



# **Beulah Heights Elementary School**

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Pueblo, CO 81005  
(719) 549-7510**

**2021-2022  
Parent-Student Handbook**

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Taylor Voss.....President  
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## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

### Mission

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



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

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

# **Response Form**

**To be completed ONLINE**

upon receiving the

**2021-2022 Beulah Heights Student-Parent Handbook**

*and the*

**District 60 Student Conduct and Discipline Code.**

**[CLICK HERE](#)**

**to**

**Sign the Online Response Form**

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**Vision:**

**Maintain high expectations for ourselves and our students with a commitment to ensuring a positive school culture and successful academic achievement for all students/communities.**

**Mission:**

**To provide high quality learning experiences for every student every day with a strong belief in successful student outcomes.**

**Welcome:**

Dear Parents and Guardians,

I am very excited to continue our mission as the Principal of Beautiful Beulah Heights. It is my pleasure to welcome you to the 2021-2022 school year! Beulah Heights Elementary is excited about supporting and serving the students of the city of Pueblo! Our focus on safety, academics, and providing a high quality learning environment that resonates within the Pueblo community. It will be another exciting school year at Beulah Heights Elementary School. I hope everyone had a safe and enjoyable summer. We are excited about the new school year and everything it has to offer.

The staff at Beulah Heights is continually striving to provide your child with the highest quality of education possible. This school has established a solid reputation over the years for providing outstanding education from a highly qualified and dedicated staff. It is my privilege to work with them as we strive to meet the needs of the scholars and families of Beulah Heights.

This handbook was prepared to provide information for the Beulah Heights Elementary School Community. We hope it serves as a reference to the learning environment in which students spend a large part of their day.

Please take time to read this booklet carefully. Be sure you understand everything in it. If you do not, please call the school at 549-7510 to discuss any questions you may have. We will be happy to meet with you to provide more information.

We are proud of our school and want to share that pride with our students and families. With all of us working together, our children will be prepared for the future through a quality education!

**Thank you for entrusting your child to us!**

**Jonathan Dehn  
Principal**

## GENERAL SCHOOL INFORMATION

**Prior to the first bell:** *All students are to wait in their grade level cohorts outside their assigned grade level door.*

**7:35 a.m.** First bell -- classes enter school for breakfast (K-5)  
**7:45 a.m.** Classes begin  
**7:55 a.m.** Tardy bell rings  
**3:05 p.m.** Students dismissed (Monday - Thursday) K-5  
**Friday** No School

### Preschool Information

The Preschool program will be a full day program. Breakfast and Lunch are provided.

**Monday - Thursday 8:00-2:00**

**No school on Fridays for Preschool.**

**LUNCH TIMES** (*Lunch times are subject to change without notice depending on school events.*)

	Lunch	Recess
K	10:40-11:00	11:00-11:15
1st	11:30-11:50	11:50-12:05
2nd	11:05-11:25	11:25-11:40
	Recess	Lunch
3rd	11:40-11:55	11:55-12:15
4th	12:05-12:20	12:20-12:40
5th	12:30-12:45	12:45-1:05

### Custodial Parent Issues

The Beulah Heights Staff, as per district policy, will release a student and pertinent information only to the parent(s)/guardian(s) with custodial rights to the child. Problems arise when parents inform us that they have sole custody of their child(ren) but fail to provide us with the court documentation that supports it. Please understand that this puts us in a difficult position. Therefore, your wishes will be honored as long as we have updated official court papers in the student's file that detail the direction of the court matters of custody, restraint, and/or visitation.

Children will not be released to any adult unless authorized by you. This adult's name **must** appear on the student's enrollment card. Proper identification before a student is released will be mandatory. The adult **must** report to the office and sign the student out of school. It is necessary for all concerned that any adult not part of PCS staff report to the office when visiting the school.

## **PARENTS RIGHTS 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 qualifications 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;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **FORMS**

The following forms are being sent home. Please complete the information and return the forms to school.

