
- ▲ Principal Led Professional Development/Building Meetings
- ⊗ Possible Make-up Day  
*(for inclement weather overage)*



# Columbian Elementary

## Mission

Our highly qualified staff at Columbian Elementary School is committed to providing a safe and secure learning environment which allows for differentiated instruction, character education, technology, and high order thinking skills for ALL students.

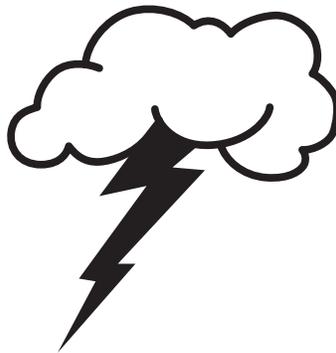
Continuous monitoring of student progress and open communication with students, parents, and community members will ensure program effectiveness.

Our goal is to prepare all students to be productive, responsible citizens in a competitive world.

## Vision

The Columbian Elementary staff will focus on increased student achievement through continuous improvement of instruction, curriculum, standards and positive behavior using measurable data to support accountability and high expectations.

*Our goal is  
to have every child leave Columbian with confidence  
and skills leading to a life of purpose and impact.*



# School Culture Philosophy

At Columbian Elementary School, we believe that school culture is a foundational component for the exceptional academic and social emotional success of our students. We believe that 100% of students are capable of achieving, so we set the bar high for ALL students, expecting anything less would be letting our students down.

To support this vision we have intentionally created a school culture that is consistent, predictable, and safe for all students in all areas of the building. Routines, and expectations are pre-taught to students and retaught throughout the year as necessary. They are reinforced through our series of positive reinforcement and accountability systems.

At Columbian, we believe that behavior is best addressed at the early stages, quickly and effectively, to minimize ongoing behaviors and reduce the likelihood of behaviors becoming more serious.

Exceptional performance is recognized through a vast set of positive reinforcement systems on a weekly, monthly, and quarterly basis. Additionally, each classroom has designed positive reinforcement systems specific to their classroom to engage students and create a community.

# Columbian Thunderbolt Expectations:

## HALL Vision

At Columbian Elementary School, we expect Thunderbolts to walk through the school in HALL. This ensures that minimal interruptions occur in the hallway and enhances student learning in classrooms. This promotes safe and efficient transitions.

**H – HANDS AT YOUR SIDE**

**A – ALL EYES TO THE FRONT**

**L – LIPS ZIPPED**

**L – LEGS WALKING SAFELY**

# Arrival Vision

Each morning we expect that students arrive at school feeling joy and excitement. We strive to create an arrival structure that is safe and predictable for all students and runs smoothly with minimal direct support from adults. In order to accomplish this vision, we have created a clearly designed vision of what arrival should look like from the moment a student steps foot on the Columbian Campus.

## Morning Timeline:

- 7:35-7:50 Student Arrival (Supervision is not provided before 7:35)
- 7:35 Staff open designated doors greeting each student
- Classroom teachers are in the threshold of their rooms greeting each student as they enter to begin their morning Do Now/Entry Work
- 7:50 the side doors will shut and students arriving after this time will enter through the front office doors.
- Students that arrive after 7:55 will be marked tardy and receive a tardy slip to take to their classroom teacher
- 7:35-8:15 students will begin morning work, eat breakfast, participate in a morning meetings and prepare for the day
- 8:20 core instruction promptly begins

## Building Threshold Greeting:

Every Morning students are greeted with a friendly handshake, high five, knuckles or other appropriate greeting and “good morning” at the threshold upon entering their classroom by their classroom teacher. This is done to start each student’s day off in a positive way and build relationships with every student.

## Entry Work:

Entry Work time is an opportunity for students to start their day off in a calm, academically focused manner. Students are code switching and preparing for the learning to come. Our morning is purposefully designed to start everyday in a positive and productive manner. Students will begin their Entry Work after being greeted at the doorway.

# Recess Vision

Recess is a great opportunity for students to engage in active, joyful, and fun activities. Compared to the classroom setting, recess is naturally a less structured portion of the students' day. The recess vision has been designed in order to make recess a safe, positive, and inclusive environment for all students. At Columbian, students "play before they eat". According to an Article in NEA today, "Recess Before Lunch", Schools that schedule recess before lunch report that students eat more fruits and vegetables, drink more milk and water, waste less food, and are better behaved on the playground, in the lunchroom, and in the classroom. Some schools also note a decrease in visits to the school nurse and more instruction time as benefits of the schedule switch.

## Transition to Recess:

Recess is an exciting time for students; it is also a time in which misbehavior is most likely to occur. To address this trend, structures and systems are in place to ensure transitions to and from recess are structured and safe.

## During Recess

During recess, students are engaged in group games and individual activities. Recess monitors are responsible for ensuring recess is a positive, safe, and happy experience for all students.

## What it looks like

- The recess monitors are actively supervising students.
- Cellphones are put away during this time.
- Random and consistent walking patterns (not standing in one place).
- Constantly visually scanning the environment.
- Strategically placing themselves for maximum supervision.
- Are physically spread out from one another, not clustered together.
- Addressing behaviors as necessary.
- Engaging in minimal and only necessary adult to adult conversations.
- Having brief and positive interactions with students.

## Students

- Are following the rules of the game.
- Are avoiding physical contact that is not necessary for the game.
- Are utilizing playground equipment correctly.
- Are playing safely and positively with others.
- Are adhering to rules of the game.
- Are working together with good sportsmanship.

# Lunch Vision

Building and maintaining a positive, caring school community is a cornerstone of the Culture at Columbian Elementary. We strive to create opportunities for students to interact with each other throughout the day in academic and nonacademic settings. The lunch period has been structured in a manner that creates opportunities for students to build friendships with a variety of students.

