

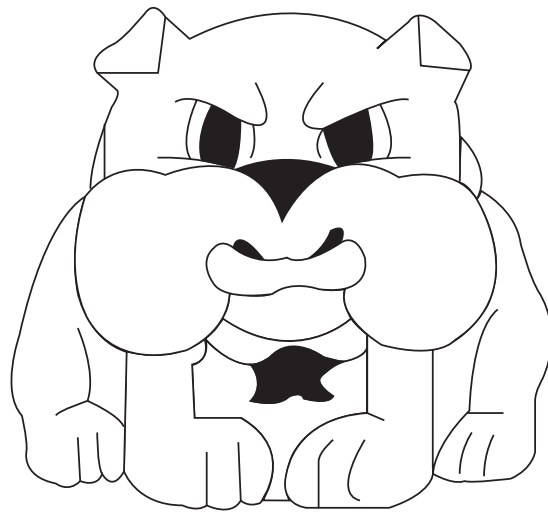
Morton Elementary School

1900 West 31st Street

Pueblo, CO 81008

(719) 549-7585

Susan Sanchez, Principal



Parent/Student Handbook

2016-2017

PUEBLO CITY SCHOOLS

Current as of February 23, 2016

2016 – 2017 TRADITIONAL INSTRUCTIONAL CALENDAR

| August 2016 | | | | | | | September 2016 | | | | | | | October 2016 | | | | | | | November 2016 | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|-----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 | 28* | 29 | 27 | 28 | 29 | 30 | | | | |
| | | | | | | | | | | | | | | 30 | 31 | | | | | | | | | | | | |

| December 2016 | | | | | | | January 2017 | | | | | | | February 2017 | | | | | | | March 2017 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|-----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31* | |

| April 2017 | | | | | | | May 2017 | | | | | | | June 2017 | | | | | | | July 2017 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

IMPORTANT DATES TO REMEMBER

| | |
|-------------------------------------------------------|-----------------------------------------|
| Teachers Begin..... | August 23 |
| Classes Begin..... | August 29 |
| Principal Led Professional Dev./Bldg. Meetings | August 23 |
| District Professional Development Day (full day)..... | August 24; |
| | October 14; February 17 |
| Teacher Work Days (full day)..... | August 25, 26; |
| | October 31; January 23; April 3; June 7 |
| Labor Day..... | September 5 |
| Thanksgiving | November 21, 22, 23, 24, 25 |
| Winter Vacation..... | December 19, 20, 21, 22, 23, |
| | 26, 27, 28, 29, 30 |
| Holiday..... | January 16; February 20 |
| Spring Vacation..... | March 20, 21, 22, 23, 24 |
| Early Release | All Fridays |
| Memorial Day | May 29 |
| Graduation: Central | Friday, June 2, 7:00 p.m. |
| South | Saturday, June 3, 8:00 a.m. |
| East | Saturday, June 3, 12:30 p.m. |
| Centennial..... | Saturday, June 3, 5:00 p.m. |
| Classes End | June 6 |
| Teachers' Last Day | June 7 |

SEMESTER / NINE WEEKS

| | |
|-------------------------------------|------------|
| 1st Semester Begins | August 29 |
| 1st Grade Period Ends | October 28 |
| 2nd Grade Period/Semester Ends..... | January 20 |
| 2nd Semester Begins | January 24 |
| 3rd Grade Period Ends | March 31 |
| 4th Grade Period Ends | June 6 |

KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- * Grade Period End
- ⌋ Semester Ends
- Teacher Work Day (full day) – Students Excused
- ⬡ District Led Professional Development (full day) – Students Excused
- ▲ Principal Led Professional Development/Building Meetings
- Kindergarten Testing
- Parent/Teacher Conference Window: 1st semester
Second semester conferences scheduled by each school
- IB Articulation Day – IB Schools Only – Students Excused
- ⋮ Graduation

PUPIL CONTACT DAYS

| | | | |
|----------------|----|-------------------|------------|
| August | 3 | February | 18 |
| September..... | 21 | March..... | 18 |
| October..... | 19 | April..... | 19 |
| November..... | 17 | May..... | 22 |
| December..... | 12 | June..... | 4 |
| January..... | 20 | July..... | 0 |
| | | Total..... | 173 |

DAYS PER SEMESTER

| | | | |
|------------------------|----|------------------------|------------|
| 1st Grade Period..... | 43 | 3rd Grade Period | 42 |
| 2nd Grade Period | 43 | 4th Grade Period..... | 45 |
| 1st Semester | 86 | 2nd Semester | 87 |
| | | Total..... | 173 |

MISSION STATEMENT

Pueblo City Schools – World-Class



Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a **“world-class education that prepares graduates to succeed in a global society”**. This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.

