

# Highland Park

## Elementary School

2701 Vinewood Lane  
Pueblo, Colorado 81005  
(719) 549-7560

**Crystal Gallegos** ~ Principal

**Grace Leonard** ~ Assistant Principal



## 2021-2022 Family Handbook

# 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  
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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.

## **Mission Statement**

We the Highland Park S.U.P.E.R. Stallions community is continually striving for academic excellence while moving forward as a S.T.E.M. School that values 21<sup>st</sup> century skills exhibited through collaboration, dedication, and respect for all.

## **HIGHLAND PARK SCHOOL IMPROVEMENT**

During the last year, the Leadership Team and staff at Highland Park has been involved in an ongoing improvement planning process. Through a careful analysis of a variety of data, we have developed a number of strategies as well as an action plan continuing to move the school forward in line with our vision and the district's strategic plan. These strategies are as follows:

### **Major Improvement Strategy #1: Math Instruction**

Teachers will plan daily lessons that align to Engage NY math. Each lesson will include standard internalization, a clearly defined learning objective, a mini lesson, problem set, summary, and exit ticket. Teachers will study the major work of the grade, implement appropriate instructional strategies that pose high quality questions and problems to engage in meaningful work and discussion. Teachers will implement Number Talks to support mental math strategies in the classroom. Teachers will effectively implement aligned instructional plans in the classroom as determined by walk-through and lesson plans.

### **Major Improvement Strategy #2: Reading Instruction**

Teachers will engage in text first planning with grade level complex text and write standards-aligned, scaffolded text dependent questions (and responses) with the Wonders curriculum. This will translate into text based, student discussion and writing requiring students to cite text evidence to support their answers.

## **School Hours**

### **School Personnel Schedule**

7:00 to 4:30 School Office - Secretary/Principal/Assistant Principal

7:30 to 4:00 Teacher Hours

### **Elementary Student Schedule (K-5)**

7:45-3:05 Monday through Thursday

**STUDENTS SHOULD NOT ARRIVE AT HIGHLAND PARK PRIOR TO 7:35 A.M. AS THERE IS NO PLAYGROUND SUPERVISION OF STUDENTS.**

## **2021-2022 School Personnel**

<b>Last Name</b>	<b>First Name</b>	<b>Job Description</b>	<b>Grade/Subject</b>
Jaquez	Amanda	Teacher	Preschool
Wilmot-Diaz	Jadine	Teacher	Preschool
Wear	Kaitlyn	Autism Coach	Preschool
Gallegos	Nichol	Teacher	Preschool
Valencia	Anna	Teacher	Preschool
Banta	Laurie	Teacher	KDG
Gutierrez-Vasquez	Jennifer	Teacher	KDG
Lamb	Michelle	Teacher	KDG
Herrera	Stephanie	Teacher	1 <sup>st</sup>
Shinn	Renee	Teacher	1 <sup>st</sup>
Sparks	Kim	Teacher	1 <sup>st</sup>
Chavez	Stephanie	Teacher	2nd
Nava	Adriana	Teacher	2nd
Sinatra	Sydney	Teacher	2nd
Carroll-Halpin	Maureen	Teacher	3rd
Reed	Regina	Teacher	3rd
Marshall	Ryanne	Teacher	3rd
Brown	Michael	Teacher	3rd
Cunningham	Christy	Teacher	4th
James	Jennifer	Teacher	4th
Washburn	Ryann	Teacher	4th
Dunfee	Danielle	Teacher	5th
Esparza-Jancik	Stephany	Teacher	5th
Torres	Kristen	Teacher	5th
Mendez	Desirae	Teacher	Reading Interventionist
Thomas	Donna	Teacher	ELG Coach
Montanez	Lori	Teacher	Instructional Coach
Vigil	Kelsi	Teacher	ESS-Primary
Wigner	John	Teacher	ESS-Intermediate
Erickson	Sheri	Teacher	ESS- Autism
Swope	Denise	Teacher	ESS-Autism
McCarty	Paige	Teacher	Music
Massaro	Kelsey	Teacher	P.E.