## During Lunch:

Lunch is designed to create a consistent procedure in which all students enter the lunchroom and receive their lunches. It is done to ensure a safe and orderly period of time in a less structured environment.

## What it looks like:

- Students walk in HALL on the second tile to and in the cafeteria.
- The first class to arrive in each lunch period enters the cafeteria and follows the designated pathway to the entrance of the foodline.
- Once they enter the cafeteria they may use a level two voice.
- Exiting:
  - ✓ Students give attention to staff
  - ✓ Step 1 Place all trash on trays
  - ✓ Step 2 Students stand and pick tray up with two hands
  - ✓ Step 3 Students walk in a single file line, gently place trash in the trash can and line up by class with a silent voice and wait for their teacher to arrive.

## Students...

- Follow procedures, remaining in lines.
- Are respectful to others and property, keeping their area clean.
- Engage in level 2 conversations
- Raise hands if they need anything
- Are walking in single file lines.

## Staff...

- Share in supervision of all students, address behaviors as necessary using Positive Behavior Supports.
- Work collaboratively to guide students, implement procedures, and create an efficient process.
- Positively engage with students, refraining from excessive adult to adult conversations.
- Do not have cellphones out during this time.

## What it feels like:

- It is organized and efficient.
- Students and staff know what is expected and follow procedures.
- It is friendly and positive, staff and students are engaging with one another.

## What it sounds like

- Voices are quiet until students enter the cafeteria.
- Once in the cafeteria there is a joyful but controlled buzz of voices (Level 1 or 2 voices).

# Behavior Tracking Vision

The school culture at Columbian is foundationally based on high expectations, celebrating success, and consistency. Universal interventions implemented across the school, for all students, in all environments are key components of this vision. In addition to a robust positive reinforcement system, staff members use our BOLT Cards to recognize students working hard and being kind. It is being implemented to increase our positive expectations of students using self control, positive interactions, appropriate behavior, respect for others and self, and keeping safe boundaries.

## Overview

At Columbian, staff members address behaviors using a process referred to as the Positive Behavior Intervention Supports (PBIS) which includes setting clear expectations, pre-teaching behaviors, giving clear directions, checking for understanding, and using the least invasive intervention.

## What it looks like:

- The behavior tracking system such as the clip chart, behavior logs in the communication folder, and Bolt Cards will be used to help students monitor their behavior and communicate with families.
- Each student will have their Bolt Card easily accessible and out so students can earn signatures for demonstrating positive behaviors that are leading to working hard and being kind.
- When a student fills up their Bolt card they will turn it into their classroom teacher and get another blank Bolt Card.
- Bolts Cards can be turned in for prizes, drawings and rewards in the classroom and at our PBIS assemblies.

## What it feels like:

- Staff and students have a clear understanding about the purpose and overview of behaviors being tracked.
- Staff value and consistently use this system
- Students know what behaviors constitute signatures and consequences.

## What it sounds like:

- It is delivered respectfully and politely with positive framing.
- There is a conversation between staff and students that is private and not public.
- Quick redirection so students miss as little learning time as possible.
- We will look to provide positives when earned to reach our 5:1 positive to negative ratio.
- Giving specific praise to students reinforces positive behaviors and actions.

# End of the Day Timeline Snapshot

- All classrooms prepare for transition.
- End of day announcements and celebrations
- 3:05- Bell Rings
- All students walk in HALL with their teacher directly outside and stay with their students.
- Students attending the After School Activities will walk directly to the designated area.
- Classroom teachers will walk the remaining students back into the building at 3:15 to the front office.
- At 3:20, the office staff and the Community Advocate will assist with pick up and phone calls.
- The Community Advocate and or Office Manager will document late pickups after 3:30 in the parent contact section of Infinite Campus.
- It is essential that students be picked up on time.

# Homework Vision

At Columbian Elementary excellence for all students is the standard. We strive to provide rigorous learning experiences throughout the day and extend learning beyond the school day by providing engaging and challenging homework that supports learning in the classroom and prepares students with necessary study skills they will need to be successful learners in middle school, high school, college, and beyond.

## Homework Expectations:

- Each night, every student does a combination of independent reading and additional grade-level differentiated homework to strengthen academic skills and build exceptional study habits.
- Teachers will work collaboratively to plan for homework.
- Homework can be given each day or in a week-long packet of assignments.
- As a general rule, students should have ten minutes of homework each night per the grade they are in. For example, a 3rd grade student could have 30 minutes and a 5th grade student could have 50 minutes.
- Every night, students are expected to do independent reading.
- The student will place the homework in their homework folder or binder and take it home with them each night.

## Students...

- Are expected to complete homework each night.
- Homework should be completed thoroughly and accurately.
- Are expected to have their behavior report signed each night by parent/guardian, this is part of their homework.

## Parents...

- Are expected to support students in completing homework and communication with their teacher with any questions.
- Ensure that the homework is completed
- Sign the child's folder or binder
- Make sure that the student is prepared with their homework, folder and binder everyday.

## Staff...

- Teacher checks homework for completeness and accuracy.
- Should have prepared and purposeful homework that extends learning and builds on skills and knowledge.
- Will give meaningful homework each night.

## What it feels like

- Homework is purposeful, builds on learning and skills.
- Staff encourage 100% of students to complete homework assignments.

# School and Families

We believe the support and cooperation of our students' parents/families are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. By working together the school and home can assist the student in developing the self-discipline he/she will need to make a positive impact and function successfully in the world. Again, the parent/family is Extremely important in the educational process. We strongly encourage our parents and families to ask their students what they did in school and how things are going. Working together will ensure that each of our students will leave Columbian with confidence and skills leading to a life of purpose and impact.

