

2023-2024
Baca Student/Parent
Handbook

Eva R. Baca Elementary
AVID Campus

Roadrunners

R.U.L.E



Respectful, Responsible, & Resourceful
Understanding of Self & Others
Listen & Learn
Excellence & Effort in all you do

Baca students are going to college!

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Thomas Farrell.....President
Dr. Kathy DeNiro.....Vice President
Barbara Clementi Board Member
Anthony P. Perko..... Board Member
Sol Sandoval Tafoya Board Member

Non-Voting Members

David Horner.....Treasurer
Geri Patrone Secretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

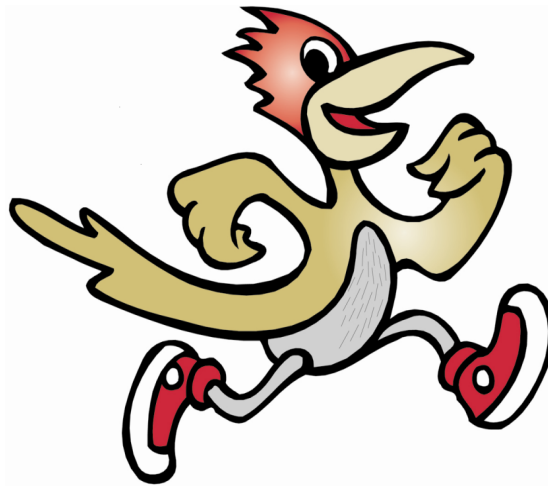
To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Compliance Officer for complaints involving students. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. 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.



**EVA R. BACA ELEMENTARY SCHOOL:
HOME OF THE ROADRUNNERS**

Please sign and return this page acknowledging you have received and read the Student/Parent Handbook for the 2023-2024 School Year.

Name of Student: _____

Phone Number: _____

Address: _____

Grade: _____

Parent/Guardian Signature: _____

BACA OFFICE STAFF:

Principal.....Julie A. Griego
Office Administrative AssistantAnelicia Tigner

Daily Schedule:

Office Hours: 7:30-4:30 Office Phone Number: 719-549-7530

Students are dismissed at 3:05 p.m. Monday through Thursday – NO SCHOOL ON FRIDAYS
The first bell will ring at 7:40 a.m. and school begins. Any student arriving at 7:50 a.m. or after will be considered tardy.

GRADES K - 5 Start Time:

First Bell - 7:40 a.m.
Tardy Bell - 7:50 a.m.

Dismissal:

Monday - Thursday- 3:05 p.m.

Preschool Program:

8:00 a.m. - 2:00 p.m.

Preschool Program: August 22, 2023 – May 23, 2024

Breakfast:

Breakfast will be served beginning at 7:40 a.m.

School Personnel Schedule

7:15 to 4:45 p.m.	Administrative Assistant
7:30 to 5:00 p.m.	Principal
7:30 to 4:00 p.m.	Teacher Hours

Students are to report to the office if they have not been picked up by 3:15 p.m.

Kindergarten - Fifth Grade ~ August 15, 2023 – June 3, 2024

Mission Statement:

As an AVID Campus at Eva R. Baca Elementary, our mission is to close the achievement gap and provide the highest quality education by preparing all students for college readiness and success in a global society.

Vision Statement:

Our vision is to create a challenging learning environment that encourages high expectations of effort and excellence through AVID. Baca students will develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. All learners will be respectful, resourceful, responsible, and understanding members of the community.

Approximate Lunch Times

LUNCH		LUNCH RECESS	
10:45-11:05	Kindergarten	11:05-11:30	Kindergarten
11:15-11:35	1st Grade	11:35-12:00	1st Grade
11:30-11:50	2nd Grade	11:50-12:15	2nd Grade
11:45-12:05	3rd Grade	12:05-12:30	3rd Grade
12:00-12:20	4th Grade	12:20-12:45	4th Grade
12:15-12:35	5th Grade	12:35-1:00	5th Grade

Breakfast

Breakfast will be served in the cafeteria for students in Kindergarten beginning at 7:40 a.m., breakfast will be served in the classrooms for students in Grades 1-5 beginning at 7:40 a.m. Students will be allowed in the building at 7:40 a.m. every morning. On Red Flag Days students will report to the cafeteria at 7:30 a.m. and will be seated until 7:40 a.m. **STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO 7:40 a.m. THERE WILL NOT BE ANY STAFF MEMBERS ON DUTY UNTIL 7:40 A.M. IF A STUDENT ARRIVES AFTER THE TARDY BELL, THEY ARE WELCOME TO PICK UP BREAKFAST IN THE CAFETERIA**

Keeping In Touch with Your Child's Teacher

As a parent of an elementary-level student, keeping in touch with your child's school and teacher is important to the academic success of your child's education. Parents are always encouraged to communicate with teachers about their child's progress by email, telephone, or class dojo. WE HIGHLY RECOMMEND ALL PARENTS/GUARDIANS HAVE CLASS DOJO. This is how teachers can communicate with you daily. Weekly school announcements are sent out each week on class dojo. Also, parents are encouraged to participate in Open House, parent/teacher conferences, and parent/family nights along with other meetings scheduled. Email and teacher phone numbers will be provided by the first week of school. Contact information can also be found on our district and school web page. Teachers will return phone calls before/after school, at lunch, or during teacher PLAN time. Messages will be taken and given to the teacher. Phone calls will NOT be transferred back during instruction time.

Change of Address or Phone Number

Parents are asked to inform the administrative assistant in the school office in writing of any change in address or phone numbers by completing a change of address or phone number card so that we have accurate, up-to-date information for all students. In order for your address to be changed on Infinite Campus (IC), please also provide Ms. Christina with a copy of your current utility bill showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

Conferences

Classroom teachers will schedule conferences with you to be held during each semester. The school will notify parents of the date. Should you wish to conference with your child's teacher at another time, please call your child's teacher to schedule a mutually agreeable conference time. It is very important that you keep the scheduled conference time and that you are prompt. Any changes or delays may affect other families.

Report Cards

Students are to meet local and state standards for promotion in grades K-5 that include demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. The purpose for the Kdg. – 5th grade Proficiency Report Card is to inform students and parents about a student's performance on the grade level standards. It measures progress against a uniform standard rather than a subjective assessment. Intermediate (3rd – 5th) students will also receive a letter grade according to a grading scale. Information related to growth and overall strengths and needs will be discussed at conferences.

The report card provides a consistent grading scale; Career Prep/Skills and Behaviors that Support Learning are separate. It improves assessment practices and guides instruction based on the Colorado Academic Standards (CAS). The student proficiency levels indicate whether students have met the expectations set by the state and whether the students have the necessary skills and concepts to be successful in the next quarter or at the next grade level.

Grades will be provided each quarter. In reporting conduct, the teacher can indicate whether the student meets expectations in respect of others and respecting school property, following school and classroom rules. In reporting work habits, the teacher can indicate whether the student works cooperatively with others, demonstrates consistent effort, and completes work on time.

The report card increases a teacher's ability to communicate with the student and the parent about the student's success in progressing toward grade-level standards for that grade, as well as reporting on the student's classroom behavior.

