

# **Morton Elementary School**

## **Student Handbook**

### **2023-2024**

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



***At Morton Elementary, our “Lil’ Bulldogs”  
are “PAWS”-itively awesome!***

***P- Personal best***

***A- Accountable***

***W- Wise choices***

***S- Safe***

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

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## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

## Mission

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



**PUEBLO**  
SCHOOL DISTRICT 60  
*Educating for Purpose and Impact*

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, [andrew.burns@pueblod60.org](mailto:andrew.burns@pueblod60.org), Title IX Compliance Officer for complaints involving students. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, [OCR@ed.gov](mailto:OCR@ed.gov); or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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



# School Information Page

Principal: Kristie Lopez

School Secretary: Donna Sisneros


Dean of Students: Kyra Kinslow



1900 W. 31st Street, 81008

Phone: (719) 549-7585


Fax: (719) 253-5260



Instructional Time for  
Students: 7:45 a.m.-3:45 p.m.  
Monday-Thursday

## **School Mission**

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



To the Morton Families and Students...

Welcome to the 2023-24 school year! I am thrilled to introduce myself as your new school principal. As a new bulldog, I am ready and excited at the opportunity to lead Morton as the school principal. I have heard nothing but how amazing and unique the families and children are at Morton and cannot wait to get to meet each and every one of you.

The Team Morton Crew is ready to welcome every new student and welcome back their previous students for this upcoming academic year. Our goal at Morton is to nurture, educate and create a love of learning for every student and to rise to the challenge of ensuring that each one is able to develop their natural curiosity of learning and deepen their understanding of standards.

As a dedicated staff, we will continue the Morton mission of creating a rigorous learning environment through high expectations for every single student. We will create college-bound and workforce-ready, successful contributing citizens who leave us with the excellent skills needed to be able to achieve their highest aspirations. With the support of our families, the Morton Crew will work tirelessly to ensure your student receives the support and guidance they need to be skilled and successful in their academic pursuits and their social-emotional growth.

Our Morton Crew will strive to achieve and maintain the highest standards of academic achievement. And working with families, we will provide the best possible opportunities for our students to thrive and achieve! Please know that Morton will be there every step of the way, walking alongside, to ensure that each and every student has their needs addressed and met. We are here and ready to serve!

All my best,

*Kristie Lopez*

Kristie Lopez

Morton Elementary Principal and Team Leader

# Morton Elementary Vision

*Team Morton...Where Everybody is Somebody!*

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# P A W S

At Morton Elementary,  
our "Lil Bulldogs" are "Paws"-itively awesome!

*P- Personal best*

*A- Accountable*

*W- Wise choices*

*S- Safe*

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

## Media/Computer Lab

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

## Music

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

## PE/Gymnasium

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

## Office

Personal Best	Accountable
<ul style="list-style-type: none"> <li>• Speak clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Patience</li> <li>• Accept consequences</li> <li>• Be honest</li> <li>• Appropriate voice level</li> </ul>
Wise Choices	Safe
<ul style="list-style-type: none"> <li>• Be on your best behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Respect personal information and space</li> <li>• Teacher permission</li> </ul>

## Playground

Personal Best	Accountable
<ul style="list-style-type: none"> <li>• Respect personal space and property</li> <li>• Show sportsmanship</li> <li>• Demonstrate self-control</li> </ul>	<ul style="list-style-type: none"> <li>• Know the rules and follow them</li> <li>• Use appropriate language</li> </ul>



