

Irving Elementary School

1629 West 21st Street | Pueblo, Colorado 81003
(719) 549-7570

Jaime Schwab, *Principal*
Christina Benavidez, *Assistant Principal*



2020-2021
Family Handbook

PUEBLO SCHOOL DISTRICT 60 2020-21 Instructional Calendar

August 2020

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 2020

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					4	5
6	7	8	9	10	11	12
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27	28	29	30			

October 2020

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November 2020

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29	30					

December 2020

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27	28	29	30	31		

January 2021

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

New Teacher Orientation4, 5
 Innovation Professional Development.....6, 7
 Teachers Begin.....10
 Teacher Work Days11, 14
 Principal Led Professional Development/
 Building Meetings10
 District Professional Dev. Day.....12, 13
 Assessment/Transition Day K-1217
 No School21, 28
 Classes Begin.....31

SEPTEMBER

No School4, 7, 11, 18, 25
 Professional Development18

OCTOBER

No School2, 9, 16, 23, 30
 1st Grade Period Ends15
 Teacher Work Day16
 Parent/Teacher
 Conference Window.....19, 20, 21, 22, 23
 Innovation Professional Development.....30
(1/2 Day = 3 hours 15 minutes)

NOVEMBER

No School6, 13, 20
 Professional Development13
 Thanksgiving Break.....23, 24, 25, 26, 27

DECEMBER

No School4, 11, 18
 2nd Grade Period/1st Semester Ends18
 Teacher Work Day18
 Winter Break21, 22, 23, 24, 25
 28, 29, 30, 31

JANUARY

Winter Break1
 No School8, 15, 22, 29
 District Professional Development22
 Innovation Professional Development.....29
(1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School5, 12, 19, 26
 Professional Development19

MARCH

No School5, 12, 19
 3rd Grade Period Ends.....18
 Teacher Work Day19
 Spring Break22, 23, 24, 25, 26

APRIL

No School2, 9, 16, 23, 30
 Professional Development16
(The hours from this day will be utilized for Fall Parent/Teacher conferences.)

MAY

No School7, 14, 21, 28, 31
 Teacher Work Day14
(The hours from this day will be utilized for Spring Parent/Teacher conferences.)
 Graduation:
 Paragon Thursday, May 27
 Central, South Friday, May 28
 East, Centennial Saturday, May 29

JUNE

Classes End.....3
 Teachers' Last Day4
 Possible Make-up Day7, 8
(for inclement weather coverage)

JULY

February 2021

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
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March 2021

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April 2021

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May 2021

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30	31					

June 2021

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26	27	28	29	30		

July 2021

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24	25	26	27	28	29	30
31						

PUPIL CONTACT DAYS

August1	February.....16
September.....17	March15
October.....17	April.....17
November.....13	May16
December11	June3
January.....16	July.....0
	Total.....142

DAYS PER SEMESTER

1st Grade Period.....27	3rd Grade Period44
2nd Grade Period...32	4th Grade Period39
1st Semester59	2nd Semester83
	Total.....142

KEY

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- ⬡ District Led Professional Development
- ⬢ 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)



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Taylor Voss.....President
Dr. Margaret WrightVice 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 Aaron Bravo, 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.

VISION STATEMENT

High Academic Achievement and Empowered Global Citizens

MISSION STATEMENT

The Irving community will unite to educate, prepare, and empower students for lifelong achievement.

INNOVATION ZONE VISION AND MISSION

As a collective Innovation Zone, we are driven by a fundamental belief in our students, ability to succeed and our schools' capacity to support and develop future leaders. We also know that we cannot continue practices that prepare our children for a world that no longer exists. Instead we must respond to what we see before us. The conditions driving education in our country require school communities to think and act very differently than in our recent past. As the world increasingly demands that our students be innovative problem solvers, we are required to provide educational experiences that will develop our students as flexible, adaptable, innovative learners.

FOCUS

Irving continues on the path of school improvement. The staff works to improve instruction using the following levers for change.

- Develop a strong student culture that sets high expectations for students' academic and behavioral performance.
- Utilize student achievement and growth data to make adaptations to instruction.
- Create rigorous and engaging lesson plans that support students' learning and challenge them to go further.
- Ensure that all students participate in consistent, high quality instruction in reading and math each and every day.