Reporting Student Progress

A formal report on a student's progress in school is sent to parents or guardians for students in grades 3,4, and 5. The progress reports go out in the middle of each nine-week grading period. This allows parents and students to evaluate their ongoing progress for the quarter. These dates are listed at the end of the handbook.. Progress reports are issued at various times throughout the school year.

Honor Roll

For students in grades 3rd – 5th, a Principal's Honor Roll, Gold, and Silver Honor Rolls are established after each nine weeks to recognize students who achieve excellence in academic performance. Principal's Honor Roll is 4.0, Gold Honor Roll is students earning a 3.6 and above, and Silver Honor Roll is students earning a 3.0-3.5. We encourage parents to attend the quarterly assemblies.

Student Registration Enrollment Form

At the beginning of the year, your child's teacher will send a student registration enrollment form to be completed or corrected and returned as soon as possible. The information on the form is very important and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted in case of an emergency, when you cannot be reached. **If these arrangements change during the year, please notify the front office staff and your child's classroom teacher. Please let your emergency contacts know that they will be required to show a picture ID.**

School Blackboard

School Blackboard is a tool for proactively contacting a large number of parents via the telephone. The primary function of the system at Eva R. Baca Elementary is to keep parents informed and to deliver special announcements. Also, it will be used to keep parents informed of their child's attendance by delivering daily messages to the homes of those students who are marked absent from school. Please ensure to call the school prior to 10:00 a.m. otherwise, an automated message of your child's absence will possibly be made.

As an added benefit, the system can send general announcement information to parents and students, particular grade levels, and to different schools. School Blackboard simplifies timely communication and creates a community of supportive parents, successful students, and empowered educators. Creating personal messages for attendance notification, parent reminders, and safety announcements are made easier with the School Messenger. Baca Elementary also uses School Blackboard to notify parents/guardians of Secure Perimeter and other emergency situations.

Class DOJO

Each classroom teacher will have a class DOJO account to communicate with parents. This will allow parents to be informed about their students' academic progress and behaviors. This will also allow parents to communicate with the teacher. Each parent needs to accept the DOJO request from the classroom teacher.

Telephone Use

The office telephone is available for students' use for emergencies or to contact parents if approved by the classroom teachers. Students will be called from class only in emergency situations; otherwise, messages will be given to your child's teacher. We will do our very best to ensure students receive messages. **We also ask parents/guardians to call by 2:30 p.m. in order to get messages to students regarding their dismissal.**

Communication Folders

Communication folders will be sent home when there is vital information from the school or from the classroom teacher. It can also contain samples of your child's work, assignment sheets, and other important information regarding your child's progress and needs. In many cases, a signature is required for the folder or its contents. Please review all the contents of the folder carefully and send it back the next school day.

Student Planners

Student planners will be given to students in grades 3,4, & 5. These planners should be used daily to track homework, notes to/from school, and as otherwise deemed necessary by the teacher. Data notebooks can also be used if desired.

Change of Address or Phone Number

Parents are asked to inform the office administrative assistant in writing of any change in address or phone numbers by completing a change of address or phone number card so that we have accurate, up-to-date information for all students. **All** parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

PBIS

An effective school climate is one that is nurturing, safe, and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and be responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers have the leeway to establish a variety of individualized behavior management plans that support the school's philosophy. It is hoped that this consistency provided by the school-wide plan will assist students in realizing their full potential, thereby making the learning environment as productive as possible.

Eva R. Baca Elementary has been a Positive Behavioral Interventions Support (PBIS) school since the 2009-2010 school year and has been recognized for many years for meeting or exceeding a score of 80/80 on the School-wide Evaluation Tool. PBIS uses proactive measures and school-wide expectations to enable students to achieve social and academic success in school. Such supports and expectations are developed, implemented, and monitored by all staff members working in the school. Implementing these expectations school-wide can reduce the frequency of students who engage in problem or negative behavior. What does a system of positive behavior supports and expectations look like? Ideally, the system is in place at the classroom and school level. Both levels share some basic similarities.

First, there must be a set of clearly described expectations for student behavior. In the classroom, this includes a set of classroom expectations that set the parameters for student behavior in social and academic areas. In the school, behavioral expectations and limits for student behavior include rules for each common area: cafeteria, bathrooms, Learning Commons, computer use, playground, hallway, office, assemblies, bus, and school arrivals and departures.

Second, the expectations must be taught to mastery. This is accomplished by explaining the rules, giving and eliciting examples and non-examples of each, and then engaging students in both guided and independent practice of each rule and expected behavior.

Third, a system of cues and prompts during the time the students are learning the expectations can facilitate student success.

Finally, continuous monitoring of the fluency with which students demonstrate those appropriate and desired behaviors give the staff needed feedback.

What happens when students begin to demonstrate inappropriate behavior again? Review and re-teaching are critical pieces of an effective system of positive behavioral supports. Taking time each quarter based on data to bring students back to mastery on a specific behavioral expectations will enable the classroom and school to function as a safe and orderly learning environment.

****PLEASE NOTE:** The discipline management system and plan will be reviewed on an ongoing basis. Ultimately, we want our students to be productive and socially acceptable in school and society. A student's behavior should not keep other students from learning. We appreciate the support of students and parents in teaming with the staff to provide a safe and well-behaved school setting for all.

