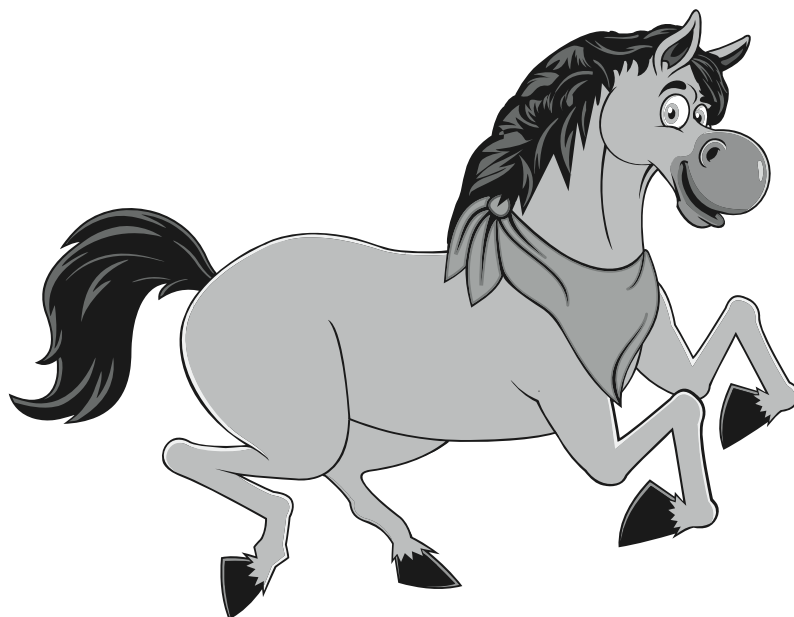


Sunset Park Elementary

John Hull, Principal



Student Handbook

2023-2024

APPROVED BY THE BOARD OF EDUCATION December 14, 2021

TABLE OF CONTENTS

Letter to Parents and Students.....	1
Mission Statement.....	2
2023-2024 Faculty	3
Daily Schedule	4
Media Center.....	5
Medication at School	5
Immunizations.....	5
Notification to Access Benefits.....	9
Student Absences and Excuses/Tardiness	10
Tardies.....	11
Student Release.....	11
Arrival Time at School.....	11
Visitors	11
Bad Weather Policy.....	11
Home School Communication	12
Telephone	12
Fire Drills/Emergency Exit Drills	12
Parent Visits	12
Volunteers	12
Emergencies	13
Student Safety (Arriving or Leaving School)	13
Academic Recognition.....	13
Parties at School.....	13
Nutrition Program	14
Dress Code	16
Items Brought to School	16
Field Trips	17
Check Policy	17
Sunset Park Behavior Support Plan	18
Sparky's Keys to Success.....	19
Positive Recognition and Reinforcements	21
Bullying Prevention Protocol.....	22
Student Kindness Pledge.....	25
D60 Policies and Regulations	27

Dear Parents and Students,

Welcome to Sunset Park Elementary, Pueblo's only Leader in Me and Lighthouse School. We are an exceptional school with a long tradition of achievement and leadership. The Sunset Park Staff and I are committed to providing the best possible learning experience for all students. We value your insight and input and we encourage all parents and guardians to be actively involved with their child's education.

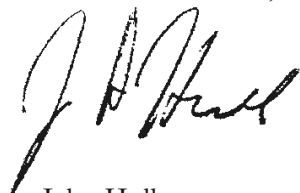
We at Sunset Park strive to provide a safe and inspiring learning environment that promotes understanding and respect for all students. Our top priority is to increase student achievement. We want all Sunset Park students to leave our school with the tools and knowledge necessary to reach both their educational and career goals.

To ensure maximum effectiveness of and efficiency regarding student learning environment, Sunset Park has a behavior management plan. We will continue to implement the PBS (Positive Behavior Support) Plan we began in the 2006–07 school year to ensure we spend more time teaching and rewarding positive behavior. We will also continue to teach and model the 7 Habits as well as support the district Bully Prevention efforts. Please review the information provided for you in this handbook. If you or your child has any questions regarding the behavior management process please feel free to contact us for clarification. We, as a staff, count on your support and participation as parents to make our behavior management process successful and keep students focused on learning.

