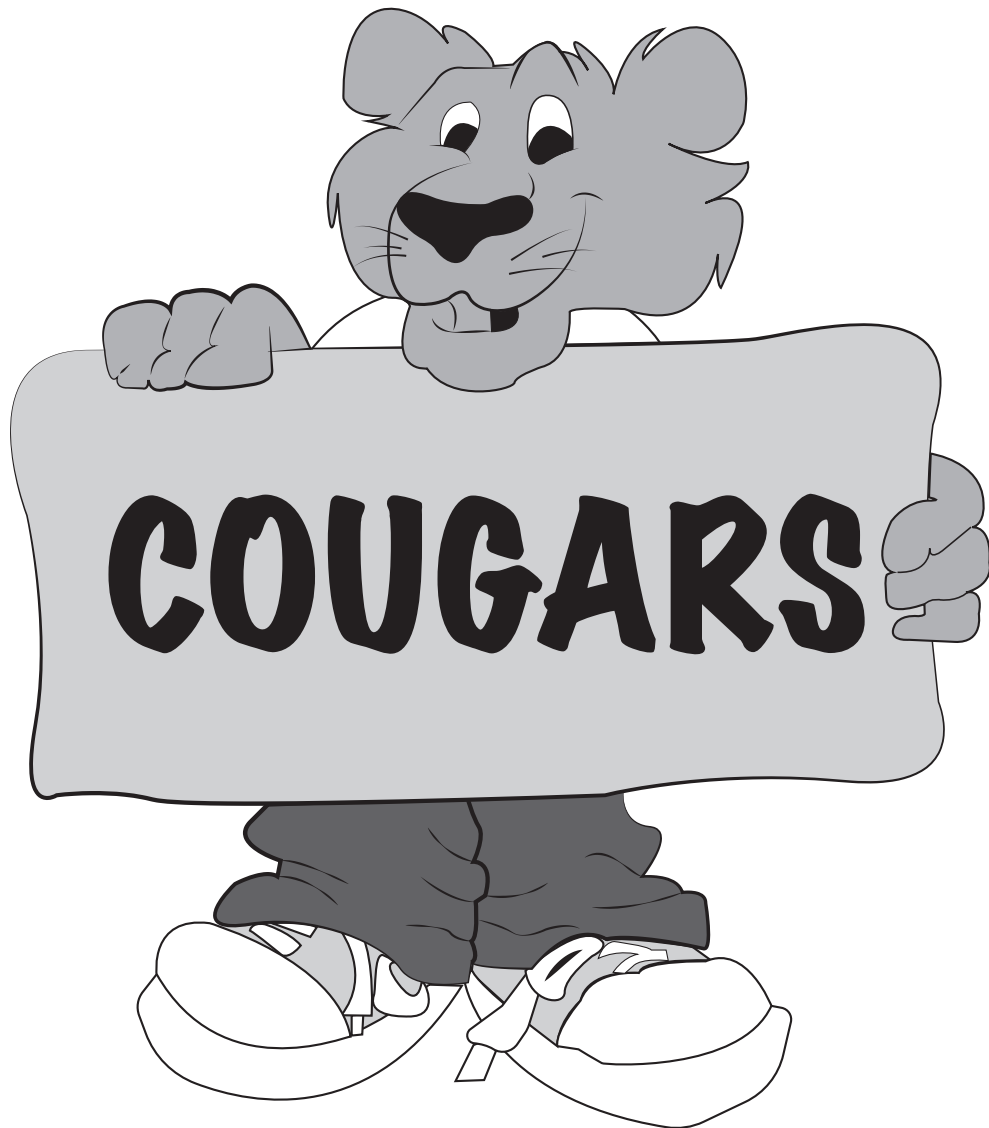


PARENT/COUGAR
Handbook
2021 – 2022



South Park Elementary

3100 Hollywood / Pueblo, CO 81005 / (719) 549-7600

PUEBLO SCHOOL DISTRICT 60 2021-22 Instructional Calendar

August 2021

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 28 | 29 | 30 | 31 | | | |

September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

AUGUST

New Teacher Orientation3, 4
 Innovation Professional Development.....5, 6
 Teachers Begin.....9
 Principal Led Professional Development/
 Building Meetings9
 District/Bldg. Professional Dev. Day.....11, 12
 Teacher Work Days10, 13
 Assessment/Transition Day K-1216
 Classes Begin.....17
 No School20, 27

SEPTEMBER

No School3, 10, 17, 24
 Labor Day6
 District/Bldg. Professional Development.....17

OCTOBER

No School1, 8, 15, 22, 29
 1st Grade Period Ends14
 Teacher Work Day15
 Parent/Teacher
 Conference Window.....18, 19, 20, 21, 22
 Innovation Professional Development.....29
(1/2 Day = 3 hours 15 minutes)

NOVEMBER

No School5, 12, 19
 District/Bldg. Professional Development.....12
 Thanksgiving Break.....22, 23, 24, 25, 26

DECEMBER

No School3, 10, 17
 2nd Grade Period/1st Semester Ends17
 Teacher Work Day17
 Winter Break20, 21, 22, 23, 24
 27, 28, 29, 30, 31

JANUARY

No School7, 14, 21, 28
 District/Bldg. Professional Development.....21
 Innovation Professional Development.....28
(1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School4, 11, 18, 25
 District/Bldg. Professional Development.....18

MARCH

No School4, 11, 18
 3rd Grade Period Ends.....17
 Teacher Work Day18
 Spring Break21, 22, 23, 24, 25

APRIL

No School1, 8, 15, 22, 29
 District/Bldg. Professional Development.....15
(The hours from this day will be utilized for Fall Parent Teacher conferences.)

