

**GOODNIGHT
K-8 SCHOOL**

LONGHORNS



2021-2022

STUDENT HANDBOOK

PUEBLO SCHOOL DISTRICT 60 2021-22 Instructional Calendar

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

New Teacher Orientation3, 4
 Innovation Professional Development.....5, 6
 Teachers Begin9
 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 Window18, 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 Day18
 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 Ends17
 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 End2
 Teachers' Last Day3
 Possible Make-up Day6,7
(for inclement weather coverage)

JULY

February 2022

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

March 2022

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

April 2022

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

May 2022

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

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

July 2022

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

PUPIL CONTACT DAYS

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

DAYS PER SEMESTER

1st Grade Period.....35	3rd Grade Period.....44
2nd Grade Period...32	4th Grade Period.....39
1st Semester.....67	2nd Semester.....83
	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)



Goodnight School 2021-2022 School Year

Dear Students, Parents, & Guardians:

Welcome to the 2021-2022 school year! We look forward to another year of watching our students grow socially and academically.

Goodnight has earned a reputation throughout the District as a school with high expectations for its students, staff, and parents. Please use this Student-Parent Handbook, in addition to the communication you receive from your child's teacher and our school's website, as a guide to our school's policies and procedures.

The 2021-2022 Student Parent Handbook is also available on our school website, accessible at www.pueblod60.org/goodnight. We invite you to bookmark this website, as you will find many resources, links to other web pages/sites, dates to remember, reminders, and archived information on it.

If you ever have any questions or concerns that cannot be answered by your child's teacher, please feel free to contact us at 549-7545.

Sincerely,

Andrea Glaeser, M.A.Ed.
Principal

CLICK HERE

to

Sign the Online Handbook Receipt Form

MISSION

Our mission is to provide a Continuous Learning Program in which intellectual, social, technological, physical, and creative characteristics are developed within each child. The Continuous Learning Program, high academic expectations, and Intersession classes result in an accelerated learning environment..

VISION

Every Goodnight Elementary School student will be prepared for success in middle school and beyond—without remediation.

Every Goodnight Middle School student will be prepared for success in high school and beyond—without remediation.

COMMITMENTS

- We will recognize each child as a unique individual with specific strengths and needs.
- We will use data, including value-added assessment, and research in educational design, choices, and curriculum to assist all children to reach maximum potential.
- We will ensure all students receive high quality, standards-based instruction in all subject areas.
- We will focus instruction on high quality student work that meets state, national, and international standards.

WELCOME TO GOODNIGHT SCHOOL

We are pleased to welcome you to Goodnight. We are committed to maintaining a productive partnership with the students and parents of our community and look forward to an exciting year.

History of Goodnight Elementary School

Our school is named after Charles Goodnight (1836-1929). He was a Texas rancher who brought Texas Longhorns into Colorado Territory in 1869. As he stood along the banks of the Arkansas River he was amazed at the absolute beauty of the area, and here he built his cattle ranch. He was also an organizer of Pueblo's first bank, the Stock Growers Bank of Pueblo.

Goodnight School was built in 1955 on what was once part of Goodnight's ranch. His barn is still standing near the Arkansas River, not far from the school. It is currently being restored and is listed on the National Historic Registry.

Thanks to our generous Pueblo community, a bond referendum was passed, and Goodnight was enlarged and remodeled in 2004 to meet the needs of a growing Pre-K through 8th grade school community.

Goodnight Longhorns, Our Mascot

Our school mascot is the Longhorns. Charles Goodnight was a rancher who brought Texas Longhorns into Colorado Territory in 1869.



Cobalt Blue, Black, and Gray, Our School Colors

School colors are cobalt blue, black & gray. School shirts with Goodnight logos are on sale with many vendors in town.

The school office can help you with this. Students are required to wear school shirts with the Goodnight logo as the mandatory uniform. The school has many spirit days when students do not have to wear uniforms, and parents are notified using the Blackboard Messenger system. Parents, we do not like to discipline students for not wearing their uniforms so please make sure your student is in compliance. **Parents will be called to bring appropriate clothing items (belts, shirts, etc.) if their child is not in compliance with the school and/or district dress code.**

SCHOOL SCHEDULES

School Office Hours: 7:00 a.m. to 4:00 p.m.

Teacher Hours: 7:30 a.m.-4:00 p.m.

Breakfast is free for all students and staff at Goodnight School. Breakfast will be served in the classrooms this year. Students should not arrive to school earlier than 7:30 a.m., as there is no adult supervision before this time.

Goodnight Preschool Monday through Thursday

8:15 a.m. to 2:15 p.m.

Goodnight Kindergarten through 8th Grades

Monday-Thursday 7:45 a.m. to 3:35 p.m.

Tardy Bell 7:50 a.m.

PLEASE BE ADVISED: Students must not be left at school after dismissal. School staff is only responsible for your children until dismissal. Parents are responsible for them after dismissal. We have had children left at school as late as 4:00 p.m. This causes children to be fearful. Please be responsible parents and make arrangements for your children after school!

A Note About Tardies: At Goodnight we take tardies as seriously as we do absences, as well as, judges who preside over Pueblo's Truancy Court. Students are tardy when they are not in their classrooms when their tardy bell rings at 7:50 a.m., even if only one minute late. When a student is tardy, it is difficult for him/her to transition into the school day, as Goodnight teachers begin teaching from the moment the students enter the classroom. **Tardies will only be excused when accompanied by a note from the Doctor, Dentist or Court Official.**

Bus Schedules are available in the school office or by calling STA at 549-7217.