# Values

- **Quality Education**  
We are committed to quality education for all students.
- **Lifelong Learning**  
We are committed to education as a lifelong process.
- **Personal Development**  
We are committed to developing respect for self, others, property, individual uniqueness, and diversity.
- **Trust**  
We are committed to providing a safe learning environment that encourages honesty, risk-taking, innovation, and creativity.
- **Civic Responsibility**  
We are committed to teaching the rights and responsibilities of citizenship.
- **Community Involvement**  
We are committed to encouraging parents, family, community, business, government, and schools to share responsibility for our youth and their education.
- **Work Ethic**  
We are committed to helping students develop a strong work ethic and to become responsible and productive members of society.

## School Rules: SPARK

### The Columbian Pledge

Our Columbian family will model THUNDERBOLT  
Pride and Excellence with SPARK:

- S** Self control
- P** Positive Interactions with others
- A** Appropriate Behavior at all times
- R** Respect for everyone and everything
- K** Keep Safe Boundaries



## **School Wide Title I**

Columbian Elementary School is proud to be a School Wide Title I school under Federal, State and District guidelines. Title I provides resources to help ensure that all children have the opportunity to receive a quality education, resulting in their attainment of high academic standards. Title I targets resources to districts and schools whose needs are the greatest. The program is the largest federal program supporting education, and allocates its resources based upon the poverty rates of students enrolled in schools and districts. Title I focuses on: (1) promoting school wide reform in high poverty schools and (2) ensuring student' access to scientifically based instructional strategies and challenging academic content.

## **Parents Right to Know**

In the federal *No Child Left Behind Law*, parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's classroom teachers. This must be provided in a timely manner to you, and in a language the parent can understand. Specific information that parents may request is:

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

In addition, parents must receive:

- Information on the level of achievement of the parent's child in each of the State academic assessment.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.



**School Hours – Monday – Thursday (No School Fridays)**

**Kindergarten – 5th Grade**

School Starts .....7:45 a.m.  
Breakfast .....7:35 – 7:55 a.m.

**Full Day Preschool**

School Starts .....8:00 a.m.  
School Dismissed .....2:00 p.m.

**Recess and Lunch Schedule**

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

**Arrival Time at School**

Students are not to be on school grounds until 7:35 a.m. (this includes the playground). There is no supervision for students prior to this time. Parents: Sending your child to school prior to 7:35 a.m. places them at-risk for encountering dangerous situations/problems. Students are expected to leave school grounds by 3:15 p.m. there is no supervision at this time. Each grade level will have a specific door to enter and exit the building.

**Recess and Lunch Schedule**

Lunch and Recess sessions for K-5 will be provided in 40 minute intervals. Students will have 20 minutes of recess followed by 20 minutes to enjoy their lunch with their classmates. All students will be expected to learn and utilize their manners and share social time pleasantly with each other. On cold, rainy, or snow days, students will have an indoor activity instead of outdoor recess.

## Attendance

Our school and district attendance goals are 95% or better. 95% is equal to two or less days absent in a quarter/nine weeks or 8-9 days in a SCHOOL YEAR.

Colorado State School Attendance Law of 1963 Section 104 requires mandatory attendance for children **ages 6 to 17** to attend a public school, private school, or a district-approved home school program. The maximum number of unexcused absences are **four days in a month or ten days for the year**. This is outlined in the District Student Conduct & Discipline Code Handbook.

We want to make you aware of school truancy laws and the impact chronic absenteeism has on a child's education. Attendance is the first step in maintaining academic achievement.

Also, we understand that there are various circumstances that can affect attendance and we appreciate you keeping the school informed when an illness or unavoidable absence is necessary. Documentation will be requested to support a prolonged absence.

We all recognize that while children learn at differing rates, their chances of formal learning are almost nil if they are not in school. Legitimate excuses for absence are personal illness, religious activity, death in the family. After 3 consecutive absences, students will be required to submit a doctor's note in order for absences to be excused. If a doctor's note is not provided all absences will be unexcused. The Colorado School Law is so emphatic on good attendance, that it contains provisions for court hearings against parents who fail to keep their children in school (Colorado School Law). If you want your child excused during the school day for a doctor or dentist appointment, please send a note stating the time you think he/she will return. It will be of great help to the school if you will call at the beginning of the school day when your child is ill. If you have no phone, a note briefly explaining the absence will be of great help in completing records. Parents/guardians are responsible for notifying the school when their child is absent. If we are not contacted, **it is considered an unexcused absence. Any child arriving late or leaving early will be marked unexcused unless formal documentation is provided.** Over sleeping is not an excuse. Documentation must be submitted within 30 days of the absence.

## Excused Absences

Columbian Elementary School and Pueblo School District 60 will continue the following provisions for excused absences for the current school year:

A student who is temporarily ill or injured or whose absence is approved by the administrator of their school of attendance on a prearranged basis may be excused. 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 3 school days shall be considered for students who meet the following criteria:

- a. Student is in good academic standing (passing all classes with a C average).
- b. Student has no unexcused absences and no unexcused tardies.
- c. Student has 5 or fewer excused absences for the school year.

## Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the above exceptions. Each unexcused absence shall be entered on the student's record. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 in any one month and/or 10 during the school year. NOTE: Senate Bill No. 140 - Parents will be required to sign District Memo referring to unexcused absences.

## Tardy Procedure

Because of the disruptive nature of tardiness and the detrimental effect it has on student learning, excessive tardiness will be addressed through Pueblo School District 60 policies. Students are to be in class **by 7:45 a.m.** All tardies are unexcused unless the student has a doctor's excuse.

## Leaving School Early

We believe that attendance is crucial at Columbian, therefore, removing your child from school before the day's end is highly discouraged. However, we understand that sometimes circumstances arise that cannot be avoided. If possible, please schedule appointments after school. Students who leave before the end of the day must be checked out in the office by an adult (**over the age of 18**) listed on the student's enrollment card. Students leaving prior to the bell will have time reflected on report cards. **Children will not be dismissed early and allowed to walk home. If you want your child early, you must pick them up in person. Due to high demands in the office we will no longer be able to dismiss students during the last 10 minutes of the day.**

## School Choice Checklist

Families who wish to enroll their student(s) in a school other than their neighborhood school must complete a School Choice Application. Follow the 3 steps listed below to choose the right school.