<b>Gallegos</b>	<b>Charity</b>	<b>Teacher</b>	<b>STEAM Teacher</b>
<b>Elizondo-Zinanti</b>	<b>Patti</b>	<b>Teacher</b>	<b>School Counselor</b>
<b>Zabukovic</b>	<b>Karlie</b>	<b>Teacher</b>	<b>STEM TOSA</b>
<b>Johnson</b>	<b>Marv</b>	<b>School psychologist</b>	<b>School Psychologist</b>
<b>Bruce-Garcia</b>	<b>Melanie</b>	<b>Speech Language</b>	<b>SLP</b>
<b>Lake</b>	<b>Jacci</b>	<b>Community Advocate</b>	<b>Truancy</b>
<b>Joshua</b>	<b>Renette</b>	<b>Support</b>	<b>Instructional Tutor</b>
<b>Maes</b>	<b>Skyla</b>	<b>Support</b>	<b>Instructional Tutor</b>
<b>Armijo</b>	<b>Nancy</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Johnson</b>	<b>Kacie</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Trujillo</b>	<b>Sherisa</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Cortez</b>	<b>Ashley</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Chavez</b>	<b>Lori</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Besant</b>	<b>Liz</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Gutierrez</b>	<b>Peggy</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>LeFebre</b>	<b>Tina</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Mascarenas</b>	<b>Angelina</b>	<b>Paraprofessional</b>	<b>ESS</b>
<b>Sullinger</b>	<b>Louise</b>	<b>Educational Assistant</b>	<b>ESS</b>
<b>Moore</b>	<b>Mary</b>	<b>Educational Assistant</b>	<b>Media</b>
<b>Palacios</b>	<b>Annastasia</b>	<b>Educational Assistant</b>	<b>Instructional</b>
<b>Nash</b>	<b>Debra</b>	<b>Food Service Cafeteria Leader</b>	
<b>Wilson</b>	<b>John</b>	<b>Lunch Room Attendant</b>	
<b>Escobedo</b>	<b>Earnest (George)</b>	<b>Maintenance &amp; Operations</b>	<b>Head Custodian</b>
<b>Rickwalt</b>	<b>Keith</b>	<b>Maintenance &amp; Operations</b>	<b>Night Custodian</b>
<b>Grossnickle</b>	<b>Sandy</b>	<b>Maintenance &amp; Operations</b>	<b>Night Custodian</b>
<b>Lake</b>	<b>Jacci</b>	<b>Community Advocate</b>	<b>Truancy</b>
<b>Smith</b>	<b>Brenda</b>	<b>10 Month Secretary</b>	<b>Educational Secretary</b>
<b>Bennett-Guessford</b>	<b>Sarah</b>	<b>Educational Assistant</b>	<b>Attendance Secretary</b>

### **STUDENT DROP-OFF AND PICK-UP AT HIGHLAND PARK**

Highland Park has four hundred students in pre-school through fifth grade. Most students at Highland Park are brought to school by their parents and only a small portion ride the bus. As a result, the area in and around the school becomes heavily congested with traffic before and after school. In order to provide the safest environment possible, we are asking for your cooperation when bringing your child to school in the morning or picking them up in the afternoon. Please follow these guidelines to assist us in making the school grounds safe:

- Please use the drop-off before and after school. When you enter the drop-off area, pull all the way forward to the next available space. Please do not block the entry to the drop-off area. This allows other vehicles to enter the drop-off and reduces congestion in the street. There are spaces for your vehicle all along the drop-off area past the playground. Staff members are on duty each morning and will help students find their classrooms.
- Never leave your vehicle unattended in the drop-off area. If you must enter the building with your child, please park on one of the adjacent streets or in the school's visitor parking lot.
- Please do not allow your child to exit or enter your vehicle from the left lane, middle, of the drop-off area. Please pull forward to the curb on the right side.
- Watch for students and their families using the crosswalk on Bramblewood and in the drop off area. There will be a crossing guard located at intersection of Bramblewood and Kingwood to help students safely cross the street.
- If you prefer to park your car, there is parking available on several streets including Bramblewood, Hollybrook, Kingwood, and Vinewood Lane. Please do not block the crosswalks on Bramblewood and Kingwood.
- **PLEASE DO NOT USE THE VISITOR AND STAFF PARKING LOT ON HOLLYBROOK AS A DROP-OFF FOR YOUR CHILD. This presents a serious safety risk to children as many vehicles are entering and leaving in this area.**
- Please exercise patience and courtesy when dropping off and picking up your child. With so many people at the school, some waiting and delays are to be expected.
- Please treat crossing guards and playground monitors with respect. Staff and parents who are enforcing the rules are doing a volunteer service for the safety of your child.
- Monitor your speed in and around the school grounds.
- If a student is arriving late to school please do not drop them off to enter through the outside classroom door.

### **SCHOOL ATTENDANCE**

The Colorado Legislature has passed Senate Bill No. 140 which deals with school attendance. This law stipulates that annually parents/guardians of all students must be notified in writing of the parent's obligations with regard to compulsory school attendance. Please refer to the Student Absences and Excuses/ Tardiness policy in the Pueblo School District 60 Student Conduct and Discipline Code book.