MAY

No School6, 13, 20, 27
 Teacher Work Day13
(The hours from this day will be utilized for Spring Parent Teacher conferences.)
 Graduation:
 Paragon 6 p.m. / Thursday, May 26
 South 3 p.m. / Friday, May 27
 East 7 p.m. / Friday, May 27
 Centennial 8 a.m. / Saturday, May 28
 Central 12 p.m. / Saturday, May 28
 Memorial Day30

JUNE

Classes End.....2
 Teachers' Last Day3
 Possible Make-up Day6,7
(for inclement weather coverage)

JULY

February 2022

| S | M | T | W | T | F | S |
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March 2022

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April 2022

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May 2022

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June 2022

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July 2022

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

PUPIL CONTACT DAYS

| | |
|------------------|----------------------|
| August 10 | February.....16 |
| September.....17 | March15 |
| October.....16 | April16 |
| November.....14 | May17 |
| December.....10 | June2 |
| January.....17 | July.....0 |
| | Total.....150 |

DAYS PER SEMESTER

| | |
|-------------------------|---------------------------|
| 1st Grade Period.....35 | 3rd Grade Period 44 |
| 2nd Grade Period ...32 | 4th Grade Period39 |
| 1st Semester67 | 2nd Semester.....83 |
| | Total.....150 |

KEY

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



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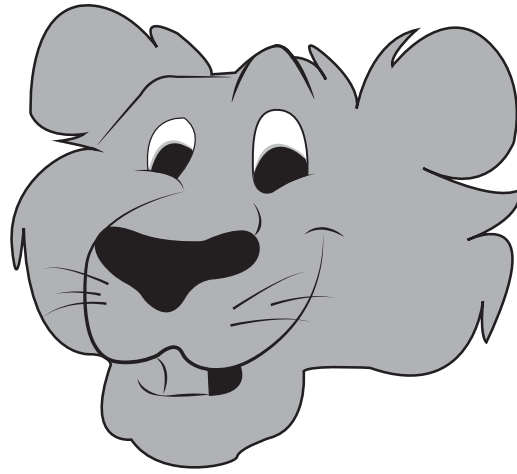
Parents:

You are welcome in our building, but *please*
do not interrupt learning.

All visitors must check in at the office.

We will assist you there.

Thank you for your help in this important matter!



South Park Elementary School

Mission Statement

*Every child at South Park
will be prepared for the next grade level.*

PRAISE is alive at South Park

Positive

Respectful

Accepting

Integrity

Safety

Equality

SOUTH PARK STRATEGIC PLAN

VISION:

Every South Park Cougar will be prepared for middle school.

OPERATING VALUES:

We believe that all Cougars have the ability to learn in an educational environment that promotes high expectations for academic excellence. We are committed to providing an educational setting that ensures a quality education for each Cougar in an atmosphere of mutual respect.

BELIEFS:

We believe:

- in every child's value and potential
- a quality educational setting ensures academic excellence
- in high expectations and accountability for all
- that data-driven, continuous improvement is essential to Cougar achievement
- in parents, Cougars, staff and community working together toward academic excellence



Principal's Message

Dear South Park Elementary Students and Families,

Welcome to the 21-22 school year! We hope that you had an enjoyable and relaxing summer break. The staff at South Park is excited to meet each and every one of you and your child(ren), as we embark upon a bright new year of learning and fun! It is a privilege for us to share in the growth of your child(ren) over the course of the school year(s).

We have experienced a past year like never before, and these experiences have shaped and molded us all in different ways. Although there is a great deal of work ahead to transition our schools and community back to normalcy, I am beyond confident that the dedicated staff here at South Park will make it possible!

One of our number priorities is to build strong relationships and to focus on the social and emotional well-being of our Cougars. It is extremely important that each South Park Cougar feels safe, welcome and excited to be at school.

We are thrilled to announce that this school year we will welcome back the majority of our excellent staff, with the addition of one new 1st grade teacher, one new 3rd grade teacher, one new instructional tutor and myself as the new building principal. We are also extremely excited to reintroduce music, alongside physical education and art.

Parents and guardians, you are an integral part of our school and the success of your child. Your positive outlook on your child's education will lead to the development of a life-long learner.

At South Park Elementary:

- ***We understand*** that students need and want to know what is expected of them.
- ***We know*** that consistency, clarity and high expectations result in a positive learning environment.
- ***We expect*** that students arrive at school on time regularly, are ready to learn, follow school rules and perform academically at their full potential.