1. Locate and visit your neighborhood school.
2. Discuss and explore other public school choices as a family, and visit schools of interest.
3. Apply for School Choice.

School Choice Application – Visit the School Choice page of the D60 website at [www.pueblod60.org](http://www.pueblod60.org) for information and access to the Pueblo School District 60 School Choice Application.

## Homework

Prompt return of completed homework is expected of all Columbian students. Much of a student's grade is dependent upon the completion of homework. Homework is selected by teachers to fit the subject area and developmental levels of the students and provides independent practice of skills taught during the day. We encourage parents to provide a homework/study area, study supplies, study schedule and assistance as appropriate. Homework should take an average of forty-five minutes to one hour nightly. Students not completing homework may be kept after school. If you have any questions, please visit with your child's teacher.

## Make Up Work

It is the responsibility of the absent student to ask for and complete work missed during an absence. **If a student is going to be absent for more than two days**, the parent should contact the school in the morning to ask for make-up work that will be picked up after school. **If you call for homework, please pick it up.** Often the teacher goes to great lengths to write special notes and directions for the student and parent. It is your responsibility to see that the work is completed and returned to school. Students not returning make-up work by requested date may not receive credit for the assignments.

## Lost and Found/Personal Items

**Lost and found items are located outside the office.** Students who find items have the responsibility of turning them in. Check with the school secretary for a missing item. Unclaimed items will be turned over to charity organizations at the end of the year.

The personal effects of each student such as cell phones, clothing, lunches, money, school supplies, etc. are the responsibility of that student. Lost/stolen items are not the responsibility of the school. We encourage you to label items of importance with the child's name.

## Cell Phone Policy

Students are not allowed to use cell phones during school hours. All student-parent contact and messages **MUST** come through the main office. First offense – phone call home. Second offense – phone given to principal for parent pick up. Columbian Elementary is not responsible for lost or stolen phones.

## Parties at School

Columbian is a part of Pueblo School District 60 Healthy Promotion Team. We provide instruction on healthy choices and healthy life styles. Because of this we would like to encourage parents to provide healthy treats (pudding cups, fruit popsicles, fruit snacks, pickles, fruit, popcorn, raisins, granola bars, ice cream, graham crackers, cereal bars, etc.) when celebrating parties at school. Please make arrangements with your child's teacher when planning class parties. Remember due to Health Department regulations items must be store bought (**no homemade items**). Parties are usually scheduled the last 15 minutes of the day.

## Health Information

### Immunization Requirements

Immunizations are an important part of our children's health care and Colorado law required that children going to school be vaccinated to help prevent disease. **Please see the letter and chart on the following pages for requirements.**



IT IS THE PARENT'S RESPONSIBILITY TO FURNISH THE SCHOOL WITH A COMPLETE IMMUNIZATION RECORD. STUDENTS WHO DO NOT COMPLY WILL BE EXCLUDED FROM SCHOOL UNTIL COMPLIANCE (NO GRACE PERIOD ALLOWED).

### Health Service

Columbian Elementary in cooperation with parents, physicians, and community health agencies, provide a health program directed towards the protection and promotion of the student's health. Some of the activities include:

1. All Pueblo School District 60 students can access wellness centers at several locations throughout the city.
2. We provide a vision and hearing screen in the fall to Pueblo School District 60 students. Parents of students being advised for further professional testing are notified by mail as to the results. We encourage parents to pursue further testing to ensure that, if there is a vision or hearing problem, it can be addressed as soon as possible.
3. Parents will be notified promptly in case of any severe illness or accident. If your child becomes ill while at school, we will take their temperature and check for nausea. If your child is vomiting/has a fever, you or your emergency contact person will be notified immediately to pick up your child. Otherwise we will allow your child to lay down for a while, before returning to class.
4. It is the responsibility of the parent to consult with the school if your child requires medication during school hours. The school cannot administer any non-prescription medications (**including cough medication**). We ask that when at all possible, prescribed medication be given before/after school. If your child requires medication during the day, you must come into our office and complete the necessary paper work. **No child should bring medications prior to making arrangements with the school.**

Dear parents/guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools for the 2022-23 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning. 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 that vaccines can prevent, unless a *Certificate of Exemption* is filed. For more information, visit [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
  - Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap).
  - Hepatitis B (Hep B).
  - Measles, mumps, and rubella (MMR).
  - Polio (IPV).
  - Varicella (chickenpox).
- Colorado follows recommendations set by CDC's Advisory Committee on Immunization Practices. Students must receive their final doses of DTaP, IPV, MMR, and varicella prior to kindergarten entry. Students entering sixth grade must receive one dose of Tdap vaccine prior to entry, even if they are younger than 11-years-old. You can view recommended vaccine schedules at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](https://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease, and human papillomavirus, but are not required for school entry.

#### Exclusion from school

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

#### Have questions?

Talk with a healthcare 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 <https://www.cdc.gov/vaccines/parents/FAQs.html>, <https://childvaccineco.org/>, [ImmunizeForGood.com](https://immunizeforgood.com), and [cdphe.colorado.gov/immunization-education](https://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](https://COVax4Kids.org), contact your LPHA, or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information. You can find your LPHA at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency).

#### Vaccination records

- Please take your student's updated *Certificate of Immunization* 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 (CIIS). Visit [COVaxRecords.org](https://COVaxRecords.org) for more information, including directions for how to use the CIIS Public Portal to view and print your student's vaccine record.

#### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).

