

BELMONT ELEMENTARY SCHOOL

31 MacNaughton Road
Pueblo, CO 81001
719-549-7500

Website: <http://belmont.pueblacityschools.us>

Kylie Felzien, Principal
kylie.felzien@pueblacityschools.us

PARENT-STUDENT HANDBOOK 2022-2023



**LEARNING CAN TAKE YOU ANYWHERE! BELMONT IS NOW
BOARDING FOR A GREAT SCHOOL YEAR AND OUR GOAL IS
LEARNING AND LEADERSHIP!**

Vision Statement

Every child at Belmont Elementary school is an engaged learner advancing to the highest level of achievement and growth in ALL content areas. Belmont students are prepared for success in middle school and beyond through a solid foundation of core academics, creative and critical thinking, and leadership skills.

Mission Statement

Belmont Elementary, a school with a tradition of high expectations and success, offers students a rigorous academic program coupled with strong character and social development. With a dedicated staff and involved parental community, students are prepared to live effectively as productive citizens in a competitive world.

Our Commitment

We recognize each child as a unique individual with specific strengths and needs. We are committed to providing all Belmont students with high quality, research - based instruction in all subject areas. We believe that a learning program focused on high standards, fair assessments, and measurable growth will ensure that all of our students reach their maximum potential.

Our "No Bully" Social Vision

Belmont School is a nice, safe, friendly community where everyone is included. Please review this Student-Parent Handbook with your child. Included are guidelines and requirements specific to our school. All decisions made by our school adhere to the regulations outlined by the District. Thank you for your cooperation. We look forward to a great school year with you and your child!

Table of Contents

2022-23 Traditional School District Calendar	p. 1
Mission, Vision and Operating Behaviors -	p. 3
Welcome From Principal	p. 4-5
General Information	
• Belmont School Hours and Lunch Schedule	p. 6-8
• School Entry and Dismissal	
• School Visitor Policy and Process	p. 8
• Student Drop Off/ Pick Up Protocols	p. 9
• Breakfast/Lunch Program & Snacks	p. 10-11
• School Attendance—Absences, Tardies,	p. 11-13
• Other School General Info and Guidelines:	p. 13-15
Student Information Card, Student Records,	
Cell Phone Policy, School Supplies,	
Field Trips,	
Dress Code	p. 16
Student Health and Safety	p. 17-21
Medication Disbursement	
Inclement Weather	
Immunization	
Emergency Procedures/Policies	p. 22
Parent Information	p. 23-26
Parent Involvement, Conferences,	
Homework, Visitors, Volunteers, Parties,	
Celebrating Birthdays Policy	p. 25
Belmont Discipline Philosophy,	p. 27-38
ROCK Behavior Expectations and Policies	p. 27-28
Disciplinary Actions- Referrals	p. 28-31
No Bully Initiative / Information	p. 31-34
Other Helpful Information:	
District Board Policies	p.34-38

PRINCIPAL'S MESSAGE

August 2022

Dear Belmont Parents and Students:

My name is Kylie Felzien and I am excited to introduce myself as the principal of Belmont School. This is my second year as Belmont Principal. Belmont School is known far and wide for its dedication to excellence, but more importantly, to children. Over the past 20 years, I have been a teacher and in administration, but I consider my most important job to be that of a child advocate. Not only am I excited to work with your children, but I look forward to the work we will do together.

On behalf of our entire staff, I would like to extend a warm welcome to all of you for the 2022-2021 school year. Each school year we have a school-wide theme to unify and motivate students, staff and families!

Our theme for this year is Learning Can Take You Anywhere! Belmont is now boarding for a great school year. Our goal is Learning and Leadership!

The Belmont Elementary staff is committed to providing the best possible education for your child. We are excited about our school's accomplishments and the growing opportunities for student learning that are developing at Belmont and throughout Pueblo City Schools. Our mission emphasizes our **high** expectations for **all** of our students and our belief that **all** students can learn. Our main goals continue to be ensuring all students' social and learning needs are met; increasing student achievement; and providing a safe, nurturing and secure school environment.

We believe that these goals can be achieved if we all work together as a team. Belmont School is strongly supported by our parents and community. We encourage parent involvement and value your input in all aspects of your child's education. This includes volunteering, reading with your child and helping with assigned homework, attending parent meetings and conferences, participating in school functions, and stressing the importance and value of education within your home. Parents, remember that through **the Infinite Campus Parent Portal** you will have access to your child's grades, attendance, and assessment information. This system is a great way for parents to stay informed and current with your child's academic progress as well as other pertinent school information. If you need information regarding how to access the Parent Portal please contact the school office.

Throughout the year, communication from the school will come in the form of notes, newsletters and School Messenger phone calls. Please make sure phone numbers are current in our school system and notify us of any changes. You should also look to the district and school website for updates, messages and school related event information.

Belmont Elementary has a reputation for success and is noted for our team of dedicated and experienced teachers, outstanding students and supportive families. Together, we will continue to provide Belmont students with the best education possible! Have a wonderful year!