As a team, we will continue to focus on data driven instruction that provides rigorous and authentic academic experiences that support the whole child. Please take the time to review this handbook to develop a shared understanding of what is expected for a successful school year.

We are prepared for a school year of learning and fun! Our doors are always open and we welcome and value your input. Please feel free to make contact either by email or phone. We look forward to working together, as we continue to support our students in meeting their academic goals and future aspirations.

Sincerely,

Morganlee Kempf, *Principal*

School Hours

Cougars are dismissed at 3:05 p.m. Monday through Thursday. School begins each morning at 7:45 a.m.

Grades Kindergarten-5

- 7:35 Cougars permitted on playground / doors open
- 7:45 School start time
- 7:55 Tardy – outside doors will close –
- 3:05 School dismissed, Monday – Thursday

Preschool

3 Year Old:

- A.M. Preschool Monday – Thursday 7:45 a.m. – 10:45 a.m.
- P.M. Preschool Monday – Thursday 11:30 a.m. – 2:15 p.m.
- No school on Friday**

4 Year Old:

- Full Day Preschool Monday – Thursday 8:00 a.m. – 2:00 p.m.
- Monday – Thursday 8:10 a.m. – 2:10 p.m. *Please check with teacher on time.*
- No school on Friday**

Lunch

Lunch will be served from 10:40 a.m.– 1:45 p.m.; Kindergarten will begin at 10:40, 1st grade at 11:05, 2nd grade at 11:30, 3rd grade at 11:55 and 4th grade at 12:20, and 5th grade at 12:45. Recess for all levels begins 20 minutes after eating.

School Personnel Schedule

- 7:00-4:30 School Office-Secretary/Principal
- 7:20-3:50 Teacher hours

Arrival Time

Cougars should not be on the playground before 7:35 a.m. Prior to this time there is no adult supervision on the playground. Parent cooperation is appreciated. Breakfast will be served in the classrooms this year. If your child is participating in a before or after school club, please be aware of the times your child may be dropped off and picked up.

School Attendance

The Colorado State Legislature passed Senate Bill No. 140, which deals with school attendance. This bill was signed into law by Governor Roy Romer on April 19, 1993. The law stipulates that annually, at the beginning of the school year and upon any enrollment during the school year, the parent of each child enrolled in the school district be notified in writing of the parent's obligations with regard to compulsory school attendance.

Excused absences are categorized as illness, *substantiated by a doctor's statement*, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Cougar Intervention Services office. (See Pueblo School District 60 absences and Excuses/Tardiness Policy in the Cougar Conduct and Discipline Code Book.)

Cougar Absences and Tardies

Regular and prompt school attendance is expected of all South Park Cougars. The only absences considered excused are due to illness that can be substantiated by a doctor's statement, death in the immediate family, or when approved by the principal. All other absences will be considered unexcused. Cougars may not receive grades for assignments, tests, or projects missed because of unexcused absences.

*It is requested that parents call to inform the school about a Cougar absence by 8:00 a.m.
Please call 549-7600 and report your child's absence. No absence call results in an unexcused absence.*

When attendance problems occur, the principal/counselor or community advocate may make home visits, may require parents to come to the office for a conference, or both. The community advocate will be actively engaged in attendance problems. In addition, when a child has missed ten or more school days, the parents or guardians will be advised of absences and tardies in writing. Copies of such notices will be sent to Cougar Intervention Services.

Tardy Policy

All Cougars are expected to be at school on time. School begins promptly at 7:45 a.m. If a Cougar arrives after 7:55 a.m., the Cougar must report to the office and receive a tardy slip before entering the classroom. Excessive tardies are considered an attendance concern and will be dealt with by notifying the parent. All exterior classroom doors will be closed at 7:55 and Cougars must enter through the front doors of the building.

Choice Attendance

Pueblo School District 60, in compliance with state law, allows Cougars to attend a school outside their attendance area contingent on:

- Availability of space and school safety
- Regular and prompt attendance
- Cooperation with school staff and school rules
- Parents make every effort to attend special meetings, conferences, and other school activities.

Please go to the District website for more information. www.pueblocitieschools.us

Cougar Information Card

During the first week of school, the teacher will send home an information packet for you to complete. Having this information returned promptly and correctly is very important. The card is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. Make sure all telephone numbers and addresses are accurate and clearly written.

Change of Address/Telephone

It is extremely important that every Cougar maintain an up-to-date address and working telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

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 or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Cougar records are kept under a Cougar's legal name, and this name cannot be changed until legal documents are presented to the school. 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 that parent
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation

Cougar Records

Cougar's records are kept in all elementary schools and are available for examination upon parental request. If you wish to discuss your child's records, notify the principal and an appointment will be made for you to see the records and receive appropriate explanations.

Cougar Safety

The staff of South Park School strives to provide a safe environment for the Cougars. If possible *please use our Cougar drop-off*. If not using our drop-off, *please park so the child does not have to cross the street in the middle of the block*. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked. We also request parents not double park while waiting for a child to be dismissed, as this also creates a dangerous situation. *Never* park in the cross walk. Oncoming traffic cannot see children attempting to cross the street where cars obstruct this area.