<b>Wise Choices</b>	<b>Safe</b>
<ul style="list-style-type: none"> <li>• Play in designated areas only</li> <li>• Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>• Return items and equipment</li> <li>• Tell an adult if there is a problem</li> </ul>
<b>Cafeteria</b>	
<b>Personal Best</b>	<b>Accountable</b>
<ul style="list-style-type: none"> <li>• Be neat when you eat</li> <li>• Respect personal property</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level (0-2)</li> <li>• Know your student ID number</li> </ul>
<b>Wise Choices</b>	<b>Safe</b>
<ul style="list-style-type: none"> <li>• Demonstrate good table manners</li> <li>• Wait your turn</li> <li>• Eat your own food (sorry, no sharing)</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand for permission to leave your seat</li> <li>• Stay in a single file line within the taped area</li> </ul>
<b>Restroom</b>	
<b>Personal Best</b>	<b>Accountable</b>
<ul style="list-style-type: none"> <li>• Do your business</li> <li>• Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet</li> <li>• Wash your hands</li> <li>• Voice level (0-1)</li> </ul>
<b>Wise Choices</b>	<b>Safe</b>
<ul style="list-style-type: none"> <li>• Use the rule of 2/2 squirts of soap and paper towels</li> <li>• Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Show self-control</li> <li>• Turn off water (water is precious)</li> </ul>

## Hallway

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

## Assembly

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

# Attendance/Office

## School hours - Morton Elementary

	Monday	Tuesday	Wednesday	Thursday	Fridays
Kindergarten	7:45-3:05	7:45-3:05	7:45-3:05	7:45-3:05	none
1st - 5th grade	7:45-3:05	7:45-3:05	7:45-3:05	7:45-3:05	none

## Arrival/Release Time

- **School Ground Supervision** Do not send your child to school before 7:35 in the morning. Students will enter school immediately. There is no outside adult supervision before 7:35 a.m. We will have Kindergarten enter through the front door, 1st and 2nd grades enter on Colfax, and 4th and 5th grades enter through the back playground door.
- **Parent Drop Off and Pick Up** In order to pick up or drop off your child, the preferred area is Franklin Street at the west end of the building. Do not park in the loop to walk your child into the building as this impedes traffic, which causes concerns that will be referred to our local police department. PLEASE...DO NOT PICK UP OR DROP OFF YOUR CHILD IN THE BUS LOADING/UNLOADING ZONE. Our police department will patrol school zone areas and will strictly enforce all traffic laws. Please remember that the safety of our students should be our number one priority, a matter of convenience should not take precedence.
- The office is available for business 7:45 a.m. – 3:30 p.m. Monday through Thursday on days that the school is open to students for instruction through phone or email only. If there is an emergency or you feel an in-person meeting is needed, please contact the office first to set up an appointment.
- Classes begin at 7:45 and end at 3:05 Monday-Thursday, but students may arrive and be let into the school at 7:30 on cold or inclement weather mornings.
  - Staff are on duty at assigned entry doors beginning at 7:30 am.
  - Staff are on duty to supervise inside the building in classrooms at 7:30 am.  
Students will not be allowed to remain outside before school and should not be congregating with peers as they are coming to the school.
- School closures or late starts are reported on local television/radio news programs early in the morning.
- If you need to sign your child out from the school, there will be a sign-out located in the office

## Attendance

The Colorado State Legislature passed Senate Bill No. 140, which deals with school attendance. This bill was signed into law by Governor Roy Romer in April 1993. The law stipulates that annually, at the beginning of the school year and upon any enrollment during the school year, the parent of each child enrolled in the school district be notified in writing of the parent's obligations with regard to compulsory school attendance. Excused absences are categorized as illness (substantiated by a doctor's statement if more than three days), death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Students may not receive grades for assignments, tests, or projects missed because of unexcused absences. Severe attendance problems will be referred to the Office of Student Support.

### **Absences:** Call 549-7585

If a student will be absent, a call must be made to the school office (549-7585) by 9:00 AM to notify the school secretary of the reason for absence. It is recommended that a doctor's note always be obtained if the absence was because of a doctor's appointment. Please see School Conduct and Discipline Code (File JB, JEA, JH, JH-R, and JHB). The attendance clerk will call home and emergency numbers if the office has not received notification of student absence.