Sincerely,

Mrs. Kylie Felzien, Principal

Email: kylie.felzien@pueblacityschools.us

- Parents who need to enter the building, must enter through the main office entrance and obtain a visitor pass to be able to enter hallway areas. Visitor passes are intended for parents who are volunteering in classrooms / have arranged with teachers to be a classroom guest / have an appointment / or are coming in to eat lunch in the cafeteria with their child.
- Visitor Passes are NOT INTENDED for walking students through hallways to accompany them to classrooms.
- **Visitors will be permitted per CDC and District Guidelines. We will communicate the guidelines as they change throughout the year.**

DISMISSAL TIME FOR STUDENTS:

At the end of the day, K - 5 students will be dismissed from their exterior classroom door and should proceed to a designated pick-up location or leave grounds if walking home. Staff is on duty at the end of the day until 3:15pm. Students who are not picked up by 3:15 pm will be brought to the office area to wait or contact parent/guardian. Students WILL NOT be permitted to wait/play on the playground areas past 3:15 pm without a parent present to supervise them.

SCHOOL VISITOR POLICY



During the day visitors:

- Visitors are to enter the building through front office doors and must be checked in by the office and obtain a visitors pass before entering hallways. Non - staff visitors will be screened for building entry when they "buzz" in through the main office doors.
- When picking up children early, parents must wait in the front office hallway for students to be called and released from class.

- Parents who come to bring items to children (ie. Lunch, backpacks, homework, etc) may leave items at the front office and we will call the student to the office to pick up at an appropriate time or deliver the items to the classroom.
- **Visitors will be permitted per CDC and District Guidelines. We will communicate the guidelines as they change throughout the year.**

End of day visitors/ student pick up:

- Students will be dismissed from exterior classroom doors.
- Parents are to wait for children outside of the building. Please coordinate a pick up location for students to meet you.
- Parents are not to be in classrooms or hallways waiting for children to be dismissed.
- Students will be brought back into the building to wait for parents at the office if they are still waiting for pick-up after 3:15.

Special Events at School:

- For special school events, parents will still need to enter the building through the main office unless otherwise posted or notified. Guest entry passes will be distributed to parents to indicate to staff that they have permission to be in the building for the event.
- Birthday treats should be sent to school with your child or brought to the office. The office will ensure treats are taken to the classroom(s). Birthday treats will be distributed **at an appropriate time determined by the teacher.**



STUDENT DROP OFF AND PICK UP PROTOCOLS

FOR THE SAFETY OF OUR STUDENTS PLEASE RESPECT AND FOLLOW THE DROP OFF AND PICK UP "Do and Don't" GUIDELINES

DO:

- Use the drop-off and pick up zones
- Use the crosswalks to cross the street
- Report suspicious or unsafe activity
- Legally park before allowing children
- Park or wait for students in designated bus stop

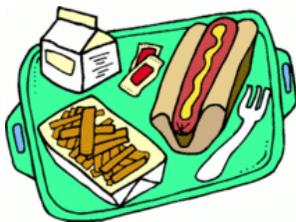
DON'T:

- Block crosswalks, driveways
- Speed or make U-Turns
- Call students to cross the street between cars
- Park and leave car unattended in drop off zone to get in or out of the vehicle

Belmont is a school of over 400 students. We do not have buses with the exception of special needs buses and daycare vans, and a majority of our families transport their children to school each day. Therefore, traffic around the school during drop off and pick up times is always a challenge to manage. However, there are things we can do to help with these challenges and ensure the safety of our children.

Kindergarten families will use the Macnaughton Loop. Families using the drop off loop or curb should send students to the front entrance doors for entry. Do not park in our bus/van drop off curb.

Traffic during drop off and pick up times is always a challenge to manage, but we are intent on keeping our students safe and expect all persons who are dropping off or picking up students to pay attention to the signs that indicate what is allowed/not allowed! **Drive slow! Do not stop in the middle of the street to let students out or pick them up! Be courteous to each other!** Understand that staff or volunteers that ask you to slow down, move your car, or remind you to use the crosswalk are doing so because we care about the safety of all our children. They do not deserve to be shouted at, cussed at or given dirty looks for looking out for the safety of our children and families. Your cooperation and support of these guidelines will help to ensure all children get to and from school safely.



BREAKFAST AND LUNCH INFORMATION

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches to all students. The elementary school menus are posted on the district's website under the "parent" link.

Parents, family, and community members are welcome to eat with their children, but must always check in through the school office and should call the school cafeteria to order an adult lunch. **Both breakfast and lunch are served to all students free of charge.** Breakfast is served in your child's classroom each morning between 7:45 and 8:05am.

UNIVERSAL FREE MEAL PROGRAM: *Pueblo City schools is participating in a Universal Lunch and School Breakfast Program for the current school year. Belmont students have breakfast and lunch available to them at no charge. Snack items and adult meals will be available each day for sale.*

The school breakfast and lunches that we serve follow US Department of Agriculture guidelines for healthy school meals. The school breakfast and lunch programs cannot succeed without your support so please encourage your children to participate in our school meal programs.