We welcome parent involvement at Sunset Park Elementary. Please consider joining and/or serving as a member of our Parent Lighthouse Team and our volunteer programs. Please don't hesitate to contact us at 549-7610 if you have any comments, concerns or questions that we may be able to help you with.

We believe that by working together we can provide your child the best possible learning experience.

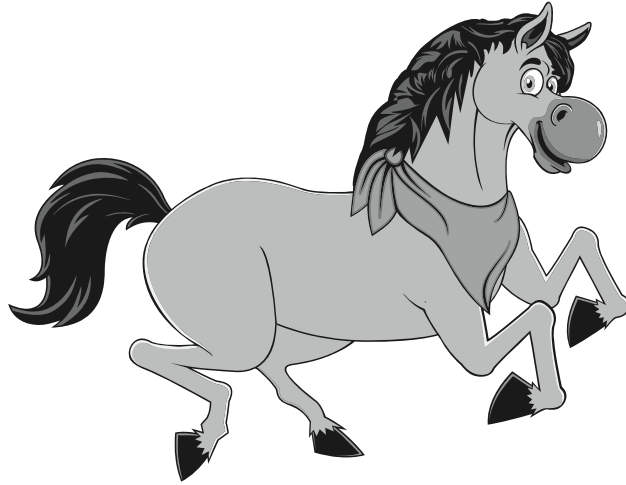
Yours in Education,



John Hull
Principal Sunset Park Elementary



Sunset Park Elementary School



MISSION

“ Learn, Love, & Lead”



SUNSET PARK ELEMENTARY SCHOOL

2023-2024 FACULTY

John Hull.....	Principal
Amber Hertneky.....	Dean
Sherry Musso	Secretary
Jennifer Mandarich	Office Clerical Assistant
Emily Ortiz	Guidance Counselor
Gina Newman Lane	Kindergarten
Derek Flowers.....	Kindergarten
Angelina Carochi	Kindergarten
Schyler Kline	First Grade
Megan Martinez.....	First Grade
Debra Maxwell.....	First Grade
Michael Sheard	First Grade
Jamie Martinez.....	Second Grade
Candice Taravella.....	Second Grade
Kayla Verna.....	Second Grade
Sarina Adame	Third Grade
Lindsey Denny	Third Grade
Jessica Andrews	Fourth Grade
Brittany Duvall	Fourth Grade
Christine Johnson.....	Fourth Grade
Ashley Richardson.....	Fifth Grade
Timi Terry	Fifth Grade
Monica Rangel	Fifth Grade
Leslie Ridpath	Art
Deidre Flemmer	Vocal Music
Veronica Miller	Physical Education
Trina Byrd.....	SLD Teacher
Jennifer Vanderputten	CLDE Teacher
Andrew Decker	Head Facilities Caretaker
Linda Luna	Rtl/GT/SRD/Int.
CJ Lopresti	Social Worker
Melanie Bruce, Angela Duvall.....	Speech Therapy
Marissa Ortiz	ESS-ID Teacher
John Wigner	ESS Generalist Teacher
Noelle Nunn	ESS Paraprofessional
Patricia McFadden	ESS Paraprofessional
Lei Lani Cortez	ESS Paraprofessional
Kristen Lucero	ESS Paraprofessional
Alicia Raebel.....	ESS Paraprofessional
Layne Nicholas	Media/Tech Specialist
TBD.....	Community Advocate
Brittany Garcia.....	Instructional Tutor
Grace Drum.....	Cafeteria Charge

DAILY SCHEDULE

No student should be on school grounds before 7:30 a.m. and after 3:15 p.m. There will be no school supervision during this time. For students participating in extra-curricular programs or additional learning opportunities, please follow the guidelines handed down by your sponsor. Thank you students and parents for your support. **Parents, please remember that there is NO supervision for students who choose to leave school to the park across the drop off lane.**

Kindergarten – 5th Grade: Monday–Thursday

First Bell.....7:40 a.m.
Tardy Bell.....7:45 a.m.
Release 3:05 p.m.