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.

### **STUDENT ABSENCES**

Formal learning and success is greatly reduced in a direct ratio to student absence. Please see the district Student Conduct and Discipline Code handbook under student absences and excuses. All other absences will be considered unexcused. **It is requested that parents call to inform the school about a student absence no later 9:00 a.m. Please call 549-7560.** When attendance problems occur, the principal may make home visits, may require parents to come to the office for a conference, or both. Our school counselor and community advocate will be actively engaged in attendance problems. In addition, when a child has missed 10 or more unexcused absences in a year or four unexcused absences in one month, the parents or guardians will be advised of absences and tardies in writing by the principal. Copies of these notes will be sent to the Pueblo School District 60 Student Intervention Services Office, and truancy petitions will be activated.

## **TARDY POLICY**

Without exception, all students are expected to be at school on time and parents play a key role in making this happen. If a student arrives after 7:45 A.M., they must report to the office and receive a tardy slip before entering the classroom. Students identified with chronic tardy problems may be referred to the judicial truancy program. This can occur do to an excessive amount of tardies and leaving school early. If a child leaves for a doctor appointment and is not in school for afternoon attendance but returns later, they again must go to the office before returning to the classroom. The student will be counted half day absent in this case.

## **Highland Park's Classroom Expectations**

### **1. Respect yourself, others, and school/peers' property.**

- ↯ Hands and feet kept to self
- ↯ Listen and follow directions
- ↯ Always do your best
- ↯ Address others by appropriate names
- ↯ Use "please, thank you, and excuse me" with everyone
- ↯ Be caring toward everyone
- ↯ Ask permission before handling others' property
- ↯ Keep your classroom clean
- ↯ Use markers, pencils, and pens on appropriate surfaces

### **2. During instruction, show respect by staying seated and remaining on task.**

- ↯ Use appropriate hand signal to get your teacher's attention
- ↯ When indoors, use your indoor voice
- ↯ Come prepared to learn every day
- ↯ Be enthusiastic to try new things
- ↯ Ask questions when unsure about lesson or directions

### **3. During individual/small group work time, show respect by working quietly and remaining on task.**

- ↯ Use appropriate hand signal to get your teacher's attention
- ↯ When indoors, use your indoor voice
- ↯ Come prepared to learn every day
- ↯ Ask questions when unsure about lesson or directions
- ↯ Be enthusiastic to try new things
- ↯ Respect others opinions and ideas
- ↯ Keep busy even when tasks are complete

## **Rules utilized in every classroom**

*Keeping in mind, Consistency=good classroom/school-wide behavior.*

- Daily behavior sheet placed in take home folders/student planners documenting daily behavior of all students in the classroom. Daily behavior sheet/ student planner must be signed at end of day by teacher and every night by parent. These will be saved in a student file in the classroom for documentation. Folders and daily behavior sheet will be provided.
- Restroom visits will consist of one student at a time utilizing a restroom pass or a designated teacher/tracking system. Classes with restrooms in the classrooms will not need a restroom pass. Teachers should have students sign out and back in depending on grade level, as documentation for any issues that may arise.
- Students will line up in order at all times, including to and from specials and recess. This will aid in deterring arguments or issues about where students stand in line. If a teacher wishes to rotate weeks of “reverse order” and “in order”, that is acceptable. Student of the week may be line leader.

## **Positive Behavioral Interventions and Supports Initiative**

Highland Park will continue to implement the Positive Behavioral Interventions and Supports (PBIS) Program as a tool for promoting appropriate behavior and strengthening the school climate. Our acronym for the program is SUPER, which is outlined below. Throughout the year, Highland Park will plan on having activities to promote positive behavior and recognize students who behave appropriately. When additional redirection is necessary, teachers will use appropriate strategies to improve behaviors.

### **SUPER Stallions**

- ❑ **Safe**-Being safe means keeping your hands and feet to yourself and being careful not to hurt yourself or another student. Toys, playground equipment, or dangerous items should not be brought to school. Following the expectations and rules for the building and playground are additional ways to demonstrate safety.
- ❑ **Understanding**-An understanding student recognizes and is tolerant of individual differences. They are sensitive of other peoples’ feelings. They recognize that expectations and rules exist to help all students at the school. Students should also demonstrate understanding by being safe and positive during games and activities.
- ❑ **Proud**-Students can demonstrate they are proud by making decisions that make them feel good about themselves. A proud student wants to show that they are part of the school and they always try to do their best. Students show pride by using appropriate language at school, following expectations, and helping to keep our school safe and clean.
- ❑ **Excellent**-Students, who are excellent work toward high achievement, put forth their best effort in everything they do, and always believe in themselves. Excellent students always follow our expectations and codes of conduct in all areas of the school environment.
- ❑ **Respectful**-Respect is a fundamental value at Highland Park. Students can demonstrate respect by being kind and polite to others, treating others as *you* would like to be treated, and taking care of yourself, others, and the school. This includes treating all property with respect. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH ANOTHER STUDENT’S OPPORTUNITY TO LEARN OR A TEACHER’S RIGHT TO TEACH.**

