

2018-2019
Baca Student/Parent
Handbook

Eva R. Baca Elementary
A No Excuses University Campus

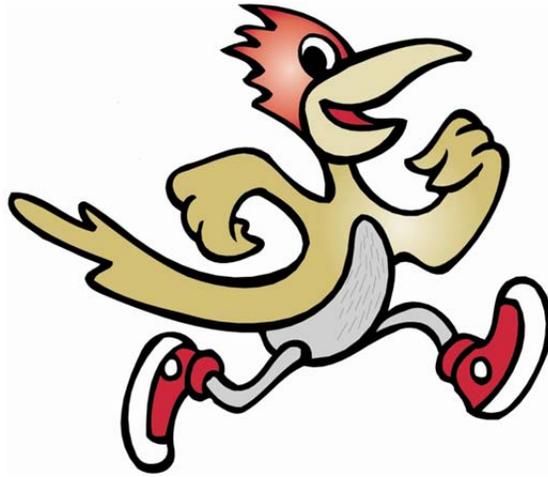
Roadrunners

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!



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 2018-2019 School Year.

Name of Student: _____

Phone Number: _____

Address: _____

Grade: _____

Parent/Guardian Signature: _____

Baca Staff:

Principal.....	Julie A. Griego
Instructional Coach.....	Nichole Chavez
Office Administrative Assistant	Colin Otero
Preschool	Rachelle Phillips Amber Thompson Melinda Pedraza Renee Iacabone
Kindergarten.....	Marie Mascarenas
Kindergarten Education Assistant	Patricia Potter
1st Grade.....	Tami Horvat
2nd Grade	Juanita Aragon
3rd Grade	Amy Anderson
4th Grade	Christopher Duff
5th Grade	Yolonda Lawson Juliet Wilson
Literacy Interventionist	Rosalie Mariani Denise Torrez
English Language Development Teacher	Debra Griggs
Exceptional Student Services Teacher.....	Susan Hargrove
Paraprofessional	Mary Olivas Carmen Handy
Speech Therapists	Carrie Bunn
Counselor.....	Jessika Baca
School Psychologist	Dr. Doug Jones
Media Center/Technology	Katie Meece
Physical Education Teacher.....	Abel Montelongo
Vocal Music Teacher.....	Guadalupe Gutierrez
Art Teacher.....	April Vickey
Nutrition Services Manager	Agnes Gallegos
Custodians	Kathy Morgan Richard LaDuke

Mission Statement

As an NEU Campus (No Excuses University) at Eva R. Baca Elementary, our mission is to provide the highest quality education in preparation for college 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 the utilization of six exceptional systems (Culture of Universal Achievement, Collaboration, Standards Alignment, Assessment, Data Management, and Intervention).

All learners will be respectful, resourceful, responsible, and understanding members of the community.

DAILY SCHEDULE

Students are dismissed at 3:05 p.m. Monday through Thursday- NO SCHOOL ON FRIDAYS

The first bell will ring at 7:45 a.m. and school begins. Any student arriving at 7:55 am or after will be considered tardy.

Kindergarten - Fifth Grade ~ August 20, 2018 – June 6, 2019

7:45 a.m. First Bell and School Begins

3:05 p.m. School dismissed, Monday through Thursday

** Tardy bell is 7:55 a.m.*

Half Day Preschool Program: August 20, 2018 – June 6, 2019

7:50 a.m.-10:50 a.m. Morning Preschool

11:50 a.m. -2:50 p.m. Afternoon Preschool

Approximate Lunch Times

LUNCH		LUNCH RECESS	
10:50-11:20	Kindergarten	11:20-11:40	Kindergarten
11:10-11:30	1st Grade	11:30-11:50	1st Grade
11:30-11:50	2nd Grade	11:10-11:30	2nd Grade
11:40-12:00	3rd Grade	12:00-12:20	3rd Grade
11:50-12:10	4th Grade	11:50-12:10	4th Grade
12:10-12:30	5th Grade (Group A)	12:10-12:30	5th Grade (Group B)
12:00-12:20	5th Grade (Group B)	12:20-12:40	5th Grade (Group A)

Breakfast

Breakfast will be served in the cafeteria for students in Kindergarten and 1st Grade beginning at 7:45 a.m., breakfast will be served in the classrooms for students in Grades 2-5 beginning at 7:45 a.m. Students will be allowed in the building at 7:45 a.m. every morning. On Red Flag Days students will report to cafeteria and will be seated until 7:45 a.m. **STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO 7:45 A.M. THERE WILL NOT BE ANY STAFF MEMBERS ON DUTY UNTIL 7:45 AM.**

***School Personnel Schedule**

7:00 a.m.-4:30 p.m. - Administrative Assistant

7:30 a.m. to 5:00 p.m. - Principal

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

**Hours subject to change*

Students are to report to the office if they have not been picked up by 3:15 p.m. If there are students still waiting to be picked up at 4:00 p.m. in the office, school staff will notify city police to assist with getting the student home.

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 or telephone. 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 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 office 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 Mr. Otero 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 the first 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. Second semester conference dates will be announced when set.