Our staff welcomes your involvement in our school improvement process. Please contact the office if you would like to know more (719) 549-7570.

A MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome back to Irving for the 2020-21 School Year! This is going to be one of the most exciting years in the history of our school as we continue as part of the Innovation Zone. This venture will allow us to capitalize on the progress we've made over the last few years, while transforming our school into a highly effective learning environment for all students. As in years past, this planner will serve as an important communication tool between your student, your child's teacher, and the school. Please make sure that you use the planner in the following way:

- 1) Review the policies and procedures section.
- 2) Review the planner with your child each evening. Make note of any assignments, behavior issues, notes from the teacher, etc. Please contact your child's teacher with any questions or concerns that you may have.
- 3) Regularly review your child's progress and learning with them. Make sure that your child reads (or is read to) at least 20 minutes each day.

As we move into the school year, we are very excited to build a new partnership with our families. Please stay tuned via school messenger and our web site for more details (<http://irving.pueblocitieschools.us/>). As always, please don't hesitate to contact us with any questions or concerns that you might have.

Warmly,

Jaime Schwab, Principal
jaime.schwab@pueblocitieschools.us
School Phone: 719-549-7570

INNOVATION ZONE

As part of the Innovation Zone, Irving will continue to implement the following components for our school in 2020-21.

EVERY CHILD, COLLEGE READY – Regardless of whether every student chooses to go to college, every child ought to have college as an option. AVID (Advancement via Individual Determination) builds a culture of high expectations that sets students on a rigorous path of learning. Teachers utilize consistent instructional strategies across all grade levels that help students to organize, analyze, and collaborate in their content areas.

PERSONALIZED, 21st CENTURY LEARNING – Students come to school with a wide range of knowledge and skills, even when they're in the same classroom. By adopting a blended learning model, schools within the zone will utilize technology and online learning to customize learning for students during their day. Blended learning doesn't replace the teacher, but rather allows them to use technology to meet the specific needs of each of their students. Students that are behind will benefit by being able to catch up more quickly, and students who are ahead won't be slowed down! As a result, learning becomes more meaningful and more relevant for students.

HELP STUDENTS TO DREAM – We want our students to discover more about their community and more about their world! The creation of an Extended Learning Opportunities Program will allow them to learn a new skill, pursue a passion, and connect with the community through unique and exciting programs. Extended Learning Opportunities will be offered during the day and we'll be working with the community to find people willing to share their interests.

STRENGTHEN OUR COMMUNITY – Today's students are tomorrow's citizens. We want to ensure that our community thrives and is revitalized by our students. Through a partnership with CSU-Pueblo, we're creating a special program for teacher candidates to partner with master teachers within the innovation zone. This will ensure that our future teachers have the skills necessary to succeed in our schools.

SCHOOL HOURS

Student Safety is extremely important at Irving. **STUDENTS SHOULD NOT ARRIVE AT IRVING PRIOR TO 7:25 A.M. AS THERE IS NO SUPERVISION OF STUDENTS.**

School Office Personnel: 7:00 a.m. – 4:30 p.m.

Other School Personnel: 7:30 a.m. – 4:00 p.m.

Elementary Student Schedule (K-5) – Monday - Thursday

7:45 a.m. – 3:05 p.m.

SCHOOL ATTENDANCE

Every child who has attained the age of six years on or before October 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.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate attendance plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

STUDENT ABSENCES AND TARDIES

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. **All absences should be called in and excused, including for online students.** Call 549-7570 by 8:30 a.m. to let us know about your child's 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.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board

as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is **10 days** during any calendar year or school year or four in one month. A doctor's note is needed for any absence after 10 (**unexcused**) days.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Further information is available in district policies *JH and JH-R: Student Absences and Excuses/Tardiness*.

If you have questions or need assistance with attendance, please contact us at 719-549-7570.

RECOGNITION FOR PERFECT ATTENDANCE

- Students that have perfect attendance (no absences or tardies) are recognized at the end of each quarter and for the whole year.
- Students with excellent attendance are recognized at the end of each quarter for students that have two or less attendance events. 2 Events = 1 Absence/1 Tardy, 2 Absences, or 2 Tardies.

