



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

**Jimmie Pool, Principal**

**Parent/Student  
Handbook  
2021-2022**

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

# PUEBLO SCHOOL DISTRICT 60 2021-22 Instructional Calendar

**August 2021**

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

**September 2021**

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

**October 2021**

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

**November 2021**

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

**December 2021**

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

**January 2022**

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

**AUGUST**

New Teacher Orientation .....3, 4  
 Innovation Professional Development.....5, 6  
 Teachers Begin.....9  
 Principal Led Professional Development/  
 Building Meetings .....9  
 District/Bldg. Professional Dev. Day.....11, 12  
 Teacher Work Days .....10, 13  
 Assessment/Transition Day K-12 .....16  
 Classes Begin.....17  
 No School .....20, 27

**SEPTEMBER**

No School .....3, 10, 17, 24  
 Labor Day .....6  
 District/Bldg. Professional Development.....17

**OCTOBER**

No School .....1, 8, 15, 22, 29  
 1st Grade Period Ends .....14  
 Teacher Work Day .....15  
 Parent/Teacher  
 Conference Window.....18, 19, 20, 21, 22  
 Innovation Professional Development.....29  
*(1/2 Day = 3 hours 15 minutes)*

**NOVEMBER**

No School .....5, 12, 19  
 District/Bldg. Professional Development.....12  
 Thanksgiving Break.....22, 23, 24, 25, 26

**DECEMBER**

No School .....3, 10, 17  
 2nd Grade Period/1st Semester Ends .....17  
 Teacher Work Day .....17  
 Winter Break .....20, 21, 22, 23, 24  
 27, 28, 29, 30, 31

**JANUARY**

No School .....7, 14, 21, 28  
 District/Bldg. Professional Development.....21  
 Innovation Professional Development.....28  
*(1/2 Day = 3 hours 15 minutes)*

**FEBRUARY**

No School .....4, 11, 18, 25  
 District/Bldg. Professional Development.....18

**MARCH**

No School .....4, 11, 18  
 3rd Grade Period Ends.....17  
 Teacher Work Day .....18  
 Spring Break .....21, 22, 23, 24, 25

**APRIL**

No School .....1, 8, 15, 22, 29  
 District/Bldg. Professional Development.....15  
*(The hours from this day will be utilized for Fall Parent Teacher conferences.)*

**MAY**

No School .....6, 13, 20, 27  
 Teacher Work Day .....13  
*(The hours from this day will be utilized for Spring Parent Teacher conferences.)*  
 Graduation:  
 Paragon ..... 6 p.m. / Thursday, May 26  
 South ..... 3 p.m. / Friday, May 27  
 East ..... 7 p.m. / Friday, May 27  
 Centennial ..... 8 a.m. / Saturday, May 28  
 Central ..... 12 p.m. / Saturday, May 28  
 Memorial Day .....30

**JUNE**

Classes End.....2  
 Teachers' Last Day .....3  
 Possible Make-up Day .....6,7  
*(for inclement weather coverage)*

**JULY**

**February 2022**

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

**March 2022**

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

**April 2022**

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

**May 2022**

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

**June 2022**

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

**July 2022**

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

**PUPIL CONTACT DAYS**

August ..... 10	February.....16
September.....17	March .....15
October.....16	April .....16
November.....14	May .....17
December.....10	June .....2
January.....17	July.....0
	<b>Total.....150</b>

**DAYS PER SEMESTER**

1st Grade Period.....35	3rd Grade Period ..... 44
2nd Grade Period ...32	4th Grade Period .....39
1st Semester .....67	2nd Semester.....83
	<b>Total.....150</b>

**KEY**

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



# Columbian Elementary is a Positive Behavior School

## Mission

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

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

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

## Vision

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

*Our goal is to have every child at or above grade level.*



# Values

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

## School Rules: SPARK

### The Columbian Pledge

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

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



## **School Wide Title I**

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

## **Parents Right to Know**

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

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

In addition, parents must receive:

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



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

**Kindergarten – 5th Grade**

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

**Full Day Preschool**

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

**Recess and Lunch Schedule**

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

**Arrival Time at School**

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

**Recess and Lunch Schedule**

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

## Attendance

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

## Excused Absences

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

A student who is temporarily ill or injured or whose absence is approved by the administrator of their school of attendance on a prearranged basis may be excused. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours or an out of town educational experience that is prearranged so long as the student is in good standing. Prearranged absences for out of town educational experiences, not to exceed 3 school days shall be considered for students who meet the following criteria:

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

It will be of benefit to students if parents will check with teachers before withdrawing children for vacations during the school year.