Playground Hours: There is no supervision prior to 7:40 a.m. or beyond 3:45 p.m. Monday through Thursday. Your child's safety is our concern; please do not allow them to be here beyond those hours. **Concern: We have many children who stay after school to play on the equipment in the park north of the school. There is no supervision for this area at all.**

GOODNIGHT SCHOOL STAFF

2021-2022 SCHOOL YEAR

Office Staff

Andrea Glaeser	Principal
Gina Martindale	Assistant Principal
Janelle Reeding	Dean of Students/RTI Coordinator
Jackie Horton	School Counselor
Jamie Aldridge-Morgan	School Counselor (.5)
Stephanie New	Administrative Secretary
Tiffany Moruzzi	Attendance & Activities Secretary
Carrie Madkins	Community Advocate (.5)

Certificated Classroom Staff

Tania Oreskovich	Kindergarten
Courtney Lockett	Kindergarten
Kristen Velarde	Kindergarten
Shawnee Tafoya	1st Grade
Makenzie Helvey	1st Grade
Heather Arellano	1st Grade
Denise Musso	2nd Grade
Dee-An Hillebrand	2nd Grade
Francesca Torres	2nd Grade
Robin Reneau	3rd Grade
Megan Phillips	3rd Grade
Jacque Waller	3rd Grade
Krystyna Olson	4th Grade
Allison Maestas	4th Grade
Jeannie Arrell	4th Grade
Sarah Daberkow	5th Grade
Brianne Nelms	5th Grade
Eva Sinker	5th Grade
Greg Moore	6th Grade
Barb Sandstrom	6th Grade
Heather Atencio/ Mathematics	7th/8th Grade
Christina Rodell/ Science	7th/8th Grade
Mike Krasovec/ English Language Arts	7th/8th Grade
Justin Shue/ Social Studies	7th/8th Grade

Preschool Staff

Brenda Jones	Preschool Teacher
Kianna Roldan	Preschool Group Leader

Certificated Instructional Support Staff

Jody Leal	Exceptional Student Services/SLIC
Ashlie Aldridge-Alvarez	Exceptional Student Services/SLD
Natasha Till	Exceptional Student Services/SLD
Faith Show/Claudia Tafoya	Exceptional Student Services/Speech
Kathryn Zupancic	School Psychologist
Alison Selle	Technology Teacher
Mike Goff	Physical Education
Melissa Stecklein	Physical Education
Joseph Wood	Vocal Music Teacher
Misti Hughes	Instructional Tutor
Donna Gonzales	Art Education
Amy Thielemier	Instructional Coach
Allyson Santos	Interventionist
Lynne Swanson	Interventionist
Demetrius Casarez	Middle School Interventionist / RTI Co-Coordinator
Esther Lawson	Culturally Linguistically Diverse Education (CLDE)
Vivian Pena-Lopez	Instructional Tutor
Rachael Valvieza	Instructional Tutor

Classified & Other School Support Staff

Pat Hocking	Media Aideide
Micheline Goheen	ESS Paraprofessional
Jen Street	ESS Paraprofessional
Tammie Garcia	ESS Paraprofessional
Cindy Serfling	ESS Educational Assistant
Maatthew Chevalier	Head Facility Caretaker
Jessie Saiz	Custodian
Brandon Montez	Custodian
Alicia Gallegos	Cafeteria Leader

WHERE TO GO FOR ANSWERS AT GOODNIGHT

Principal: Andrea Glaeser | Phone: 595-4064 | Email: andrea.glaeser@pueblocitieschools.us

Any concerns needed.

Assistant Principal: Gina Martindale | Phone: 595-4056 | Email: gina.martindale@pueblocitieschools.us

Classroom/discipline issues.

Dean of Students/ RTI Coordinator: Janelle Reding | Phone: 549-7548 | Email: janelle.reding@pueblocitieschools.us

Classroom/discipline issues, Response to Intervention (RtI) process, behavior strategies for home.

School Counselor: Jackie Horton | Phone: 423-3290 | Email: jackie.horton@pueblocitieschools.us

Jamie Aldridge-Morgan | Phone: 423-3526 | Email: jamie.aldridgemorgan@pueblocitieschools.us

Individual student concerns, parenting needs, Section 504 plans, crisis management counseling, at-risk students, honor roll, special needs students, Operation School Bell, Lions Club, community resources to assist families.

Community Advocate: Carrie Madkins | Phone: 423-3526 | Email: carrie.madkins@pueblocitieschools.us

School attendance concerns, truancy reports to the court, court appearances, attendance intervention plans, community resources to assist families.

Instructional Coach/ Interventionist: Amy Thielemier

Phone: 549-7549 | Email: amy.thielemier@pueblocitieschools.us

Instructional coaching in the classroom, classroom intervention, parent strategies for home.

Middle School Interventionist: Demetrius Casarez | Phone: 549-4061 | Email: demetrius.casarez@pueblocitieschools.us

Mathematics classroom intervention.

Interventionist: Lynne Swanson | Phone: 423-3527 | Email: lynne.swanson@pueblocitieschools.us

English Language Arts classroom intervention.

Interventionist: Allyson Santos | Phone: 423-3527 | Email: allyson.santos@pueblocitieschools.us

English Language Arts classroom intervention.

Administrative Secretary: Stephanie New | Phone: 549-7545 | Email: stephanie.new@pueblocitieschools.us

Immunizations, enrollment questions, appointments with Principal.

Attendance and Activities Secretary: Tiffany Moruzzi | Phone: 549-7545 | Email: tiffany.moruzzi@pueblocitieschools.us

Attendance questions, building usage, volunteer applications, school activities.

Preschool Site Teachers: Brenda Jones & Kianna Roldan | Phone: 423-4051

Email: brenda.jones@pueblocitieschools.us | kianna.roldan@pueblocitieschools.us

Entrance qualifications, openings, screenings, home visits.

Nutrition Services/Cafeteria: Alicia Gallegos | Phone: 595-4058 | Email: alicia.gallegos@pueblocitieschools.us

Free/reduced lunch, parent lunch reservations, lunch charges, menus.

Media Center/Technology: Alison Selle | Phone: 595-4064 | Email: alison.selle@pueblocitieschools.us

Book Fairs, student Internet usage, technology support, library books, special programs, Facebook & our school website page.