STUDENT EXPECTATIONS AND DISCIPLINE POLICY

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

- **Prepared**
- **Attitude of Achievement**
- **Works with Others**
- **Self Control**

Basic Daily Expectations

Students at Irving are expected to follow these expectations each and every day. Students that do not follow the basic daily expectations for school may have consequences: As an Irving student you will....

- 1) Do your homework each night and get your planner signed.
- 2) Wear your school uniform each day.
- 3) Follow school and classroom rules and procedures.

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. No student may interfere with the teacher's ability to teach or for other students to learn. Expectations for student behavior are taught and reviewed at school on a continuous basis. They are emphasized at the beginning of the year as well as after extended vacations. Please make sure your child understands these expectations for behavior.

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

Physical and Aggressive Behaviors (Including Horseplay and Rough Housing):

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

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

Disruptive and Defiant Behaviors:

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

Other Behaviors:

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

Supporting Positive Behavior:

Irving classrooms use a system that is designed to help students demonstrate positive behaviors. Classrooms will use the Class Dojo system. Students will be expected to demonstrate appropriate behavior throughout the day. Please connect with classroom teachers to set up your Dojo account.

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

Student Suspension:

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

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

IRVING ELEMENTARY BULLYING-PREVENTION PROTOCOL

Our school's social vision

Irving Bullpups are **P**eaceful, **c**Aring, **W**atchful, **r**e**S**pectful.

Why we implemented a school wide system to stop bullying:

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

What is bullying?

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

- **Physical bullying** is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- **Verbal bullying** is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- **Relational bullying** is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- **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 Irving Elementary have agreed to join together to treat others with respect both online and face to face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Tell bullying students to stop when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus if I cannot safely stop the bullying. Report the bullying in the anonymous reporting box located in the hallway between the Gym and the Cafeteria.
- 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, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision:
 - Irving Bullpups are **P**eaceful, **cA**ring, **W**atchful, **reS**pectful.
- 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 a 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 Assistant Principal.

- 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:
 1. Name the behavior for what it is, e.g., “That’s a put down.”
 2. Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 3. Remind students of our school’s social vision and how their behavior is not aligned with this:
 - Irving Bullpups are **P**eaceful, **cA**ring, **W**atchful, **reS**pectful.
 4. Notify the Principal immediately if there are any concerns for a student’s physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying by written form to the Assistant Principal within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying in written form to the classroom teacher. The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyber bullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

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

- The 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 Infinite Campus database.
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
- We may refer the target of bullying to get help from a school Bullying Prevention Coach. Bullying Prevention Coaches are teachers and staff members who have been trained to support students who are the target of bullying and to create solutions to bullying by bringing students together, including bullies, bystanders, and positive student leaders. The Bullying Prevention Coach may use solution-focused discussion, redirection, skill building, and counseling and shall report progress to the Principal.
 - We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The 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 Assistant Principal is notified of an ongoing bullying situation and logs the incident in Infinite Campus.

- When appropriate, the Assistant Principal refers the target of bullying to a school Bullying Prevention Coach. The 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 of harassment or bullying, he or she may appeal by calling the District Office at 719-549-7100 and requesting that their complaint be sent to the Principal Supervisor assigned to the school.

Bus Rules and Regulations

Pueblo School District 60 utilizes Student Transportation of America (STA), a privately contracted bus company, to provide transportation for students. All students that ride the bus must complete a registration card and sign off on bus rules prior to riding the bus:

- **RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT.**
- Students are expected to follow the same rules and expectations at school while waiting at the bus stop, on the bus, and while walking home at the end of the day.
- A parent or guardian must supervise their child while waiting for the bus.
- Children that do not follow bus rules and expectations may be suspended from the bus. Repeated behavior violations may result in permanent removal of bus privileges including field trips. Additional consequences may also be applied.
- During the bus ride, students should practice reading, completing homework, or quietly visiting with a neighbor.

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 10 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 20 days of the date of the student's knowledge of the alleged discrimination.