### **Leaving Early:** Call 549-7585

When a student needs to be excused from school before the end of the school day for a doctor's appointment, funeral, or other reason, the student must be signed out in the Main Office, by a Parent/Guardian or other contact listed in Infinite Campus and with appropriate picture ID.

### **Tardy Arrival:** Call 549-7585

Arriving at school on time allows students to begin their day positively. In extreme or unusual circumstances, students may be tardy. A doctor or dental care provider note must accompany a student who claims excused tardy arrival because of an appointment.

If a student arrives after 7:50, he/she must check in with the office to obtain a tardy slip before proceeding to class. Tardy arrival is tracked and will eventually result in a family conference to resolve barriers to punctual arrival if needed. Chronic tardy arrival translates into absences and will result in the same response as truancy as they are an attendance concern.

Definitions related to absence/tardy arrival:

- Excused Absence shall mean a student who is temporarily ill or injured for whom absence is approved by the school administrator.
  - The following shall be considered excused absences:
    1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours or an out-of-town educational experience that is prearranged so long as the student is in good standing. Prearranged absences for out-of-town educational experiences, not to exceed 5 school days shall be considered for students who meet the following criteria:
      - a. Student is in good academic standing (passing all classes with a grade of C).
      - b. Student has no unexcused absences and no unexcused tardies.
      - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.
    2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration by 9:00 a.m..
  4. A student who is pursuing a work-study program under the supervision of the school.
  5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
  6. A student's family may request and be granted a "Family Business" excused absence not to exceed three (3) days per year if the following conditions are met:
    - a. Student is in good academic standing (passing all classes with a grade C).
    - b. Student has no unexcused absences and no unexcused tardies.
    - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.
    - d. Written request approved by principal one week prior to absences.
- Unexcused Absence shall mean a student who is not temporarily ill or injured, is absent without a valid/verifiable reason or is not approved by the administrator.
    - An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.
    - The parents or guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.
    - In accordance with the law, the district may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties.
    - Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.
    - The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is **four unexcused absences** in any one calendar month or **ten unexcused absences** during the school year.
    - Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness, or death, is considered a "drop-out" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or online program, such student is not considered a "drop-out" and shall not be reported.
  - Students may request school work missed upon return to school. If you are going to be absent for three days or more and would like your homework assignments, have your parent or guardian call 549-7585. In order to meet your request, please give one day to get all of the assignments and place your call before 10:00 a.m. to ensure that work is ready by the end of the day.
  - There shall be at least two days allowed for make-up work for each day of excused absence.
  - Make-up work shall be provided for any class in which a student has an excused absence.
  - Final decisions regarding a student's ability to make up work, as well as the credit received, are left to the building administrator and/or their designee(s).

## **Student Information Card**

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

## **Change of Address/Telephone**

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

## **Cold Weather Policy**

Unless the weather is extremely inclement, (30 degrees or a chill factor of 30 degrees or below), children will remain outside before school and during recess periods. On these days students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. A red flag on the school door means the weather is too cold, and students may enter the building and go to the gym or the cafeteria.

## **Custody Changes or Name Changes**

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

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

## **Doctor and Dental Appointments**

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

## **Early Release**

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

## **Emergencies**

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

## **Injuries and Illness**

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

## **Medication**

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

## 2023-34 Lunch times by Grade Level

	1st Lunch 10:45-11:20	2nd Lunch 11:25-12:00	3rd Lunch 12:05-12:40
<b>Cafeteria first</b>	Kindergarten	2nd Grade	3rd Grade
<b>Recess first</b>	1st Grade	4th Grade	5th Grade

## Inclement Weather Procedure

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

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



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

**Colorado Department of Education  
School Health Services Program  
Notification to Access Benefits**

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

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

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

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

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

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

## **Immunizations**

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



## Dear parents/guardians of students attending Colorado kindergarten - 12<sup>th</sup> grade schools for the 2023-24 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning.