## **Student Reward System**

Students have the opportunity to earn SUPER Stallion tickets for exhibiting one or more of the five positive behaviors as outlined above. Once a student earns a ticket they place it in their grade level bucket to be entered in a drawing located in the front office. Every Friday during lunch six student names are drawn for each grade level during their lunch time on Friday and earn a small prize. At the end of month all of the students with remaining tickets in the bucket will also be recognized with a small reward.



## **Super Stallion of the Month**

One student from each classroom will be chosen beginning in September through May who exemplifies all of the SUPER characteristics as determined by their teacher. They will be recognized in their classroom and also on our Wall of Fame.

## **PBIS Student Expectations**

At the beginning and at various times throughout every school year the students are taught the SUPER and PBIS Behavior Expectations.

### **PBIS Behavior Expectations for Non-Classroom Areas:**

<b><i>Assembly Expectations:</i></b> <ul style="list-style-type: none"><li>• Enter/leave the gym or media center quietly.</li><li>• Voice level silent.</li><li>• Keep your hands and feet to yourself.</li><li>• Listen at all times.</li><li>• Respect speakers, performers, and others enjoying the assembly.</li></ul>	<b><i>Bus Expectations:</i></b> <ul style="list-style-type: none"><li>• Be on time and stand in line patiently.</li><li>• Stay in line and walk quietly when entering/leaving the bus.</li><li>• Voice level low.</li><li>• Remain seated at all times.</li><li>• Keep your hands and feet to yourself. • Respect the bus driver.</li></ul>
<b><i>Cafeteria Expectations:</i></b> <ul style="list-style-type: none"><li>• Enter/leave the cafeteria in a quiet, orderly manner.</li><li>• Voice level low.</li><li>• Raise your hand when you need something and do not leave your seat without permission.</li><li>• Keep hands, feet, and food to yourself.</li><li>• Eat only in the cafeteria or designated area, and clean up after yourself.</li></ul>	<b><i>Computer Lab Expectations:</i></b> <ul style="list-style-type: none"><li>• Voice level silent/whisper.</li><li>• Speak quietly with teachers and classmates.</li><li>• Log in quickly and begin working on your program.</li><li>• Treat all equipment and materials with respect.</li><li>• Keep your hands and feet to yourself and away from the foot panels.</li><li>• Keep headphones in place on the computer.</li><li>• When needing adult assistance, wait respectfully to be acknowledged.</li><li>• Help keep the computer lab clean and orderly.</li></ul>
<b><i>Field Trip Expectations:</i></b> <ul style="list-style-type: none"><li>• Voice level silent/low/medium (teacher discretion).</li><li>• Respect learning outside of the school environment.</li><li>• Stay with your teacher, supervising adult, and class at all times.</li><li>• Represent your school in an appropriate manner.</li><li>• Treat everyone with respect, including presenters and guides.</li><li>• Follow all rules and instructions set forth by your teacher.</li></ul>	<b><i>Hallway Expectations:</i></b> <ul style="list-style-type: none"><li>• Walk quietly on the right side of the hall.</li><li>• Keep your hands and feet to yourself.</li><li>• Respect materials on the wall.</li><li>• Stop at all stop signs</li><li>• Return to your classroom in a prompt manner. Voices are off.</li></ul>
<b><i>Media Center Expectations:</i></b> <ul style="list-style-type: none"><li>• Voice level silent/whisper.</li><li>• Walk quietly in the media center.</li><li>• When needing adult assistance, stand patiently in line and wait respectfully to be acknowledged.</li><li>• Speak quietly with teachers and classmates.</li><li>• Take care of business promptly and use your time effectively.</li><li>• Treat all library books and materials with respect.</li><li>• Keep your hands and feet to yourself.</li><li>• Use the rulers to mark your place only.</li><li>• Help keep the media center clean and orderly.</li></ul>	<b><i>Office Expectations:</i></b> <ul style="list-style-type: none"><li>• Wait in line patiently for assistance.</li><li>• Treat office staff with respect.</li><li>• Do not enter the office without permission.</li><li>• Wait quietly in the lobby area before and after school.</li><li>• Return to your classroom promptly.</li></ul>
<b><i>Playground Expectations:</i></b> <ul style="list-style-type: none"><li>• Voice level medium.</li><li>• Students are to participate in games and activities learned and reviewed only in Physical Education class.</li><li>• Students are to be safe, play fair, demonstrate sportsmanship and keep hands and feet to themselves before, during, and after school.</li><li>• Be respectful and responsible with playground equipment.</li><li>• Line up when the bell rings, put equipment away properly, and leave the playground in a timely manner after school.</li></ul>	<b><i>Restroom Expectations:</i></b> <ul style="list-style-type: none"><li>• Voice level low/silent.</li><li>• Keep restrooms clean.</li><li>• Respect others that are using the restroom.</li><li>• One boy and one girl from each class are allowed to use the restroom at one time unless it is an emergency situation.</li><li>• Return to the classroom promptly.</li></ul>