Level 2: Within ten days of the receipt of a 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 60

315 W. 11th Street, Pueblo, Colorado

(719) 549-7162

STUDENT DROP-OFF AND PICK-UP AT IRVING ELEMENTARY

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

- Please use the drop-off at the front of school, next to the playground for Kindergarten, 3rd, 4th, and 5th grades. Please note that this is a one way street.
- Please use the drop-off on Cheyenne for 1st and 2nd grades.
- When you enter the drop-off area, pull all the way to the curb. **PLEASE DO NOT DOUBLE PARK IN THE DROP-OFF AREA AS THIS CREATES A SERIOUS DANGER FOR STUDENTS.**
- When parking in front of the building, please follow the **painted lines** to indicate the space.
- Never leave your vehicle unattended in the drop-off area. If you plan to enter the building with your student, please park on one of the adjacent streets and use the crosswalk. This models safety for our students.
- Watch for students and their families using the crosswalk.
- Please exercise patience and courtesy when dropping off and picking up your child.
- Please treat crossing guards and playground monitors with respect; they are there to protect our students and your child!
- Monitor your speed in and around the school grounds.
- Drivers that fail to abide by these guidelines may be referred to law enforcement.
- 1st and 2nd grade students (and their older siblings) will be released on Cheyenne Street after school unless students ride the bus, attend Boys and Girls Club, or walk.
- 3rd-5th grade and Kindergarten students will be released on 21st Street unless students ride the bus, attend Boys and Girls Club, or walk.

STUDENT INFORMATION CARDS

- During the first week of school, the teacher will send home an information card for you to complete. Please be sure to fill out both sides and include current information.
- Be sure that you update information that changes throughout the year. This is the only way that we can contact you in case of an emergency.
- Please list the names of people you wish to have your child released to in case of special circumstances.
- PER DISTRICT POLICY, IF YOU CALL OR SEND A NOTE THAT YOUR CHILD IS TO BE RELEASED TO SOMEONE WHO IS NOT ON THE CARD, WE CANNOT COMPLY WITH THE REQUEST.

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.

DRESS CODE

Irving students wear school uniforms.

Tops:

- Short sleeve or long sleeve polo shirt (Red, White, Navy, Black)
- Short sleeve or long sleeve button down shirt (Red, White, Navy, Black)
- Shirts should be tucked in or touching the top of the pants, shorts, etc.

Bottoms:

- Pants (Black, Navy, or Khaki)
- Shorts (Black, Navy, or Khaki)
- Jumpers (Black, Navy, or Khaki)
- Skirts/ Skorts (Black, Navy, or Khaki)

Shoes:

- Tennis shoes or other closed-toe shoes suitable for participation in recess or Physical Education class

If your student is unable to meet the uniform requirement on any day, please contact the office that morning at 549-7570.

If you are having trouble acquiring the necessary uniform, please contact our Community Advocate at 549-7570.

Please note that hair coloring, piercings, or other aspects of personal grooming that are identified as a safety concern or that are disruptive to the learning environment may not be permitted. Please contact the school or refer to the District's Code of Conduct Handbook for further information.

SCHOOL AND PERSONAL PROPERTY

- 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, Chromebooks, and library books. Please contact the school to establish a plan for payment.
- Students should not bring large amounts of money, toys, or other valuable items to school.
- Glasses are the responsibility of the student and should not be left in their desks.
- The school is not responsible for lost or stolen items.
- Students that accidentally bring a prohibited item to school should notify their teacher or the principal immediately.
- Cell phones must be kept in backpack at all times.

SAFETY DRILL/EMERGENCY EXIT DRILLS

- 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, safe manner.

COLD WEATHER POLICY

- Unless the weather is extremely inclement, children will remain outside during recess periods. On these days, children should dress warmly.
- In the event school is canceled or there is a delayed start for the day, the staff at Pueblo School District 60 will make inclement weather decisions based on student, parent and staff safety. The 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.
 - The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
 - The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes etc.
 - Parents are expected to be responsible for 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, District staff will make the decision to delay school by two hours following the above procedures.

FIELD TRIPS

- Field trips are designed to provide learning experiences for students outside the school setting.
- Permission slips will be sent home prior to each field trip.
- Students are expected to follow the rules of the school during field trips.
- In some instances, students may be excluded from field trips because of poor behavior prior to the trip.
- If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with 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. Their unacceptable behavior may exclude them from the next field trip.
- PARENTS/GUARDIANS THAT NEED TO TAKE A CHILD HOME FROM A FIELD TRIP MUST CHECK THE STUDENT OUT OF OUR SCHOOL 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.*
- Students with behavior challenges may be required to have a parent accompany them on field trips.