1. **ENROLLMENT CARD:** Review and adjust the information as necessary for accuracy. Emergency numbers are very important for your child's wellbeing. **Please be advised that your child will not be released to anyone other than those adults that you list on the enrollment card as emergency contacts.**
2. **SCHOOL DISCIPLINE POLICY HANDBOOK**
3. **PARENT PERMISSION & RELEASE FORM**

## SAFETY NOTICES

There is no playground supervision before school hours. **DO NOT** bring your children to school prior to 7:35am. **Parents: Sending your children to school too early places them at risk for encountering dangerous situations because they are not supervised.**

In addition, the school staff is not available to supervise students who stay on school grounds after 3:15 p.m. Students are to attend evening events under parents' supervision.

## STUDENT DROP-OFF AND PICK-UP AT BEULAH HEIGHTS ELEMENTARY

Before and after school, the area in and around the school becomes heavily congested with traffic. Please follow these guidelines to assist us in making the school grounds safe:

- Please use the LOOP at the back of school, next to the playground, and off of Easy Street.
- When you enter the LOOP, use the right lane to pick up your child and the left lane to exit after you have picked up your child. PLEASE DO NOT DOUBLE PARK IN THE LOOP nor ask your child to walk across the right hand lane AS THIS CREATES A SERIOUS DANGER FOR STUDENTS.
- Never leave your vehicle unattended in the LOOP. If you plan to enter the building with your student, please park in the parking lot and walk to the front office for assistance.
- Do not use the parking lot as a drop-off for your child.
- Pay attention to signs posted in parking lots and do not park in designated areas.
- Please exercise patience and courtesy when dropping off and picking up your child.
- Please treat crossing guards and playground monitors with respect; they are there to protect our students and your children!
- Monitor your speed in and around the school grounds.
- Drivers that fail to abide by these guidelines may be referred to law enforcement.

## SCHOOL ATTENDANCE

Regular and prompt school attendance is expected of all students. Consistent school attendance is an extremely important factor for student success at school. Absences are considered excused because of illness, death in the immediate family, or when approved by the principal. **All other absences are considered unexcused.** You are required to phone the school each morning before 9:00 a.m. to report your child's absence to the office, if you do not do so and the office calls you to determine why your child is not in school, the absence will be considered **unexcused**. It is highly recommended, and, after five absences required, that you submit a doctor's excuse when a student illness occurs.

Colorado State Law requires enforcement of compulsory school attendance, which means no more than **four unexcused absences** in one month or **ten unexcused absences in one school year**. Students with more than four unexcused absences in one month or ten unexcused absences in a school year will be referred to the Department of Pupil Personnel for School District No. 60, which will file court petitions in district court for chronic attendance problems.

Please read and sign the attendance information letter which is located within the student enrollment paperwork.

## ABSENCES AND ILLNESS AT SCHOOL

**Absences-** Students are to bring a written excuse upon returning to school from an illness. A parent or guardian should call the office regarding absences or early dismissals. No student will be dismissed from school without parent notification regarding dismissal. Parents are to come to the school office and get their child if they are to be dismissed early from school. Excessive absences, without a doctor's note will result in a referral to the office of Pupil Personnel.



## **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the school year. If a student is ill and all contact phone numbers on the enrollment card are incorrect, the Department of Social Services may be contacted.

**Illness-** Parents will be informed if their child becomes severely sick or hurt at school. Please supply us with the number of another adult in case you cannot be reached. The parent will be contacted if the child has a fever.

## **COLD WEATHER POLICY**

Every day at Beulah Heights is treated as a cold weather day. We bring students in 10 minutes early everyday. Please do not drop students off prior to 7:35. Unless the weather is extremely inclement, children will remain outside 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. Parents please be aware that on late start days breakfast will not be served. Please plan accordingly for your student.

## **BICYCLES/SCOOTERS/SKATEBOARDS AT SCHOOL**

A rack is available for students who ride bikes/scooters to school. Students should ride bikes/scooters to school only if they are able to lock the bikes/scooters securely in the rack. Bicycles/scooters/skateboards *are not* to be ridden on the playground or on school property. When students arrive on the school grounds, they are to walk their bikes/scooters/skateboards to the racks and secure them.

## **STUDENT HEALTH PROBLEMS**

A parent should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student.

## **MEDICATION (District 60 School Board Policy)**

The responsibility for dispensing medication lies with the *parents, legal guardians, or legal custodians* of the student. If, under exceptional circumstances, a student is required to take medication during school hours and the parent, legal guardian, legal custodian, or authorized designee thereof cannot be at school due to employment constraints to administer the medication, only the principal, on behalf of the District, may agree to administer the medication. The principal or his/her designee shall administer the medication in compliance with regulations established by the District.