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Visitors are required to sign in and out at the office. If you wish to conference with a teacher, please notify the teacher one day ahead to schedule a time. **Please refrain from "dropping in" to your child's classroom during instructional time.** Teachers cannot stop the flow of instruction to meet with parents. If you wish to volunteer in your child's classroom, your child's teacher will let you know about the most appropriate times to do so. **No Cougar will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office, indicating he or she is authorized by the child's parent or legal guardian to take the child from school.**

Appropriate Attire

Pueblo School District 60 Board policy states, “Cougar attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to Cougar behavior or distracting to classroom activity in or about the school shall not be permitted.”

Proper attire should be regarded as a means of building Cougar success. Please help us continue to maintain a positive teaching/learning atmosphere at South Park. Consult the Cougar Conduct and Discipline Code booklet for more information about Cougar dress codes. South Park does not have a school uniform.

- **Monday–Wednesday**
Cougars wear appropriate school attire
- **Thursday will be Spirit Day**
Cougar wears a South Park shirt with jeans
Cougars wear a skirt or dress

Labeling of Possessions

Coats, caps, gloves, notebooks, etc., should have your child’s name on them to assist in locating the owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each quarter, unclaimed items are donated to one of the many community organizations that serve the needy. The Lost and Found box is located in the school office.

Bicycles at School

A rack is available for Cougars who ride bikes to school. Cougars should ride bikes to school only if they are able to lock the bikes securely in the rack. ***Bicycles are not to be ridden on the playground.*** When Cougars arrive on the school grounds, they are to walk their bicycles to the racks and secure them. Scooters and skateboards are not allowed.

Care of School and Personal Property

We try to instill in Cougar’s pride in the appearance of their school. Cougars must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instruments. Cougars must not tamper with fire alarms, fire extinguishers or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our Cougars will be referred to the proper law enforcement agency. Cougars are responsible for lost or damaged books or school property and an appropriate fine will be assessed. Included are textbooks, resource books, library books, and chromebooks.

Cougars are not permitted to bring large amounts of money, radios, iPods, toys, skateboards, rollerblades, “heelies” scooters, pagers, or other valuable items to school. If a Cougar wears glasses or watches, we ask that the Cougar take responsibility for the care of these items. Do not leave money or other valuables in the desks. Cougars may use school phones to contact parent, but in the case that it is necessary for a Cougar to carry a cell phone, **phones must be turned off and kept in the backpack during the day.** Lost or stolen cell phones will not be investigated. Cougars are responsible for this item.

Chromebook Check-Out

All Cougar from 1st through 5th grade will be checked out a Chromebook (computer) to be used during school hours. If a Cougar willfully destroys a Chromebook, it be the responsibility of the parent to replace or fix the Chromebook. All parents and Cougars will sign a computer contract.

Fire Drill/Emergency Exit Drills

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when an alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the Cougars instructions.

Cold Weather Policy

Unless the weather is extremely inclement, (20 degrees or a chill factor of 20 degrees or below) children will remain outside before school and during recess periods. On these days Cougars should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness.

Inclement Weather Procedure

In the event school is canceled for the day, Pueblo School District 60 staff will make inclement weather decisions based on Cougar, parent, and staff safety.

- The District will check with the following: the City Transit System, the Weather Bureau, the 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 local radio stations, TV stations, and the newspaper.
- The District will count Cougars absent according to state rules and regulations, but not penalize Cougars 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 Cougars, and listen to the news broadcasts on stormy morning.
- In the event a delayed/safety school start occurs for the day, Pueblo School District 60 staff will make the decision to delay school by 90 minutes. The District will follow procedures as stated above.

Field Trips

Field trips are designed to provide learning experiences for Cougars outside the school setting. The goal is to supplement educational activities provided in the classroom. A fee will be charged for all in-city field trips to cover transportation costs. There may also be additional charges associated with various trips. Cougars are expected to follow the rules of the school even though the Cougars may be far from the actual school building. In addition, other rules may apply to the field trip that ordinarily are not stressed at school. These additional rules may be necessary for the safety of Cougars, to maintain order on the bus, or to comply with the regulations of the facility being visited.

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

School Phone

Cougars are permitted to use the school phones in cases of emergency. However, we do not allow phone use by Cougars for calls that are not an emergency. Cell phones must be kept in the Cougar's backpack in the "off" position. (Please see the policy page at the back of this handbook.) If a Cougar is observed using a cell phone during school hours, it will be confiscated for parent pick up in the office. Although we understand that emergencies may arise, please make transportation arrangements with your child before school each morning. If you would like to speak with your child's teacher, please be considerate of instructional time and limit your calls to the teacher's plan time, or before or after school.

School Supplies

Each year, parents are asked to supply their children with pencils, pens, paper, crayons, and other needed supplies. Each teacher will inform the parents of any other special needs as they arise. A listing of grade level supplies is provided at the start of each school year, and may be found on the website.

Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer at school in a wide variety of activities. Interested parents should contact the school or a PTO officer for further information.