Lunches

Kindergarten.....	11:10 a.m. - 11:50 a.m.	Recess After
First Grade	11:10 a.m. - 11:50 a.m.	Recess Before
Second Grade	11:20 a.m. - 12:00 p.m.	Recess Before
Third Grade.....	11:35 a.m. - 12:15 p.m.	Recess Before
Fourth Grade	11:45 a.m. - 12:25 p.m.	Recess Before
Fifth Grade.....	12:00 p.m. - 12:40 p.m.	Recess Before

MEDIA CENTER

Students may have two books checked out at a time. The books are checked out for one week.

Procedure for overdue books:

The media center personnel will print overdue slips every two weeks.

1. 1st Notice - This notice will be sent home with a student when a book is first overdue.
2. 2nd Notice - If that overdue book is still not returned, a second notice will be given to the student and the parents or guardians will be called.
3. 3rd Notice- If the same book continues to be overdue, a third notice will be sent home. This notice will state the price for the book and the book will have to be purchased or returned within one month.
4. Refunds will be made if a lost or damaged book is returned after it has been paid for.
5. Please return all books even if they are damaged.

Feel free to call the school at 549-7610 or come into the media center to talk if you have any questions.

MEDICATION AT SCHOOL

Pueblo School District 60 Policy on Medication at 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 legally administer the medication, the principal of the designee, on behalf of the District, may agree to administer the medication. They shall administer the medication in compliance with regulations established by the District and State of Colorado.

Any non-prescription medication shall be dispensed to students with the same procedure outlined for prescription medication.

Written instructions and a form to be signed by a physician and by the parent may be obtained from the school's office. Non-prescription medication is included in this policy. **Students are not to bring medication of any kind to school. Parents are required to deliver medication to the office in the original pharmacy bottle.**

IMMUNIZATIONS

Please see the letter and chart on pages 6–8 for immunization requirements.



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

Dear parents/guardians of students attending Colorado kindergarten - 12th 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. Your student must be vaccinated against:
 - o Diphtheria, tetanus, and pertussis (DTaP, Tdap).
 - o Hepatitis B (HepB).
 - o Measles, mumps, and rubella (MMR).
 - o Polio (IPV).
 - o 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 (birth through 6 years) or 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. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and 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.

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency (find LPHA contact information at 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://Colorado Immunization Information System (CIIS)). Visit 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.
- 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.

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.

School name	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
Sunset Park Elementary	93.0%	0%
<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 12TH 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 & AGES in order to be valid. A 4-day grace period applies in most situations.</i>
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP doses unless dose 4 is given on or after the 4 th birthday. Final dose of DTaP is to be given on or after the 4 th birthday.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st 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 and the student is at least 10 years of age.
Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4 th birthday.
Measles/Mumps/Rubella (MMR) <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 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>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 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider.
Hepatitis 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 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no earlier than 24 weeks of age. Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

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

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

Last Reviewed 9/2022

NOTIFICATION TO ACCESS BENEFITS

COLORADO DEPARTMENT OF EDUCATION SCHOOL HEALTH SERVICES PROGRAM

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

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

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

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

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

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

STUDENT ABSENCES AND EXCUSES/TARDINESS

— *STRIVE FOR FIVE or Less Absences or Tardies* —

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. 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.

Procedure to address unexcused absence and excused absence attendance issues:

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

1. On a daily basis, when the school has not been notified by a parent/guardian of a student absence at the parent's/guardian's initiative by 11:30 a.m. School personnel or volunteers under the direction of school personnel shall make reasonable efforts to notify the parents personally. Recorded messages are permissible as a last resort. Personal telephone calls to a parent at work and at home is required. In addition, machine telephone calls may be used.

2. On the second unexcused absence in a semester a school administrator, counselor or attendance clerk shall contact the parent(s) concerning the matter of student absences and make an effort to resolve the situation. Letters shall be sent to parents/guardians if the parents cannot be reached by telephone.

3. On the 3rd occurrence of an unexcused absence a telephone call from the school to the parent/guardian shall be made for the purpose of establishing the district's standard attendance intervention plan pursuant to school law 22-33-107(3)(b). The attendance plan is designed to help keep the student actively engaged in school and the telephone call shall also include a discussion concerning possible court involvement and supported by a letter indicating the substance of the concerns.

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

5. Excused absences:

A. Illness/Injury

Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.

B. Appointments/Serious Circumstances:

Absences shall be excused if a student has an appointment or a circumstance of a serious nature which cannot be resolved before or after school hours on a case-by-case basis. The parent/guardian must obtain pre-authorization for said appointment or serious circumstances from the school principal in order for the absences to be excused.