***Do not send medication to school with your child.*** It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered only if a doctor deems it essential and only then after the **parent and doctor** have completed **required forms**. No cough drops, inhalers, or medication of any kind are to be in backpacks or with students unless District permission forms are on file at school.

## **DOCTOR AND DENTAL APPOINTMENTS**

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be released from school early, the parent must come in 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**, which has been signed by the parent at the beginning of the school year or at the time of enrollment. Adults whose name appear on the enrollment card and are picking up children during the school day require proof of ID.

## **IMMUNIZATIONS**

See the letter and chart on the next three pages for immunization information



## Dear parents/guardians of students in Colorado kindergarten – 12<sup>th</sup> grade schools for the 2021-22 school year:

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

### Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless 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:
  - o Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
  - o Hepatitis B (HepB)
  - o Measles, mumps and rubella (MMR)
  - o Polio (IPV)
  - o Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](https://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

### Exclusion from school

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

### Have questions?

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

### Paying for vaccinations

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

### Vaccination records

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

### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, 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<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.

- File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
- File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.

*Downloadable certificates and our online education module are available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).*

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

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in C.R.S. 25-4-911. 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	2019-2020 MMR Immunization Rate REQUIRED IN LETTER	2019-2020 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	2019-2020 DTaP/Tdap Immunization Rate	2019-2020 DTaP/Tdap Exemption Rate
	2019-2020 HepB Immunization Rate	2019-2020 HepB Exemption Rate
	2019-2020 IPV Immunization Rate	2019-2020 IPV Exemption Rate
	2019-2020 Varicella Immunization Rate	2019-2020 Varicella Exemption Rate

**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2021-22**

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE**

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

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

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

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



**COLORADO**  
Department of Public Health & Environment

*Last Reviewed 1/2021*

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.

## FOOD SERVICE 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 D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

### Community Eligibility Provision Participating Schools

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

Families should submit a Family Economic Data Survey\* in the school office,

online at [www.pueblod60.org](http://www.pueblod60.org), by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right.

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

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

### Families are encouraged to submit an application

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, 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](mailto:program.intake@usda.gov).

## **PARENT INVOLVEMENT**

Parents are encouraged to be involved with the different activities of the school to the extent time will permit. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school for further information and complete the appropriate forms.

## **PARENT-TEACHER ORGANIZATION**

If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the school office or Jonathan Dehn.

## **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. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. After a reasonable period, unclaimed items are donated to charity.

## **VALUABLE POSSESSIONS**

Students should not be permitted to bring valuable items to school. Often such items are left in a desk or somewhere else in the room and are either stolen or become misplaced. **Collectable cards and other collectibles are not allowed on school grounds at any time and will be confiscated.** Students are discouraged from bringing cell phones to school. If **cell phones** are brought to school they must be **turned off** and left in a backpack **before, during and after school hours.** **The school is not responsible for lost or stolen items.**

## **COMMUNICATIONS**

Ordinarily parents will be informed of events through Sunday calls via School Messenger. A monthly calendar will be sent home with students. The calendar will outline the plan for the upcoming month. Please discuss with your children the importance of taking the communications home and giving them to parents. Also, check our school website at: [www.pueblod60.org/beulahheights](http://www.pueblod60.org/beulahheights)

## **SCHOOL PHONE**

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls, which are not an emergency. The school office is considered to be a place of business, and without restrictions phone lines may be tied up when a parent is trying to contact the school.

## **FIELD TRIPS**

Field trips are designed to provide a learning experience for students outside the school setting. The goal is to supplement the educational activities provided in class. Students are expected to follow the rules of the school even though the students may be far from the actual school building. In addition, other rules may apply to the field trip, which ordinarily are not stressed at school. These additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. **Students may be excluded from field trips because of poor behavior prior to the trip.** If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with other students and may be required to remain on the bus or wait in other areas under adult supervision until the activity has been completed.