Parent Responsibility

We believe the support and cooperation of our Cougar's parents are essential for all aspects of our school program to be highly successful. The area of Cougar discipline is no exception. It is our hope that, by working together the school and home can assist the Cougar in developing the self-discipline he/she will need to function successfully in our society. Again, the parent is extremely important in the educational process. We strongly encourage the parents of South Park Cougars to:

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at South Park School and your Cougar's individual needs
- Give your child support regarding homework and special school activities

Dear Parents,

As a parent of a Cougar at South Park, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your Cougar's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your Cougar's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your Cougar's teacher for the grades and subjects taught.
 - Whether CDE has decided that your Cougar's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
 - The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
 - Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.
- Please contact Lynne Brunjak at (719) 549-7600 if you would like to receive any of this information.

Parent-Teacher Organization (PTO)

We have a very active and dedicated parent organization at South Park School. If you are interested in becoming involved in the group's activities, please contact the school office. The PTO meets on the first Monday of each month to plan how to best support the educational program at South Park and to address Cougar needs. Our PTO raises funds and assists with the "extras" needed during the school year.

School Accountability Committee

The South Park School Improvement Accountability Committee meets regularly during PTO meetings to plan and assesses the school's progress in reaching building goals and objectives. The committee members participate in planning and implementing school programs. The building school improvement plan is updated yearly and available in the school office. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our School Accountability Committee.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled at least twice during the school year. Parents are urged to schedule a conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every Cougar work to the best of his/her ability at all times. Occasionally, however, it is necessary to inform parents or guardians of a Cougars' unsatisfactory progress in time for the Cougars to improve his/her work before the next grade report is prepared. Report cards are distributed every nine weeks.

Homework

Parents should be aware of the purpose of homework and should encourage and support the school in requiring that each Cougar complete all assignments. Homework is given to:

- Review and reinforce what has been taught in class
- Finish incomplete class work
- Make up work missed when Cougar has been absent
- Develop good study habits

Because homework plays a vital role in the academic growth of every Cougar, it is the expectation that this work be done regularly and with care. Failure to complete homework will result in consequences as deemed appropriate by each individual teacher and may require a conference with the child, teacher, and parents. We have an after school detention program for students who consistently do not do their homework.

Detention

If a Cougar moves to red on the behavior chart, they will receive detention from 3:05-3:45 p.m. on the day of the infraction. Cougars who do not complete their daily work or their homework, will also receive detention.

GENERAL INFORMATION

Newsletter and Other Communications

Ordinarily parents will be informed of special events, schedule changes, and other school related news items by means of the newsletters, notes sent home with Cougars, and School Messenger announcements. Please discuss with your children the importance of taking home written communications and of giving them to parents. Teachers will also use email to communicate with parents. Our web address is <http://southpark.pueblacityschools.us/>. It is important that you keep your phone number updated with the school office throughout the year so you will receive vital information through the school messenger system. Many of our teachers use apps like “Remind” and “Class Dojo” to communicate with you. Please make sure you sign up. It is a great way to keep up on communication with you.

School Calendars

Each family will be provided a calendar of events scheduled throughout the year. Please keep the calendar in a convenient place for frequent reference. This is located on the front of every newsletter.

School Counselor

A half time counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child’s social, emotional, and educational 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 by contacting the school at 549-7600.

Special Programs

Pueblo School District 60 offers many education programs throughout the district. A wide variety of services are available to meet the needs of Cougars. They include: Preschool, Exceptional Cougar Services, Child Find, Gifted/Talented, and many others. Further information is available at the school.

Food Service Program

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

Community Eligibility Provision Participating Schools

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

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



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

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

Families are encouraged to submit an application

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

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

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

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

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

Preschool

Purpose

The purpose of the Pueblo School District 60 Preschool Program is to provide:

- A quality preschool experience for children 3-5 years old who are identified at risk of school failure, language deficient, or who have special education needs
- A parent involvement program that prepares the parent to provide an environment that is ultimately conducive to the development of the whole child by stimulating language development, problem solving, and encouraging curiosity with the learning process

Eligibility

The program is designed for children who are at-risk or who have special education needs. Children who have special education needs must meet Colorado eligibility requirements and have passed their third birthday.

Registration documents required:

- Up to date Immunization Record
- State issued Birth Certificate
- Social Security Card

Screening and Evaluation

Before children enter the Preschool Program, information is needed to get an overview of how they are growing and developing. This step is called screening. Screening helps us to discover a child's strengths and to determine if there are areas of concern that may need further testing. Screening is also used to determine children who may be eligible for preschool. This process is called Child Find. It is available throughout the year at no cost to families. This is an interagency resource for young children and families. Those children who may be eligible for special education preschool will need further in-depth testing called evaluation.

Facility

The Colorado Department of Social Services licenses each site. We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our preschool complies with applicable licensing regulations and standards.

Program Description

The preschool program offers small group classes. In addition to the time children spend in the classroom, there is an individual family plan which includes activities of value for parents and their child. South Park has a program for 3-year olds and 4-year olds.