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

Community Eligibility Provision Information:

Belmont families need to complete a combined application to provide vital data for school funding. This application will be sent home to all families at the beginning of the school year. Families should submit the combination application for free or reduced-price meals and family economic data survey form. This form needs to be turned into the school office or completed online at www.pueblacityschools.us

- *We strongly encourage ALL families to fill out the combination application for free or reduced-price meals. You only need to submit one application per household even if your children attend more than one school.*
- **Fresh Fruit and Vegetable Program (FFVP) Grant Program**
The afternoon tasting of fresh fruit or vegetables is available to students in grades PK - 5, Monday and Wednesday, and will continue to be served following the classroom delivery model as in previous years.

As a reminder, this program is not meant to provide a hunger reducing snack so much as to introduce kids to new items when available and provide an opportunity for nutrition education during the school day.

FFVP service is planned to begin the week of August 22nd based on product availability.

- **Snacks:** If you would like to send a snack with your student it should be a healthy snack they bring from home. If the students take turns bringing snacks for the class they must be store bought. Snacks need to be fruits, vegetables, or other healthy options.

SCHOOL ATTENDANCE

No single factor can interfere with a student's progress more quickly than frequent tardiness or absence. Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents/guardians/families are expected



to ensure that their children are in school. 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.

ABSENCES -Excused / Unexcused

Excused absences are categorized as illness/injury, appointments/serious circumstances, religious activity, family business such as wedding/funeral or when approved by the principal. All other absences will be unexcused. Students may not receive grades for assignments, tests, or projects missed because of unexcused absences.

Appointments- Avoid missing school for appointments. Parents/guardians/families should make every effort to schedule all appointments after school hours or on days when school is not in session. On occasions when a student has a medical appointment during school, he/she should not be absent for the entire school day.

Suspensions are considered absences: If students are absent from school due to suspension, they are also counted as absences.

Early Pickups: It is important that your child attends school for the entire school day. Early dismissals are discouraged and disruptive to the learning environment. If a child must leave school during school hours, he/ she must check out through the office and check back through the office when returning to school. **Students may only be checked out of the school by person(s) named on the student's enrollment card.** The Infinite Campus system tracks minutes for attendance and early release time will accrue and be accounted for on overall school attendance record. **Taking a child out of school prior to the regularly scheduled dismissal time, before weekends, holidays and the closing of school is strongly discouraged.**

Excessive absenteeism, tardiness and early pickups are considered attendance problems. When attendance problems occur, school personnel will contact parents through phone or letter, make home visits, may require parents to come to the office for a conference with the counselor and principal; or make a referral to the district office of student services. The principal and school counselor will be actively engaged in attendance problems.

The complete district attendance policy is printed in the Student Conduct and Discipline Code handbook. Belmont School will follow the guidelines and policy protocols outlined in this handbook when addressing student attendance issues.

For an absence to be marked excused, parents must contact the school to inform the school about a student absence by 8:30 a.m. Please call 549-7501 to report an absence. If the school is not notified of a child's absence prior to 10:00 am, the School Messenger system may call to verify the absence because it has been marked as unexcused. Teachers and office staff make every effort to ensure that we have accurate attendance each morning. However, if you

receive a messenger call that you believe is an error, please contact the school immediately so we can follow-up on the mistaken absence and correct it.

TARDY POLICY:

All students are expected to be at school on time each day. SCHOOL BEGINS AT 7:45 am. A tardy bell will ring at 7:50 am. Students that arrive after the tardy bell must check in through the office and will be issued a tardy slip. Parents should notify the office and give a reason why their student was late. Habitual tardiness will not be excused even with parent notification.

SCHOOL COUNSELOR and RTI COORDINATOR:

Belmont School is fortunate to have a full-time counselor on our staff. Our counselor is Mrs. Carrie Carpenter, who coordinates the guidance/counseling program for K through 5th grade students. She provides services that enhance the development of your child's social, emotional, and educational growth. She facilitates classroom activities, parent sessions, staff in-services, small groups for children, and recommends various resource materials and or community services to teachers, students and families. Mrs. Carpenter is available for individual consultation and concerns.

She can be reached by phone or email. **Phone: 549-7492** or **Email:**
carrie.carpenter@pueblocitieschools.us

Our RTI Coordinator is Mrs. Chrstina Durning. Her role is to support and to work closely with the principal, counselor, staff and families to promote the academic growth and achievement and positive school climate. She will facilitate the Response to Intervention process and work with staff and families to ensure communication, monitoring and follow-up are in place for addressing intervention needs of students. In addition, she will coordinate, facilitate and implement Gifted and Talented, as well as READ Plan intervention steps working alongside the principal. Mrs. Durning can be reached by
phone: 423-3185 or **email:** christina.durning@pueblocitieschools.us

STUDENT INFORMATION CARD:

Student information cards for parent/guardian to complete are sent home the first week of school. It is important that this information card is returned completely and promptly. The card is kept in the office and entered into Infinite Campus student record system. Please make sure that all information is accurate. **It is extremely important that our student records are up-to-date. It becomes very difficult to contact parents during emergencies with numbers no longer in service. Please notify the school immediately if you have a change in address or telephone number at any time during the school year.** For a change of address you must

bring in a lease or mortgage statement in order for us to officially change the record. Please note that students will not be released to anyone not designated on the information card.