## **SCHOOL COUNSELOR**

Our counselor coordinates the guidance/counseling program. The counselor provides services to enhance the students' academic, career and social/emotional development needs by designing, implementing, evaluating and enhancing a comprehensive school counseling program that promotes and enhances student success. Our school counselor serves a vital role in maximizing student success; Through leadership, advocacy and collaboration, the school counselor promotes equity and access to rigorous educational experiences for all students. School counselors support a safe learning environment and work to safeguard the human rights of all members of the school

community and address the needs of all students through culturally relevant prevention and intervention programs that are a part of a comprehensive school counseling program. The counselor facilitates classroom activities, parent sessions, staff in-services, small groups of children, and resource materials. The counselor is available for individual consultation and concerns. She may be reached through the school secretary at 549-7510 or, email at hope.reilly@pueblacityschools.us.

### **SCHOOL ACCOUNTABILITY COMMITTEE**

Beulah Heights Elementary has a School Accountability Committee (SAC). The committee is involved with the periodic evaluation of the instructional program and the development of plans for school improvement. The committee is composed of parents of Beulah Heights' students, members of the school staff, and members of the community.

### **DAMAGED, OR LOST TECHNOLOGY-**

Beulah Heights follows the district replacement policies.

- iPad/Chromebook/ hotspot replacement - \$100
- Technology repairs - \$50
- Chargers - \$25



## **BEULAH HEIGHTS ELEMENTARY STUDENT DISCIPLINE PROCEDURES**

One of our major goals at Beulah Heights School is to maintain a learning atmosphere, which provides the student the opportunity to work toward his/her greatest potential. To accomplish this, we must have a learning environment, which is safe for all students and allows them to work in an atmosphere, which is conducive to learning.

It is the belief at Beulah Heights School that students are responsible for their own learning with guidance and direction from the school staff. To be an effective learner, each student needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Student-directed activities and student self-evaluation are important parts of our educational program. Parental and community involvement and support are essential to the success of our programs and school. Students will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development. The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

### **Student Expectations**

At Beulah Heights Elementary we expect that all students should be able to attend a school that is safe and allows for learning to take place. The following expectations are in place for all students:

Beulah Heights “ROARS”

- Respect
- Ownership
- Attitude of Achievement
- Responsibility
- Safety

Staff will make every effort to help students correct their behavior by using reminders, warnings, think sheets, buddy rooms and other intervention strategies as appropriate. Staff will confer with students and families in an effort to correct behavior. Students that fail to correct their behavior promptly or engage in serious/ major violations of the behavior policy and expectations will be referred to the office.

### **Physical and Aggressive Behaviors (Including Horseplay and Roughhousing):**

- **Types of behavior:** Pushing, hitting, kicking, tripping, biting, inappropriate touching, fighting\*, etc.
- **Possible Consequences:** other consequences as determined by the principal, detention (recess or after school), loss of privileges, suspension out of school for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Ask adults for help in dealing with a problem, move away from the situation, use anger management techniques such as counting to ten.

\*Self-defense occurs when a student must use physical force as a last resort to “get away” from a physical attack to seek the assistance of an adult. Students that start a physical confrontation or continue to fight after “getting away” are not engaging in self-defense.

### **Disruptive and Defiant Behaviors:**

- **Types of behavior:** Interfering with teaching by shouting, excessive talking, distracting others, refusing to follow staff requests in a prompt manner, arguing with staff, using inappropriate language, etc.
- **Possible Consequences:** detention (recess or after school), loss of privileges, shadowing, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Concentrate and complete school work, respond to teacher directions promptly, choose appropriate times to share concerns with staff, etc.

**Other Behaviors:**

- **Types of behavior:** Vandalism, drug and/ or weapon possession, lying/ cheating, theft, other behaviors as identified by school officials.
- **Possible Consequences:** restoration, detention (recess or after school), loss of privileges, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Be careful with school property and others' property, tell the truth and accept responsibility for your actions, and speak with an adult about drug/ weapon issues.

**DUE PROCESS**

Pueblo School District 60 adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. Due process is a procedure to ensure a student is treated fairly when involved in a disciplinary situation, which might result in suspension or recommendation for a disciplinary adjustment transfer.