### Required and recommended vaccines:

- Colorado law requires students who attend a public, private, or parochial Kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent unless a *Certificate of Exemption* is filed. For more information, visit [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
  - Diphtheria, tetanus, and pertussis (DTaP, Tdap).
  - Hepatitis B (HepB).
  - Measles, mumps, and rubella (MMR).
  - Polio (IPV).
  - Varicella (chickenpox).
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: [www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html) (birth through 6 years) or [www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html) (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

### Exclusion from school

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

### Have questions?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at [cdphe.colorado.gov/immunizations/get-vaccinated](https://cdphe.colorado.gov/immunizations/get-vaccinated). You can read about the safety and importance of vaccines at [www.cdc.gov/vaccines/parents/FAQs.html](https://www.cdc.gov/vaccines/parents/FAQs.html), [childvaccineco.org](https://childvaccineco.org), [ImmunizeForGood.com](https://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education). Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at [www.cdc.gov/vaccines/adults/rec-vac/index.html](https://www.cdc.gov/vaccines/adults/rec-vac/index.html).

### Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](https://COVax4Kids.org), contact your local public health agency (find LPHA contact information at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency)), or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

### Vaccination records

- Share your student's updated *Certificate of Immunization* with their school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://ColoradoImmunizationInformationSystem.org). 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 physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
  1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
  2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

### How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at [COVaxRates.org](http://COVaxRates.org).

School name	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
<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 9/2022**

# General Information

## Parent/Student Portal

Using Parent Portal as a Resource for Parents:

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

- see your child's attendance (immediately after it has been entered by the teacher)
- see your child's assignments and grades on completed assignments
- verify your contact information and verify your child's immunization record
- view and print your child's schedule
- print a "missing assignments" report

### Connecting to the Parent Portal:

1. From the Pueblo District 60's website [www.pueblod60.org](http://www.pueblod60.org), choose the parents' drop-down menu, Technology Links for Parents, and then the Infinite Campus— Parent Portal Link.
2. <https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp> (A "Help" button is available on the Infinite Campus webpage).
3. Enter your Campus Portal Activation Key which you can obtain from the School's attendance secretary.  
3. You will then be prompted to create a username and password for accessing the portal.
4. Infinite Campus app for Parent Portal: Smartphones and iOS Apple devices all have the IC app. If you use this app, it is important to log out of the app after each use to ensure new sessions are loaded each time you view the portal on these devices. Without this important step, it may appear the portal is not being updated and you may not be seeing your child's actual grades.

### Connecting to the Student Portal as a Resource for Students:

1. From the Pueblo District 60's website ([www.pueblod60.org](http://www.pueblod60.org)), choose the students drop-down menu, and then, next select the Infinite Campus link, and then select the Student Portal link.
2. A login page will appear.
  - a. In the User Name box, enter your Student ID.
  - b. In the Password box, enter your birth date:
3. MMDDYY (M=month, D=day, Y= year)
4. Example: 122993
5. Through the Student Portal you will be able to:
  - see attendance (immediately after it has been entered by the teacher)
  - see assignments and grades on completed assignments
  - verify your contact information
  - verify immunization record
  - view and print the schedule
  - print a "missing assignments" report

## **Bus Transportation**

- A student is to ride the bus to which he/she is assigned. Students will be provided bus schedules and routes that are assigned by a student address registered on Infinite Campus. These schedules/routes will be available in the front office.
- All students who ride the bus must register with the bus on their first ride. Parents will be required to complete the registration and return it promptly.
- School bus transportation is a privilege that may be withdrawn for inappropriate behavior. School and District rules/ regulations apply on all school buses. Students must follow bus rules provided by Student Transportation of America (STA).
- Students will be allowed off the bus only at school, home, and locations requested, in writing, by the parents.
- The bus driver is always in charge of the bus and its riders. Students riding the bus must comply with the requests of the driver promptly and without hesitation.
- For inquiries regarding bus transportation to and from school, call (719)549-7217.