TARDIES

All students will be expected to arrive to school on time. Students who miss breakfast due to a tardy will not be allowed to eat late as this would interfere with instructional time. We believe that attendance habits are one of the key characteristics in school success as well as being crucial to employability later down the road. Thanks for getting your child to school on time. We appreciate your effort.

There is weekly recognition of the classroom in each grade with the best attendance and students with zero absences or tardies for the week will be entered into weekly drawings for prizes.

STUDENT RELEASE

If a student must leave school during school hours, the parent or guardian must check out the student through the office and check back in through the office when returning to school. **Students will not be called for until the parents arrive at the office.** This will ensure that they are able to take advantage of the maximum amount of instructional time during the day.

Taking a child out of school prior to the regularly scheduled dismissal time, before weekends, holidays, and the closing of school is discouraged. This tends to give children the attitude that school is not important and may lead to attendance problems.

Students who have perfect attendance (no absences and no tardies) are recognized at the end of the school year.

ARRIVAL TIME AT SCHOOL

The Sunset Park playground is supervised **ONLY** between 7:30 a.m. and 3:15 p.m. Students should **NOT** arrive at school before 7:30 a.m. or stay after 3:15 p.m. unless they are in a school sponsored program. Students who are in these programs need to stay in the designated areas.

Parents, please keep in mind that there is NO supervision of students that choose to play in the park after school.

VISITORS

While we welcome and encourage parents to visit the school, we must insist that our school children not bring other children (relatives or friends) to school. All visitors must check in at the school office before visiting the school.

BAD WEATHER POLICY

Children will be outdoors before school, at noon, and at recess unless the weather is extremely inclement (Below 20 degrees Fahrenheit).

HOME SCHOOL COMMUNICATION

School newsletters will be sent home monthly to keep you informed on school events. PLEASE read these newsletters and other notices sent home throughout the school year. Ask your child daily if he/she has any school information for you to read or any homework. The Sunset Park web site is another valuable resource for parent information. Please refer to it regularly if possible.

TELEPHONE

The school office is open between 7:00 a.m. – 4:30 p.m. Instructional hours are 7:45 a.m. - 3:05 p.m. During the school day, leave a message or a phone number with the secretary for the teacher. The school will see that your child gets a message at a time when it will not interrupt an entire class. **PLEASE CALL ONLY FOR EMERGENCIES. WE WILL NOT GIVE MESSAGES EVERYDAY FOR A CHILD. PLEASE MAKE ARRANGEMENTS FOR CHILD TO BE PICKED UP BEFORE THE CHILD GETS TO SCHOOL.** Student's use of the telephone is limited to emergencies. After school plans must be made ahead of time.

FIRE DRILLS/EMERGENCY EXIT DRILLS

Fire drills and other emergency drills are required and are held at regular intervals. These drills are important and are required by law for safety precautions. It is essential that when the alarm sounds or a warning given, that everyone obeys instructions and clears the building by the prescribed route as quickly as possible in an orderly manner. The teacher in each classroom will give their students specific instructions.

PARENT VISITS

Parents are always more than welcome to visit the school. Parents should not restrict their visits only to the parent-teacher-student conference weeks. Students often take an increased interest in their schoolwork when parents learn more about the school program. Face-to-face meetings also answer many of the questions that arise from children's interpretations of school events. Parents may schedule a mutually convenient time with their child's teacher to discuss issues concerning the child. **When you come into the school to visit, please check in at the school office.**

VOLUNTEERS

Sunset Park and Pueblo School District 60 could not make it without the services and skills of the wonderful volunteers we have in the community. In order to maintain the safety of our staff and students, we are asking that anyone interested in volunteering in the classroom undergo the screening process directed by the PCS Human Resources Department. All teachers will maintain a volunteer calendar for their classroom to maximize the positive impact of our valuable volunteer time. Thank you for honoring the volunteer calendar. This will be more important than ever as we will have some crowded classrooms at times and we also need to make the very best use of the many talents our great volunteers possess. If any volunteer finds that they would like to give more time than is available in their child's classroom, they may check with the Media Center where there is always need for a helping hand. Thanks so much for your interest in supporting Sunset Park Elementary. We couldn't do it without you.