## Harassment / Bullying Behaviors\*

### BEULAH HEIGHTS IS AN ANTI-BULLYING SCHOOL! PLEASE HELP YOUR CHILD TO UNDERSTAND BULLYING:

#### What is bullying?

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

- **Physical bullying** is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- **Verbal bullying** is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- **Relational bullying** is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- **Cyberbullying** is when a student uses their cell phone, 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.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **Intentional:** Bullying behaviors are unwanted and an attempt to harm physically or emotionally.
- **Types of behavior:** Teasing, intimidation, making threats, physical aggression towards others, limiting the friends that classmates have, forming alliances, gangs, or cliques, pranks or jokes on others, spreading rumors, etc.
- **Possible Consequences:** detention (recess or after school), loss of privileges, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Seek the support of adults when conflicts with peers arise, monitor your child's friendships, promptly report bullying concerns to the administration (549-7510).

*\*Students that engage in bullying behaviors towards others off school grounds, during after school activities or online (cyber bullying) will still be subject to the school's disciplinary policies.*

#### Student Suspension:

When a student engages in a serious behavior violation such as fighting or defiance, they may be suspended from school following due process procedures noted below. In the event that a child is suspended, parents/ guardians must make arrangements for their child to be picked up from school. The principal may suspend a student for a period not to exceed five calendar school days. During the period

of suspension the principal may recommend to the Superintendent that the suspension be extended for a total period not to exceed twenty school days. Students are not allowed on school grounds during a suspension.

*When a student is suspended from school, the parent/ guardians must attend a follow up conference to review expectations and establish a plan for student improvement. This meeting will be scheduled at the time of suspension.*

### **PROCEDURE FOR DISCIPLINE PROBLEMS**

Please refer to the district's website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the district website.


### **CLASSROOM EXPECTATIONS**

Students are to be in the classroom each day **on time**. Each classroom will provide an environment where learning can occur. *No student has the right to interfere with another students' opportunity to learn.* Classroom rules will be posted regularly for students to see. Student work areas are to be orderly and clean prior to dismissal each day. Assignments and homework are to be completed when they are due.

### **Supporting Positive Behavior:**

Students that demonstrate positive behavior and are not referred to the office will be recognized with a positive reward activity on a regular basis. These activities may include extra recess, special assemblies, etc. Please support your child's positive behavior at home.

*Quarterly PRIDE Parties will be held for students demonstrating exceptional citizenship by adhering to the PBIS school-wide expectations.*

	Media Center	Hallways & Common Areas	Bus	Cafeteria	Bathrooms	Playground	Assembly	Office
<b>Respect</b>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 1</li> <li>- Hands, feet, body to yourself</li> <li>- Say excuse me</li> <li>- Raise your hand</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 0</li> <li>- Keep to the right</li> <li>- Hands, feet, body to yourself</li> <li>- Say excuse me</li> <li>- Hold doors for others</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 1</li> <li>- Keep hands, feet and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 1</li> <li>- Wait your turn</li> <li>- Follow directions</li> <li>- Use sanitizer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 0</li> <li>- Knock on door (1 time) before entering stall</li> <li>- Allow privacy</li> <li>- Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Take turns</li> <li>- Voice Level 3</li> <li>- Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 0</li> <li>- Show appreciation</li> <li>- Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Voice Level 1</li> <li>- Wait behind counter for adult assistance</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>- Participate</li> <li>- Do your best work</li> <li>- Make good choices</li> <li>- Use hand signals</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Show pride (pick up trash)</li> <li>- Use hand signals</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Follow driver instructions first time - every time</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up your area</li> <li>- Use hand signals</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up your mess</li> <li>- Flush the toilet</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Listen for line up signal</li> <li>- Line up promptly</li> <li>- Apologize for mistakes</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Use hand signals</li> <li>- Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>- Wait patiently for assistance</li> <li>- Own consequences</li> </ul>
<b>Attitude of Achievement</b>	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Believe in yourself</li> <li>- Work together</li> </ul>	<ul style="list-style-type: none"> <li>- Silent greeting</li> </ul>	<ul style="list-style-type: none"> <li>- Using kind words</li> <li>- Greet driver</li> <li>- Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>- Use manners (please, thank you, may I, excuse me)</li> <li>- Appropriate conversations</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Return promptly</li> </ul>	<ul style="list-style-type: none"> <li>- Include others</li> <li>- Be a good sport</li> <li>- Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Be engaged</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Return promptly</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>- Ask permission</li> <li>- Use and return materials</li> <li>- Turn in found items</li> </ul>	<ul style="list-style-type: none"> <li>- Turn in found items</li> <li>- Go to your destination quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately and accurately report problems</li> <li>- Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>- Remain at assigned table</li> <li>- Immediately and accurately report problems</li> </ul>	<ul style="list-style-type: none"> <li>- Return promptly</li> <li>- Use 1 paper towel</li> </ul>	<ul style="list-style-type: none"> <li>- Follow playground rules</li> <li>- Stay in designated area</li> <li>- Immediately and accurately report problems</li> <li>- Use Kelso's choices to solve small problems and report big problems</li> </ul>	<ul style="list-style-type: none"> <li>- Enter and leave quietly</li> <li>- Face forward</li> <li>- Listen and enjoy</li> </ul>	<ul style="list-style-type: none"> <li>- Bring your pass</li> <li>- Enter and leave quietly</li> <li>- Wait your turn</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>- Chair legs on the floor</li> <li>- Hands, feet, and body to self</li> <li>- Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Eyes forward</li> <li>- Hands at side</li> <li>- Keep to the right</li> </ul>	<ul style="list-style-type: none"> <li>- Bottom in the seat</li> <li>- Walking feet coming and going</li> <li>- Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Eyes forward</li> <li>- Bottom on seat</li> <li>- Eat your own food</li> <li>- Wait your turn</li> <li>- Hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>- Keep water in the sink</li> <li>- Wash hands with soap and water</li> <li>- Hands, feet and eyes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Use equipment properly</li> <li>- Walk to line up</li> <li>- Call an adult for help</li> <li>- Hands, feet, and body to yourself</li> <li>- Rocks, sticks, and snow stay on ground</li> </ul>	<ul style="list-style-type: none"> <li>- Sit on bottom</li> <li>- Walk up and down stairs</li> <li>- Follow instructions quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Hands, feet, and body to yourself</li> </ul>