CUSTODY OR NAME CHANGES:

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

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

STUDENT RECORDS

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

BOOK and MATERIAL CHECKOUT

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

All students will receive chromebooks, chargers, headphones. Parents are responsible for the replacement fees for lost or damaged items. Lost chromebooks are 300 dollars, lost or broken charging cords are 25 dollars.

SCHOOL SUPPLIES

All students should have a backpack or bag that they bring to school daily. A list of grade level supplies is provided at the start of each school year. This list is posted on the Belmont website: <http://belmont.pueblocitieschools.us/> Throughout the year, parents may be asked to provide some additional supplies for their child's classroom. Each teacher will inform the parents of any other special needs as they arise.



LABELING OF POSSESSIONS

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations that serve the needy. **The LOST and FOUND rack is near the gymnasium.**

CARE OF SCHOOL AND PERSONAL PROPERTY

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

Students should not bring large amounts of money or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Do not leave money or other valuables in the desks.

BICYCLES / SCOOTERS / IN LINE SKATES AT SCHOOL

A bicycle rack is available for the convenience and security of our students' bicycles. All students riding a bicycle to school must be able to secure them to the rack through the use of a locking device. Bicycles are not to be ridden on the playground. When a student arrives on the school grounds, they must dismount and walk their bicycles.

Skateboards, scooters and in-line skates are unnecessary items at an elementary school. In fact, they do create many safety issues. Shoes that have built-in skates are not permissible or suitable footwear.



CELL PHONE POLICY:

Our school policy for student cell phone use is as follows:

Students who bring cellphones to school must leave phones **in silence mode** and in their backpacks or in their classroom phone collection box throughout the school day. Students are not to carry their cell phone on them, have phones in their desks or take with them to lunch or recess. Parents, we ask that if you need to contact your child during the school day, you do so by calling the school office. Students have access to their cell phones before or after school. Students who do not follow the cell phone policy here at school will be first infraction is a warning. Second violation parents will be notified. Third violation parents will be called, parents have to pick up the phone, and students will receive a referral with consequence. This is per district policy.

FIELD TRIPS

Belmont parents raise funds to help support field trip costs for students throughout the school year. However, most field trips will require a small amount (usually \$5.00-\$10.00) contributed by each student to cover the field trip expenses. Each grade typically has two - three field trips per year. 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. Following the rules and displaying proper manners are requirements for students on all field trips.

Students may be excluded from field trips because of poor behavior prior to the trip. If student behavior is unacceptable during the field trip, 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. Students who have been disruptive in the classroom or are not working up to their potential academically may not be allowed to attend a school-sponsored field trip or activity. In the event that a field trip privilege is taken from a child, the teacher/principal will notify the parent as to the reasons for denying a child permission to attend the field trip.



Parents are welcome to attend school field trips however, you must provide your own transportation to and from the field trip. **Siblings are not permitted to attend school-sponsored field trips.**

BELMONT DRESS CODE

Belmont Elementary does NOT currently have a SCHOOL UNIFORM POLICY, however we do encourage students to DRESS FOR SUCCESS and adhere to the general school dress code guidelines outlined by Pueblo City Schools board policy. Appropriate school attire should not distract from the learning environment, and should support a safe and orderly school environment. Students should not wear large hooded sweatshirts. This is for safety purposes. Weapons, drugs, and vapes can be concealed in the large front pocket or hood. Zip up form fitting sweatshirts are allowed.

Policy and Procedures:

File:JICA

Student Dress Code Policy

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.

- Students should not wear large hooded sweatshirts. This is for safety purposes. Weapons, drugs, and vapes can be concealed in the large front pocket or hood. Zip up form fitting sweatshirts are allowed.

Student Health and Safety

BUILDING ENTRY

For the safety of our students and staff, all doors to our school are locked and all visitors must enter through the front entrance doors. Surveillance cameras and an intercom system are installed at this entry. Visitors are required to "buzz" the office so that office staff can provide access into the building. All visitors are required to sign in at the office before going to any other part of the building. Classroom teachers are instructed to send all parents to the entrance doors and will not allow parents or any visitor to enter through exterior classroom doors.

RED FLAG DAYS- COLD WEATHER POLICY

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On those days students should dress warmly so they are comfortable during brief periods outside. Red flags posted on several of the school doors means the weather is too cold or wet and students may enter the building and go to the gym and area designated for their grade levels. As a rule of thumb, 25 degrees is used as a measurement to either stay outside or come in. The wind chill factor and wet conditions are also considered.



SCHOOL CLOSURE OR DELAY POLICY/PROCEDURES remote learning?

During inclement weather, especially during the winter months, Pueblo City Schools has specific 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. In the event of cancellation or delayed start, a decision will be made by 5:00 am and the following will occur:

Emergency Call System (School Messenger) will be initiated to notify staff and students of the cancellation or delayed start with details of the start times. The District's Public Relations office 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. We will post the information on the Belmont Facebook Page too.

For delayed reporting, the director of Transportation will run all buses, except special education busses. Principals 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. In the event of a delayed start **morning pre-school will be canceled**; Afternoon kindergarten and pre-school will follow the normal schedule.