EMERGENCIES

In case of serious injury or illness of any child at school, the home is called first. If parent cannot be reached at that number, the person listed on the emergency data card is called next. If no response at this number is found, the family physician is called. If the family physician cannot be reached, the child will be taken to the emergency room of the hospital of your choice. Please complete the emergency/enrollment care form very carefully. Complete, accurate information is very important. **It is essential that you notify the office if you change your phone number. It is most important that we have a current emergency phone number (other than you own phone number) so that we can contact someone else when we can't reach you.** Please put as many numbers as possible so we can reach someone in case of an emergency. Please notify the office when you change your address and/or phone number. We have to be able to reach you or someone who can be responsible for your child.

STUDENT SAFETY (ARRIVING OR LEAVING SCHOOL)

Students should leave school immediately after being dismissed. They should go directly home after school. Students are to cross streets only at crosswalks. It is the responsibility of the student to follow the directions they have been given by parents and teachers. If there is any question about where they should go they should report directly to the office so parents may be notified. We discuss safety rules at school, especially about accepting rides, or even talking to strangers. We need parents to volunteer to be crossing guards. If you could volunteer one day a week, it would help tremendously. **Please do not use the staff parking lot as a student drop off unless it is Red Flag day, thank you.**

ACADEMIC RECOGNITION

All student achievement will be recognized in the 2nd and 4th quarter awards assemblies.

PARTIES AT SCHOOL

PLEASE make arrangements with your child's teacher ahead of time for birthday parties. Parties will be scheduled around classroom instruction time and at the teacher's discretion. Please keep refreshments simple. **ONLY** bring clear drinks such as 7-Up that do not contain food dye. Drinks with dye that are accidentally spilled stain the classroom carpet. Your child will be allowed to distribute birthday party invitations at school **ONLY** if all children in the class are invited. Also, please check with your child's teacher in regards to classroom allergies. Many of our rooms possess students with allergies to nuts, eggs, strawberries, etc. We would hate to not be able to accept your child's Birthday treats. Thank You.

NUTRITION PROGRAM

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

Community Eligibility Provision Participating Schools

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

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



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

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

Families are encouraged to submit an application

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, 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.

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 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.

DRESS CODE

Our requirements are based on comfort, modesty, safety, and consistency of expectations for a learning environment. The following **MAY NOT** be worn to school:

- **Short shorts or skirts (desirable length is no more than two inches above the knee). Shorts will only be allowed in the 1st and 4th quarters of school.**
- Fishnet or see-through clothing
- Tank tops, muscle shirts, or shirts with large arm holes.
- Large drooping necklines or armholes
- Small strap tops or dresses or sunsuits
- Sagging pants or shorts
- Belts that hang low toward the knees
- Clothing with language or graphics considered offensive
- Makeup, such as eye shadow or lipstick and anything considered inappropriate by the teacher or principal
- Any other clothing considered distracting to learning by the school staff.
- Heelies

Tight fitting shorts and pants, such as Lycra, knit, and stirrups are acceptable if worn under other clothing.

Hats, hoods, kerchiefs, gloves, sunglasses, and other outdoor items may be worn to school but may not be worn in the building. They may be worn during recess when the weather makes them necessary.

ITEMS BROUGHT TO SCHOOL

Personal items, clothing, and school supplies should all be permanently marked with the student's full name.

"Show-n-tell" time is scheduled at the individual teacher's discretion. Please make advance arrangements for live animals or other unusual show-n-tell items. **NO TOYS ARE ALLOWED IN SCHOOL.**

Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside.

Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook). Also, we recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible.

Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that may arise from such transactions. The school will not be responsible for toys that are brought to school and confiscated. Although it is not recommended that students bring cell phones to school, we realize that it is not realistic to tell students that cell phones are prohibited. The rules in regards to phones at school are that all phones are turned off and put away during student instructional time, 7:45 – 3:05. It is our hope that phones will not be a distraction to the learning environment or an invasion of student privacy while at school. If students do not comply with the cell phones rule their phone will be confiscated and made available in the office for the parent or legal guardian to pick up before or after school. **The school is not responsible for lost, broken, or stolen cell phones. Students are prohibited from making calls on their personal cell phones without prior approval from a staff member.**

FIELD TRIPS

The purpose of field trips is to provide real-life experience to enhance learning of specific topics selected by teachers. Students are expected to participate. Permission slips will be provided for all field trips. Written permission is required by the date noted; phone-in permission is not allowed. For all trips, notes will be sent home in advance to announce the trip and any special preparations that may be necessary. **Remember that field trips are extra learning opportunities that have been earned through positive student behavior.**

A student that has received multiple office referrals or a suspension in a nine week period may not be allowed to participate in any following field trips. Parents are always welcome on a field trip, however, if the child was excluded from the trip for inappropriate behavior, parent shadowing is not an option.

SPECIAL CONDITIONS

A child may be excluded from a field trip learning activity if the child does not have the proper permission. Once the class has left the building, a child may not secure permission and join the class.

The teacher will make arrangements with other staff for the excluded child to work and to be supervised at school. No siblings may participate in the field trip. The field trip is for enrolled Sunset Park children in the classes participating in the trip. No phone calls may be made on the day of the field trip to get parent permission or to have parents bring items needed for the field trip. The natural consequence for not having permission is to not participate. The teacher should notify (in writing) the parent and principal when the child is being excluded from a field trip.

CONTACT THE SCHOOL AT 549-7610 IF YOU HAVE CONCERNS OR QUESTIONS.

Si hay preguntas sobares esta informacion por favor de llamar la escuela al numero 549-7610.

CHECK POLICY – PUEBLO SCHOOL DISTRICT 60

For a check to be an acceptable form of payment it must include the payer's current full and accurate name, address, and telephone number. When paying by check, the check writer authorizes checks returned unpaid and any ***state allowed fee of \$25.00*** to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order). Payments by check may be denied when multiple checks have been returned from the same account or check writer.

SUNSET PARK POSITIVE BEHAVIOR SUPPORT PLAN

GOAL

Sunset Park Elementary School will build an environment that is positive, efficient, and meets the needs of our learners.

1. We will be implementing 6 components to our PBS plan.
 - a. Common approach to discipline
 - b. Clear set of behavior expectations
 - c. Procedures for teaching expected behaviors
 - d. Continuum of procedures for encouraging expected behavior
 - e. Continuum of procedures for discouraging problem behavior
 - f. Procedures for on-going monitoring and evaluation
2. We will be collecting data to drive our decision-making and provide analysis to determine our effectiveness. Therefore, we will be using a new discipline referral form, which is aligned with a computer software program.
3. New posters will be developed to highlight our logo and key rules
4. Like our previous behavior expectations — all teachers will teach the behavior expectations and with frequent review and reteaching of the behavior expectations. See teaching matrix.
5. Building a framework to address the minor and major behavior infractions
6. Building a system-wide procedure for acknowledging positive behavior.
7. Setting a time to discuss the behavior plan with parents at our “Open House” — Back to School Activities

School Wide Rules:

Pride

Accountability

Respect

Kindness

During the first two weeks of school, all staff will teach the school-wide rules. Staff will be expected to continually review school wide as well as classroom rules and consequences with students. School-wide and classroom rules will be posted for students to see.

Sunset Park School Behavior Management System insures a safe and orderly learning environment for all students. The policy fosters respectful behavior and helps children become productive citizens of our community. All discipline procedures described in this handbook are subject to, and may be superseded by, the current discipline policy adopted by Pueblo School District 60 Board of Education.

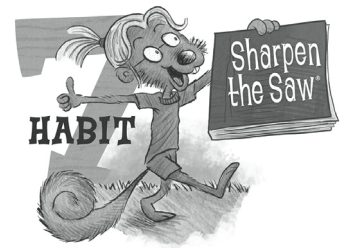
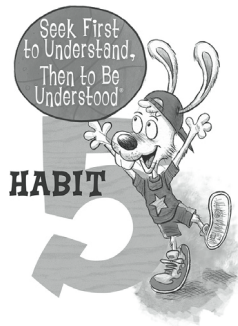
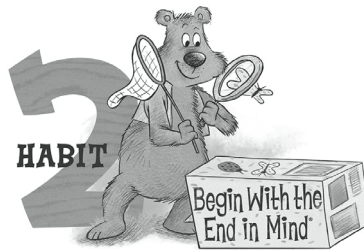
To help make our school wide behavior management system more consistent, effective, and easy to understand, we have aligned a uniform color system across all grade levels that will be monitored, graphed and recorded by our students on a daily/weekly basis. These colors will be consistent from Kindergarten – 6th grade. We are sure this will assist parents in quickly understanding how their child is behaving and what issues they may be having if the child is struggling in certain areas. This will also help the school identify trends and create/monitor behavior plans and supports.