## APPROPRIATE ATTIRE---Dress Code Overview

Beulah Heights Elementary School will be enforcing a DRESS CODE for the 2021-2022 school year. The dress code will be according to District #60 Policy as stated in the “Student Conduct and Discipline Code.” The purpose of the Student Dress Code is to require students to come to school properly attired to participate in the educational process. 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.”

**All clothing should be sized to fit without exposing undergarments, buttocks, stomach, or cleavage.**  
**Some items Students are NOT to wear:**

clothing with inappropriate messages	overly tight fitting clothing
tank tops/ muscle shirts (Shirts must have sleeves)	shoes with rollers
see-through shirts	clothing that promotes drugs/alcohol
bandannas	slippers and pajamas
sagging & oversized jeans/shorts/capris	hats
shorts/skirts that are more than 4 inches above the knee	

For a full list please see the District Code of Conduct Policy.

We encourage the students to be active during their free time to promote a healthy lifestyle, please help your child to dress appropriately for safety reasons. Please also be aware of modest dress practices that will prohibit a call from the school office asking you to provide additional clothing for your child.

**“STUDENTS WILL DRESS FOR SUCCESS, NOT EXCESS”**

### TECHNOLOGY POLICY

**Beulah Heights Elementary complies with district policy on student use of electronic devices. Cell phones, tablets, and all other electronic devices are not to be used at any time before, during, or after school hours—they are to be turned off and left in backpacks. Violations of the policy will result in disciplinary measures, including but not limited to, warnings, confiscation, parent meetings or other disciplinary actions. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.**

### SEXUAL HARASSMENT

Please refer to the district's website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the district website.

## **TRUANCY POLICY**

Please refer to the district's website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the district website.

LEGAL REFS: C.R.S. 22-32-109(1)(n),(w)  
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)

CROSS REFS: IVICA, School Year/School Calendar  
JEA, Compulsory Attendance Ages  
JHB, Truancy  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students  
JLIB, Student Dismissal Precautions

*Note:*

*The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of non-attendance and report the findings to the board.*

## **CHECKS**

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 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

## **SUMMARY**

Students should never try to hurt anyone on the inside, by hurting their feelings, or on the outside by physical harm. Students should respect and care for our school building on the inside and outside. As students, teachers, principal, and parents cooperate and obey these rules, Beulah Heights will continue to be an outstanding school.

*By showing your interest in your child's  
learning and by holding high  
expectations for your child, you  
can develop attitudes that  
lead to school success.*

# 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.pueblocitieschools.us](http://www.pueblocitieschools.us).*

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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.\**

### **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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