SCHOOL PHONE

- Teachers at Irving will allow students to use the phones in their classroom or the office as needed at the teacher's discretion, provided that it does not interrupt instruction.
- If you need to reach your child's teacher, please contact the office at 549-7570 to leave a message. Teachers will return your call at their earliest convenience.
- If you need to get a message to your child please contact the office prior to 2:45 p.m. We will make every effort to contact your student.

CELL PHONES

- Students may have a cell phone but it should remain off and in their backpack during school hours, including lunch recess.
- The school is not responsible for damaged, lost, or stolen cell phones.
- If a student is found using a cell phone during school hours the following policy will apply:
 - 1st offense: Cell phone is confiscated and student may pick it up in the office after school.
 - 2nd offense: Cell phone is confiscated and parent/guardian may pick it up in the office.
 - 3rd offense: Cell phone is confiscated and student may no longer bring cell phone to school.
 - 4th offense: Further disciplinary action may be taken.

PARENT SUPPORT

Parent support is essential to the long term success of our students and our school. Parents of students who are at Irving should commit to the following each year: (Use this form as a checklist to track your involvement this year.)

PARENT-TEACHER ASSOCIATION

The Irving PTSO is an organization dedicated to supporting the students and the school through a variety of efforts. Please contact 549-7570 for more information. This school year, we will need people to assist in the following roles and responsibilities:

- *Fund-raising team:* identifying and implementing fund-raisers for the PTSO.
- *Recruitment team:* identifying and recruiting new members.
- *Carnival team:* working to plan and implement a school carnival.
- *Yearbook:* working with students and staff to produce a yearbook for the school.
- *Advising council:* working with the principal and building leadership team in the development and implementation of the school improvement plan and the Innovation Zone plan.

PARENTS RIGHT TO KNOW

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

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

STUDENT HEALTH

- A parent should inform the school of any special health problems a child may have. Copies of doctor reports explaining the nature of the condition will assist the school in meeting the needs of the student.
- If a student becomes too ill to remain in class, the school's office will try to reach you by phone.
- Immunizations (*see the letter and chart on the following pages*)
 - In accordance with Colorado law, immunizations are required for all students enrolled in the district schools.
 - Students will NOT be permitted to enroll in school without meeting immunization requirements.
 - Exemptions based on identified medical, religious, or philosophical beliefs may be considered with proper documentation.
- Parents are encouraged to arrange doctor or dental appointments before or after school or on Fridays whenever possible.

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.

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



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 - 12th grade schools for the 2020-21 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 an exemption is filed. For more information, visit colorado.gov/cdphe/schoolrequiredvaccines (or cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
 - o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - o polio (IPV)
 - o measles, mumps, rubella (MMR)
 - o hepatitis B (HepB)
 - 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 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules for children 0 - 6 years of age at cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.
- 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, 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 measles-mumps-rubella (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, ImmunizeForGood.com, and colorado.gov/cdphe/immunization-education (or 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, 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 colorado.gov/cdphe/find-your-local-public-health-agency (or 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 for more information.

Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).
- 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 non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1st through June 30th of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).

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. Immunization and exemption rates can be found at COVaxRates.org.

Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Colorado Immunization Branch | 303-692-2700 | cdphe.dcdimmunization@state.co.us

December 2019

KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given on or after the 4 th b-day. Final dose of DTaP to be given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis (Tdap) <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 st 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 th grade entry. One dose of Tdap is required for 6th through 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th 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.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.
Hepatitis 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 nd dose administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

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

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 Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to www.colorado.gov/vaccinexemption.

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

Last Reviewed June 2020



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 non-prescription, can be given at school.

1. Medications will only be given with a Pueblo School District 60 instruction 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.

EMERGENCY MEDICAL AUTHORIZATION AND STUDENT INSURANCE

- All students must have emergency information listed on a student information card in the office.
- The card must include a current phone 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 the school district policy.
- Student accident insurance is available at a reasonable price. These forms are provided during the first week of school.