SPARKY'S KEYS TO SUCCESS

THESE ARE THE CHARACTERISTICS THAT WERE CONSIDERED TO BE
PARAMOUNT
TO A STUDENT'S SUCCESS OF SUNSET PARK ELEMENTARY.

Pride			
Classroom	Keep a presentable work space	Give your best effort	Honesty
	Participate in school activities		Manners
Hallways	Keep them clean	Eye contact and smile	Manners
	Appreciate the work of others		
Restrooms	Personal hygiene	Cleanliness	
Cafeteria	Clean personal space/table	Manners	Personal hygiene
Activities	School spirit	Appropriate participation	Best behavior
In Public	Positive 1st impression	Eye contact, smile, firm handshake	Manners
Office	Speak clearly w/appropriate volume	Show appreciation	Manners
Specials	Best effort	Sportsmanship, citizenship	Improve every day
Recess	Appropriate language	Sportsmanship, citizenship	Keep grounds clean
Accountability			
Classroom	Complete and turn in assignments	Be a good partner/group member	Safety
	Organized	Use time wisely	Read
Hallways	Be where you should be	Follow directions the first time	Volume
	Proper pace		
Restrooms	Use time wisely	Aim	
Cafeteria	Remember your ID #, lunch and/or lunch money	Volume and helping your table	Clean your area
	Take care of medical responsibilities (Blood sugar, inhaler, etc.)		
Activities	Remember your permission slip and have it signed	Follow directions the first time	Safety
	Best behavior and manners	Keep track of personal belongings	
In Public	Personal behavior	Manners	Safety
Office	Proper signature/papers	Manners	
Specials	Follow directions the first time	Be a good partner/Teammate	Safety
	Bring appropriate shoes	Manners	
Recess	Playground equipment	Personal whereabouts	Safety
	Ask for help if you need it	Tell an adult if there's a problem	
Respect			
Classroom	Personal space and property	Follow directions the first time	Appropriate volume
	Raise your hand and wait your turn	Focus on the speaker	Manners
Hallways	Stay to the right	Personal space and property	Manners
	Appropriate volume	Stay with your class	Have a pass
Restrooms	Flush	Wash hands	Manners
	Use time wisely	Turn off faucets	Keep clean
Cafeteria	Personal space and property	Clean up after yourself and table	Proper volume
	Ask permission to leave your seat	Manners	Walk
Activities	Personal space and property	Follow directions the first time	Focus on the speaker
	Appropriate applause and participation	Proper volume	Manners

In Public	Proper greetings	Personal space and property	Manners
Office	Patience, wait your turn	Proper volume	Manners
Specials	Sportsmanship	Personal space and property	Manners
	Follow directions the first time	Raise your hand and wait your turn	Focus on the speaker
Recess	Personal space and property	Know the rules and play by them	Sportsmanship
	Appropriate language	Tolerance	
Kindness			
Classroom	Celebrate and acknowledge the success of others	Help others when appropriate	Supportive
	Be a good partner	Practice positive communication skills	Empathy
Hallways	Help others when appropriate	Ladies first	Smile
Restrooms	Allow for personal space	Wash hands	Manners
Cafeteria	Practice positive communication skills	Help others when appropriate	Manners
	Allow for personal space	Only 16 to a table	Ladies first
Activities	Help others when appropriate	Show appreciation	Manners
In Public	Help others when appropriate	Show appreciation	Manners
Office	Help others when appropriate	Show appreciation	Manners
	Practice positive communication skills	Be patient	
Specials	Help others when appropriate	Be a good partner	Empathy
	Celebrate and acknowledge the success of others	Practice positive communication skills	Supportive
Recess	Help others when appropriate	Practice positive communication skills	Tolerance
	Sportsmanship	Appropriate language	Rumor free zone



Positive Recognition and Reinforcements

The PBIS/Conscious Discipline committee has recognized that often students have deficits upon entering school in regards to recognizing and/or positively acting upon their feelings. We are integrating Conscious Discipline/Feeling Buddies into our comprehensive student behavior management system. We hope this will ensure that our students will have the tools they need to recognize and constructively act upon their feelings. This will then assist the students to form and sustain positive relationships and engage in the instruction provided by our staff. We welcome your input on how we can improve as we navigate this process.