Culturally Linguistically Diverse Education Teacher: Esther Lawson

Phone: 423-3271 | Email: esther.lawson@pueblocitieschools.us

If you would like to leave a message to speak with a particular teacher, to schedule a special event, or to schedule a conference, please call in advance. Teachers will usually check messages before and after school. ***All emergencies, calls for early dismissal, or other messages to students should be made to 549-7545 for delivery to the students.

ATTENDANCE POLICY

Student Absences and Tardies

One criteria of a student's success in school is regular and punctual attendance.

Frequent absences may lead to poor academic work, lack of social development, and academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the parents' obligation to ensure that every child under their care and supervision receives adequate education and training pursuant to compulsory school attendance. Each year the School Board establishes the school attendance period by adopting a school calendar. Please refer to the Pueblo District 60 Code of Conduct Handbook for the District Attendance Policy. In some cases, as outlined below, the Goodnight attendance policy is stricter than the district attendance policy.

Important:

Absences should be reported to the office by phone **before 9:00 a.m.** All unexplained absences are unexcused. It is highly recommended, and, in some cases, required, that you submit doctor's excuses when a student's illness occurs.

THE ATTENDANCE POLICY AT GOODNIGHT SCHOOL IS STRICTLY ENFORCED! If your family needs assistance getting your children to school, please contact the Community Advocate immediately.

According to state law (C.R.S. 22-33-101), it is the obligation of parents to insure that every child under their care and supervision adequate education and training and, if compulsory attendance age, attends school.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that school begins. Because of the disruptive nature of tardiness and its detrimental effect upon learning, students and parents may be contacted by the School Counselor, Community Advocate, Assistant Principal, Dean of Students and/or the Principal for excessive tardies.

- Goodnight School and the Pueblo Truancy Court view excessive tardies as a serious problem. When a student is not in the classroom when the tardy bell rings, even if one minute late, he/she is considered tardy. ***The only tardies that are considered excused are those accompanied by doctor notes or letters from the court. Also, please note, four tardies are equivalent to one absence.***
- Goodnight School recognizes good attendance with year-end awards. To qualify for Excellent Attendance for the school year, a student must have no more than 3 absences, 3 tardies, or 5 combined.

IMPORTANT INFORMATION

Vacations/Other Circumstances

Attendance is expected of every student from the first day of school through the last day of school. Please plan your vacations or trips accordingly, especially with no school on Fridays. Any absences that cannot be taken outside of the school calendar **must be pre-approved by the Principal (request forms are available in the main office)**.

Health Concerns

Special services are available at Central High School to assist our students and families who do not have any type of health benefits. Immunizations and other short-term medical needs are offered. Through a partnership with Parkview Hospital, the Central High School Wellness Center (216 E. Orman Ave., 253-6155) offers this service to those in need at a reduced cost. Please talk to our School Counselor for further information.

Special Considerations

If your child has special needs or requires special considerations (i.e., chronic medical conditions, religious exemptions, dietary needs), **please notify the School Office in writing**.

Immunizations

"No shots? No school." In accordance with Colorado law and District policy, all students must have updated proof of immunizations. Failure to provide proof will result in exclusion from any Colorado school. Please contact Stephanie New, Administrative Secretary, if you have any questions. Immunization records may be faxed to us at 253-5253.

(SEE LETTER AND CHART ON THE FOLLOWING PAGES.)

Visitors to Goodnight

ALL VISITORS ARE TO SIGN IN AT THE OFFICE ON EACH DAY THEY VISIT. Parents and guardians are always welcome to visit classrooms. An advance courtesy call to the teacher is appreciated, though. Classroom visitors are asked to be appropriately attired and to turn off cell phones to avoid distractions.

Telephone Use

Student use of the telephone is limited to emergencies. Students will not be allowed to make frequent calls for missing homework or musical instruments; students are expected to be responsible. **After school plans should be made ahead of time.** Students who are not bus students may not call for permission to ride the bus to visit a friend. Bus rules are very strict; no guests are allowed to ride.

Student cell phone usage shall be limited to the times before and after school outside of the school building; student cell phones must not be powered on during school hours. Students who use their cell phones for either calling or text messaging during the school hours will have their phones confiscated, and parents will be notified. Continued abuse will warrant possible suspension from school. Please refer to the Pueblo District 60 Student Conduct and Discipline Code for the policy regarding cell phone usage. The school will not be responsible for cell phones that are lost or stolen.

Custodial Parent Issues

The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records unless up-to-date restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. **Any student release situation in which the students' welfare is in question will be handled at the discretion of the Principal or Assistant Principal. Should any situation become a disruption to the school, Law Enforcement will be asked to intervene.**

Neighborhood/Community Conflicts

Goodnight School prides itself on being a safe, comfortable place for learning to occur. Please resolve all neighborhood conflicts at home. Our School Resource Officer may also be of assistance in these matters. Please call 549-7545 and we will refer the information to him.

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, 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, 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 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
GOODNIGHT SCHOOL	97.13%	0.77%
<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)
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given on or after the 4 th b-day. Final dose of DTaP to be given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 th grade entry. One dose of Tdap is required for 6th through 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.
Hepatitis B <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 nd dose administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE- PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
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/0-18yrs-child-combined-schedule.pdf



Last Reviewed 1/2021

Change in Student Information

It is imperative that the school office be notified immediately in person of a change of address, home or office telephone number, or emergency information during the school year. Please make sure we have a working phone number where you or another adult caregiver can be reached in case of emergency.

School News, Facebook, & School Website

Please check your child's backpack for news from school on a regular basis. Important events will be publicized and available on our school's website (www.pueblod60.org/goodnight or www.pueblod60.org → Our Schools → Goodnight) & our Facebook page → [Goodnight School](#)). We will also utilize Blackboard Messenger to make phone calls home to announce school events. It is, therefore, important for you to update your child's enrollment information as needed.

The Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99.37)

FERPA, a federal law, requires that Pueblo District 60 and Goodnight School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school that you do not wish this information to be disclosed in accordance with school procedures. The primary purpose of directory information is to allow the school or school district to include this type of information in certain school publications. Examples include:

- A music concert program
- The annual yearbook
- Honor roll/award lists
- Activity sheets

If you do not want Goodnight School or Pueblo School District 60 to disclose directory information from your child's education records without your prior written consent, you must notify Goodnight School in writing **by September 8, 2021**. Goodnight School has designated the following information as directory information:

- Student's and/or parents' name; student's grade level
- Participation in officially recognized activities and sports
- Photographs
- Honors and awards received

GENERAL CLASSROOM INFORMATION

Curriculum and Assessment

Our teachers plan lessons based on not only Colorado but also national and international standards to allow our students to compete with their peers globally. In addition, all students will have individualized learning plans to ensure their needs are being addressed by effective, research-based, explicit instruction.

We utilize the most current Wonders reading series (K-5th) and the Houghton Mifflin Harcourt reading series (6th, 7th & 8th), which include supplementary materials for phonics, spelling, and other language arts activities. We also follow the Engage New York Math series in Kindergarten through 5th grade. In 6th, 7th, & 8th grades, we are using Carnegie Math components. We also incorporate the online platform IStation (all K-8 students).

As is the trend across the nation, Goodnight teachers meet regularly to discuss individual students, class, and grade level data to determine strengths and needs. This data includes information from such assessments as weekly and unit tests, DIBELS Next (K-5) for progress monitoring, and fluency measures in reading, language arts, and math. We also participate in the state testing program, end of unit assessments, and benchmark tests. We strongly believe that data gives us a more complete picture, or “body of evidence,” of a student’s progress and achievement. This ensures that our teachers plan daily instruction in order for Goodnight students to be able to compete with their peers at a local, state, and national level, especially as they grow into young adults.

If you have any questions about the curriculum and/or assessment procedures, please speak with your child’s teacher.

Book and Material Check Out

All students will receive books and materials needed to be successful in the classroom. Each student will sign for a numbered book and be expected to return the text in good condition. Many textbooks cost as much as \$50.00. **Parents** are responsible for the replacement fees for any lost or damaged books from the classroom or the Media Center.

Homework

Prompt return of completed homework is expected of all Goodnight students. Homework is selected by teachers to fit the subject area and developmental levels of the students and to provide independent practice of skills taught during the school day.

Students in grades K-3 are provided Homework Folders (cost is \$2.00 to replace), and students in grades 3 & 4 are required to purchase a planner (\$5.00), available in the school office, in which to keep track of their homework. We encourage parents to provide a homework/study area, study supplies, study schedule, and assistance as appropriate. Homework should not take longer than forty-five minutes to one hour nightly (appropriate time is 10 minutes per grade level—4th grade = 40 minutes). If you have any questions, please visit with your child’s teacher.

Make-up Work

If a student is going to be absent for more than two days, the parent should contact the school in the morning to ask for make-up work to be gathered for afternoon pick-up. If you request it, please be sure to pick it up from school.

Grade Reporting

All K-8 students receive report cards at the end of each quarter. Report cards are based on Colorado Academic Standards (CAS) and the proficiency level each student reaches during the nine weeks. Work completed by the student and formal and informal assessment information make up the body of evidence used in determining student progress. In Kindergarten through 3rd grade, the indicators are Advanced, Proficient, Partially Proficient, or Unsatisfactory. Letter grades are given in 4th through 8th grade and students are eligible for the Goodnight Honor Roll.

Letter grades are on a point system and averaged. Students with a 3.5 or higher grade point average (G.P.A.) are listed on the Honor Roll.

School Honor Roll	Honor Roll 3.5-4.00 G.P.A.
Academic Excellence Program	Cumulative 3.75+ GPA for 1st or 2nd semester

Please speak to the School Counselor if you have questions about this process.

Infinite Campus Parent Portal

Parents must access their child's progress using the Infinite Campus Parent Portal. In Infinite Campus Parent Portal, parents can view their child's attendance, grades, missing assignments, and any other important information. Please see your child's teacher and/or JStephanie New in our office for more information.

BEFORE AND AFTER SCHOOL

Time on School Grounds

There is no playground supervision before school hours. Do not bring your children to school prior to 7:40 a.m. We have had too many students wandering school grounds as early as 7:15 a.m. **Parents: Sending your children to school too early places them at risk for encountering dangerous situations because they are not supervised.**

In addition, the school staff is not available to supervise students who stay on school grounds after 3:45 p.m. **PLEASE NOTE: THE PARK ADJACENT TO THE SCHOOL IS NOT SUPERVISED BEFORE OR AFTER SCHOOL. WE WILL NOT BE HELD RESPONSIBLE FOR INJURIES & INCIDENTS SUSTAINED IN THE PARK BEFORE OR AFTER SCHOOL HOURS.** Students are to attend evening events under parents' supervision.

Red Flag Days

These occur when the weather prohibits the students from being outside. We remain indoors if the temperature is below thirty-two (32) degrees with a severe wind chill, and we are extra cautious during heavy flu season. Asthmatic students are always allowed to remain indoors during difficult times for them.

Leaving School Early

Interrupting end-of-the-day procedures is disruptive to the teacher and to the students. However, we understand that sometimes circumstances arise when this cannot be avoided.

Please avoid asking for your student to be dismissed between the times of 3:00-3:35 p.m. This period at the end the day is a crucial time for students to receive homework assignments and end the day with their teacher. Please schedule appointments accordingly.

Students leaving before the end of the school day must be checked out of the office by a person listed on the student's enrollment card. Students will not be called to the office until parents arrive at school. Please pay close attention when listing names of responsible people. The school will not release a student to anyone not listed on the card. Also, children will not be dismissed early and allowed to walk home.