## Unexcused Absences

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

## Tardy Procedure

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

## Leaving School Early

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

## School Choice Checklist

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

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

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

## Homework

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

## Make Up Work

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

## Lost and Found/Personal Items

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

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

## Cell Phone Policy

Students may have a phone with them for before and after school use **only**. All student-parent contact for messages **MUST** come through the main office. First offense – phone call home. Second offense – phone given to principal for parent pick up. Columbian Elementary is not responsible for lost or stolen phones.



## Parties at School

Columbian is a part of Pueblo School District 60 Healthy Promotion Team. We provide instruction on healthy choices and healthy life styles. Because of this we would like to encourage parents to provide healthy treats (pudding cups, fruit popsicles, fruit snacks, pickles, fruit, popcorn, raisins, granola bars, ice cream, graham crackers, cereal bars, etc.) when celebrating parties at school. Please make arrangements with your child's teacher when planning class parties. Remember due to Health Department regulations items must be store bought (**no homemade items**). Parties are usually scheduled the last 10 minutes of the day.

## Health Information

### Immunization Requirements

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



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

### Health Service

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

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



## COLORADO

Department of Public  
Health & Environment

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

### 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
Columbian Elementary School	95.05%	3.18%
<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**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP 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>

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

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<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](https://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)



Last Reviewed 1/2021

# **Notification to Access Benefits**

## **Colorado Department of Education**

### **School Health Services Program**

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

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

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

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

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

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

# Communication

## Parent Compact

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

## Telephone

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

## Reporting to Parents

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

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

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

# Resources

## Book and Material Check - Out

Students may have two books checked out at a time. The books are checked out for two weeks. Each student will be assigned a numbered book and be expected to return the text in good condition. Many of our textbooks cost as much as \$80.00 each. Parents are responsible for the replacement fees for any lost or damaged books from the classroom and media center. All fines must be paid prior to students' participation in field day activities. The Media Center is currently closed due to COVID-19.

## Internet Policy

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

# Safety Information

## Storm/Emergency

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

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

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

## Emergencies

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

## Emergency Drills

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

## Child Abuse/Neglect

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

# Being Involved in our School

## Parent Visits

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

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

## Volunteers

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

## Communication with the Principal, Ms. Montoya

Ms. Montoya is committed to building strong relationships with the students, staff and community members of Columbian Elementary School. If available, Ms. Montoya will meet with parents at their time of arrival. If she is not available, or out of the office, please leave a message with our school secretary, Mrs. Jennifer and Ms. Montoya will make sure to call you at her earliest convenience.




# Nutritional Services

## School Meal Program Information

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

## Community Eligibility Provision Participating Schools

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

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



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

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

## Families are encouraged to submit an application

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

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

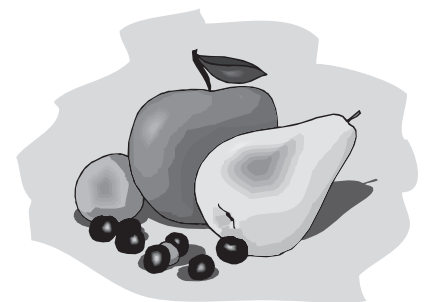
**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating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

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

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

## Cold Lunches

Cold lunches may be brought to school and stored in classrooms until lunchtime. Please mark names on all bags or lunch boxes. Milk and juice may be purchased in the cafeteria. Milk costs 30 cents and juice costs 25 cents. Students not eating school lunch must purchase milk/juice. **Students are not allowed to bring pop to school.** Students are also not to bring drinks in glass containers.



## Dress Code

Students at Columbian Elementary School are required to follow our dress code. Uniforms will be light blue, royal blue or navy blue **polo shirts only and all shirts must be tucked in**. School emblems will not be required, but may be worn. Students **may not wear cargo pants**. Pants must not bag, sag, or have extra pockets. *Thursday, school spirit shirt may be worn.*

<b>Polo Shirts</b>	Gold, royal blue, navy blue, light blue with or without Columbian logo.	Shirt must be student's current size and not to exceed one size larger.
<b>Undershirt</b>	Turtleneck shirts, long sleeve shirts, or Undershirts can be worn.	Undershirts must be tucked in to pants, skirts and shorts.