- If you choose not to have your student vaccinated according to the current recommended schedule, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.
  - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
  - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.
- Downloadable certificates and our online education module are available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

**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. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in §25-4-911, CRS. Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at [COVaxRates.org](http://COVaxRates.org).

School Name	2021-2022 MMR Immunization Rate REQUIRED IN LETTER	2021-2022 MMR Exemption Rate REQUIRED IN LETTER
Columbian Elementary	95.02%	1.15%
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% Immunization Rate for All School-Required Vaccines	2021-2022 DTaP/Tdap Immunization Rate	2021-2022 DTaP/Tdap Exemption Rate
	2021-2022 HepB Immunization Rate	2021-2022 HepB Exemption Rate
	2021-2022 IPV Immunization Rate	2021-2022 IPV Exemption Rate
	2021-2022 Varicella Immunization Rate	2021-2022 Varicella Exemption Rate

KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
**REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must be given no earlier than the MINIMUM INTERVALS &amp; AGES in order 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 doses unless dose 4 is given on or after the 4 <sup>th</sup> birthday. Final dose of DTaP is to be given on or after the 4 <sup>th</sup> birthday.
<b>Tetanus/Diphtheria/ Pertussis (Tdap)</b> <i>For students 7 years of age or older.</i> <b>One dose of Tdap is required for students in 6th through 12th grades</b>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6th grade entry regardless of when the previous dose of Tdap was given <b>and</b> the student is at least 10 years of age.
<b>Polio (IPV)</b> <i>With a combination of OPV &amp; IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Final dose of IPV is to be given on or after the 4 <sup>th</sup> birthday.
<b>Measles/Mumps/Rubella (MMR)</b> <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 valid doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 <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 healthcare provider.</b>
<b>Hepatitis B</b> <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i>	3 or 4	The 2 <sup>nd</sup> dose must be 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 earlier than 24 weeks of age. <b>Note: there is a 2-dose series for ages 11-15 years that uses a specific 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 ACWY (MenACWY)</b>	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
<b>Serogroup B Meningococcal (MenB)</b>	2 doses	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 mos apart Series initiation 15+ – three doses 0, 1-2 mos and 6 mos
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older, minimum interval of 6 months between doses.

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

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

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

**Last Reviewed 2/2022**

# **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.

# Communication

## Parent Compact

Each child in Pueblo School District 60 will receive a parent agreement to be signed and returned to their teacher. The purpose of this agreement is to involve our parents in the commitment our district is making toward providing a safe and productive school environment.

## Telephone

The office is open between 7:30 a.m. – 4:00 p.m. During the school day you may leave a message or a phone number with the secretary for the teacher. **Do not ask to have a child called out of the classroom to take a phone call.** School personnel will see to it that your child gets the message at a time that will not interrupt instructional time. **Please call only for emergencies. We will not take messages everyday for a child. Please make arrangements for your child to be picked up before the child gets to school.** Student use of the telephone is limited to emergencies. After school plans must be made ahead of time.

## Reporting to Parents

Students receive report cards at the end of each quarter kindergarten through fifth grades. Report cards are based on academic content standards and the proficiency levels each student reaches during the nine weeks. Columbian will conduct at least two formal conferences with every parent during the school year to discuss school/district expectations and other information relevant to your child's success in our school. Parents/guardians may access student's grades and attendance via the Parent Portal found on the Pueblo School District 60 website. If you have any questions, please contact your child's teacher or the principal.

Parent/Teacher Conferences are scheduled at least two times a year to discuss Individual Learning Plans (ILP). Parents and students are encouraged to attend to discuss progress made as well as areas that may need improvement.

At the end of each semester 3rd, 4th, and 5th grade students are eligible for Merit Roll, Honor Roll, or 4.0. Letter grades are on a point system and averaged. Students with a 3.0 –3.4 may qualify for Merit Roll. Students with a 3.5 or higher grade point average (G.P.A.) are listed on the Honor Roll. Students who earn a 4.0 will be recognized at the Honor Assembly.

# Resources

## Book and Material Check - Out

Students may have two books checked out at a time. The books are checked out for two weeks. Each student will be assigned a numbered book and be expected to return the text in good condition. Many of our textbooks cost as much as \$80.00 each. Parents are responsible for the replacement fees for any lost or damaged books from the classroom and media center. All fines must be paid prior to students' participation in field day activities.

## Internet Policy

Columbian Elementary School is linked with the Pueblo School District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a **Pueblo School District 60 Student Internet Contract** signed by a parent/guardian. By signing the official contract/agreement, students and parents agree to abide by all laws and terms of the agreement. Illegal or unauthorized use of the Internet could result in legal prosecution.

# Safety Information

## Storm/Emergency

Should inclement weather or emergency situations occur which would result in the closing of schools or an adjustment to the start or dismissal times of district schools, that information will be announced by local media officials and school messenger. Parents are asked to listen to the radio and television and have emergency plans for their children in the event of such a situation.

## Student Safety (Coming to School or Going from School)

Students should leave school immediately after school. They should go directly home after school. Students are to cross streets only at crosswalks and cross with the crossing guard on Northern Ave. An SRDA crossing guard is posted on Northern Ave. before and after school. There is no crossing guard during the noon hour. We will discuss safety rules at school, especially about accepting rides, and talking to strangers. We also require our bus students to follow bus rules and safety procedures. Please talk to your child about stranger safety and walk with them (your child) for a couple of days if you require them to walk home. Parents may want to consider a buddy system to help ensure the safety of all our students.

## Emergencies

In cases of serious injury or illness of any child at school, the home is called first. If a parent cannot be reached at that number, the person(s) listed on the Emergency Information Card is/are called next. If no response at this number is found, emergency personnel will be contacted and the student will be transported to the hospital of your choice. Please complete the emergency/enrollment card form very carefully. Complete and accurate information is very important. **It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information so we can contact someone at all times. Your child's safety is our ultimate priority.**

## Emergency Drills

To ensure the safety and welfare of all, Emergency Drills (fire, tornado, lockdown) will be held throughout the school year. During an Emergency Drill, walk quickly and quietly to the designated area, and stand quietly during and after the roll call. If the child is not with a class in the event of an Emergency Drill, he/she should leave the building through the nearest exit and report to the nearest adult.