After School

All students, unless in after-school detention or extracurricular activities supervised by Goodnight Staff, are expected to be off school grounds by 3:45 p.m. All students involved in after school programs must be picked up by the time specified by the coordinator. Additional after school childcare arrangements with the YMCA Program can be made at the YMCA office at 543-5151.

Parents picking up their children after school should wait outside the school building to avoid disruptions to the classrooms.

Bicycles

Children may ride their bikes to school. Bike locks are highly recommended. **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN BIKES.** Bike riders should obey all traffic laws and be alert to the movements of cars and buses.

Bus Students

Buses are allocated as per district policy. If you are entitled to a bus, please review the addresses where the bus stops. The school and bus driver keep an official roster. Students are assigned seats and are expected to display excellent behavior. **SAFETY** is our main concern!

Students who misbehave on the bus and have written behavior referrals from the driver may lose their bus-riding privileges and transportation to school will become the parents' responsibility. STA, the student transportation company, reserves the right to deny bus riding privileges to the student.

Parental concerns about bus situations may be voiced by calling STA at 549-7217.

Traffic Safety

- It is very important for both students and drivers to obey safety rules in the school neighborhood.
- Students and parents should cross in designated crosswalks only after checking traffic in both directions.
- If you drive on the streets around our school, please follow the speed limit and obey all traffic signs. **You may be in a hurry, but you are not entitled to risk the well being of another parent's child!**
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind. Please refrain from using offensive language or gestures when driving around the school, especially when students are present.

Disrespectful and/or unlawful behavior from parents or other drivers will be reported to the Pueblo Police Department.

Parking Lot/Handicapped Parking/Parent Parking

The parking lots and bus drop off area were designed with student safety in mind.

- Parent parking is available on the south end of the school on Sage Street and on the west end of the school on Windy Way.
- Student drop off and pick up areas are clearly outlined, with arrows directing the traffic flow.
- Please do not park in the student drop-off and pick-up areas. These areas have been designed specifically for student and staff safety; when parents park in these areas, they are not only violating the law but also jeopardizing the safety of students and staff.
- The bus drop off and pick up area is to be used only by the buses that serve our school.
- The curb at the front entrance is a *no parking zone*, as it is for an emergency only.

THE PARKING LOTS ARE RESERVED FOR STAFF ONLY. OUR STAFF DESERVES THIS RESPECT.

- We also have 3 handicapped spaces that are available to handicapped patrons only.

PARENT INVOLVEMENT

Volunteers

Volunteers are greatly appreciated! Individual classroom teachers are in need of volunteers to assist with reading and study groups throughout the school day.

All volunteers must sign in at the office each day they volunteer and, as per District policy, **complete a CBI background check**. Forms are available for this process in the main office. In addition, volunteers are asked to dress appropriately and to refrain from using cell phones in the building.

VOLUNTEERS SHOULD SET UP A TIME IN ADVANCE WITH THE TEACHER TO VOLUNTEER IN THE CLASSROOM TO AVOID DISRUPTIONS.

PTO (Parent/Teacher Organization)/School Improvement Committee

Our PTO is the driving force behind the fundraisers that raise money for our school. We try to keep fundraising to a minimum, so your participation is imperative. The PTO Meeting dates are listed on our school website. Please mark the dates and times on your calendar and plan to attend! Funds raised by PTO help to fund field trips, furniture and technology purchases, classroom and teaching supplies, and Media Center books. Please call us at 549-7545 if you have any questions about PTO activities or to ask how you can be involved.

Reminder about Monies Sent to School

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). Payment by check may be denied when multiple checks have been returned from the same account or check writer.

NUTRITION SERVICES

Breakfast

Breakfast is served daily in the classrooms. Students are responsible for cleaning up after themselves.

Lunch

Students are responsible for cleaning up after themselves. Students have 15 minutes to eat their lunch and 20 minutes for lunch recess. Additional time is always allowed if a student needs it to finish their lunch within the 35 minute time frame.

Lunch Menus


Menus can be accessed on the District website.

Universal Lunch and Breakfast 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.

DRESS CODE POLICY

Student Dress Code

In cooperation with students, parents, teachers, and administration, Goodnight School will adhere to a uniform dress policy. This policy is designed with the intent of improving school culture, safety, and pride for those who attend Goodnight School. It was decided by the staff, administration, and the greater Goodnight community that a standardized dress policy will improve academic achievement, safety, student focus, self-esteem, and school spirit. **ALL STUDENTS ATTENDING GOODNIGHT SCHOOL MUST ADHERE TO THE UNIFORM DRESS POLICY, AND WILL NOT BE ALLOWED TO ATTEND CLASSES UNTIL THEY ARE OUTFITTED IN APPROPRIATE APPAREL, AS WE WANT OUR STUDENTS TO DRESS FOR SUCCESS. PARENTS/GUARDIANS ARE ALSO EXPECTED TO SUPPORT THE POLICY.**

SHIRTS

- T-shirts worn by Goodnight students must be solid cobalt blue, gray or black. All t-shirts must have the Goodnight logo. **NO PLAIN SHIRTS OR OTHER LOGOS ALLOWED.**
- Students may wear designated Goodnight t-shirts, which include field day shirts, attendance shirts, the rhinestone Goodnight shirt, or the Goodnight logo shirts sold at designated vendors such as Embroidery Plus and the Spirit Store. Shirts shall not be altered in any way (i.e., tied in back, rolled up, marked on, etc.)
- Shirts must be sized to fit. Students may not wear overly large shirts or shirts that are too small. Tank tops, muscle shirts, v-neck shirts, polo shirts, and “spaghetti strap” shirts are not allowed.
- Shirts do not have to be tucked in, but they must hang down lower than the belt line and be above the mid-thigh line.
- Undershirts---students may wear solid cobalt blue, black, or gray t-shirts (short or long sleeved). No decorations/prints at all.