Preschool Hours

3 Year Old:

| | | |
|----------------|-------------------|------------------------|
| A.M. Preschool | Monday – Thursday | 7:45 a.m. – 10:45 a.m. |
| P.M. Preschool | Monday – Thursday | 11:30 a.m. – 2:15 p.m. |

No school on Friday

4 Year Old:

| | | | |
|--------------------|-------------------|-----------------------|---|
| Full Day Preschool | Monday – Thursday | 8:00 a.m. – 2:00 p.m. | |
| | Monday – Thursday | 8:10 a.m. – 2:10 p.m. | <i>Please check with teacher on time.</i> |

No school on Friday

Cougar Health

Cougar Health Problems

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

Emergency Medical Authorization

All Cougars must have emergency information listed on his/her Cougar 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.

Cougar Insurance

Cougar accident insurance is available at a reasonable price. Information is provided to you during the first week of school.

Illness

If a Cougar becomes too ill to remain in class, we will reach you by phone. That is why it is so important that we have an *updated, working phone number on the emergency card* which is maintained in the office. We have 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 Cougar who contracts a contagious disease or condition may be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required to return to school.

Immunizations

See pages 13 - 15, for immunization information.

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.



Dear parents/guardians of students in Colorado kindergarten – 12th 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. Your student must be vaccinated against:
 - Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
 - Hepatitis B (HepB)
 - Measles, mumps and rubella (MMR)
 - Polio (IPV)
 - 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 at 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://www.spreadthevaxfacts.com), [ImmunizeForGood.com](https://www.immunizeforgood.com), and 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://www.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.

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://www.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.
- 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 30th 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.

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.

| School Name | 2019-2020 MMR Immunization Rate REQUIRED IN LETTER | 2019-2020 MMR Exemption Rate REQUIRED IN LETTER |
|---|---|--|
| South Park Elementary School | 95.64% | 2.35% |
| <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 12TH 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 & 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 is 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 6th 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 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.

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:

cdc.gov/Vaccines/schedules/downloads/child/0-3yrs-child-combined-schedule.pdf

Last Reviewed 1/2021



Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a Cougar must be taken from school early, the parent is required to come to the school office and sign out the Cougar. **A Cougar WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD.** This card must be signed by the parent at the beginning of the school year or at the time of enrollment. If necessary, office staff may request that a picture identification be presented. Appointments will only be excused with a note from the doctor or dentist. Parent notes will not be considered excused. If you take your child out of school for an appointment, it will result in your child not receiving perfect attendance.

Medication (District School Board Policy)

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

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.

For your child's safety

When dropping off or picking up your child from school, the following rules apply:

- **Please use our Cougar drop off. Entrance is located on Farabaugh.**
- Additional drop off areas for Cougars are along **Hollywood** and **Farabaugh** streets.
- Get out of your car to escort your child. Cougars are required to cross at the crosswalk.
- Use the crosswalks and sidewalks. All adults should model the behavior we expect of the children.
- Observe no parking areas. The yellow no-parking line allows the buses sufficient clearance to enter and exit the loading zone.
- Treat the volunteer staff with respect. Staff and parents who are enforcing the rules are doing a volunteer service for the safety of *your* child.
- Slow down! Although we attempt to enforce the rules, children sometime appear out of nowhere.
- Cougars may not be on the playground prior to 7:35 a.m.
- Do not park in the handicapped parking spaces for any amount of time. Please be respectful of our families who truly need these spaces.

Cougar Expectations

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

To be an effective learner, each Cougar needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Parental and community involvement and support are essential to the success of our programs and our school. Cougars will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

The school provides each Cougar with the maximum opportunity to acquire an education. No Cougar has the right to interfere with the opportunity of other Cougars by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, and at any event where our school is represented, regardless of location.

The discipline code at South Park Elementary is in compliance with Pueblo School District 60 Cougar Discipline code.