Baca Roadrunners R.U.L.E

Expectations	R Respectful Resourceful Responsibility	U Understanding of Self and Others	L Listen & Learn	E Effort & Excellence
Classrooms	<ul style="list-style-type: none"> Follow Classroom Rules Treat others with respect at all times. Have materials ready. Homework is consistently completed. Use appropriate materials as resources to solve problems. 	<ul style="list-style-type: none"> Follow Classroom Rules Mind your own Business Treat others kindly Practice Self Control 	<ul style="list-style-type: none"> Follow Classroom Rules Show your PLAN (Posture, Look and Listen, All things put away, NO talking) Call to attention is followed 	<ul style="list-style-type: none"> Follow Classroom Rules Do your best Follow directions Persevere
Hallway	<ul style="list-style-type: none"> All students walk single file on the right side hall on 2nd tile. Hands off walls/banners Red voices Walk at a steady but slow pace Quiet feet Leave space as needed 	<ul style="list-style-type: none"> Tail Feathers Mind your own Business Treat others kindly Practice Self Control 	<ul style="list-style-type: none"> Red Voice 	<ul style="list-style-type: none"> Green pace
Cafeteria	<ul style="list-style-type: none"> Ask permission before leaving cafeteria. Respect the eating space/tray of others. Clean up your area. Get everything you need. Use the appropriate voice level. 	<ul style="list-style-type: none"> Mind your own Business Treat others kindly Practice Self Control 3-4 students per bench 	<ul style="list-style-type: none"> Listen for dismissal directions Use appropriate table manners Green Voice 	<ul style="list-style-type: none"> Green Pace Keep area clean Use your manners
Assembly/Gym	<ul style="list-style-type: none"> Red Voice Listen to your 5th Grade Ambassador Respect what is being presented Stay seated Keep body to yourself 	<ul style="list-style-type: none"> Red Voice Listen to your 5th Grade Ambassador Respect what is being presented Stay seated Keep body to yourself 	<ul style="list-style-type: none"> Red Voice Listen to speaker 	<ul style="list-style-type: none"> Green pace Show your PLAN
Learning Commons	<ul style="list-style-type: none"> Use a ruler to mark the place when you take a book off the shelf. Return all materials Return to class if adult is Not present Take care of materials 	<ul style="list-style-type: none"> Mind your own Business Treat others kindly Practice Self Control 	<ul style="list-style-type: none"> Yellow Voice 	<ul style="list-style-type: none"> Green Pace
Restrooms	<ul style="list-style-type: none"> Red voices Respect the privacy of others DO NOT stand on Toilet Take care of your needs Wash and dry your hands Return to class in a timely manner Always flush the toilet 	<ul style="list-style-type: none"> Mind your own Business Treat others kindly Practice Self Control 	<ul style="list-style-type: none"> Yellow Voice 	<ul style="list-style-type: none"> Green Pace
Playground	<ul style="list-style-type: none"> Practice safety at all times Let an adult know immediately if someone is hurt Return equipment Line up on signal Stay in designated areas *Hands/feet to self 	<ul style="list-style-type: none"> Return playground equipment to cart. Run on grassy areas only. Mind your own Business Treat others kindly Practice Self Control 	<ul style="list-style-type: none"> Orange Voice 	<ul style="list-style-type: none"> Orange and Green Pace Get along with others
Bus	<ul style="list-style-type: none"> Treat driver with respect Sit back in seat all the way, Facing Forward 	<ul style="list-style-type: none"> Be courteous to ALL on the bus Keep hands, feet, head, and all objects inside the bus 	<ul style="list-style-type: none"> Green voice Listen to Driver at ALL TIMES Yellow Voice 	<ul style="list-style-type: none"> Green Pace Follow Directions Use manners
Office	<ul style="list-style-type: none"> Must have health pass If no one is there, return to class Immediately. 	<ul style="list-style-type: none"> Student will wait on the bench respectfully and quietly until they are acknowledged. 	<ul style="list-style-type: none"> Yellow voice 	<ul style="list-style-type: none"> Green Pace

Voice Levels

Orange Zone = Orange Voice = Outside Voice
Yellow Zone = Yellow Voice = Whisper

Green Zone = Green Voice = Inside Voice
Red Zone = Red Voice = Silence

Roadrunner Pace

Green = Move/Walk at a Normal Pace

Yellow = Move/Walk Slowly

Red = Stop

Quiet Signal

When a staff member raises their hand, all students will also raise their hand for a quiet signal and be silent

Procedures for School Arrivals/Departures

- PK & Kindergarten dismissed from doors/gates by playground ~ parents park in front - **(PK students MUST be signed in and out)**
- **First through fifth grades** will be dismissed out the back. Parents must drive through the loop on Neilson. Staff will call your child to the designated cone and help them into your car. Please stay on the right-hand side of the loop to enter and exit. Due to safety concerns, students WILL NOT be released to parents who walk up.
- Walkers will be dismissed after all vehicles are out of the area to limit the number of safety concerns.
- Students should be dropped off in front of the building during the morning hours only.
- PLEASE NOTE THAT **NO PARKING** IS ALLOWED IN THE FRONT LOOP AT ANY TIME!
- Hallways are only open to students after the first bell rings
- Hall passes required to enter the building before the first bell rings

Chrome Book Carts

- Place Chrome book back in correct slot when finished
- Hands on own keyboard
- Headset stays out of mouth
- Work on assigned computer ONLY
- Always log off appropriately before returning Chrome book
- DO NOT log in as someone else or delete others profiles

Student Expectations

- Students are to use appropriate language **at all times**. Profanity is not acceptable.
- Bullying behavior **will not be tolerated**. This includes such things as physical aggression, social alienation, verbal aggression, and intimidation.
- Students are not allowed to leave school unless a parent or a person designated by the parent comes for them. Parents/guardians **must** check out **through the office** before a child leaves school.
- Students must leave the school grounds as soon as dismissed from school
- Students are not to bring chewing gum, candy, toys, fidget spinners, or any other distracting items. **Gum is not allowed.**
- Students will not be allowed to use the office phone except in an emergency.
- Students are not to write on or under desks and furniture, misuse books, or damage school property. Students will be fined, disciplined, and required to pay for any damages of school property (this includes all technology as well as paper resources such as books and textbooks)
- Students are not to bring pets to school unless it is for a specific class activity and with teacher approval
- Students will keep the school and playground clean by throwing trash in the trash containers
- Students are not allowed to bring visitors to school unless prearranged with the teacher and principal.

Discipline

Eva R. Baca Elementary believes that our school must be an orderly environment in which learning is not jeopardized by disruptions. Administrators, teachers, parents and students shall be responsible for maintaining an atmosphere of acceptable and consistent discipline at all times. Discipline expectations extend to the school bus as well as field trips.

All Students are required to follow Baca's behavior expectations at all times (Roadrunners Rule).

R = Respect, Responsible, and resourceful

U = Understanding of self and others

L = Listen and Learn

E = Excellence and Effort in all you do

**** PLEASE NOTE:** In an ongoing effort to maintain the successful environment needed at Baca Elementary, the staff at Baca is currently adjusting the discipline system. All updates and information will continue to be shared with students and parents as it is updated, changed, and ready for sharing.

General School/Classroom Discipline Procedure

- The following behaviors can involve immediate suspension from school (this list is not inclusive of all actions but a sampling): fighting, repetitive dress code violations, physical contact to a staff member, threats of physical harm or violence, threatening the safety of the building and/or students and staff, throwing furniture/supplies/equipment..
- Physical contact to a staff member WILL result in an automatic suspension from school
- Repeated disruptions of classroom learning by a student may require the parent/guardian to sit with the student in class for part or all of a day. This decision will be made by the principal or the Principal's designee.
- Students may also be assigned In School Suspension (ISS) for behaviors as well.
- Students who are found guilty of "hacking" into another student's computer at school can also receive an immediate suspension from school.

Bus

- First discipline referral/write-up from the driver will result in a one (1) day suspension off the bus.
- Second discipline referral/write-up from the driver will result in a three (3) day suspension off of the bus.
- Third discipline referral/write-up from the driver will result in a five (5) day suspension off of the bus.
- Fourth discipline referral/write-up from the driver will result in a ten (10) day suspension off of the bus.
- Fifth discipline referral/write-up from the driver will result in suspension off of the bus for the remainder of the current school year.

Options and or strategies to correct student behavior may include the following: Withdrawal of privileges, lunch at the silent table, loss of lunch recess, conference at school with parents and/or student, separation from others in class, in-school suspension, verbal reprimand, and possible out-of-school suspension or other action taken is dependent upon the individual situation and the discretion of the Principal or the Principal's designee. Baca staff will partner with parents/guardians to teach expected and appropriate behaviors in order to be proactive and not reactive as much as possible when it comes to discipline.