Board Policy toward student dress is as follows: Students' attire shall adhere to generally accepted standards of decency. Students' dress shall not pose a threat to public or personal health or safety. Personal grooming or dress, which is disruptive or distracting to classroom activity or pupil behavior in or about school, will not be permitted.

Appropriate attire means clean, untattered clothing, which covers the body. Flowing, loose or baggy garments, which cause students to trip or fall, are not allowed. Shoes are required at all times no flip-flops/shower shoes. Students will be allowed to wear shorts (no spandex or Lycra) in the fall until the end of October and again after Spring Break. Unnatural hair colors, hats, sunglasses and bandannas are not permitted. Belts may not hang past the shirt. **Students are not allowed to wear makeup such as eye shadow, blush, lipstick, etc. No wallet chains, large hoop/dangling earrings or other safety hazards are allowed.**

Clothing with obscene language or symbols, tobacco, alcohol and other drug symbols, or satanic graphics, depictions of violence, and obscene innuendoes on clothing are expressly prohibited.

The presence on school grounds, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior are not allowed. School principal or designee has discretion to make decisions regarding apparel not listed.

Coats are not to be worn during class time. This is a safety and security concern. Coats will be hung on coat hooks in the classroom. If there is a concern about hanging the coat on a hook due to its value we ask that you send the child to school with a coat that is less valuable.

In accordance with School Board policy (JICA), students violating the dress code shall:

- 1st Offense: Warning and education about policy and the student being provided an opportunity to correct the violation.
- 2nd Offense: Sanctions against the student and requirement that parent/guardian and student review and sign a statement indicating their understanding of the "Student Dress Code" policy.
- 3rd Offense: Referral to the Principal's Office.

## Items Brought to School

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

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

## Field Trips

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

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

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

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

### The Columbian Pledge

**Our Columbian family will model THUNDERBOLT**

**Pride and Excellence with SPARK:**

**S** Self control

**P** Positive Interactions with others

**A** Appropriate Behavior at all times

**R** Respect for everyone and everything

**K** Keep Safe Boundaries

## SPARK Rules for Columbian:

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

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

## **Procedure for Discipline Problems**

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

- \* Confer with student
- \* Confer with parents and students
- \* Use appropriate classroom discipline, which may include, but not limited to, removal from the group without privileges including “no recess”, as well as a conference after school
- \* Refer the student directly to the principal or counselor for discipline problems that need further attention

**Principal or Designee Authority and Responsibility.** The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem is referred to the principal, the individual referring needs to identify the problem. The principal will then proceed with one or several of the following sanctions:

- \* Conference with the student
- \* Conference with teacher and student
- \* Conference with parent, teacher and student or any combination thereof

The principal will maintain records of student referrals for disciplinary action. The disciplinary actions may include, but are not limited to, the following:

- \* Verbal consultations
- \* Verbal reprimand
- \* Removal from class situation for a short time
- \* Notification of parents
- \* Suspension or other actions depending upon the individual situation

**Discipline Offenses.** Discipline offenses that may call for immediate action and parent contact shall include, but are not limited to, the following:

- \* Physical or verbal assault on a teacher or staff member
- \* Disrespect shown to any supervising adult
- \* Physical or verbal assault on a student
- \* Destruction of property
- \* Leaving the school grounds without permission
- \* Willful disobedience
- \* Disruptive behavior
- \* Smoking – use or possession of tobacco
- \* Possession and or use of a deadly weapon
- \* Scholastic dishonesty - cheating, copying
- \* Substance infractions

**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.**

## **Behavior Card**

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

## **Due Process**

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

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

## **Sexual Harassment**

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

Sexual harassment may include but is not limited to:

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

## **Bullying Prevention**

Bullying is one or more of the following behaviors that occur to the point of interfering with a student's educational opportunities. Bullying will not be tolerated. Unacceptable behavior that interferes with the respect, responsibility and safety of students include all aspects of bullying.

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

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

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

# Policies and Regulations (School District 60)

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

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

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

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## **JJJ: Extracurricular Activity Eligibility**

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

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

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

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

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

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

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

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

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

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

Issued: June 25, 2013

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

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

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

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

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

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

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

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

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

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

### **JEA: Compulsory Attendance**

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

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

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

### **JHB: Truancy**

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

### **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

Taylor Voss.....President  
Dr. Margaret Wright .....Vice President  
Barbara Clementi ..... Board Member  
Tommy Farrell ..... Board Member  
Judge Dennis Maes ..... 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 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.