Note: A delayed start will be considered if temperatures are below 10 degrees, there is a projected wind chill factor of below zero degrees and road/street conditions are unsafe.

If school is held, all reasonable efforts will be made to adhere to a full-day schedule. Students will have asynchronous work posted to their google classrooms with assignments for the day. Teachers will take attendance based on work completed at 3:00pm.

INJURY OR ILLNESS EMERGENCIES

In case of serious injury or illness of any child at school, the home and/or the parent's workplace will be called first. If a parent cannot be reached at these numbers, the emergency contact person listed on the student information card will be called next. If no response is found, the physician listed on the back of the card will be called. If the physician cannot be reached, the child will be taken to the emergency room of the hospital of your choice. Please complete the emergency / enrollment form very carefully. Complete and accurate information is imperative. As a safety precaution please list someone else that we can contact in the event we cannot reach you.

MEDICATION

School District No. 60 Policy on medication is as follows:

The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student. If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s) or legal custodian(s) cannot be at school to administer the medication, the principal or his/her designee shall administer the medication in compliance with regulations established by the District and State of Colorado. Personnel shall not dispense any non-prescribed medication to students under any circumstances.

Written instructions and a form to be signed by a physician and parent may be obtained from the school's office. Non-prescription medication is included in this policy. Students are not to bring medication of any kind to school. Parents are required to deliver medication to the office in the original pharmacy bottle.

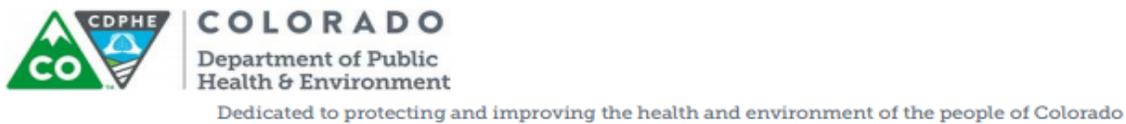
At the end of the school year, it is the responsibility of the parent or guardian to pick any unused medication from the office. As a matter of safety, we will not send medication home with the student.

NOTE: Parents should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student. The school nurse will work with families to create a health plan to document special needs/circumstances regarding the student's health.

IMMUNIZATION

State law requires that all children have a complete immunization record on file in the school office. If the immunizations are not complete, the student can be excluded from school. Please help us keep our records current by bringing records of all booster shots.

Students in preschool through 12th grade must have Hepatitis B Series of shots or plan from your physician to receive them. No kindergarten student will be considered registered without his or her updated shot records. For other students, failure to have your shot records in order will cause your child to be excluded from school according to Colorado Law. Please note the included letter and required information regarding immunizations below.



K - 12th Grade School Required Immunizations - 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th grade schools:

- 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. Your student must be vaccinated against:
 - o diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - o hepatitis B (HepB)
 - o polio (IPV)
 - o measles, mumps, rubella (MMR)
 - o varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students must receive one dose of Tdap vaccine for 6th grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official Immunization Medical Exemption Form to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was

submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at www.colorado.gov/vaccineexemption.

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
- You may want to talk to a health care provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

Colorado Immunization Branch | Colorado Department of Public Health & Environment 303-692-2700 | cdphe.dcdimmunization@state.co.us

EMERGENCY PROCEDURES and POLICIES

Belmont Elementary Emergency Plan is in line with our district practices and procedures. Designated staff are members of our Building Emergency Response Team and have specific roles in the event of an emergency. Teachers have been trained in our school/district emergency response protocol. Students are instructed in the procedures and practice drills are conducted periodically throughout the school year. Any parent/visitor in the building during an emergency (real or drill) will be expected to follow the emergency/crisis plan protocol as directed by the principal and staff.



FIRE DRILL / EMERGENCY EXIT DRILLS

Fire drills and emergency exit drills are necessary at regular intervals and are required by law. It is essential that when an alarm sounds or a warning is given, everyone obeys and leaves the building by the prescribed route as quickly as possible. This does include visitors that are in the building. The teacher in each classroom will give students instructions and guide them to their designated area of safety.

SCHOOL LOCKDOWN and SECURE PERIMETER PROCEDURES

In the event of a building lockdown or secure perimeter, parents will not be allowed to enter the school building under any circumstances. Our School Messenger phone system will call all parents with specific directions and information regarding the emergency situation. In the event of a school evacuation, students will be relocated to a designated off-site evacuation area. **Our off site evacuation areas are Christ the King Church, 1708 Horseshoe Dr. Heaton Middle School 6 Adair Rd, or the Colorado State Fair Events Center 950 S. Prairie Ave.** Parents will be directed to the off site location where they must show proper identification to have their child released.

Parents, legal guardians and relatives are essential partners in safety. Your response during an emergency can either assist or hinder the school and safety personnel. Parents are responsible for keeping your emergency contact information up to date with the school secretary. In an emergency situation, students will be released only to authorized parents/guardians or designated emergency contacts. When picking up students proper identification must be shown. Parents are expected to share the responsibility for teaching children what to do in an emergency and should instruct children to follow the directions of school authorities.