## **Code of Conduct**

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

## **Student Interrogations, Searches and Arrests**

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

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

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

Students are not permitted to bring large amounts of money, iPods, electronic games, toys, skateboards, rollerblades, or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. If it is necessary to bring more money than needed to pay for lunch, students should check with their teacher or place the money in the office for safekeeping. Do not leave money or other valuables in the desks.

## **School Counselor**

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

## **School Supplies**

Through the year, parents are asked to supply their children with pencils, pens, paper, crayons, and other needed supplies. Each teacher will inform the parents of any other special needs as they arise. A standard list will be posted on the Morton website, in the school office, and various retailers.

## **School Visitors**

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

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

## **Telephone Use**

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

## **Students and Cellphones**

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

## **Dress**

Pueblo School District 60 Board policy states, "Student attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to student behavior or distracting to classroom activity in or about the school shall not be permitted." Students should dress and groom themselves for school attendance in a way that is not offensive to the general school population, disruptive to the educational process, or a threat to the safety and health of self or others. Parents should consider spandex shorts, muscle shirts, tank tops, tube tops, spaghetti straps, halter tops, see-through shirts, tops that show the stomach, sagging pants/shorts, flip flops, long belts, hats, apparel with illustrations or writing on them which may be interpreted to be offensive, tattoos, excessive jewelry, body piercings, and bandanas as inappropriate dress for a school setting. Proper attire should be regarded as a means of building student success. Please help us continue to maintain a positive teaching/learning atmosphere.

## Field Trips

All field trips must align with Board policy and be educationally oriented. Fire and Safety Drills Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give instructions to the students.

## Technology and Internet Use

Use of technology is an important 21<sup>st</sup> Century skill that can enhance learning experiences. The use of this technology is a privilege within Pueblo District 60, the abuse of this privilege will lead to the revoking of any internet or technology use within Pueblo District 60 and consequences fitting the offense. Lost or stolen school property may result in school fines, restorative justice, or ticketing through the School Resource Officer.

Parents/guardians must sign and return the Internet Permission slip for students to have access to the Internet service provided at Morton Elementary. This will be given at the beginning of the school year or when you register at Morton.

Morton Elementary and District 60 have invested in providing one-to-one technology for all students. With this privilege, comes student responsibility to utilize the safety cover to carry their technology from class to class. Students will be expected to demonstrate responsible care of the device during the course of the school day. Popping off keys, rough care, marking on, or damaging the device in any way may result in school fines and/or loss of use of school devices. Students will not be allowed to take the device from the school and be expected to check it into their classroom/homeroom before leaving the school. Fees will be assessed for excessive damage or loss of student devices while in their care. The fees can be seen and paid on Parent Portal.

## Homework

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

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

### Morton Elementary Homework Policy

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

1st grade: 10-20 minutes per night

2nd grade: 20-30 minutes per night

3rd grade: 30-40 minutes per night

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

Included in this time should be a time for reading, including sight word practice and math fact practice differentiated by levels of practice. Occasionally there will be family projects that will take more time. These projects will be given to the students with plenty of advance notice. Please be sure to check your child's planner and folders daily. *It is important that students get outside and play after being in school all day long.*



## **Labeling of Possessions**

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

## **Newsletter/School Messenger**

The office will be posting newsletters on our website throughout the year so that parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar of events. We will also utilize our school messenger system to inform parents of upcoming events. Weekly updates will be sent through email, phone, and text every Sunday evening.

## **Outdoor Recess**

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

## **Physical Education**

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

# **The Role of Parents/Guardians**

## **Cooperation/Responsibilities**

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

## **Parent Volunteers**

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

## **The Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 was passed by Congress to protect the privacy of student education records and applies to all schools that receive money from the U.S. Department of Education. The act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. The act stipulates a school must allow parents or eligible students to inspect and review all of the student's education records maintained by the school. If you wish to exercise this right or have any questions concerning the Family Educational Rights and Privacy Act of 1974, contact your building principal or the Department of Pupil Personnel at 549-7188.