DISTRICT POLICY: HOODIES WILL NOT BE ALLOWED IN THE CLASSROOM AT ANY TIME.

Students may wear crewneck sweatshirts, or long-sleeve shirts in the classroom during cold weather (between the months of October and March), in our school colors of cobalt blue, gray, or black WITH the school logo.

PANTS/SHORTS

- Students may wear SOLID black or khaki pants. NO jeans, NO sweat pants, NO gym shorts, NO yoga pants, NO pajama pants will be allowed.
- Pants/shorts should not be altered or decorated in any way, including holes, logos, zippers, chains, grommets, hooks, clips, design, or lettering.
- Pants/ shorts should be sized to fit. (No sagging or bagging). Belts or other means to hold pants up will be provided if necessary.
- Shorts will be a minimum of knee length (Bermuda shorts). No athletic style/gym shorts may be worn.

SKIRTS & CAPRIS

- Girls may wear skirts that are knee length and are either khaki, or black. Girls may wear leggings under their skirts, but must be solid black, cobalt blue, or gray.
- Girls may wear capris that are khaki or black.

OTHER

- No gloves, gauntlets, stirrups, sunglasses, hats, wristbands, scarves, or combat boots will be permitted.
- Shoes must be appropriate/outdoor shoes.
- Belts must be sized to fit and free of design. No wallets with chains are allowed.
- Large necklaces/beads that are distracting must be tucked under the shirt and not visible.
- No gang related items are permitted at any time.
- Piercings (besides the ear) are not allowed. No gauge earrings, facial piercings, or non-traditional earrings.
- No jewelry that creates a safety hazard will be allowed, such as large hoop earrings. The student will be required to remove any inappropriate/dangerous piercing or jewelry as defined by administration.

- Obvious make-up such as eye shadow, eyeliner, mascara, or lipstick is not allowed—this is distracting to the learning and social environment. Artificial fingernails are also not allowed—these make it difficult for the child to write or use a computer.
- Unnatural hair color and/or unnatural colored eye contacts are not allowed. (i.e., “faux-hawks higher than 1”-2”, any hairstyle that is cut like a Mohawk). These styles are distracting to the learning environment.

PARENTS WILL BE CALLED THE FIRST TIME TO BRING APPROPRIATE SCHOOL CLOTHING IF A CHILD DOES NOT COME TO SCHOOL DRESSED ACCORDING TO THE SCHOOL DRESS CODE. THE SECOND TIME COULD RESULT IN AN OFFICE DISCIPLINE REFERRAL. PLEASE AVOID THIS BY ADHERING TO OUR SCHOOL DRESS CODE.

Items Brought to School

- Personal items should all be permanently marked with the student’s full name.
- “Show-n-tell” time is scheduled at the individual teacher’s discretion. Please make advance arrangements for live animals or other unusual show-n-tell items.
- Any money brought to school should be in a sealed envelope with the child’s name, room number, amount, and purpose written outside.
- Trading, buying, and selling of personal items is strongly discouraged due to conflicts that may arise. **We will not waste valuable school time figuring these types of conflicts out.**
- We recommend that students do not bring expensive personal possessions (cell phones, headphones, etc.) or large amounts of cash to school; secure storage is not available and replacement for losses is not possible.

HEALTH & SAFETY

First Aid/Illness

Minor injuries (those treatable with washing, TLC, and Band-Aids) are taken care of by the classroom teacher or front office. School office personnel are trained in CPR & First Aid and are designated by a District nurse to deliver certain medications. A sick bed is provided for students who need to lie down. Office personnel will take temperatures, provide ice packs, and call parents when a child is vomiting, has a fever, is severely injured, or in other special circumstances; therefore, please keep your child’s enrollment card information current. The school will call 911 for all major emergencies.

Medications (as per Pueblo School District 60 Policy)

If under exceptional circumstances, a student is required to take medication during school hours, only the school nurse or other designee with specialized training, on behalf of the district, may agree to administer the medication, in compliance with regulations established by Pueblo School District 60 and the State of Colorado.

- Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. Non-prescription medication is included in this policy.
- Students are not to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle.

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

1. All medications (prescription or not) for student use must be stored in the school office and administered by the office staff. Medication must be accompanied by detailed instructions (on a Pueblo School District 60 instruction sheet) from the parent and doctor giving the child’s name, date, name of medication, its purpose, dosage, timing of doses, possible side effects, termination date of dispensing, and waiver. This form must be updated and signed every year. Forms are available in the office AND MAY BE FAXED FROM US TO THE DOCTOR AND BACK (FAX NUMBER is 253-5253).
2. Only parents or guardians may deliver medication to school. Students and teachers are not to store or administer any medications. It is very dangerous to mix medications in children’s lunches or drinks due to the possibility of switched lunch boxes or trading of food.

Exemptions from Participation in Physical Education

Students may be excused from active participation in gym class for up to two days based on the written request of parents. Longer exemptions require a doctor’s note. Exempt students will attend gym class without exercising and without disrupting the class. **Exempt students are also expected to be inactive during any recesses.**

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.

SPECIAL OCCASIONS

Parties/Birthdays

Individual teachers schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their classes on their birthdays. **Please check with the teacher in advance.** We encourage healthy snacks and disposable utensils and dishes. Please limit your treats to **individually-wrapped cookies or Little Debbie-type snacks (no homebaked items allowed)**. Please bring only **clear drinks** (i.e., lemonade). Red or purple drinks damage carpet when spilled. Birthday treats are usually shared at lunch time.

We do not allow exclusive party invitations to be distributed at school.

Gifts/Special Deliveries

Occasionally, flowers, balloons, and other special items are delivered to students at school. At these times the student is summoned to the office to see and appreciate the gift. **The gift will remain in the office for safekeeping until after school.**

Field Trips

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary. The School Activity Fund, supported by our Wear Your Own T-Shirt Days, partially funds the buses for field trips.