Roadrunner of the Month (ROM)

Students following all Baca R.U.L.E. procedures and expectations could be recognized at a special monthly assembly. Classroom teachers will contact parents if their child is selected. Not all students will receive this award. That doesn't mean all students are not following the Baca R.U.L.E. There is only one student from each class chosen each month.

Playground Equipment and Conduct

Students will be allowed to bring personal playground equipment if approved by our P.E. teacher (Mr. Montelongo); however, personal toys are to be kept at home. **Students should not bring electronic devices (iPods, cell phones, tablets, etc.) to school.** The school reserves the right to collect an electronic device from a student if a staff member deems it as a distraction to the learning process and school environment. The parent will then be notified and will have to come to the school to pick up the device at a reasonable time designated by the school.

Acceptable Use Agreement for Computer Technology

Pueblo School District 60 provides Internet access and e-mail accounts to all students. In order to use the System, students under the age of 18 must obtain parental/legal guardian acknowledgement of the provisions of the Acceptable Use Agreement. It will be sent home annually and must be signed by the parent(s)/legal guardian(s) acknowledging that they have read and understand the District's policy JS(1) *Student Use of Technology and Internet and Electronic Communications*. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the Student Conduct and Discipline Code book. Any violation will be handled in accordance with the District's policy JS(1) and its implementing regulations. Understanding the importance of Internet/computer safety, information on this subject will be made available to all students throughout the year.

Inappropriate Use of Social Networking Tools

Social networking tools provide students easy access to share news and events with each other. However, using these communication tools in an inappropriate manner can have negative consequences—especially if unkind words or threats are used with the intent to hurt others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in suspension. **As a reminder, most social networking tools do not permit children under 13 years of age to access their sites. Facebook, Twitter and Snapchat all have the requirement of age 13 to be on or have an account with them. Therefore, no student at Eva R. Baca Elementary should have access to or have accounts with those sites. Any issues with or between students associated with those accounts should be directed to local law enforcement due to the age requirements since no student at Eva R. Baca Elementary meets those requirements.**

Medication at School

Administration of medications, especially short-term, should be done at home whenever possible. If a student is required to take prescription or non-prescription medication during the school day, specially trained school officials may administer medications to students only if the following guidelines are met:

1. An order for medication form is completed and the Pueblo City Schools D60 Health Plan is in the possession of school officials. The physician and the parent must sign the form. The medications must have a current prescription label, including the child's name, medication name, doctor's name, and the directions clearly marked on the container. For long-term medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed. The medication prescribed and the container must match the Pueblo City School D60 Health Plan. It is suggested to request two bottles or containers from the pharmacy, one for home and one for school, for your convenience.
2. For non-prescription medication (i.e., cough syrup, cough drops, Benadryl, Tylenol, chapstick, medicated or non-medicated, etc.) the same rules for the Pueblo City Schools D60 Health plan apply. The medication must be received in the original container and will be administered according to the doctor's written instructions. Parents should mark the bottle or container with the student's name.
3. **Please note: No medication will be administered without a Pueblo City School D60 Health Plan developed through the family's doctor's office. All medications must be brought to the school by the parent. If this is not possible, arrangements must be made with the principal.**

Students with asthma or the potential for severe allergic reactions require written health care plans. Health care plans will also need to be written for students to self-administer their inhaled asthma medication or their auto-injectable (epi-pen) medication. Additional questions and concerns may be directed to the district school nurse at East High School Wellness Center. As per the state of Colorado **Immunization** law, students must comply with all requirements for immunizations of school-age children. There are specific requirements for DtaP, Polio, PCV7, Td, MMR, Hepatitis B, Hib, Varicella, and Tdap (*see the letter and chart on the following pages*). Parents/guardians are encouraged to keep the district school nurse informed of significant health concerns and diagnoses for their children. It is essential that Mrs. Petric have current work, cell, home phone numbers, and or other means whereby parents/guardians can be contacted should the need arise. Emergencies can occur at any time. It is imperative that we be able to reach parents and caregivers during the school day. Collaboration and communication with parents, guardians, and physicians are necessary in order for complete and effective care to be provided to students.



Dear parents/guardians of students attending Colorado kindergarten - 12th grade schools for the 2023-24 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 and potentially disrupt in-person learning.

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, Tdap).
 - Hepatitis B (HepB).
 - Measles, mumps, and rubella (MMR).
 - Polio (IPV).
 - Varicella (chickenpox).
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html (birth through 6 years) or www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or an in-process plan on file for your student.
- 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?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at cdphe.colorado.gov/immunizations/get-vaccinated. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education. Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at www.cdc.gov/vaccines/adults/rec-vac/index.html.

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 (find LPHA contact information at cdphe.colorado.gov/find-your-local-public-health-agency), or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

Vaccination records

- Share your student's updated *Certificate of Immunization* with their 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 \(CIIS\)](https://ColoradoImmunizationInformationSystem.org). Visit COVaxRecords.org for more information, including directions for how to use the CIIS Public

Portal to view and print your student's vaccine record.

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 physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at cdphe.colorado.gov/vaccine-exemptions.
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
 1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
 2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). 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	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2021-2022 DTaP/Tdap immunization rate	2021-2022 DTaP/Tdap exemption rate
	2021-2022 HepB immunization rate	2021-2022 HepB exemption rate
	2021-2022 IPV immunization rate	2021-2022 IPV exemption rate
	2021-2022 Varicella immunization rate	2021-2022 Varicella exemption rate

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23**

VACCINE	Number of Doses	Grades K-12 (4-18+ Years of Age)
	<i>Vaccines must be given no earlier than the MINIMUM INTERVALS & AGES in order to be valid. A 4-day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP doses unless dose 4 is given on or after the 4 th birthday. Final dose of DTaP is to be given on or after the 4 th birthday.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6th grade entry regardless of when the previous dose of Tdap was given and the student is at least 10 years of age.
Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4th birthday.
Measles/Mumps/Rubella (MMR) <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</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>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</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 healthcare provider.
Hepatitis B <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i>	3 or 4	The 2 nd dose must be 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 earlier than 24 weeks of age. Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.

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

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

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).
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 healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization 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 9/2022

Help Keep the Flu Out of School

Flu season typically occurs in the fall and winter months. With this in mind, the health department suggests that parents remind their children that one of the most effective flu-fighting strategies is regular and thorough hand washing.

Flu Prevention Tips

- Encourage all family members to cover their mouth and nose with a tissue when they cough or sneeze. Coughing or sneezing into your own elbow is better than on your own hands.
- Vaccinate your child for seasonal flu when the vaccine becomes available in the early fall to protect against flu illness. Should your child display any flu-like symptoms, his or her parent/guardian will be contacted.

Clinic

The Clinic is located near the secretary/office area. This area is for students who are ill or injured and are waiting to be picked up or to return to class. Students will be sent home if they have the following symptoms:

- Temperature of 100° or higher (a child should remain at home for 24 hours after the temperature has returned to normal).
- Nausea, vomiting
- Severe headache
- Diarrhea
- Red, watery eyes with yellowish discharge
- Undiagnosed rash;

Screenings

Students in Kindergarten, 1st, 2nd, 3rd, and 5th grades will be screened for visual acuity and have their hearing checked once a year. This information is kept in the student's cumulative record. Other students may be screened at the request of the teacher or parent.