## **Parent's Right to Know**

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. • Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching; • Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; • The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and • Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

## Parent/Student/Teacher Conferences and Report Cards

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

## PTO

The Morton parent organization meets to review school-related activities and plan for new ones. All parents are invited to become active participants in this very important organization. **Monthly meetings will be held on the 2nd Wednesday of each month.** We invite all student guardians to join and be a part of this incremental group.

## Pueblo School-Based Student Health and Wellness Centers

Services available:

- Physical exams and immunizations
- Routine lab tests, such as cultures, urinalysis, and anemia screening
- Prescriptions for medications such as antibiotics and Tylenol
- Care for acute illness and injury
- Care for common adolescent physical concerns (weight, acne, menstrual problems, smoking)
- Assistance in the care of certain chronic conditions such as asthma and seizure disorder
- Drug and alcohol prevention, education, assessment, and counseling
- Follow-up as requested by the family doctor
- Student health education
- Pregnancy testing when necessary to prescribe medication
- Prescribing or dispensing contraceptive devices (however, a referral may be made)
- X-rays or additional laboratory tests
- Hospitalization
- Long-term treatment of mental health problems
- Treatment of complex medical or psychiatric conditions

Locations of School-Based Student Health and Wellness Centers:

School	Phone number	Address	Fax number
Central High School	(719) 253-6155	216 E. Orman Ave.	(719) 253-6151
Centennial High School	(719) 549-7650	2325 Mountain Drive	(719) 549-7647
East High School	(719) 549-7730	9 MacNeil Road	(719) 549-7728
Risley Middle School	(719) 549-7915	625 N. Monument Ave.	(719) 549-7919

# The D60 Lunch Program

## Universal Meals

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

## Community Eligibility Provision Participating Schools

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

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



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

**\*This form may be used only for schools participating in 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).

# Food Charge Policy

## PROCEDURES

### Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method **prior to purchases or the sale will not be completed.** Prepayments may be made on-line by clicking on the link, [www.myschoolbucks.com](http://www.myschoolbucks.com) or scanning the QR code to the right.



*Charging Foods is NOT allowed in any D60 School*

### District meal charge policy goals are:

***Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.***

- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

### MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

### Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to **Nutrition Services** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

### Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

## **Due Process** (refer to the District handbook)

Pueblo School District 60 adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation that might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirement of due process mandates the student be given:

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

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

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

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

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

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

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

### **Procedure**

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

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

## **Application under State or Federal Law**

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

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

## **Positive Behavior Intervention Support (PBIS)**

- PBIS is a systemic approach to supporting student behaviors that contribute to a safe, respectful learning environment. All staff members adhere to school-wide expectations to teach and reinforce positive behaviors. We are committed to treating one another with respect. Systematic practices are designed to develop genuine positive relationships. Morton Elementary staff members are as committed to “shouting out” students and peers as they are to ignite their passion for thinking and learning.

## **Out-of-School Suspension**

Students who continue to experience difficulty or who engage in behavior that threatens the safety and welfare of others may be referred for In School Suspension (ISS), Out of School Suspension (OSS), or expulsion.

## **Fighting/ Harassment**

Anything that threatens the safety of anyone will result in disciplinary action. This includes threats/intimidation and harassment as defined by adults, not the perpetrator. Interventions include parent/guardian notification and a report to the police. Consequences can be as minimal as counseling or as severe as recommendations for expulsion. Fighting or physical assault is grounds for suspension or expulsion. (In rare cases a student may be found to be in self-defense.) If the principal/assistant principal(s) concludes that a student was involved in instigating or participating in a fight, that student will be immediately sent home to protect all involved and may be suspended. Students are expected to actively discourage fighting or harassment and to report such activities. Helping others to stay out of trouble is part of good citizenship. Bystanders in these situations are not without guilt and will be subject to disciplinary measures if they fail to take reasonable measures to prevent violence or harassment.