Parents/guardians are allowed to chaperone on most field trips to promote safety and to enrich the learning experience. **For liability reasons, however, parents may not bring other children along on the trips.**

The following behaviors may PROHIBIT a student from participating in a field trip: missing homework, decreased academic performance, chronic absences, or discipline referrals. If this is the case, parents will be notified ahead of time to make other arrangements.

Most field trips require District bus transportation. Therefore, all bus rules and regulations apply.

EXTRACURRICULAR ACTIVITIES

When Goodnight School students have the opportunity to participate in extracurricular activities in order to increase school pride, school involvement, and quality of life, we remind our students and parents that participation is a privilege and students must adhere to specific guidelines to ensure continued involvement.

Student Eligibility:

Goodnight School adheres to the District eligibility policies. In some cases, we may require more strict guidelines.

Student and Parent Responsibilities:

- Parents are responsible for transportation to and from practices, games, and meets. **Teachers are not allowed to transport students.**
- Sportsmanship should be a concern of the school, its athletes, and its spectators.
- Students and parents are responsible for following a coach's/sponsor's guidelines regarding practices, appearances, and participation.

DISCIPLINE PHILOSOPHY & PROCEDURES

This Discipline Guide is to be used in conjunction with the School District's Discipline Code. Please read and review both documents carefully with your child.

Our Discipline Philosophy

We believe that learning can occur only in an environment of safety and respect. This requires the cooperation of parents, students, staff, and the principal in providing firm, fair, assertive, and positive discipline. We believe that self-discipline is an important goal in education; thus, we attempt to make every discipline encounter an opportunity to teach the child to behave more responsibly next time.

Our discipline philosophy combines elements from Love and Logic, Affirmative Parenting, and Assertive Discipline. The ultimate goal is for every child to be accountable for his/her actions and learn from his/her mistakes. Each classroom teacher is encouraged to maintain his/her authority in the classroom by instituting a discipline plan that works for the individual group of students. Students are encouraged to participate in designing the classroom discipline plan to ensure their understanding and adherence to it.

Classroom rules and procedures will be discussed at Parent Nights and Parent/Teacher Conferences. Because educating your child is a team effort between the school and home, we encourage you to voice any concerns when they arise. Goodnight's policy is based on open communication and high expectations.

Positive Behavior Support Program: P.R.I.D.E.

Goodnight began implementing the Positive Behavior Implementation Support (PBIS) program during the 2005-2006 school year. This program focuses on desirable rather than undesirable behaviors, and it explicitly teaches the values and expectations that we place on student behavior in all areas of the school:

- **P**repared: We expect our students to be prepared and anticipate their own needs for the classroom.
- **R**espect: We expect our students to show respect for themselves, their peers, school staff, and school visitors.
- **I**ntegrity: We expect our students to show integrity in their interactions with their peers and school staff.
- **D**isciplined: We expect our students to be disciplined in their studies, their involvement in school activities, and in their relationships with their peers and school staff.
- **E**xcellence: We expect our students to reach the level of expectation that we have of them—that is one of excellence. We maintain high standards for our students and ourselves.

Teachers and other school staff will discuss the PRIDE expectations with all students at the start of each school year and will review them periodically throughout the year. Students receive PRIDE cards when exhibiting PRIDE at school. These cards allow students to be entered in a weekly drawing for prizes.

PRIDE CARDS

When students display positive behavior as supported by our PRIDE acronym, they will be rewarded a PRIDE card. Students will then be able to place their card in a weekly PRIDE drawing in the classroom. A school-wide drawing is also held every Thursday for students to be selected to earn tangible prizes. Quarterly PRIDE assemblies are also an opportunity for students to earn prizes.

GOODNIGHT SCHOOL DISCIPLINE PROCEDURES

Goodnight has school and classroom rules and policies. Additionally, all School District procedures are listed in the District Discipline Code Handbook; please carefully review these with your child.

Minor Discipline Referral Form

Classroom teachers will handle all minor discipline concerns in the classroom. Our teachers are expected to use firm, consistent, and fair discipline procedures in their classrooms, and all students are to be aware of classroom expectations.

Major Discipline Referral Form

Students referred to the office with serious infractions will be sent with a Discipline Referral form. The Principal, Assistant Principal, Dean of Students, or School Counselor, will discuss the infraction with the student, decide on a school discipline action, and send the form home for parent information.

The misbehavior may or may not require a phone call home. This will be left to the discretion of the school staff.

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.

Administrative Authority and Responsibility

The Principal, Assistant Principal, Dean of Students, or School Counselor has the authority and responsibility to maintain an atmosphere conducive to learning through a fair, consistent application of district policies and procedures. When a problem is referred to the office, the referring staff member will identify the problem. The office will maintain records of student referrals for disciplinary action.

The disciplinary actions include, but are not limited to, the following:

- Verbal reprimand from all school staff, including support staff
- Removal from class environment for a short time
- Loss of privileges or participation in certain activities, including field trips
- Parent shadowing
- Lunch or After-School Detention
- In-school exclusion (removal from class to work separately for extended time)
- Development of a behavior plan/contract/Response to Intervention Plan (RtI)
- Out-of-School Suspension
- Other consequences adapted to the individual student or to the offense

Behavior concerns have been kept to a minimum at Goodnight because of our school's focus of time on task and teaching bell to bell. In addition, Goodnight teachers experience great parental support and commitment to the learning process. We appreciate your support of our school and our goal of providing your child with a world-class 21st century education.

BULLY PREVENTION PROGRAM

GOODNIGHT SCHOOL BULLYING-PREVENTION PROTOCOL

Our school's social vision:

At Goodnight, we care for each other and show PRIDE (Prepared, Respect, Integrity, Discipline, and Excellence).

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 students are being transported in any vehicle dispatched by the district or one of its schools; or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. This schoolwide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Colorado's Board of Education anti-bullying policy.

What is bullying?