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.

APPROVED BY THE BOARD OF EDUCATION 02/23/2016

Response Form

(To be returned to the school upon receiving the 2016-2017 Student-Parent Handbook and the Pueblo City Schools Student Conduct and Discipline Code)

Student's Name (please print neatly): _____

Grade: _____

I have received and had opportunity to review the 2016-2017 Student-Parent Handbook and the Pueblo City Schools Student Conduct and Discipline Code. If I have any questions, I understand that I may contact Morton Elementary Principal, Susan Sanchez, at 549-7585.

Parent Signature

Student Signature

Date

Please print and return to school

Dear Morton Families,

Welcome to the 2016-17 school year! My name is Susan Sanchez, and I am so privileged and excited to be leading Morton as Principal this academic year! I have had a fantastic first year here at Morton. The families and children are amazing and unique!

Along with my dedicated staff, I will work hard to continue the legacy of success established at Morton by building strong relationships with parents, students, staff, and community partners. We will continue to focus on , 21st Century skills, fostering a nurturing safe environment for children, use of data to inform instruction, consistent implementation of the newly adopted Reading and Math Series focusing on results driven, direct instruction strategies to increase students' achievement, and providing exciting and challenging enrichment opportunities for all students.

I anticipate a most successful year as my team and I support the academic, social, and emotional growth of your child here at Morton Elementary School.

During the course of the year, it is my hope that we will work together to provide the students of Morton the best possible opportunities in preparing them to be world class citizens ready to master the challenges of the 21st Century with a solid foundation created here at our school. As Principal, my door is always open and I welcome your input.

As a reminder, the first day of school is Monday, August 29, 2016. I look forward to working with you and your child.

Sincerely,

Susan K. Sanchez
Principal, Morton Elementary

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**Morton Elementary School Staff
2016-2017**

| | |
|--------------------------------|----------------------|
| Susan Sanchez | Principal |
| Tracy Bastian | Secretary |
| Dawndi Johnson..... | Attendance Secretary |
| Lora Li Chaney | Dean of Students |
| Kelly Green..... | Counselor |
| Crystal Carson | Pre-School |
| Vicki Sankey | Pre-School |
| Kathy Padilla..... | Pre-School |
| Claudine Gonzalez..... | Pre-School |
| Eleanor Trevizo..... | Pre-School |
| Barbara Anaya | Kindergarten |
| Brittney Tihonovich | Kindergarten |
| Mollie Blackford..... | Kindergarten |
| Melissa Martinez | Kindergarten |
| Dayna Schwartz | 1st grade teacher |
| Hilary Dunn | 1st grade teacher |
| Michelle Mustelier..... | 1st grade teacher |
| Jennifer Duncan | 2nd grade teacher |
| Catharine Skinner | 2nd grade teacher |
| Kayla Jensen | 2nd grade teacher |
| Cassandra Hardy | 3rd grade teacher |
| Celestina Kracker..... | 3rd grade teacher |
| Margaret Johnson-Crowell..... | 3rd grade teacher |
| Denise Morlan | 3rd grade teacher |
| Julie Fischer | 4th grade teacher |
| Gilbert Medina..... | 4th grade teacher |
| Anthony Salazar..... | 4th grade teacher |
| Jim Cain | 5th grade teacher |
| Trina Ferguson | 5th grade teacher |
| Janel Judiscak | 5th grade teacher |
| Karen Lange..... | Vocal Music |
| Bryan Weimer | Physical Education |
| Kori Cozzolino..... | Media Specialist |
| Patricia Bauter..... | ESS Autism |
| Esther Lewis | ESS SLD |
| Bonnie Camack..... | ESS SLD |
| Laura Maldonado..... | ELL Teacher |
| Kevin Trimble | Paraprofessional |
| Yvette Romero..... | Paraprofessional |
| Carol Dalby..... | Paraprofessional |
| Brenda Bland | Paraprofessional |
| Carolyn Letofsky | Paraprofessional |
| Jessica Wright | Paraprofessional |
| Rosie Palumbo | Paraprofessional |
| Gillian Stewart | Autism Coach |
| Sandra Craddock..... | Instructional Coach |
| Isaac Vigil | Head Custodian |
| Ratka Germ, Chris Miller | Night Custodians |
| Julia Deherrera..... | Cafeteria Lead |

Morton Elementary Mission

Morton Elementary seeks to create a rigorous learning environment through high expectations for every single student. We will create college bound and work force ready, successful, contributing citizens who leave us with the excellent skills needed to be able to achieve their highest aspirations.