Cougar Expectations

| | Positive | Respectful | Accepting | Integrity | Safety | Equality |
|---------------------------------------|--|--|--|---|--|---|
| Hallway | <ul style="list-style-type: none"> Smile | <ul style="list-style-type: none"> Remain silent Hands to self | <ul style="list-style-type: none"> Maintain personal space | <ul style="list-style-type: none"> Do what is expected of you | <ul style="list-style-type: none"> Stay with the group Face forward Walk at a safe pace No talking | <ul style="list-style-type: none"> Line up according to your teachers directions |
| Playground | <ul style="list-style-type: none"> Play fairly | <ul style="list-style-type: none"> Ask an adult before entering the building Be responsible for equipment | <ul style="list-style-type: none"> If someone asks to play with you say yes. | <ul style="list-style-type: none"> Follow all school and playground rules | <ul style="list-style-type: none"> Line up immediately upon signal Walk to and from the playground Stay within boundaries | <ul style="list-style-type: none"> Include everyone |
| Cafeteria | <ul style="list-style-type: none"> Use your best table manners Take all items needed to the table before sitting | <ul style="list-style-type: none"> Keep your food to yourself Raise your hand if you need help | <ul style="list-style-type: none"> Allow anyone to sit next to you | <ul style="list-style-type: none"> Use quiet voices Eat before you visit Clean up after yourself Stay seated until dismissed | <ul style="list-style-type: none"> Sand in line quietly, facing forward Become silent when you see the lights dimmed | <ul style="list-style-type: none"> Sit with feet on floor, bottom on the bench, and facing forward |
| Bathroom | <ul style="list-style-type: none"> Leave the bathroom clean | <ul style="list-style-type: none"> Flush the toilet Pick up trash from the floor | <ul style="list-style-type: none"> Knock on stall door Give people privacy | <ul style="list-style-type: none"> Use quiet voices Report problems to the teacher | <ul style="list-style-type: none"> Go straight to the restroom and return promptly Feet on the floor Water in the sink | <ul style="list-style-type: none"> Conserve water Clean up after yourself Flush toilet |
| Assembly | <ul style="list-style-type: none"> Show proper appreciation (clap politely) | <ul style="list-style-type: none"> Remain quietly seated Sit on bottom Remain silent during performance | <ul style="list-style-type: none"> Give people their space | <ul style="list-style-type: none"> Give speaker your full attention Silent on the quiet sign | <ul style="list-style-type: none"> Keep hands and feet to yourself | <ul style="list-style-type: none"> Use restroom and get drinks prior to the assembly |
| Office / Alternate Destination | <ul style="list-style-type: none"> Enter calmly and quietly | <ul style="list-style-type: none"> Wait for an adult to recognize you or say "excuse me" to speak to an adult Say "please" and "thank you" | <ul style="list-style-type: none"> Listen calmly and respectfully | <ul style="list-style-type: none"> Walk quietly in the hallways Go directly to your destination and return to your classroom when the task is completed | <ul style="list-style-type: none"> Ask permission before leaving your classroom and take a pass with you | <ul style="list-style-type: none"> All Cougars need to have permission to leave any classroom |

All classrooms use the same behavior color chart. Students are on green to begin their day. They have the opportunity to move up if their behavior is consistent with school expectations. If a child moves up to pink, they will be called to the office to receive a prize and a pink star will be placed on the walls of the hallway. If a student moves down on the behavior chart, they will receive consequences. The first move is a warning, the second may be a call home and the third will get them a place in after school detention and a visit to the principal's office.

South Park Discipline Policy

Goals:

- To provide a positive atmosphere for learning
- To reinforce Cougars who contribute to a positive environment
- To include Cougars, parents and staff in creating a positive learning environment

Procedure for Discipline Problems

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

- Confer with the Cougar
- Confer with parent and Cougar
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as a conference after school hours.
- Refer directly to the principal discipline problems that need further attention.

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

- Conference with the Cougar
- Conference with teacher and Cougar
- Conference with parent, teacher, and Cougar or any combination thereof

The principal will maintain records of Cougar referrals for disciplinary action. At the time of the Cougar's first referral the principal will confer with the child and report back to the teacher. The parents may be contacted and made aware of the referral. In the case of chronic referrals, specific actions will be taken with parents' knowledge. The disciplinary action open to the principal's consideration include, but are not limited to the following:

- Verbal consultations
- Verbal reprimand
- Removal from class situation for a short time
- Loss of privileges
- Notification of parents
- Transfer possibilities
- Suspension or other actions depending upon the individual situation

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

- Physical or verbal assault on a teacher
- Disrespect shown to any supervising adult
- Physical or verbal assault on a Cougar
- Destruction of property
- Leaving the school grounds without permission
- Willful disobedience
- Disruptive behavior
- Smoking – use of tobacco, possession and/or use of a deadly weapon, substance infractions
- Bullying – repetitive behavior that causes physical or emotional harm
- Scholastic dishonesty

Summary

Cougars should demonstrate compassion and consideration for the feelings and well being of others. Cougars should respect and care for our school building on the inside and outside. As Cougars, teachers, principal, and parents cooperate and obey these rules, South Park will continue to be an outstanding school.

Pueblo School District 60 Discipline Referral

Cougars may be referred to the office by any school personnel for not following a rule(s) which require immediate attention by the principal.

South Park Rules

1. POSITIVE – have positive communication and interactions with all people
2. RESPECTFUL – be respectful of people and property
3. ACCEPTING – Allow anyone to sit with you or to play alongside you
4. INTEGRITY – do what is right when no one is looking
5. SAFETY – follow the rules of the school
6. EQUALITY – treat all people with dignity

Bullying Prevention

Bullying will not be tolerated. Bullying includes all unacceptable behaviors that interfere with the mental, emotional and physical well being of Cougars. This behavior is on-going and not a one time offense.

Physical aggression: pushing, grabbing, hitting, shoving, pinching, spitting, tripping. etc.

Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding a particular lifestyle choice, etc.

Verbal aggression: mocking, put downs, using profanity at others, etc.