Parents are Partners in Education

PARENT RESPONSIBILITY

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

- Display an interest in your child's educational setting
- See that your child comes to school regularly and on time.
- Work closely with the teacher and principal regarding the program at Belmont School and your student's success in it.
- Keep in mind we care about your child and desire a high-quality program that will meet your child's individual needs.
- Give your child support regarding homework and special school activities.
- Read classroom/school communication. Follow teacher expectations for signing off on home communication logs and folders.
- Set up your Parent Portal account.

We encourage all parents to set up access on the district Parent Portal. Campus Portal is our tool

- for parents and students to access instant, online, timely and secure student information: class
- schedule, assignments, attendance, discipline, course registrations for next year, report cards and transcripts.
- Every parent/guardian listed in our student information system (Infinite Campus) has their own personal parent portal account. If you have never set up an account before, you can get your personal activation key number from the school secretary. If you already have set up an account but do not remember your password there is a help link on the parent portal login screen to assist with a password/username reset. Access the parent portal to monitor your child's assignments, grades and attendance

NEWSLETTERS AND OTHER COMMUNICATION:

We strongly believe that Home-School communication is very important for your child's school experience and success. Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the school website, newsletters, *School Messenger system and notes sent home with students. Please discuss with your children the importance of taking home these communications and of giving them to parents.

All of the classroom teachers have some regular form of home - school communication (ie. homework folders, journals, daily/weekly communication logs etc.) Teachers will explain their classroom communication system to students/parents.

***The district's "School Messenger" system is an automated calling/email system that will enable the school or district to contact parents and relay school information regarding special events, school reminders and emergencies.**

PARENT TEACHER CONFERENCES and NON-STUDENT CONTACT DAYS

Formal parent-teacher conferences are scheduled at least twice during the school year. However, parents are urged to schedule a conference time with teachers/principal if ever a concern arises. With our new Mon - Thur. school schedule, the non-student contact days have been minimized for all students across the district. Please see the district traditional 2022-2023 calendar for the dates of our holiday breaks, conference windows and assessment days. The district wide traditional calendar is included on the last page of this handbook.

HOMEWORK

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

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

PARENTS RIGHT TO KNOW

Parents have 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 parent 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.

100% of the Belmont Elementary Staff are "highly-qualified" and licensed to instruct in their specified grade level, content or specialty area.

SPECIAL CELEBRATION PARTIES/BIRTHDAYS

Throughout the year, classrooms will celebrate various holidays or class rewards with special parties and activities. These days are communicated through classroom notes, school newsletters and/or school messengers. Parents may be asked to donate items for these occasions and individual teachers will schedule and notify families of these special events/programs or projects.

Belmont Guidelines for Birthday Celebrations at School

At Belmont we know that every child's birthday is special, and each teacher has a unique way of celebrating in his or her classroom. Your child is also recognized by Mrs. Felzien during the morning announcements and invited to the office for a birthday pencil. Although we understand that parents enjoy coming to the school with treats to celebrate their child, **we want to ensure that learning time is maximized.** Taking into consideration food allergies and other health concerns, we want to promote a safe, healthy and learning-centered environment for all.

With this in mind, we are asking that birthday treats be individually wrapped, store bought, and sent to school for the teacher/child to pass out during an appropriate time when instruction and learning will not be interrupted. We invite you to join your child in the cafeteria for a birthday

lunch date and recess! We thank you for being understanding in this sensitive matter. Be assured that we will make each birthday boy or girl feel special on this special day!

<p>Birthday Do's:</p> <p>Individually wrapped store bought food items:</p> <ul style="list-style-type: none"> • granola bars/breakfast bars; snack crackers; fruit snacks • wrapped pastries <p>Non - Food Item Treat:</p> <ul style="list-style-type: none"> • Decorative pencils/erasers • A gel pen or marker per classmate • Stickers <p>Other ways to celebrate:</p> <ul style="list-style-type: none"> • Special lunch in the cafeteria together 	<p>Birthday Don'ts:</p> <p>Home-made baked goods or items that are not individually wrapped, require more time to distribute and clean-up.</p> <p>for example:</p> <ul style="list-style-type: none"> • cakes • Cupcakes • cookies with frosting • donuts • icecream • sugary drinks
---	---

PARENT INVOLVEMENT - VOLUNTEERS - SCHOOL VISITS:

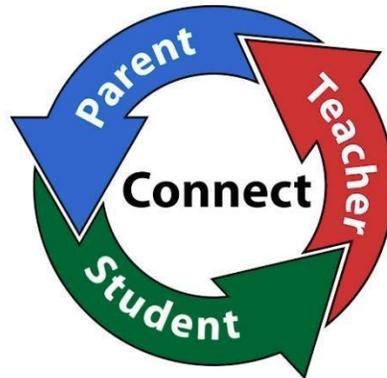
*****Visitors will be permitted per CDC and District Guidelines. We will communicate the guidelines as they change throughout the year.*****

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We find that students often take an increased interest in their schoolwork when parents know more about the school program. We appreciate and rely on the additional support provided for our school. Parents may volunteer time at school in a wide variety of activities including classroom volunteers, media center volunteers, fall carnival, field trips, fundraising projects, and field day. Interested parents should contact the school or your child's teacher for further information. Parents interested in being regular volunteers are required to complete the district volunteer application which includes a background check and approval process. The volunteer online application can be located on the district webpage: <http://www.pueblocitieschools.us/vips>.