To the parent/guardian of students that have/had an IEP or IFSP

**Colorado Department of Education
School Health Services Program
Notification to Access Benefits**

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

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

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

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

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

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

Student Conduct and Discipline Code

All students are responsible for complying with the Pueblo City Schools Student Conduct and Discipline Code (SC&DC) and school board policies governing student behavior and conduct. Parents are expected to be familiar with the Pueblo City Schools SC&DC book and school board policies governing student behavior and conduct. The Pueblo City Schools SC&DC book will be distributed to all students and parents at the beginning of each school year or upon enrollment at Baca Elementary.

Attendance & Absences (See SC&DC File: JH & File: JH-R)

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. Parents should plan vacations and trips which do not conflict with the school's instructional calendar. When students arrive late or leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours. We encourage regular attendance. When your child is absent from school, please call the school at (719) 549-7530 by 10:00 a.m. otherwise, you will be receiving an automated message stating your son or daughter is absent.

In addition, a written note from the parent is requested within 2 days of the student's return to school. The following are considered legitimate excuses for absences:

- Illness or injury
- Death of an immediate family member
- Medical or dental appointments (please make appointments that do not interfere with school hours)
- School Approval for Family Business (funeral, wedding, etc.)

Each absence for any reason not mentioned above will be determined on a case-by-case basis. The principal will use the following criteria to determine whether a student is permitted to be excused.

- The student is in good academic standing (passing all classes with a grade of C or better)
- The student does not have any unexcused absences, unexcused tardies
- The student has no more than five (5) excused absences in a semester and/or no more than nine (9) excused absences for the school year

Tardy

All students are expected to be at school on time. If a student arrives at or after 7:50 a.m., the student is tardy. **An adult must sign the child in at the office.** Tardy students will then be given a tardy slip. Excessive tardies (5 or more) are considered an attendance concern. Parents will be contacted concerning excessive tardies. Students should not be dropped off before 7:40 a.m.

Attendance Plan

Eva R. Baca Elementary School will have a .5 Community Advocate to monitor student attendance and will intervene with appropriate action when attendance and/or tardies become excessive. The advocate will educate parents and staff of the attendance and tardy policies and procedures of Pueblo City Schools D60. The advocate will inform parents of their child's attendance at set intervals. Help to educate parents and students of the importance of regular school attendance in order to show the connection between regular attendance and school success. The advocate may include the school counselor and administrator to meet with parents and students. The advocate will make every effort to meet at the beginning of the school year and monthly to review attendance data.

District Dress Code Policy

Student Dress Code Policy: File: JICA

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size.

Students must abide by the following general guidelines:

1. Students must wear a top, bottom, and hard-sole footwear while on school premises
2. Students may not wear gloves or sunglasses while inside a school building.
3. Students may not wear head coverings except for religious or documented medical purposes.
4. Whether standing or sitting, items must cover underclothing, shoulders, back, genitals, buttocks, stomach, and chest.
5. Items must be opaque

Students may not wear:

1. Items that make the student unidentifiable (except as a religious observation)
2. Items that contain sexually suggestive language or messages that is prohibited by the student code of conduct.
3. Items that could be used as weapons, including items with spikes or chains, or items that could be used to conceal weapons.
4. Items that promote illegal activity for students including drugs, alcohol, tobacco, weapons and/or gang affiliation, or violent conduct.
5. Items that depict hate speech, intimidation, or intolerance toward protected groups that is prohibited by the student code of conduct.

Penalties

Penalties for violations of this policy shall be as follows:

1st offense: The student shall be warned, educated about this policy and provided an opportunity to correct the violation.

2nd offense: One day of in-school suspension may be imposed. The parent/guardian and student shall be required to review and sign a statement indicating their understanding of this policy.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Hair restraints, gloves, goggles, or other protective attire necessary for safe participation in vocational programs are permissible as approved by staff.

Protective hairstyles, per C.R.S.22-32-110 (1)(k), are permissible.

Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.

School uniforms may be required as designated by individual schools or the superintendent.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific school uniform dress codes that are consistent with this policy.

Students who violate or are suspected to be in violation of this policy may be referred to school administration for investigation.

Baca Dress Code Policy: Eva R. Baca Elementary **DOES NOT** have a uniform policy. However, we do promote safety and a standard of appearance, which enhances the learning environment. Students are expected to follow the district's dress code every day. On Thursdays, we will have Baca Spirit Days. Students and staff are encouraged to show their school spirit and wear Baca school shirts, college shirts or the designated spirit day.

Dress Code Violations

Non-compliance of the district dress code will result in the following consequences:

- 1st offense ~ The student will sign the Dress Code Violation Notebook and a phone call to parent/guardian will be made for the parent/guardian to bring appropriate clothes for the student to school in a reasonable amount of time.
- 2nd offense ~ The student will sign the Dress Code Violation Notebook, a phone call to parent/guardian will be made for the parent/guardian to bring appropriate clothes for the student to school in a reasonable amount of time AND the student will serve the following day in ISS (In School Suspension)
- 3rd offense - The student will sign the Dress Code Violation Notebook, a phone call to parent/guardian will be made for the parent/guardian to bring appropriate clothes for the student to school in a reasonable amount of time, AND the student will serve a day of Out of School Suspension. The parent/guardian also MUST sign a copy of the Dress Code stating they have read it and understand it BEFORE the student may return to school.
- 4 or more offenses ~ The student will sign the Dress Code Violation Notebook and receive 2 days of Out of School Suspension for every violation of 4 times or more.

Shoes

Athletic shoes are to be worn for Physical Education. Your child will need to bring athletic shoes if he/she wears any other type of shoes on their gym days. Your child will not be allowed to participate in PE without the proper shoes. Please be advised that this could affect his/her participation grade. Cleats, beach flip flops, and heelies are not to be worn at school. These guidelines will be enforced for the safety of our students. If your child wears inappropriate shoes, your child's ability to participate in outside activities will be limited (kickball, four-square, tetherball, etc.).

Jewelry

Do not send students to school with expensive jewelry. Baca Elementary will not be held responsible for items that are lost or damaged. Earrings and other jewelry should be small enough that they do not pose a safety hazard. Any adornment such as chains or spikes that could be perceived as, or used as a weapon will not be permitted.

Hats/Sunglasses

Hats or other head coverings may not be worn during the school day except for special days or for medical reasons approved by the Principal or the Principal's designee. Sunglasses are not to be worn in the building. Please review these guidelines with your child. Remember safety is our primary concern. If you have any questions regarding the dress code or an article of clothing, please call Mrs. Griego at 549-7530.

The following items are not all of the prohibited items for dress but a few of the items that are NOT ALLOWED for school attire:

- Short shorts - Pajamas - Slippers - Bandanas
- Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
- Clothing or accessories with sexually suggestive languages or messages
- Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but is not limited to clothing, gang-related colors/numbers/symbols, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings and jewelry.