## Child Abuse/Neglect

By law, schools are required to report any suspected child abuse or neglect. The Office of Social Services and Law Enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and Social Services. Notification to parent in such cases will come from law enforcement agencies or Social Services.

# Being Involved in our School

## Parent Visits

Parents are always welcome to visit the school, whether you wish to visit the classroom or discuss an item with someone in the office. We find students often take an increased interest in their schoolwork when parents and guardians learn more about the school program. By visiting, we can also learn of mutual expectations of the children. Face-to-face meetings also answer many of the questions that arise from children's interpretations of school happenings. Parents are encouraged to schedule a mutually convenient time with their child's teacher to discuss issues concerning their child. **These conferences times may not take place during class time, due to classroom disruption.**

In order to reduce distractions, children not enrolled at Columbian School are **NOT** permitted to visit during school time. When you come into the school, visitors must check-in at the office. We will give you a visitor's badge and ask you to turn off your cell phone. This helps to ensure the safety of our students.

## Volunteers

While we welcome and encourage parents and guardians to volunteer at the school, we must insist that our students do not bring other children (relatives or friends) to schools. In accordance with Pueblo School District 60 policies all volunteers must complete a "Volunteer Application". All volunteers must undergo and background checks prior to working in Pueblo School District 60. Please contact our counselor Ms. Atencio for more information.

## Communication with the Principal, Mr. Pool

Mr. Pool is committed to building strong relationships with the students, staff and community members of Columbian Elementary School. If available, Mr. Pool will meet with parents at their time of arrival. If he is not available, or out of the office, please leave a message with our school secretary, Mrs. Martinez.

# Nutritional Services

## School Meal Program Information

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

## Community Eligibility Provision Participating Schools

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

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



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

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

## Families are encouraged to submit an application

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

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

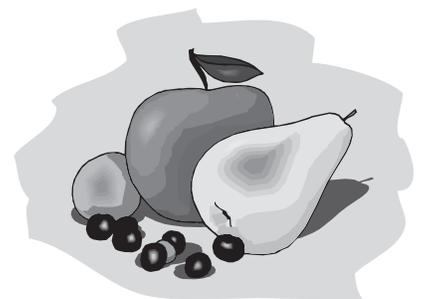
**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating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

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

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

## Cold Lunches

Cold lunches may be brought to school and stored in classrooms until lunchtime. Please mark names on all bags or lunch boxes. Milk and juice may be purchased in the cafeteria. Students not eating school lunch must purchase milk/juice. **Students are not allowed to bring pop to school.** Students are also not to bring drinks in glass containers.



## Dress Code

Students at Columbian Elementary School are required to follow the District 60 dress code. See policy JICA: Student Dress Code Policy, available on the D60 website at [www.pueblod60.org](http://www.pueblod60.org).

## Items Brought to School

- \* Personal items, clothing and school supplies should all be permanently marked with the student's full name.
- \* **Toys are not allowed in school.** If "Show-n-Tell" time is scheduled in the classroom, students will be given specific directions as to the type of item that can be shared. **Live animals are not allowed in school or on school grounds.**
- \* Cash (no checks accepted) brought to school should be sealed in an envelope with child's name, room number, amount and purpose written outside.
- \* Students should not bring expensive personal possessions or large amounts of cash. Trading, buying and selling of personal items is not allowed due to the number of student conflicts that may arise.

**The school will not be responsible for toys that are brought to school and lost/stolen or confiscated.**

## Field Trips

Field trips provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. However, field trips are a privilege and can be relinquished if a child exhibits unacceptable behavior. For all trips, notes will be sent home in advance to announce the trip and any special preparations that may be necessary.

Students may be excluded from field trips if they do not have a signed permission slip or for inappropriate behaviors in and out of class. Students unable to attend will work in another class for the time the class is gone and they will rejoin their class upon their return.

Field trips are for Columbian Elementary School students in the classes that are scheduled to participate (**siblings may not participate**). **Only Columbian students and staff are allowed to ride on Pueblo City School buses.** If you have any questions or concerns please feel free to call 549-7525.

**Our school rules are referred to as "SPARK". We use the acronym "SPARK" to assist our students in learning the school rules.**

### The Columbian Pledge

**Our Columbian family will model THUNDERBOLT  
Pride and Excellence with SPARK:**

- S** Self control
- P** Positive Interactions with others
- A** Appropriate Behavior at all times
- R** Respect for everyone and everything
- K** Keep Safe Boundaries

## SPARK Rules for Columbian:

Please note the specific nature of the behavior expectations for each area. Students are instructed in the expectations and staff will continue to instruct the expectations throughout the year.