Parents, grandparents and other guardians are welcome to visit this school and eat lunch with your child as long as district and school guidelines for public conduct on school grounds are followed. The board adopted policy on public conduct is outlined on the following page.

Also, if you have questions or issues to discuss, please contact your child's teacher or office staff so that we can address/resolve concerns or answer questions. Face to face meetings or phone calls also answer many of the questions that arise from children's interpretation of school events. However, we ask that you please schedule appointments with your child's teachers, principal or counselor rather than coming in unannounced when situations arise that need to be addressed.

Parents should not interrupt classrooms during the regular school hours with unannounced visits. We are intent on maximizing our instructional time from 7:45- 3:05 every day. Disruptions to the classroom from unexpected visitors take away from the flow and continuity of the learning environment. The end of the day is an important time for teachers to have closure of the day's learning, review homework expectations and use the final precious minutes of the school day to wrap up lessons, make announcements and complete the home-school communication folders. Visitors are always required to sign in and out at the main office.



BELMONT DISCIPLINE PHILOSOPHY, PRACTICES AND POLICIES

Key to student learning and school success is a positive classroom climate and good relationships established between teacher, student and parent. Our goal at Belmont is to focus on building and nurturing these relationships so that the safety and security needs are met for our students and that meaningful instruction and learning can take place.

Our Beliefs:

- We believe that the Belmont principal, staff and families share in one important responsibility—creating and maintaining an atmosphere that provides every student the opportunity to work toward his/her greatest potential.
- We believe that all students must have a positive, safe and conducive learning environment for successful learning.
- We believe that we must build positive relationships with our students and families.
- We believe that students are responsible for their own learning with proper modeling, direction and guidance from the school staff.
- We believe home-school communication and parental involvement/support are directly linked to student's academic achievement
- We believe that no student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration.
- We believe that there is no magic formula for dealing with children, but a genuine liking of children and an empathetic understanding of the many problems of childhood is essential.
- We believe that the success of any program depends on the implementation by all people concerned.
 - -Follow through and support by parents at home is a must.
 - -Consistent application of the guidelines is essential.

Belmont staff follows the "Positive Behavior Support" system as a school-wide discipline model. Our school wide expectations are expressed through our acronym and motto:

Belmont Rattlers ROCK!

R = Respectful and Responsible

O = On Time and On Task

C = Cooperative and Caring

K = Keep Striving for SUCCESS

Our "ROCK" expectations encompass the core principles that we want our entire school community to follow as we work together in creating a positive and rewarding school environment.

R.O.C.K. Expectation Matrix

R.O.C.K. Expectation Matrix

PLAYGROUND	RESTROOM	CAFETERIA-	HALLWAY	CLASSROOM (GENERAL BEHAVIOR)	GYM	ASSEMBLIES
Respectful Follow Directions Line up promptly Enter building at building at Volume 0	Respectful Voice level 0 or 1 Give others privacy	Respectful Follow Directions-wait to be dismissed Use good manners Voice level 1	Respectful Voice level 0 Hands and feet to self	Respectful Follow directions Follow class expectations Listening ears Raise hand	Come into the gym, sit in your squads and listen for the line leader to begin your warm-ups.	Respectful Listen to speaker Eyes on speaker Follow directions
Responsible Care for and put equipment away Stay in play area and ask adult to leave Leave rocks, snow, dirt, woodchips on ground	Responsible Use, flush, wash, leave Throw paper towels in trash Go right back to class	Responsible Eat then talk Clean area Raise hand for help Sit at assigned table	Responsible Follow Directions Stay in single line	Responsible Stay on task Be organized	Be respectful of others and treat them the way you like to be treated	Responsible Follow directions Use appropriate voice volume
Safe Use equipment correctly Use KELSO's Choices NO tackling	Safe Report Problems Hands, feet to self	Safe Eat my food only Keep hands and feet to self No running	Safe Report problems Stay to right Face forward	Safe Use materials the right way Hands and feet to self	Use the equipment the way it is designed to be used- Follow the rules of the games	Safe One step at a time Hands and feet to self Enter and exit safely.
Caring Kind words and actions Nice, Safe, Friendly Include others	Caring Wait for turn Keep bathroom clean Nice, safe, Friendly	Caring Kind words and actions Clean up messes Nice, Safe, Friendly	Caring Keep halls clean Set a good example Nice, Safe, Friendly	Caring Kind words and actions Keep classroom clean	Have a positive attitude... give your best effort in the activities.	Caring Kind words and actions Set a good example Nice, safe, friendly
					Display positive citizenship and sportsmanship.	

REWARDS and RECOGNITION FOR POSITIVE BEHAVIORS

Belmont school's PBIS team meets throughout the year and spearheads activities in the school to support and recognize our students. One of the most frequently used incentives is the Rattler ROCK Passport/ Card. Belmont students are rewarded for exhibiting positive "ROCK" behaviors and all staff can recognize students for appropriate behaviors by signing a student's passport. When a student receives a FULL Passport he/she turns it into the office for a prize.