****It is the responsibility of the parent/guardian and student to read the district's dress code policy and to know what it is.**

Cell Phones (See SC&DC File: JICJ)

Elementary school students may use portable communication devices for instructional purposes only as defined by the classroom teacher or administrator. Students are responsible for ensuring their devices are turned off and out of sight during the instructional day when not in use as directed by the classroom teacher or administrator. Use of unauthorized electronic devices such as CD players, MP3 players, iPods, DVD players, laptop computers or games may result in disciplinary action during the instructional day as set forth in the Pueblo City Schools Student Conduct and Discipline Code Book. The principal shall take possession of portable communication devices for any violation of this regulation, and parents/legal guardians must make arrangements with the principal to claim such devices. Confiscated portable communication devices will not be released to students under any circumstances. In addition, students may be disciplined in accordance with Pueblo City Schools Discipline Guidelines as specified in the Student Conduct and Discipline Code Book. **Please just have your student leave these devices at home. First violation, the device will be returned to the student after school, second violation, the parent must pick up the device, the third violation the parent will pick up the device and conference with the principal, fourth violation will result in consequences of defiant behaviors.**

Checking Students Out

To limit classroom disruption, as well as to ensure the safety and security of the students, please wait to pick up your child after dismissal. Also, try to schedule all non-emergency doctor and dentist appointments after school. If your child must leave school early, write a note to the teacher stating what time your child will be picked up and who will be picking him/her up. The person who is to pick up your child must be listed on the Student Registration Enrollment Form and have a signature on file. **A picture ID will need to be shown.** If there is not a court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him/her. If you have any questions, you may call the school office at (719) 549-7530. All students must be checked out through the office.

Dismissal

Students, upon dismissal, are required to go home. If children return to use the playground equipment, their activity is the responsibility of the parent or guardian. Pueblo City Schools cannot be held liable for injuries occurring on the playground prior to 7:05 a.m. or after 3:05 p.m. The staff has the responsibility of moving students away from the building when the bell rings at 3:05 p.m. and to ensure students are headed home. Students are not to wander the building before or after school.

School Delay/Closure Procedures

During inclement weather, especially during the winter months, Pueblo City Schools has specific and proven procedures regarding delaying or canceling a school day. Parents and/or guardians are advised that unless informed otherwise (see below), school will be held for a complete day. Additionally, it is important to note that if adjoining school districts are delayed or closed; those decisions are made based on weather conditions in those areas (which may not be the same as the area that Pueblo City Schools D60 covers).

- The director of Public Relations will notify Pueblo-area news media of closure or delay (with adjusted start times). If school is delayed or closed, the director will coordinate updating the district's information line (719-549-7100) and the district's Website.
- The principal will update their school telephone messages with closure or cancellation information.
- For delayed reporting, the director of Transportation will run all busses, except special education busses. Principal will count students absent according to state rules and regulations, but will not penalize students for classroom work missed if parents notify the school, beforehand, that the student will be absent.

Student Absences & Early Dismissals

- Encourage students to be present in school except in cases of personal illness or a death in the family. Please notify office personnel if your students is absent and make the office aware of any future absences they may have.
- Students will be released only to parents and those persons authorized by the parent or guardian. Students will be asked to come to the office when parents request an early dismissal for their child. **The parent/guardian or authorized designee must sign the student out in the office.**
- **Student Absences**
 - A student will be considered a half-day absent if he/she arrives after 11:30 a.m.
- **Delayed Starting Process:**
The same procedures will be followed for closure, except as noted:

Elementary Schools

- Principal will update telephone messaging system with adjusted start time.

- To include full-day and kindergarten, students will report two-hours later than the regular start time.
- For students who arrive at the normal starting time, they will be allowed to enter the building; however, staff supervision must be in place.

Visiting Baca Elementary

Visitors are welcome at Baca Elementary. For the safety and protection of students and staff, all persons entering must come to the front doors of the school and ring the entry button. Visitors will be asked to state the reason for their visit. Once entry is granted, **all persons entering the school must sign in at the school office and wear an identification badge while in the building.** This includes school staff and other school employees, parents, and visitors. Visiting classrooms must be pre arranged with the teacher prior to any visit. Observing in classrooms is a disruption to the instructional day and therefore will not be permitted unless it is approved by the principal or the Principal's designee. Trespassers are subject to legal action. Baca Elementary and grounds are smoke-free at all times.

Volunteers

Volunteers are welcome throughout the year at Baca Elementary. As stated in School Board Policy IJOC, school volunteers provide an invaluable service by supporting district instructional programs and extracurricular activities. The purpose of the Pueblo City Schools volunteer program, VIPS, shall be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the total education process.
3. Strengthen school/community relations through positive participation.

Volunteering with our students is not a right, but a privilege. Assuring as much as possible the well-being of our children in their learning environment is the paramount consideration of background checks. The following procedure is used in making background checks for volunteers:

The volunteer applicant can complete the application/agreement under VIPS on the District Website.

The applicant fills out and submits the application online.

- The application will also be submitted to the Office of Human Resources for the background check. The application is processed through the Colorado Bureau of Investigation website at District expense.
- The results of the background check are returned to the building principal. The Director of Communications notifies the appropriate principal(s) of the names of individuals that have been approved or denied to work as a volunteer. No other information is released.
- No applicants with felonies on their records will be approved. Those with charged felonies that are dismissed will also not be approved.
- Applicants with misdemeanors will be approved on a case-by-case basis.
- Falsification of applications will constitute an automatic denial of the volunteer privilege.

Child Custody:

Baca office staff recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the principal.

Homework

We consider homework to be a vital part of the total learning process and to be a worthwhile use of time outside of the regular school hours to practice, maintain, enrich, complete, or make-up classroom activities. Homework is to help develop independent study habits and appreciation for learning.

Homework will emphasize practice in basic skills previously taught, studying for a test, make-up work following an absence from school, remedial activities, and project/enrichment activities that extend classroom learning. Reading a variety of books to enhance reading skills is encouraged. Students are encouraged to read 20 to 30 minutes each night in addition to their regular assignments. Drills in the fundamental skills of a particular subject, creative writing, compositions, and summaries may also be assigned.

Walking Students to Class

Baca Elementary staff encourages independence. We ask parents to refrain from walking their students to the classroom to avoid disruption to the learning environment.

*****Pre-K student information will be given to parents/guardians in a separate document.***

Textbooks

Students will be provided textbooks for use during the school year. Students are expected to care for the textbooks they receive. All textbooks or books that are lost, stolen, misplaced, or damaged must be paid for or replaced by the end of the current school year.

Technology

Students will be allowed to use school laptop computers, desktop computers, Chromebooks, iPads and other technology devices throughout the school year. If a student damages any technology device, the student and parent/guardian will be held responsible to pay for the repair or replacement of the device before the end of the current school year.

Toys at School

We realize how much children love to bring their prized possessions to share with their friends; however, we cannot accept responsibility for their safety. Toys can also distract students from learning while at school. Do not allow children to bring toys to school unless they are for oral presentations or part of a project. If students repeatedly bring toys and other non-school items to school, toys/items will be confiscated.