Self Control	Positive Interactions	Appropriate Behavior	Respect for Everyone & Everything	Keep Safe Boundaries
<b>RESTROOM</b>				
<ul style="list-style-type: none"> <li>• Quiet voice. Level 2</li> <li>• Only go when you need to</li> <li>• Please be mindful of time</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy please</li> <li>• Greet each other with a smile</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Always carry your hall pass</li> </ul>	<ul style="list-style-type: none"> <li>• Aim in toilet</li> <li>• Flush toilet</li> <li>• Wash your hands</li> <li>• Use hand driers</li> <li>• Keep mirrors clean</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hand, feet and all other objects to self</li> <li>• One person per stall at a time</li> </ul>
<b>HALLWAY</b>				
<ul style="list-style-type: none"> <li>• Voices off. Level 0</li> <li>• Walk with hands to self and on the 2nd tile</li> <li>• Stop at intersections and corners</li> <li>• Keep the floors clean, free from marks and trash</li> </ul>	<ul style="list-style-type: none"> <li>• Greet each other with a smile</li> <li>• Let adults pass</li> <li>• Keep hands to self</li> <li>• Be courteous to others</li> <li>• Patiently keep your place in line</li> <li>• Stay to the RIGHT</li> </ul>	<ul style="list-style-type: none"> <li>• Look ahead of you</li> <li>• Keep your eyes open and on the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to self</li> <li>• Be respectful of the items on the walls or ceiling</li> </ul>	<ul style="list-style-type: none"> <li>• Leave a space between you and the person in front of you</li> <li>• Always carry your hall pass if you are not with an adult</li> </ul>
<b>BUS</b>				
<ul style="list-style-type: none"> <li>• Quiet Voice. Level 2</li> <li>• Stay in assigned seat</li> <li>• Raise your hand when you want the bus driver's attention</li> <li>• Keep the windows closed unless you have permission</li> </ul>	<ul style="list-style-type: none"> <li>• Greet each other with a smile</li> <li>• Speak politely to everyone on the bus and when exiting the bus</li> <li>• Level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in line while waiting for bus to arrive</li> <li>• Stay seated when bus is moving</li> <li>• Cross the street near the front of the bus so the driver can see you</li> <li>• Always keep a safe distance from bus and watch for other moving vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others the way you want to be treated</li> <li>• Keep the bus clean</li> <li>• Enjoy your food and drinks before you board the bus</li> <li>• Leave crayons and pencils in your backpack</li> <li>• Keep your toys at home</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and all other objects to self</li> <li>• Stay within eyesight of the bus driver</li> <li>• Watch for other vehicles when exiting the bus</li> </ul>
<b>CAFETERIA</b>				
<ul style="list-style-type: none"> <li>• Quiet Voice. Level 2</li> <li>• Stay in your assigned seat</li> <li>• Don't talk with food in your mouth</li> <li>• Chew with your mouth closed</li> <li>• Eat your own food</li> <li>• Make healthy food choices</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand when you want to get out of your seat or get the teacher's attention</li> <li>• Quiet voice. Level 2</li> <li>• Say please and thank you</li> <li>• Be courteous to the lunch room staff and the adults in the lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in your assigned seat with feet in front of you</li> <li>• Stay in your assigned set unless you have permission to get up</li> <li>• Practice patience</li> </ul>	<ul style="list-style-type: none"> <li>• Keep our cafeteria clean</li> <li>• Clean up your area and pick up trash around you</li> <li>• Wipe tables</li> <li>• Notify an adult immediately if an accidental spill occurs</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and all other objects to self</li> <li>• Be careful and courteous while standing in line</li> <li>• Walk carefully with your food tray</li> <li>• Stay in your assigned seats until lunchroom staff give you permission to line up</li> <li>• Walk proudly when dismissed</li> </ul>
<b>PLAYGROUND</b>				
<ul style="list-style-type: none"> <li>• Outside voice is allowed. Level 3-4</li> <li>• Safe play only</li> <li>• Keep rocks on the ground</li> <li>• Slides are for people only</li> <li>• Keep your toys and equipment at home</li> </ul>	<ul style="list-style-type: none"> <li>• Share school equipment with each other</li> <li>• Practice good manners on the slide</li> <li>• Practice patience while waiting for your turn</li> <li>• Safe play only</li> </ul>	<ul style="list-style-type: none"> <li>• Show good sportsmanship</li> <li>• Speak kindly to each other</li> <li>• Ask the teacher for hall pass and permission when you need to go inside to the restroom</li> </ul>	<ul style="list-style-type: none"> <li>• Practice patience while waiting for your turn</li> <li>• Line up immediately when whistle blows</li> <li>• Help pick up equipment</li> <li>• Enjoy your food inside</li> <li>• Keep our playground clean</li> </ul>	<ul style="list-style-type: none"> <li>• Hands, feet and all other objects to yourself</li> <li>• Always keep safety in mind while playing</li> <li>• Watch out for others when playing with playground equipment</li> </ul>
<b>DROP OFF LOOP</b>				
<ul style="list-style-type: none"> <li>• Level 3 voice</li> <li>• Wait behind the fence until your ride comes</li> <li>• Notify the adults that your ride has arrived</li> <li>• Practice while you watch for your ride to arrive</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently while your ride comes to a complete stop</li> <li>• Enter and exit the vehicle carefully.. always watching for other moving vehicles</li> <li>• Enter and exit quickly without wasting time</li> <li>• Enter and exit the vehicle on the passenger (sidewalk) side only</li> </ul>	<ul style="list-style-type: none"> <li>• Please walk to your ride</li> <li>• Refrain from honking</li> <li>• Keep vehicles moving through the loop</li> <li>• Vehicles should always be occupied</li> <li>• Children should always be attended</li> <li>• Wait for staff to acknowledge that they see you leaving with a parent or guardian</li> </ul>	<ul style="list-style-type: none"> <li>• Pull up as far as possible when entering the loop</li> <li>• Keep music at a respectful volume.. Level 3 (max)</li> <li>• Use respectful speech towards each other at all times</li> <li>• Bus parking is for buses only</li> <li>• Park on the side of street or behind the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit the vehicle on the passenger (sidewalk) side only</li> <li>• Notify the adults that your ride has arrived</li> <li>• Use crosswalks when crossing a street</li> <li>• Drive cautiously when in loop.. 5 (max)</li> <li>• Keep the traffic flowing</li> <li>• Only drive forward</li> </ul>

# Office Discipline Philosophy and Procedures

Systems and practices have been implemented at Columbian Elementary to address misbehavior in a proactive and positive manner to ensure learning time is maximized. There may be circumstances where a student needs to be removed from the learning environment due to overt or habitual behaviors that are detrimental to the safety or learning of students.