## **STUDENT CONDUCT ON BUSES**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct established regulations for student conduct, both at bus stops and on board buses. Bus drivers shall be responsible for the safety of the students on their buses, both during the time on bus and while students are entering or leaving the vehicle. It is the bus driver's duty to notify the supervisor of transportation and the principal/assistant principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the parents, the principal/assistant principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violation of school bus conduct regulations or conduct detrimental to the safe operation of the bus.

## **TEACHER AUTHORITY AND RESPONSIBILITY**

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced, posted and consistently enforced. When a problem occurs, a teacher will work directly with parents to communicate concerns and establish appropriate strategies, interventions, and consequences for behavior. This may include the following:

- Confer with the child
- Confer with child and parent
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as conference after school hours.
- Refer directly to the assistant principal/principal with very serious discipline problems.

## **PRINCIPAL/ASSISTANT PRINCIPAL AUTHORITY AND RESPONSIBILITY**

The principal/assistant 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 there is a referral to the assistant principal/principal, the staff member will identify the behavior problem on an Office Discipline Referral Form and include necessary documentation, such as previous interventions/consequences which have been employed. The assistant principal/principal will determine an appropriate sanction based on a variety of factors including frequency of infractions, severity of the incident, student conduct and discipline code, student attitude regarding behavior, and support from parents. Sanctions may include: conferences and phone calls, recess, lunch, or after school detention, parent shadowing, in school and out of school suspension, loss of privileges, expulsion, and other consequences/interventions as determined by the assistant principal/principal.

## **SUSPENSION**

Suspension is the removal of a student from school for a temporary period of time. A student may be suspended for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of students. The assistant principal/principal may suspend a student for a period not to exceed five calendar school days. During the period of suspension, the assistant principal/principal may recommend to the Superintendent that the suspension be extended for a total period not to exceed twenty school days.

## **Students Rights**

Each student has the right to due process. When significant discipline issues arrive, students will have the opportunity to share their side of the story with regard to the incident. When possible, witnesses to the incident will be interviewed. Every effort will be made to ensure that a fair and reasonable response is taken, based on the facts surrounding the incident. A variety of appropriate consequences will be applied when warranted. These may include: time after school, service to the school, out of school suspension, in/out of school suspension, parent shadowing, and other disciplinary action as necessary. Additionally, students with chronic behavior concerns may be referred to the RtI (Response to Intervention) team.

## HIGHLAND PARK ELEMENTARY SCHOOL BULLYING-PREVENTION PROTOCOL

### **Our school's social vision**

At Highland Park, we are S.U.P.E.R. (Safe, Understanding, Proud, Excellent, and Respectful)

### **Why we implemented a school wide system to stop bullying**

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

### **What is bullying?**

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

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, putdowns, 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 cellphone, text messages, emails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

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

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

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

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

### **How students can end bullying**

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

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

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Tell bullying students to stop and say, “Remember at Highland Park, we are SUPER!” when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult, wherever it happens or place a note in the STALLION BOX in the office, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

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

## **Level 2: We watch out for bullying and refer targets to the classroom teacher.**

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

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

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

## **Level 4: Implement a classroom or grade wide action plan**

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

## **Timeline for a bullying report under this protocol**

### **Week One**

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

### **Week Two**

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

### **Week Three**

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

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

### **CHANGE OF ADDRESS/TELEPHONE**

It is important that every student has an up-to-date address and working telephone number in our office which we can use in case of an emergency. Throughout the school year School Messenger is used to relay important information please notify the school immediately if you have a change to ensure you receive the most up to date information.