Intimidation: coercing or threatening others into submission, playing dirty tricks, hazing, threatening with the use of a weapon, etc. SOUTH PARK ELEMENTARY SCHOOL

Bullying-Prevention Protocol

Our school's social vision

PRAISE is alive at South Park – (Positive, Respectful, Accepting, Integrity, Safety, Equality)

Why we implemented a schoolwide 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 Cougars 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 schoolwide system applies to all Cougars, 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 Cougar, or group of Cougars, repeatedly tries to hurt, humiliate, or get power over another Cougar in any of the following ways.
- Physical bullying is when a Cougar uses physical force to hurt another Cougar, e.g., by hitting, pushing, shoving, kicking, taking a Cougar's belongings, or stealing their money.
- Verbal bullying is when a Cougar uses words, images, or gestures to intimidate or humiliate another Cougar, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a Cougar excludes or isolates another Cougar, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyberbullying is when a Cougar uses their cellphone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another Cougar. It includes breaking into a Cougar's online account and assuming that Cougar'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 Cougar perceives another Cougar as being an obstacle to what they want or value. If Cougars are in conflict but are not bullying, our school is committed to helping Cougars talk it through.

Bullying may, at times, amount to **harassment**. It is harassment to target a Cougar 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 Cougar with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the Cougar 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 Cougar takes revenge or asks someone to threaten or hurt a Cougar that has reported bullying or harassment.

How Cougars can end bullying

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

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

All Cougars agree to:

- Value Cougar differences and treat others with respect both online and face to face.
- Tell bullying Cougars to STOP and say – PRAISE is alive at South Park when I or others around me are the target of bullying when it is safe to do so, or
- Walk away and seek help by telling my classroom teacher, a trusted adult, or
- Place bullying information in the PRAISE BOX in the office.
- Never take revenge or ask someone to hurt a Cougar 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 Cougars that are the target of bullying and help end bullying situations.

Staff, Teacher, and Parent Response to Cougar 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, Cougars, parents, and volunteers support our social vision: PRAISE is alive at South Park.
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that Cougars 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 Cougar, 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.
- Cougars 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 Cougars asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and initially refer targets to the classroom teacher. If the bullying cannot be resolved at that level, the issue is referred to the Principal.

- Teachers and school staff have been trained to watch out for Cougars who appear to be isolated from other Cougars, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any Cougar aggression or disrespect, they shall take immediate steps to intervene and redirect the Cougar. 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 Cougars of our school's social vision and how their behavior is not aligned with this: PRAISE is alive at South Park.
 - Notify the Principal immediately if there are any concerns for a Cougar's physical safety.
- If any member of staff learns or suspects that a Cougar is the target of continued bullying, they shall check in with the Cougar

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 Cougar to ask the bullying Cougars to stop or to seek help from his/her classroom teacher. If this does not solve the situation, please report the bullying to the Cougar's classroom teacher. The school can only help you if you reach out and tell us what is happening.
- If a Cougar 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

- At this level, 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 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 Cougars who are the target of bullying and to create solutions to bullying by bringing Cougars together, including bullies, bystanders, and positive Cougar 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 Cougars depending upon the severity of the bullying. The Principal may meet with the bullying Cougar, notify their parent or guardian, determine consequences to change behavior, and inform the Cougar 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 is notified of an ongoing bullying situation and logs the incident in Infinite Campus.
- When appropriate, the 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 Cougars to create a solution.
- Further progressive discipline when necessary.

Week Three

- Another meeting with Cougars 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 Cougar or their parent/guardian should inform the Principal. If the Cougar 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.

Non-Discrimination Complaint Procedures

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any Cougar 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 Cougar's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a Cougar 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 Cougar 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 Cougar'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 the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any Cougar who has a claim arising out of the alleged violation of Pueblo School District 60 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 West Eleventh Street
(719) 549-7162

Check Policy

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

Policies and Regulations (School District 60)

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

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

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

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).*
-

Cell Phone Policy

Dear Parent/Guardian,

Please read the following policy concerning Cougar cell phones carefully and sign the attached permission form if you would like you child to carry a cell phone to school. Return the bottom portion of this document to your child's teacher.

Cougars are allowed to carry cell phones to school only if the following conditions are adhered to:

- Cell phones are left in the child's backpack in the "off" position during school hours. Cell phones should not be used on school property before or after school.
- **If a child's cell phone rings during class, it will be confiscated by the child's teacher and the child will be asked to leave it at home.**
- If a child is observed using a cell phone during school or on school property before or after school, the phone will be confiscated and the child's parent will be called to come in and pick it up from the office. **The child will no longer be allowed to carry a cell phone at school.**
- If a child is caught harassing or bullying others through text or video on a cell phone, the child will lose the right to have a cell phone at school and may be subject to school and in some cases, legal consequences.
- South Park will not be liable for lost or stolen phones. If you choose to send a phone to school with your child, you do so at your own risk.

Cougars are always welcome to use the classroom phones or a phone in the office if they must contact you. There is really no need for a child to have a cell phone on during school, and as we are finding out, cell phones can be quite a distraction to the learning environment when the rules are not adhered to. We thank you for your assistance with this important matter.

The South Park Elementary Staff

I have read and agree to all the rules within the cell phone policy. I understand that if my child chooses not to follow this policy, his/her right to carry a cell phone may be revoked.

Parent/Guardian Signature

Date

Cougar Signature

Date

*Please return the bottom portion of this document to your child's teacher.

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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| 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 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.