Transfers

Parents of students withdrawing from school should contact the office at least two days prior to the last day of attendance. This allows time for completion of records, return of books and completion of the transfer form. Parents may pick up the transfer form from the office on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer or the necessary transfer paperwork may be delayed.

Student Conduct/Disciplinary Consequences

Pueblo City Schools Student Conduct and Discipline Code book is distributed during the first week of school. It contains specific information concerning behavior which will not be tolerated, disciplinary consequences, and expectations and rights for students. Both parents and students should read and understand its contents thoroughly. Disruptive students who interfere with the educational process and/or do not comply with regulations and procedures are subject to administrative action.

Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches. Students may purchase half pints of milk, and fruit juice, in addition to the regular breakfast/lunch. The elementary school menus can be found on our district website. Applications for Free and Reduced breakfasts/lunches will be sent home during the first week of school; however, lunch applications may be completed on-line on our district website. A parent may apply at any time during the school year. Baca will be participating in the Universal Breakfast and Lunch Program. All students will be eligible to receive breakfast and lunch at no charge. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. School lunches must be eaten at school. School lunches cannot be taken home due to federal regulations. Cafeteria food is not allowed to be taken off of school premises. Note: As an additional service, preschool students are allowed to participate in the lunch program provided they are accompanied by their parent/guardian while eating in the cafeteria.

Universal Meals

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

Community Eligibility Provision Participating Schools

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

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



- Families are encouraged 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](https://www.usda.gov/offer/3027) 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.

Food Charge Policy

PROCEDURES

Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method prior to purchases or the sale will not be completed. Prepayments may be made online by clicking on the link, www.myschoolbucks.com or scanning the QR code to the right.



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.

- To encourage parents to assume responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to **Nutrition Services** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

Birthday Treats

Birthday celebrations for students will occur on the last day of each month, unless otherwise arranged with the teacher. If your child wants to share a snack or treat on his/her birthday, the snack or treat may be sent to school or brought to school by the child's parents/guardians. We ask parents to plan for students to have their snack or treat towards the end of the school day after 2:30 p.m.

Lost and Found

We ask that all students turn into the school office any item found on the school grounds that does not belong to them. When a student loses an item, they will be allowed to check the lost-and-found area for any lost items. Parents please write names on all personal items such as jackets, sweaters, gloves, backpacks, lunch boxes etc. All unclaimed items will be taken to Goodwill the day before winter break and the day after the school year ends.

Parents Right to Know

ESSA, parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's classroom teachers. This must be provided in a timely manner to you, and in a language the parents can understand. Specific information that parents may request about their child's teachers are listed below:

- 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 assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Messages to Students

All messages for students must be received before 2:30 p.m. Any messages received after 2:30 p.m. are not guaranteed to be delivered to student.

Check Policy: Member e-cap (Electronic Check Alliance Processing)

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, you authorize checks returned unpaid to be represented electronically and a fee equal to the maximum state allowed recovery fee may be recovered electronically or by draft. Returns not recovered may be subject to attorney fees and/or other fees when applicable. Customer service 1-877-898-8987, www.electronic-cap.com.

BUS RULES AND PROCEDURES (INCLUDES EXTRA-CURRICULAR/FIELD TRIPS)

Bus transportation is only provided to and from school for students in the transportation zone. For bus routes and times, contact First Student at 719-549-7216

RIDING THE BUS IS A PRIVILEGE NOT A RIGHT

As a parent, you can help ensure our students arrive to and from school safely each day. Be sure your child arrives at their bus stop five minutes before the bus is scheduled to arrive and remind your child to stand at least five giant steps (10feet) away from the curb and line up away from the bus. Parents are encouraged to remind their children of acceptable behavior on a school bus. Please be reminded that students must ride their assigned bus unless the parents or their designee will be transporting the child.

These rules are designed to ensure the safety of all students and the driver while they are on the school bus and will be enforced. Please take a few minutes to read and understand these rules. Fill out the attached "Student Registration for Bus Transportation" form and have your student return it to the bus driver. Please note: if there is not a registration for children they do not ride the bus. If you have any questions, you can call First Student at (719) 549-7216.

STA, in conjunction with the Pueblo City School District, strives to provide all students with a safe and enjoyable bus ride to and from school each day. To ensure the safety for all, First Student and the PCSD have active video/audio surveillance systems on the buses that record all activity and are viewed on a weekly basis. The video is reviewed by STA management and PCSD administration only to ensure the confidentiality of all students.

PRIOR TO LOADING AT BUS STOP OR SCHOOL:

1. STUDENTS should be at designated bus stop five (5) minutes before pick up time.
2. Stay off the roadways at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop and the driver allows loading.
4. **WAIT** until the driver signal before crossing the road is necessary. Cross the road approximately 10 feet in front of the bus so the driver can see you at all times.
5. **NO PUSHING, SHOVING** or other behavior that endangers others.

WHILE ON THE BUS:

1. The driver is in charge! Student should obey the driver's instructions promptly and respectfully. Any threats or actions against the driver in a threatening manner will result in transportation privileges being revoked for remainder of the year and possibly the following year.
2. Standing, changing seats or moving places is **not allowed** without driver's approval.
3. Head and arms are to be kept inside the bus at all times. Throwing objects out the windows is dangerous to pedestrians and other vehicles and is not allowed and will result in an automatic termination off the bus for the remainder of the year.
4. Large objects, band instruments or class projects need to be held on the student's lap to prevent problems for the other passengers. If the items are too large to be held, please make prior arrangements to find other means of transportation for that item.
5. Glass and heavy metal objects are not allowed on the bus at any time.
6. Animals are not allowed on the bus at any time.
7. **WEAPONS** and/or Replicas of weapons and/or items used as a weapon (NO EXCEPTIONS) are not allowed on the bus. If such items are transported on the bus, all bus transportation privileges will be revoked for the remainder of the year without prior notice.
8. Laser pointers are not to be used while on the bus. Any student using a laser pointer while on the bus will be issued a misconduct notice which will be counted as no less than their second notice which will result in suspension (see second notice – page 1).
9. Eating and/or drinking on the bus is not permitted. The use of any tobacco, alcohol or drugs is not permitted and will result in an automatic revoking of transportation privileges for the remainder of the school year.
10. Vandalism to the bus will result in an automatic transportation privileges being revoked for the remainder of the school year. NOTE: The cost to repair the damaged item/items will be paid by the parties involved before transportation privileges are allowed.
11. Profane language, gestures, fighting or bullying are not allowed and will result in an automatic revoke of transportation privileges.
12. Yelling and/or loud talking is not allowed.
13. Students are required to be quiet at ALL railroad crossings. Failure to comply is no less than a second notice offense.
14. Students are to sit in their seats facing forward with the aisle and emergency exits kept clear at all times.
15. Drivers may assign any or all students in designated seats.
16. Students shall board and depart from the bus only at their OWN school or at their designated stop unless **WRITTEN** permission from the parent, guardian or the school is presented to the driver.
17. Radios, I-Pods or any electronic devices etc. are not to be played while on the bus. Exception: if earphones are used, permission is granted but the volume needs to be down so students can hear instructions from the driver.