### **CUSTODY CHANGES OR NAME CHANGES**

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody of a child or a child's name. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to us. **RELEASE OF A CHILD TO HIS OR HER NATURAL PARENT CANNOT BE DENIED UNLESS ONE OF THE FOLLOWING DOCUMENTS IS ON FILE WITH THE SCHOOL OFFICE:**

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

### **STUDENT RECORDS**

Student records are kept in all elementary schools and are available for examination upon parental request. If you wish to discuss your child's records, please notify the secretary to make an appointment.

## **SCHOOL VISITORS**

Parents, citizens, volunteers, student-teacher candidates, and board members shall be encouraged to visit the schools. For the welfare of the students and staff, all visitors must check in at the main office before visitation commences. Visitors must sign in and obtain a visitor's pass, which shall be visible at all times. The visits shall not interfere in any way with the school program. Such persons may visit classes under the following conditions:

1. During the school day no person shall be allowed to visit classrooms in progress due to the interruption of classroom instruction; therefore, visitors will not be allowed until he/she has had an interview with the principal concerning the reason for the visit. The principal shall be responsible for verifying if the person has a proper reason for such a visit before granting permissions. No persons shall be allowed to visit a class for the purpose of evaluating the teacher's performance. Should persons visiting classes for other reasons make evaluative comments about the teacher to other than a building administrator or to an administration-building administrator, subsequent requests to visit shall be denied.
2. Visitors are required to pre-schedule visits at the teacher's option. Teacher may accept unscheduled visits if they desire, providing that the visitor has had an administrative pre-conference as outlined above. The teacher shall have the right to select the day and class period for the visit, taking into account what the person wishes to observe.
3. If a visitor's presence in the room or building results in unrest or interruption to the class or if the teacher is coerced or intimidated by the visitor, the teacher shall report the incident to the principal and the principal shall determine if the visit is to be terminated.
4. If, in the principal's judgment, the presence of the visitor in a class of the building would materially interrupt or adversely affect the class, the right to visit may be temporarily denied.
5. Volunteers must complete a Volunteer Application and be approved by the principal before their service can begin – per School Board policy.

## **STUDENT DRESS CODE (File: JICA)**

A safe and disciplined learning environment is essential to a quality educational program. District wide standards on student attire are intended to help students concentrate on school work, reduce discipline problems, and improve school order and safety. The school board recognizes that students have the right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe or orderly school.

### **Unacceptable Items:**

1. Shirts must be long enough to naturally touch the top of the lower garment and/or be tucked in.
2. Shirts must cover the shoulders.
3. All attire should be sized to fit without exposing under garments, buttocks, stomachs or cleavage.
4. Shorts and skirts must be appropriate length- no more than four inches above the knee.
5. Shoes must be worn at all times.
6. No hoodies to be worn during gym class due to safety.

### **The following items of clothing are specifically prohibited:**

1. Spaghetti straps, tank tops, and halter tops
2. Transparent/mesh clothing
3. Makeup that makes a student unidentifiable
4. Exposed under garments
5. Pajamas and house slippers (Exception being spirit days)
6. Shirts with revealing neck lines or arm holes.
7. Shirts hanging longer than finger tips when arms are fully extended or pants sagging below the waist.
8. Hats, caps, or sunglasses worn indoors (Exception being spirit days)
9. Gloves worn indoors

10. Hair nets, bandanas, and do-rags
11. Caps, athletic headbands and arm bands
12. Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message.
13. Clothing or accessories with sexually suggestive language or message.
14. Clothing or accessories that promote any activity prohibited by the student code of conduct and/or law.
15. Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains.
16. Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but not limited to the clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoestrings and jewelry.
17. Trench coats or other like jackets capable of easily concealing weapons.

### **CELL PHONES**

Under the discretion of the teacher a student's cell phone may be collected at the beginning of the day and returned at the end of the day to prohibit any distractions to instruction throughout the day. If a cell phone is confiscated through the day, it will be returned to a parent/guardian after a conference is held.

### **NEWSLETTER AND OTHER COMMUNICATIONS**

Parents will be informed of special events, schedule changes, and other school-related news items by means of newsletters, school messenger, and notes sent home with students. Please discuss with your children the importance of taking home these communications and of giving them to parents.

### **PARTIES/BIRTHDAYS**

Teachers may schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their classes on their birthdays. **Please check with the teacher in advance to schedule the best time.** We encourage store bought, healthy snacks. Take caution in selecting treats as we have some students with severe allergic reactions to peanuts and peanut products. These must be avoided! There are many other allergies that exist, please check with your child's teacher before sending any treats.