If a student needs to be removed from the learning environment, the classroom staff will call the office and state “I have a student that needs support”. An administrator or support member will come to the classroom and remove the student to the office. While in the office the administrator or support member will use therapeutic, administrative, and/or restorative approaches to create a genuine teachable moment.

Students will return to class as soon as it is determined that they are able to be engaged and positive and will demonstrate the Thunderbolt Way. Before a student enters the classroom they will have a restorative conversation with their teacher facilitated by an administrator. The administrator will attempt to identify a natural break in the schedule for this conversation; however, if the break is not within a reasonable time he/she will bring the student to the classroom and try to wait for a break in instruction.

Out of School Suspension (OSS) and In School Suspensions (ISS) will be used only for situations which are direct safety concerns or when time is required to plan effective supports as determined by the Administrator handling the discipline in conjunction with our Board Policies.

Students who demonstrate an ongoing pattern of behavioral challenges resulting in multiple classroom interventions or office referrals will be referred to the Multi-Tiered Systems of Support (MTSS) team by the homeroom teacher for tier II or III behavior intervention support.

## **Teacher Authority and Responsibility:**

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

- Conference with student
- Conference with parent and student
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges and a conference after school
- Discipline problems that need further attention can be referred directly to the Principal or Dean, in the form of an office referral.

## **Principal/Dean Authority and Responsibility:**

The principal/Dean have the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem is referred to the principal/dean, the individual referring needs to identify what the problem is.

The principal/dean may then proceed in the following manner.

- Conference with the student, parent and teacher or any combination thereof
- Response to Intervention (RTI) meeting with parent, student and RTI team.

The principal/dean will maintain records of student referral for disciplinary action.

- Upon the first office referral, the parents will be contacted and made aware of the referral.
- Upon the second office referral parents will again be contacted and be placed on an informal behavior plan and temporary interventions will be put in place.
- Upon the third office referral and/or suspension the Response to Intervention team will evaluate the student’s behavior and put additional interventions in place and may lead to loss of further privileges and or suspension.

Parents will be required to attend and participate in this process. Upon the next office referral/suspension, parent's will be required to attend another meeting with the principal, dean, counselor, and teacher to discuss habitual disruptions and review the RTI plan.

The disciplinary action open to the principal's/dean's consideration includes, but are not limited to, the following:

- Verbal consultations
- Verbal reprimand
- Removal from the situation
- Notification of parents
- Loss of field trip and field day privileges or club activities
- Suspension or other actions depending upon the individual situation

### **Behavior Card**

Behavior cards may be utilized as appropriate to develop daily communication with parents regarding student behavior. These cards are sent home daily and must be signed and returned the following day. Parents will be notified prior to students being placed on cards.

### **Due Process**

Each student has the right to a fair and just hearing when the student is involved in an infraction, which may warrant disciplinary action, such as suspension. The minimum constitutional requirements of due process mandate the student be given:

1. Oral or written notice of the charges against him/her.
2. Explanation of the evidence school authorities have.
3. An opportunity to present his/her side of the story.
4. Length of time student will be excluded from school.
5. An avenue of appeal in the event student or parent does not concur with decision to suspend or transfer. Recommendations for disciplinary adjustment transfers may be appealed to the Director of Student Intervention Services. If a parent is not satisfied with the decision of that office, the matter may be appealed through Pueblo School District 60 Discipline Policies.

### **Sexual Harassment**

Sexual harassment is not acceptable behavior. Any student/parent who feels that he/she has been sexually harassed should make a report to the principal/counselor or Director of Student Support Services.

Sexual harassment may include but is not limited to:

- \* Repeated remarks to a person with sexual or demeaning implications or verbal kidding, which arises to the level of sexual harassment.
- \* Unwelcome touching, such as patting, pinching or constant brushing against another's body.
- \* Inappropriate touching of another person's private/body parts in a way, which constitutes sexual contact, whether or not such touching occurs through clothing.

## **Bullying Prevention**

**Bullying will not be tolerated.** This includes unacceptable behaviors that interfere with the respect, responsibility, and safety of students. Below is a definition of bullying.

**Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.**

### **Three Key Components of Bullying Behavior.**

1. Involves an aggressive behavior.
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

If conduct is determined to be bullying, the school will take all reasonable actions to end the bullying, to prevent reoccurrence, to prevent retaliation against the student making the report and anyone participating in the investigation, and to restore lost educational opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable disciplinary policy. The bully may be suspended, expelled, or excluded according to district policy.

Please note the four types of bullying: Physical, Verbal, Relational, and Cyber. Contact the office to report any inappropriate behavior.

**Social Vision:** At Columbian, we are kind and respectful!

# Policies and Regulations (School District 60)

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

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

*See also the District's Student Code of Conduct also available on the District's website at: [www.pueblod60.org](http://www.pueblod60.org).*

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## **JJJ: Extracurricular Activity Eligibility**

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

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

## **JQ: Student Fees, Fines, and Charges**

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

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

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

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

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

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

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

Issued: June 25, 2013

## **JS: Suspension/Expulsion of Students**

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

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

## **JKD/JKE: Student Use of Internet and Electronic Communications**

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

## **JKE-E: Grounds for Suspension/ Expulsion**

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of

physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.\**

### **JKE-R: Suspension/ Expulsion of Students**

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

### **JEA: Compulsory Attendance**

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

### **JH: Student Absence/Excuses**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.\**

### **JHB: Truancy**

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.\**

### **JICA: Student Dress Code**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.\**

### **JLCB: Immunization of Students**

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)  
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)  
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).*



# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Dr. Margaret Wright ..... President  
Mr. Tommy Farrell ..... Vice President  
Ms. Barbara Clementi ..... Board Member  
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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 Andrew Burns, 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.