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 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 indicate 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 respects rights, diversity, feelings and property, follows 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 at the end of each nine-week grading period. These dates are listed on the district calendar. 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, 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 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 Messenger

School Messenger is a tool for pro-actively contacting 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 messenger 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 Messenger to notify parents/guardians of Secure Perimeter and other emergency situations.

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 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 is so 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 student to make good choices and in being 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 in 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 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, 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 a critical piece of an effective system of positive behavioral supports. Taking time at each quarter based on data to bring student back to mastery on a specific behavioral expectation 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 eating space/tray of others. Clean up your area. Get everything you need. Use 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 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 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 City Schools 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, chap stick, 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. 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.

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; and/or head lice (students will need to be checked upon returning to school to control outbreaks in school).

Vaccinations

See the letter and chart on the next two pages for vaccination information.

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.



K - 12th Grade School Required Immunizations - 2018-19 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:
 - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - 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.

Sincerely,

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

**KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2018-19**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. 1 dose of Tdap given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6th grade entry through 12th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.
Hepatitis B <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 nd dose administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.

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

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

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Section 25-4-902, C.R.S. 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 the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student go to www.colorado.gov/vaccinexemption.

Last Reviewed January 2018



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

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

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

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

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

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

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

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

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 must 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 mention 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 7:55 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 7:45 a.m.

Attendance Plan

Eva R. Baca Elementary School will have a .5 attendance 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 the parents and student. The advocate will make every effort to meet at the beginning of the school year and monthly to review attendance data.

Dress Code (See SC&DC File: JICA)

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. **Every Monday at Baca,** we will have College Shirt Days. Students and staff are encouraged to wear a college shirt. **On Thursdays,** we will have Baca Spirit Days. Students and staff are encouraged to show their school spirit and wear Baca school shirts.

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 hee-lies 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:

- Leggings
- Spandex
- Exercise/yoga pants
- Exercise/yoga shorts
- 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 7:45 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 are 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 cancelling 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 Web site.
- All 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 the cases of personal illness or a death in the family. Please notify Mr. Otero if your student 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 prearranged 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 extra-curricular 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 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 obtains an application/agreement from the VIPS Coordinator at the Administrative Services Center.

- The applicant fills out and submits the application to the VIPS Coordinator.
- The VIPS Coordinator submits the application 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 VIPS Coordinator.
- The VIPS Coordinator 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. After the first week of school, students should walk to their class. 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 lap top computers, desk top 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 prize possessions to share with their friends; however, we cannot accept the 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 School's 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. The school reserves the right to alter the breakfast/lunch program from any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program. Parents, grandparents, and community members are welcome to eat with their children at any time. Please call our cafeteria leader at 549-7472 to arrange. 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 City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year 2018-2019. If your children attend one of the schools listed below, breakfast and lunch will be available to them at no charge. All students enrolled at these 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

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

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey* in the school office or online at www.pueblacityschools.us.

- Families are encouraged to **fill out the combination application for free or reduced price school meals *and* Family Economic Data Survey***.

- **You only need to submit one application per household, even if your children attend more than one school in Pueblo City Schools.**

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

Families are encouraged to submit an application

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

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

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

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/guardian. We ask parents to plan for students to have their snack or treat towards the end of the school day after 2:15 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 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.

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.

First Student, 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 First Student 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 seat 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 notices.

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 ear phones 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 drive; 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 fight, 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 Praise Assembly of God Church located at 2000 Troy Ave.
- A reunification plan is set and organized for an on -sight (at Baca) reunification and an off -sight (Praise Assembly of God) reunification.
- All parents/ guardian 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 outside the building on the side in two (2) lines

- 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 who’s 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.

BACA ELEMENTARY SCHOOL BULLYING-PREVENTION PROTOCOL

Baca School Social Vision:

At Baca, respect and kindness is how we RULE.

Why we implemented a school-wide system to stop bullying

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

What is bullying?

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

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyberbullying is when a student uses their cellphone, text messages, 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 [insert school name here] 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 using the “stop hand signal” (palm flat with other hand perpendicular, like a hatchet) when I or others around me are the target of bullying, and by using an “I” statement.
- Walk away and seek help by telling an adult on campus, if I cannot safely stop the bullying, or use the No Excuses University (NEU) Box in the office.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

- We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: **At Baca, respect and kindness is how we RULE.**
 - R – Respectful, Resourceful, Responsibility
 - U – Understanding of myself and everybody
 - L – Listen and learn eagerly
 - E – Excellence and effort in all I do
- 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 or Counselor.**

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - Name the behavior for what it is, e.g., “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - Remind students of our school’s social vision and how their behavior is not aligned with this: **At Baca, respect and kindness is how we RULE.**
 - 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 **via email** to **the Principal or 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 adult on campus. If this does not solve the situation, please report

the **bullying verbally or using the Google form or email to any adult at the school**. 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 **Principal or Counselor** investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in the school's database at Infinite Campus.
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
 - We may refer the target of bullying to get help from a school Bullying Prevention Coach. Bullying Prevention Coaches are teachers and staff members who have been trained to support 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 or Counselor** 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 **Principal or Counselor** is notified of an ongoing bullying situation and logs the incident in Infinite Campus.
- When appropriate, the **Principal or Counselor** 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)

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 the complete policy.**

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

JS-E: Acceptable Use Agreement. *See the 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.

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Barbara Clementi President
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SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

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



Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

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