### **USE OF VIDEO CAMERAS TO MONITOR STUDENT BEHAVIOR**

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

### **GUIDELINES FOR PREVENTING HEAT STRESS**

Pueblo City School District has established a heat schedule in which students may be released from school early on days of extreme heat. However, when students remain at school, the following list should be used as guidelines in order to prevent heat stress.

- Close doors and windows in air-conditioned rooms
- Use all air conditioned rooms as classrooms as often as possible
- Maximize ventilation and air circulation in non-air-conditioned rooms bringing in fresh air when possible
- Adjust custodial hours for early entry to open windows
- Physical activity during cooler hours
- Water must be available – students may bring water bottles from home
- Establish a “cool room” for heat stressed individuals, i.e. media center
- Hydrate students before boarding on end of school day bus trips



## **COLD WEATHER POLICY**

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On these days, children should dress appropriately (wearing jackets) so that they are able to be comfortable outdoors during these brief periods. Red flags on the doors will signal that children may come inside but not before 7:30, which is when children may enter the playground. Students will report to the gymnasium on Red Flag days in their designated class lines. On Red Flag days, students may enter the building through any entrance.

In the event school is canceled for the day, Pueblo School District 60 staff will make inclement weather decisions based on student, parent and staff safety. The school district will check with the following: City Transit System, the Weather Bureau, Pueblo Police Department and four geographically located transportation people. The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling the local radio stations, TV and newspapers. A call will go out using the School Messenger System, so please have your phone numbers up to date in the office.

- The School District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
- The School District will make the decision as to cancellation of all after school and evening meetings, activities, classes, etc.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts and decide whether or not to send students to school on threatening, stormy days.
- In the event of a delayed school start, School District staff will make the decision to delay school for 2 hours following the above procedures.

**CARE OF SCHOOL AND PERSONAL PROPERTY** We try to instill in students pride in the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, stalls, plumbing or equipment with pen, marker or any other instrument. Students must not tamper with fire extinguishers, fire alarms, electrical systems or plants at school. Anyone who willfully destroys or damages school property through vandalism, arson, larceny or creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property. Students will have to pay the required amount. Included are textbooks, resource books and library books. **STUDENTS ARE NOT ALLOWED TO BRING LARGE AMOUNTS OF MONEY, MP3 PLAYERS, IPODS, TOYS, PLAYGROUND EQUIPMENT, SKATEBOARDS, ROLLERBLADES OR OTHER VALUABLE ITEMS TO SCHOOL.** If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Students should not leave valuables in their desk.

## **SAFETY DRILL/EMERGENCY EXIT DRILLS**

The staff at Highland Park strives to provide a safe environment for students. We ask for your support and cooperation in this endeavor. Safety drills at regular intervals are required by law and are important safety precautions. Students will be given clear instructions by their teacher on how to evacuate the building in a timely and safe manner.

## **FIELD TRIPS**

Field trips are designed to provide educational learning experiences for students outside the school setting. They are to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though they may be a distance from the school. In some instances, students may be excluded from field trips because of behavior concerns prior to the trip. Parents may also be asked to accompany these students in order for them to attend a field trip. If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed.

**PARENTS/GUARDIANS THAT NEED TO TAKE A CHILD HOME FROM A FIELD TRIP MUST CHECK THE STUDENT OUT OF OUR OFFICE BEFORE THE TEACHER WILL DISMISS YOUR STUDENT.**

This procedure stays in conjunction with the dismissal of any of our students from school. This ensures the teacher that the student is being released to a parent, guardian, or an individual listed on the enrollment card.

### **SCHOOL PHONE**

Students are permitted to use the phone in the office only in an emergency. The school office is considered a place of business, and without restrictions on phone use, lines may be tied up when a parent is trying to contact our office. Teachers at Highland Park will allow students to use the phones in their classroom as needed. This will be done at the teacher's discretion.

### **PARENT SUPPORT**

We believe the support and cooperation of our students' parents/families are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is hoped that, by working together, the school and home can assist the student in developing the self-discipline he/she will need to function successfully in our society.

- Display an interest in your child's educational setting.
- See that your child comes to school regularly.
- Work closely with the teacher and principal/assistant principal regarding the academic program and be supportive of teachers and administration with regard to student discipline
- Keep in mind that we care about your child and desire a high-quality program that will meet your child's individual needs
- Give your child support regarding homework and special school activities.

### **PARENT-TEACHER ORGANIZATION**

We have an active and dedicated parent organization at Highland Park. If you are interested in becoming a member for the benefit of our students, please contact the office or simply come join us at a PTO meeting. There are a number of ways that parents/families can become involved in this organization.