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

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyberbullying is when a student uses their cellphone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

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

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

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

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

How students can end bullying.

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

The students at Goodnight have agreed to join together to treat others with respect both online and face-to-face to keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- Tell bullying students to stop when I or others around me are the target of bullying, using an “I” statement.
- Walk away and seek help by telling a trusted adult on campus, if I cannot safely stop the bullying or by using the PRIDE box by the office.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

Staff, Teacher, and Parent Response to Student Harassment and Bullying:

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

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

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

Level 2: We watch out for bullying and refer targets to the Counselor.

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - Name the behavior for what it is, e.g., “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - Remind students of our school’s social vision and how their behavior is not aligned with this: At Goodnight, we care for each other and show PRIDE (Prepared, Respect, Integrity, Discipline, Excellence).
 - Notify the Principal immediately if there are any concerns for a student’s physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying verbally or through email to the School Counselor within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the

situation, please report the bullying verbally or through e-mail to the classroom teacher or Counselor. Our school can only help you if you reach out and tell us what is happening.

- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

-

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

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

Level 4: Implement a classroom or grade wide action plan.

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

Timeline for a bullying report under this protocol:

Week One

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

Week Two

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

Week Three

- Another meeting with students to resolve the bullying if this is needed.
- Bullying Prevention Coach will check with the 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 Assistant Principal and/or Dean of Students and parents of the outcome.

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

GOODNIGHT SCHOOL CIVILITY POLICY

Addressing the Conduct of Parents, Other Visitors, and District Employees

It is the intent of the school to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The purpose, therefore, of this policy is to maintain a safe, harassment-free environment for teachers, students, staff, parents, and other members of the school community. In the interest of presenting parents, teachers and other employees as positive role models, the school administration encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected level of behavior:

- School personnel will treat parents, students and other members of the public with courtesy and respect;
- Parents and visitors will treat teachers, administrators and other school employees with courtesy and respect.

2. Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not necessarily limited to:

- Behavior that interferes with the operation of a classroom, an employee's office or office area, and other areas of the school. This also applies to the parking lot and student drop-off and pick-up areas
- Using loud and/or offensive language, swearing, cursing or display of anger
- Threatening to do physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior may constitute a criminal violation
- Damaging or destroying school property
- Abusive, threatening, or obscene telephone calls, e-mail or voice mail messages or social media posts
- Any other behavior that disrupts the orderly operation of the school or a classroom.

3. Parent recourse:

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the principal in written form. The principal will complete a full investigation.

4. Authority of school personnel to direct persons to leave school premises:

Any individual who behaves in the following manner toward any school employee will be asked to leave the premises and/or may not be allowed to return:

- Disrupts school operations
- Threatens to do physical harm to school personnel, students or others lawfully on school premises
- Threatens the health or safety of students, school personnel, or others lawfully on school premises
- Intentionally causes damage to school property or property of others lawfully on school premises
- Uses loud or offensive language or enters school premises without authorization.

If the person refuses to leave the premises as directed, the principal or designee shall seek law enforcement assistance.

5. Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee may terminate the meeting, conference or telephone conversation and will promptly notify the principal or designee.

Frequently Asked Questions

How does Elementary and Secondary Education Act (ESEA) affect Goodnight?

ESEA requires schools to ensure student achievement for all students and quality participation of parents at all levels in schools. It also requires schools to advise parents annually of their right to request information regarding the professional qualifications of their child's classroom teachers. Specific information parents may request is:

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

In addition, parents must receive:

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

How does the Reading to Ensure Academic Development (READ) Act affect my child?

The state's goal for all children in Colorado is to graduate from high school having attained skill levels that adequately prepare them for postsecondary studies or for the workforce. Research demonstrates that achieving reading competency by 3rd grade is a critical milestone in achieving this goal. If a student enters 4th grade without achieving reading competency, he/she is significantly more likely to fall behind in all subject areas beginning in 4th grade and continuing in later grades.

If the student is deemed to have a **Significant Reading Deficiency (SRD)** and qualifies for targeted, scientifically based interventions to remediate the student's specific, diagnosed reading skill deficiencies, the school is required to provide interventions designed to enable the student to achieve reading competency and attain the skills necessary to achieve the state's academic achievement goals. Such interventions will be documented in the student's READ plan. The state recognizes that the parent plays a central role in supporting the student's efforts to achieve reading competency; therefore, the parent is strongly encouraged to work with the student's teacher in implementing the READ plan and to supplement the intervention instruction the student receives in school. Consequently, the READ plan will include strategies that the parent is encouraged to use at home to support the student's reading success

2021-2022

- For K-2 students completing the year with a Significant Reading Deficiency, retention conversation is required, and the parent makes the final decision.
- For 3rd grade students completing the year with a Significant Reading Deficiency, retention conversation is required, and is subject to the Superintendent's or his/her designee's approval.

Where can I find help for my family?

- If your family has been mobile and an immediate family member moved to the Pueblo area for the purpose of seeking employment in the agriculture or food service, your child may qualify for the Migrant Education Program. For more information and a list of available community resources, please call the school office.
- The Colorado Parent Information and Resource Center is a great resource for parents looking for assistance to help their children. You may access the center at www.cpirc.org.
- Please see our School Counselor or Community Advocate if you need any other assistance.

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.pueblod60.org.

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

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

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

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

JKD/JKE: Student Use of Internet and Electronic Communications

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

JKE-E: Grounds for Suspension/ Expulsion

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

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

JKE-R: Suspension/ Expulsion of Students

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

JEA: Compulsory Attendance

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

JH: Student Absence/Excuses

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

JHB: Truancy

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

JLCB: Immunization of Students

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

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

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

JLCB-R: Immunization of Students

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

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

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

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

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

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

Students in out-of-home placements

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

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

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

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

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

Adopted: May 28, 2015

Revised: August 23, 2016

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

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

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

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

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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

Non-Voting Members

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SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

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



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

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

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