## **Searching for Illegal Drugs and Weapons**

We will search students, per policy, with probable cause. We will notify parents after the search has taken place. The searches are designed to locate illegal drugs and weapons.

## **Emergency Procedures**

- Lock Down/Fire Drills: Morton Staff and students are aware of the procedures in place during Lockdown/Fire drills. Drills are held throughout the year to prepare for any incident that may occur.
- Evacuation Drills: Students and staff members practice evacuating the building as required by law. An alarm will sound/warning lights will flash – teachers will direct students to the correct exit. Move quickly, in a calm orderly manner to the nearest evacuation center. Follow the teacher's directions. Stay with your class. Each drill could be the real thing; take it seriously.
- Safety: Observe all traffic regulations and safety rules posted in loading zones, on the school grounds, in the cafeteria, halls, and classrooms.
- Bicycles and Skateboards: Park and lock bicycles in the school bicycle racks. Bicycles are the responsibility of their owners. Bicycle racks are off-limits to all students during school hours. Bicycles must be dismounted and walked on school grounds. Dismount and carry skateboards on school grounds. Keep skateboards in your locker until the final bell rings.

## **Prohibited Items**

The focus at Morton Elementary is academic success. When students bring items to school which distract from the learning environment, or cause safety concerns, that interferes with the learning environment.

- Weapons of any kind or items that can be used as a weapon will be confiscated and appropriate disciplinary actions will be employed. This may include jewelry with chains or spikes.
- Other prohibited items include but are not limited to: IPODs/MP3s, handheld gaming devices • Laser pointers
- Permanent markers
- Playing cards, spinners, trading cards, silly putty, slime
- Items bought for resale, gum, candy, and any drink other than water.

\*The school is not responsible for items that are lost or stolen and will not devote time searching for these items. Items considered a distraction to the learning environment may be confiscated until the end of the year.

## Lost and Found

- Students who find something that appears to be lost should turn it in at the office.
- Students are advised to label all personal items with permanent markers.
- Do not bring cash or valuable items to school except as necessary. Students who bring cash to school for a fundraiser event should turn it in to the sponsor as soon as possible – preferably before school begins for the day.
- Morton is not liable for personal items lost, damaged, or stolen at school.

**\*\*\* School staff members do not attempt to recover lost or stolen valuables. The best plan is to keep them at home.**

## Social Media

- Use of social media (Facebook, Snapchat, Instagram, Tiktok, etc.) during school hours is prohibited.
- Student use of social media outside of the school day is per parent/guardian supervision and approval, however, Morton advises extreme caution as postings can sometimes lead to disruption of the learning environment.
- Morton is not responsible for student or parent misuse of social media. Administration will address any situation in which the safety and well-being of students or staff are at risk.
- Morton maintains a Facebook page to communicate with students, parents, and the community. Parents are encouraged to 'like' the Morton page to receive updates and exciting news regarding the school. This page is closely monitored by the Administration and school representatives.

## Textbooks

- Students are provided with reusable, as well as, consumable textbooks for use in each class. It is important that these materials are cared for. If books are damaged, lost, or stolen, students will be held accountable to pay for each book they have used or checked out. Fines will accumulate on student records and must be paid in order for students to matriculate to High School and graduate with a diploma.
- All text and educational materials will be available online. Students will have access to the online platforms as well as be provided a Chromebook/device to use at school and at home.



## Bully Free Pledge

We, at Morton Elementary, believe that every individual should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

It's bullying when an individual repeatedly

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

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

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

I pledge to:

- Value individual differences and treat others with respect both online and face-to-face.
- Tell bullying individuals to stop when I or others around me are the target of bullying.
- Be an Upstander by walking away with the target and seek help by telling a trusted adult.
- Never take revenge or ask someone to hurt another that has reported bullying.

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

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

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

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

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

# 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).*
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