Each month teachers and other staff members nominate students to be the ROCK STAR Rattler of the Month. Students who are nominated are recognized with a certificate, pictured on the bulletin board by the office for the month and receive a special ROCK STAR recognition token.

Throughout the year, Belmont students are involved in activities both in and out of school that often earn them special recognitions. We regularly announce and acknowledge Belmont students for achievements and/or special recognitions so please let us know of these special activities/accomplishments if they take place outside of school so that we can share them with our Belmont Family during morning announcements.

DISCIPLINARY ACTIONS and CONSEQUENCES

Our standard practice is --first and foremost-- to set, teach, monitor and review behavior expectations in the classroom as well throughout the school campus with all students. Belmont teachers establish routines and procedures for effective classroom management.



However, students may be disciplined for inappropriate behaviors or infractions in the classroom, on the playground or other school areas by the supervising staff. If this occurs, supervising teacher/staff may impose consequences such as: time-out/after school time; conference w/student(s); loss of privilege; parent contact; counselor referral to conference with the student(s).

Certain discipline offenses warrant **an office referral and visit to the principal**. In this event, the referring staff will complete an Office Referral Form and student(s) will be sent to speak with the principal. Parent contact will be made by either student or principal and disciplinary action/consequences will be imposed by the principal based on the severity of the infraction. Parents will receive a copy of the office referral. All office referrals are documented in the district-wide Infinite Campus student information database noting the specifics of infraction as well as consequence and/or resolution.

What type of behavior constitutes an office referral?

- | | |
|---|-----------------------------------|
| -Willful disobedience/defiance | -Physical Contact/Fighting |
| -Threatening or verbal abuse toward student/adult | -Bullying |
| -Leaving the school grounds without permission | -Excessively disruptive behaviors |
| -Profanity/Obscene Gestures | -Theft |
| -Possession and/or use of a weapon | -Scholastic dishonesty |
| -Destruction of Property/Property Misuse | -Substance infractions |

-Repeated or multiple violations of Belmont expectations for student conduct

Any action that a student exhibits, whether in the classroom, on the playground, or on the way home that is against district policy, will be handled according to that policy and affording due process to the student.

What are possible Consequences for Serious or Recurring Problem Behaviors?

The consequence for students referred to the office will include verbal consultation or reprimand; parent contact and possibly:

- **Detention**
Detention may be assigned either during lunchtime or after school. Teacher or principal will contact the parent if the student is going to be detained after school for disciplinary consequences. Pupils may be detained in school during recess as a consequence.
- **In School Exclusion/Classroom Removal (full or part day)**
Pupils may be removed or excluded from the classroom setting for a short period of time or for more severe disciplinary action full day(s) of in-school suspension may be assigned. Additionally, pupils may lose the opportunity for other special privileges if their behavior is harmful to themselves or others.
- **Behavior Contract and/or Involvement of School Counselor**
- **Formal parent/student conference with the Principal**
- **Suspension**

Suspension or other action taken is dependent upon the individual situation and the discretion of the Principal.

***Pueblo City Schools Student Conduct and Discipline Code* booklet outlines all district adopted policies, guidelines and procedures. Every student is given a *Student Conduct and Discipline Code* booklet at the beginning of the school year. This handbook can be accessed online as well at: www.pueblocitieschools.us under the Parent Link, select "Parent Resources" and locate Student Conduct and Discipline Code booklet. Belmont School will follow all guidelines and policies set forth in this booklet.**

BELMONT ELEMENTARY SCHOOL BULLYING-PREVENTION PROTOCOL

Our school's social vision

Belmont is a nice, safe, friendly community where everyone is included.

Why we implemented a schoolwide system to stop bullying

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

What is bullying?

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

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

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

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

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

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

How students can end bullying

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

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

All students agree to:

- *Value student differences and treat others with respect both online and face-to-face.*
- *Tell bullying students to stop when I or others around me are the target of bullying, and/or use another Kelso's Choice (Go to another game, wait and cool off, make a deal, apologize, talk it out, share and take turns, walk away, or ignore it).*
- *Walk away and seek help by telling a trusted adult on campus or using the R.O.C.K. box located in the Media Center, if I cannot safely stop the bullying.*
- *Never take revenge or ask someone to hurt a student that has reported bullying.*

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

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

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

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

- *We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: Belmont is a nice, safe, friendly community where everyone is included.*
- *Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.*
- *Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.*

- *Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.*
- *Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.*

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

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

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

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

Level 4: Implement a classroom or grade wide action plan

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

Timeline for a bullying report under this protocol

Week One

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

Week Two

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

Week Three

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

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

Policies and Procedures (Pueblo City Schools)

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).
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.

Additional Board Policies:

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: Student Use of Internet and Electronic Communications

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.**

***District Policies and Procedures are available on the District website at:**

<http://boe.pueblocitieschools.us/policies-and-procedures> or from the school office.

All District policies and procedures apply

regardless of whether they have been specifically pointed out or not.