EXITING THE BUS:

1. **WAIT** until the driver signal before crossing the road **if necessary**. Cross the road approximately 10 feet in front of the bus so the driver can see you at all times. Be alert for a danger signal from the driver; this signal will be the bus horn honking. If you hear this signal, immediately stop and return to the area you left.

BUS DISCIPLINE

- **First discipline referral/write-up from the driver will result in a parent conference with the student and principal (or Principal designee). This can be done via a phone call.**
- **Second discipline referral/write-up from the driver will result in a three (3) day suspension off of the bus.**
- **Third discipline referral/write-up from the driver will result in a five (5) day suspension off of the bus.**
- **Fourth discipline referral/write-up from the driver will result in a ten (10) day suspension off of the bus.**
- **Fifth discipline referral/write-up from the driver will result in suspension off of the bus for the remainder of the current school year.**

Field Trips

Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though the students may be far from the actual school building. Additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with the regulations of the facility being visited. Students may be excluded from field trips because of poor behavior prior to the trip. If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed.

Safe Schools and Emergency Procedures

Pueblo City Schools (PCS) is committed to providing a safe environment for students, staff, and visitors. PCS works closely with national, state, and local safety officials – police, fire, emergency medical services and public health – for our schools to be prepared to prevent and respond to an emergency. We have developed a comprehensive Building Emergency Response Plan that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our school. In the case of a school emergency, parents/guardians will be notified and updated by phone and or email using School Messenger. Prior to reporting to your child's school during an emergency, it is critical for parents/guardians to follow directions communicated via School Messenger.

Parents, legal guardians and relatives are essential partners in safety. Their responses during an emergency can either assist or hinder school personnel. For example, during a school Lockdown, parents/guardians are not allowed to enter the school building under any circumstances. If parents understand this beforehand, they will not rush to the school and they will know who to contact for up-to-date information about their child. Parents are encouraged to have readily accessible information in an emergency. Suggested Information for a Parent Wallet Card

- School information-address, telephone, etc.
- Important telephone numbers
- Parent instructions during a Lockdown
- Parent instructions during an Evacuation
- Procedures during severe weather, (Shelter-in-Place)
- Procedures for a delayed school start

Parents are responsible for ensuring that emergency contact information is kept up-to-date. Parents are expected to update emergency contact information with the school secretary. In an emergency, students will be released only to authorized parents/guardians or designated emergency contacts. Parents are expected to share the responsibility for teaching their children what to do in an emergency.

Parents should instruct children to follow the directions of school authorities. It is critical that students do not have instructions that are contrary to the District's stated practice.

It is important that parents are familiar with the following:

Lockdown/Secure Perimeter

Lockdown is used to protect students, staff, and visitors inside the building when conditions are too dangerous to allow entry into or exit from a school building or movement within the building. Secure Perimeter is used to protect, students, staff, and visitors inside the building when conditions are too dangerous to allow students, staff or visitors to exit a school building. Normal operations may occur within a building during Secure Perimeter. Lockdown is used when there is a threat of violence or serious incident that could jeopardize

the safety of students and staff (e.g., intruder, hostage incident, shooting in the area, gang fights, civil disturbance, etc.). Secure Perimeter modifies a Lockdown to allow normal operations to occur within the building.

Why?

To keep students and staff safe from danger outside the building or inside the school (e.g., an intruder)

- A dangerous event near the school
- A dangerous animal is in the neighborhood
- A dangerous intruder inside the building

Fire Drill/Emergency Exit Drills

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

Reunification

- In the event we need to evacuate Baca Elementary, the secondary sight for students and staff is at East High School, 1521 Constitution Road.
- A reunification plan is set and organized for an on-sight (at Baca) reunification and an off-sight (East High School) reunification.
- All parents/ guardians MUST go through the proper reunification process to ensure the safety and accountability of all students. Parents/guardians are NOT allowed to just take their child(ren).
- All Parents/Guardians MUST have proper ID during the reunification process.

Walking to School

All students walking to and from school should use a buddy system. Students should travel in a group, with fellow students, or siblings. Students, siblings, or group should decide on a meeting place on the playground. In addition, remind your child to:

- Always walk on the sidewalk, or if there isn't one, on the road facing traffic.
- Only cross streets at corners or crosswalks.
- Look left, then right, then left again before stepping onto the road.
- Run away if a stranger approaches and immediately report the incident to an adult.

WALKERS:

- Students will be assembled in a line in the main hallway when dismissed.
- Students going home the Oakshire Street way, will be led out by a staff member and will walk in a single file line behind the staff member along the building and then go right on the sidewalk at the end of the drive through area and remain on the sidewalk by the park
- Students going home towards 13th Street, will be led out by a staff member and will walk in a single file line behind the staff member. The line will go left out the front doors and along the sidewalk on the south side of the drive through area. The students will remain in a single file line as they follow the staff member towards 17th Street. Once there, the staff member will use a Stop Sign to assist with traffic control so students may cross the intersection.

PARENTS/GUARDIANS OF WALKERS

PLEASE do not pull your student out of line and walk off somewhere else. You are welcome to follow in line with your student and then once the staff member "releases" the students to cross the intersection you may go in any direction you so choose.

Bicycles at School

- A rack is available for students who ride bikes to school. Students should ride bikes to school only if they are able to lock the bikes securely on the rack.
- Bicycles are not to be ridden on the playground to avoid running into other students.
- When students arrive on the school grounds, they are to walk their bicycles to the racks and secure them.

Student Safety

The staff of Baca School strives to provide a safe environment for the students. One of our major concerns is the dangerous situation resulting from the traffic around the school at dismissal time therefore, we have implemented the following dismissal procedure to follow:

CAR RIDERS

- Students will be in classroom/grade level lines inside the fence
- Parents/guardians are to form a line of cars by pulling into the half circle from North to South on Neilson.
- There will be 5 numbered cones placed around the half circle and one vehicle should be at each cone
- Parents/guardians MUST remain in their car
- Parents/guardians should have a sign in the front, passenger side part of the window with the student's first and last name on it
- A staff member will stand where the half circle begins and will call out the student's name
- The student will walk to the appropriate numbered cone and stand there with the staff member who is there
- Once the student's vehicle stops at that cone, the staff member will assist the student getting into the vehicle
- Once the student is loaded into the vehicle and it is clear to do so, the vehicle should pull forward and head south on the street
- This process will continue until all of the vehicles present have been loaded
- Any student whose parent/guardian has not shown up by the time the line is clear of cars will be taken to the office and the parent/guardian will have to pick them up there

*****Parents/guardians WILL NOT be allowed to park along the street in the back and walk up to the students waiting in lines and get their child. This is for the student's safety and yours! PLEASE, PLEASE follow our procedures. It goes very quickly if parents/guardians will have the signs ready and stay in the line.***

PARENTS/GUARDIANS

Please, please, please DO NOT tell your student to be a walker and then pick them up in the front along the street. This is NOT safe AND you are teaching your student to not follow rules and procedures. We will have school resource officers and city police officers assist with dismissal as needed. We have procedures for dismissal in place to try to keep your students as safe as possible. Do not have them break the rules for your convenience.

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.**

JICA: Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *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).*
-