NEWSLETTERS AND OTHER COMMUNICATIONS

- Parents will be notified of special events, etc. via the School Messenger Telephone System. Please make sure that your contact information is up-to-date in the office.
- The school will also distribute a quarterly newsletter. Additional information about the school and upcoming events can be found on the school website at: <http://irving.pueblocitieschools.us/> and Facebook. Sign up for text reminders by texting 81010 to @8abh2.

FOOD SERVICE PROGRAM

- Elementary school menus can be found online at pueblo.nutrislice.com
- Children eating at school are expected to practice acceptable table manners and proper behavior.
- Relatives are welcome to eat with their child at any time. Please sign in at the office.
- Our cafeteria staff makes every effort to ensure that each child has a choice of food items and that these are available at each lunch period. However, these choices are based on estimates and at times, students may be limited in their choice of options.
- Our expectation is that all students try to eat something during their lunch period.
- Each afternoon, students receive a healthy fruit or vegetable snack in their classroom.

Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year. If your children attend one of the schools listed below, breakfast and lunch will be available to them at no charge. Adult meals will be available for sale each day.

Irving Elementary 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 Combination Application for Free or Reduced Price Meals and Family Economic Data Survey* in the school office or online at www.pueblocitieschools.us .

- Families are encouraged to fill out the combination application for free or reduced price school meals and 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. In schools participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In non-CEP schools, this form will be used to determine eligibility for school meals. In all schools, this form will also be 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 strongly encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create 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, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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. This institution is an equal opportunity provider

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at: <http://boe.pueblocitieschools.us> or from the school office.**

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

See also the District's Student Code of Conduct also available on the District's website at: www.pueblocitieschools.us.

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

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

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

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

JKD/JKE: Student Use of Internet and Electronic Communications

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

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a

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

JKE-R: Suspension/ Expulsion of Students

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

JEA: Compulsory Attendance

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

JH: Student Absence/Excuses

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

JHB: Truancy

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

JLCB: Immunization of Students

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

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

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

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

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

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

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

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

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

Students in out-of-home placements

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

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

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

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

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

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

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
 - b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
 - c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).*
 - d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
 - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
 - f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*
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**Enrollment Commitment Form
Elementary School
Innovation Zone – Pueblo School District 60**

Student Name _____ **Grade** _____ **Date** _____

Irving is an innovation school of choice. When students and families “choose” to attend an Innovation School, they understand and support the expectations listed below. Every student has the opportunity to receive a quality education in Pueblo School District 60. To facilitate this opportunity, our school is committed to providing a positive learning environment that emphasizes rigorous academic coursework focused on standards and promotes an orderly and safe environment. In order for students to benefit, they must attend regularly. It is recognized that parents/guardians and students must share the responsibility and accountability in meeting these goals.

Therefore, my child and I will accept responsibility and be held accountable for following the goals and expectations outlined below.

Please initial ALL items below. Both parent and student must initial each line item.

Parent	Student	EXPECTATIONS
		Student <i>will</i> , with parent support, complete and return homework and check student planners daily.
		Student <i>will</i> , with parent support, maintain an attendance rate of 95% or better throughout the entire school year.
		Student <i>will</i> , with parent monitoring and support, complete classroom assignments taking place within the school day.
		Student and parent <i>will</i> attend all Parent/Teacher conferences, as well as RtI and IEP meetings.
		Parents <i>will</i> monitor student progress weekly by logging into the Infinite Campus Parent Portal. (See secretary for help logging in)
		Student <i>will</i> work to maintain an incident free behavior record.

Signing this success plan signifies that I agree to the items listed above and understand that my plan will be revisited each nine weeks to monitor my progress.

Student Signature: _____

Parent Signature: _____

School Signature: _____

PARENT & GUARDIAN INFORMATION

The parent or guardian of each child must complete an enrollment packet at the beginning of the year. Parents should include the names and contact number for any adult they wish to have permission to check out their children from school during the day. Individuals not listed on a student's enrollment card will not be allowed to take a child from school during the day. Please notify the office of any changes to your phone number or address. These are essential for emergencies as well as to receive information from the school. A current copy of any custody/parenting agreement or restraining order should be submitted to the school. The agreement or order should specifically state the custody arrangement as ordered through the courts.

I have reviewed the information in this handbook and I will support all policies and procedures.

Student Signature: _____ Parent Signature: _____

Date: _____