Every Day Positive Reinforcement

- Positive praise

Semester Rewards

- Class or Grade Level Celebrations
- **10 Minutes of Extra Recess** for the entire school for three straight days over 96% attendance.
- **Class with the best attendance percentage for the month** gets to pick the spirit day to receive traveling trophy
- Special attendance rewards for parents

School Rules

- Be respectful to all staff, students, visitors, and property.
- Stay within supervised areas at all times.
- Complete all work as expected by the teacher to the best of their ability.

Goals

- To provide a positive atmosphere for learning.
- To provide incentives to students who contribute to a positive atmosphere.

Pueblo School District 60
BULLYING PREVENTION PROTOCOL
Sunset Park Elementary School

Our school's social vision

Leaders working together, building positive relationships in our safe and happy school.

Why we implemented a school wide system to stop bullying

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

What is bullying?

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

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put downs, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyber bullying is when a student uses their cellphone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

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

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

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

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

How students can end bullying

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

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

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Ask bullying students to stop when I or others around me are the target of bullying.
- I cannot safely stop the bullying, I will walk away and seek help by telling a trusted adult on campus or by using the reporting box at my school.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

- We recognize that our school contains different abilities, body sizes, races, religions, socioeconomic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: **Leaders working together, building positive relationships in our safe and happy school.**
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to the classroom teacher, the Principal, or a Bullying Prevention Coach

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - Name the behavior for what it is, e.g., “That’s a put-down.”
 - Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - Remind students of our school’s social vision and how their behavior is not aligned with this: **Leaders working together, building positive relationships in our safe and happy school.**
 - Notify the Principal immediately if there are any concerns for a student’s physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying to the school administration within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school administration within 24 hours. The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyber bullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

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

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

Level 4: Implement a classroom or grade-wide action plan

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

Time line for a bullying report under this protocol

Week One

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

Week Two

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

Week Three

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

If the school's intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of harassment or bullying, he or she may appeal by calling the District Office at 719-549-7100 and requesting that their complaint be sent to the Principal Supervisor assigned to the school.

I, _____, have read and understand the Sunset Park Bully Prevention Protocol.

Signature _____

Child's name _____

Teacher Name _____

Date: _____

SUNSET PARK ELEMENTARY SCHOOL

STUDENT KINDNESS PLEDGE

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

Our School's Social Vision is: Leaders working together!

It's bullying when a student:

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

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

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

I pledge to:

- Value student differences and treat others with respect both online and face-to-face.
- Tell bullying students to Stop and say "we're Leaders working together", when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or place a note in the Leadership Box or use Safe2Tell if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

Student Name _____

Student Signature _____ Date _____

Teacher Name _____

Teacher Signature _____ Date _____

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

Parent/Guardian Name _____ Date _____

Signature _____ Date _____

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at:**
www.pueblod60.org/policies or from the school office.

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

*See also the District's **Student Code of Conduct** also available on the District's website at: www.pueblod60.org.*

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

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

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

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

JKD/JKE: Student Use of Internet and Electronic Communications

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

JKE-E: Grounds for Suspension/ Expulsion

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

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

JKE-R: Suspension/ Expulsion of Students

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

JEA: Compulsory Attendance

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

JH: Student Absence/Excuses

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

JHB: Truancy

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

JICA: Student Dress Code

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

JLCB: Immunization of Students

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

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

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

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:

- a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

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

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

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

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

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

Students in out-of-home placements

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

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

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.

5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

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

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

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

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

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Thomas Farrell.....	President
Dr. Kathy DeNiro.....	Vice President
Barbara Clementi	Board Member
Anthony P. Perko.....	Board Member
Sol Sandoval Tafoya	Board Member

Non-Voting Members

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

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

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



PUEBLO
SCHOOL DISTRICT 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, 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; 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.