## **HOMEWORK**

Parents should be aware of the purpose of homework and encourage and support the school in requiring that each student complete all assignments. Students need to read everyday for 20 minutes and will at minimum have 2 days of math and 2 days of Ela homework for every week. Please contact your child's teacher for more information about homework.

Homework is given to:

- Review and reinforce what has been taught in class.
- Work on extended or long term projects.
- Finish incomplete class work.
- Make up work missed when the student has been absent.
- Develop good study habits to solidify learning.

## **REPORT CARDS**

Students will receive report cards on a quarterly basis. These reports reflect the level of knowledge and skill obtained by the student. It is essential that parents remain aware of how their child is doing in school. If your student is struggling academically or you are uncertain of their progress, please contact their teacher as soon as possible while there is an opportunity to make an improvement.

## **SCHOOL COUNSELOR**

We have a counselor, Mr. Jason Wilson, who coordinates the guidance/counseling and bully proofing programs at Highland Park. These programs are aimed at enhancing the development of your child's social, emotional and educational needs and growth. The counselor facilitates classroom activities, parent sessions, staff in-services, small groups for children and resource materials. The counselor is available for individual consultation and concerns. The counselor may be reached through the school secretary or clerical aide at 549-7560.

## **FOOD SERVICE PROGRAM**

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches for the lowest possible price. The elementary school menus are published weekly in the local newspaper, announced on local radio stations, on the district website, and are posted at the school. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. The school reserves the right to alter the breakfast/lunch program from any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.

## **BREAKFAST/LUNCH PRICES**

No Charge for Students

## **UNIVERSAL MEALS**

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

### **Community Eligibility Provision Participating Schools**

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

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

- Families are 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).

### **STUDENT HEALTH PROBLEMS**

A parent should inform the school of any special health problems a child may have. Please make sure the office is notified of all food allergies. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student.

### **EMERGENCY MEDICAL AUTHORIZATION**

All students must have emergency information listed on a student information card in the school office. The card must include a current telephone number so that parents may be notified, and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy.

### **STUDENT INSURANCE**

Student accident insurance is available at a reasonable price. Parents must come into the office to pick up a registration form.

### **ILLNESS**

If a student becomes too ill to remain in class, we will attempt to reach you by phone. That is why it is so important that we have an updated, working phone number on the emergency card. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as chicken pox, ringworm, or impetigo will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release is required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease.

### **DOCTOR AND DENTAL APPOINTMENTS**

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

### **IMMUNIZATIONS**

Please see the following pages.



## 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

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 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](http://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)



**COLORADO**  
Department of Public  
Health & Environment

Last Reviewed 1/2021



### **MEDICATION (DISTRICT 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 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.

Please 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 the required forms. These forms may be obtained from the school office.

When school children are required to take medications at school, our district policy, which is based on Colorado state law, must be followed.

The following requirements are to be met before any medication, either prescription or nonprescription, can be given at school.

1. Medications will only be given with a Pueblo School District 60instruction sheet properly filled out and signed by the student's parent/guardian and health care provider. These are available at all schools. **IF A MEDICATION IS CONTINUOUS, THIS SHEET MUST BE UPDATED AND SIGNED EVERY YEAR.**
2. Medications must be provided to the school by the parent/guardian in a pharmacy bottle labeled for the student who is to receive it. Any time there is a change in the dosage or time of administration for the medication, a new written prescription from the health care provider must be provided as well as the medication bottle label changed and updated.
3. If a child needs to carry their own inhalant, you must still fill out the entire instruction sheet but indicate on the instruction sheet "may carry on own person and self-administer the medication." Abuse of this privilege will result in loss of right to self-administer medications.
4. Only those school personnel who have gone through special training conducted by our district nurses may dispense the medication.
5. Some medications, such as epinephrine pens or nebulizers, require additional specialized staff training and information. A health care plan written by a district registered nurse must be signed by the parent(s)/guardian(s) and health care provider.
6. Emergency Glucagon kits may not be administered by school personnel. They can be stored in the office if the parent requests. Please understand these regulations are to ensure the safe administration of medications to children while at school. If you have any questions, contact the Office of Health Education at 549-7154.

### **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.

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.

## **NON-DISCRIMINATION COMPLAINT PROCEDURES**

(Compliance with Title VI, Title VII, Title IX, Section 504) Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

### **Procedure**

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

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

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

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

E.E.O. Compliance Officer Pueblo School District  
60315 W. 11th Street Pueblo, Colorado  
(719) 549-7162