PAWS

At Morton Elementary, our “Little Bulldogs” are “PAWS”-itively awesome.

P = Personal Best

A = Accountable

W = Wise Choices

S = Safe

| OFFICE | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Best | Accountable |
| <ul style="list-style-type: none"> • Speak clearly | <ul style="list-style-type: none"> • Patience, wait your turn • Accept consequences • Be honest • Appropriate voice level |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Be on your best behavior | <ul style="list-style-type: none"> • Respect personal information and space • Teacher permission |
| PLAYGROUND | |
| Personal Best | Accountable |
| <ul style="list-style-type: none"> • Respect personal space and property • Show sportsmanship • Demonstrate self-control | <ul style="list-style-type: none"> • Know the rules and play by them • Use appropriate language |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Play in designated areas only • Use your manners | <ul style="list-style-type: none"> • Return items and equipment • Tell an adult if there is a problem |
| CAFETERIA | |
| Personal Best | Accountable |
| <ul style="list-style-type: none"> • Be neat when you eat • Respect personal property | <ul style="list-style-type: none"> • Voice level (0–1) • Know your student ID # |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Demonstrate good table manners • Wait your turn • Eat your own food (sorry no sharing) | <ul style="list-style-type: none"> • Raise your hand for permission to leave your seat • Stay in single file line within the taped area |

RESTROOM

| Personal Best | Accountable |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Do your business • Use your manners | <ul style="list-style-type: none"> • Flush the toilet • Wash your hands • Voice level (0–1) |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Use the rule of 2/2 squirts of soap and paper towels • Respect privacy | <ul style="list-style-type: none"> • Show self-control • Turn off water |

HALLWAY

| Personal Best | Accountable |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Respect personal space and property • Keep hands and items to yourself | <ul style="list-style-type: none"> • Voice level (0–1) |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Respect other classroom and students' learning | <ul style="list-style-type: none"> • Left foot, second tile • Single file line • Stay on the right side |

ASSEMBLY

| Personal Best | Accountable |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Be respectful to speaker/performer • Eyes on the speaker | <ul style="list-style-type: none"> • Voice level (0–1) • Sit flat on bottom legs criss-cross |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • Appropriate and positive applause • Use good manners | <ul style="list-style-type: none"> • Respect personal space • Keep your hands to yourself |

CLASSROOM

| Personal Best | Accountable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Listen and follow all directions • Best effort the first time • Respectable and responsible | <ul style="list-style-type: none"> • Turn in work completed and on time • Work hard in class • Be honest • Teamwork • Appropriate voice level |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> • On task • Organized • Positive attitude • Challenge yourself | <ul style="list-style-type: none"> • Respect personal space and property • Clean work area • Hands to yourself • Personal hygiene |

MEDIA/COMPUTER LAB

| Personal Best | Accountable |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Responsible for your actions Listen and follow all directions | <ul style="list-style-type: none"> Respect books and computers Be honest Know your Student ID # Voice level (0–1) |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> Return books on time Pick appropriate leveled books | <ul style="list-style-type: none"> Digital citizenship and Internet safety Walk Hands to yourself |

MUSIC

| Personal Best | Accountable |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Be ready to learn Listen, look, and participate in all activities | <ul style="list-style-type: none"> Respect all property and materials Be honest Listen and follow directions Teamwork Appropriate voice level |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> Be on task Positive attitude | <ul style="list-style-type: none"> Respect personal space Hands and objects to yourself |

PHYSICAL EDUCATION

| Personal Best | Accountable |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Best effort Show sportsmanship | <ul style="list-style-type: none"> Follow directions Respect all ability levels Respect equipment |
| Wise Choices | Safe |
| <ul style="list-style-type: none"> Dress appropriately with appropriate shoes Be a good partner/teammate | <ul style="list-style-type: none"> Respect personal space and property Follow directions and rules |

Attendance/Office

School Hours – Morton Elementary

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------|------------|------------|------------|-----------|
| Kindergarten | 7:55-3:05 | 7:55-3:05 | 7:55-3:05 | 7:55-3:05 | 7:55-1:45 |
| 1st – 5th Grades | 7:55-3:05 | 7:55-3:05 | 7:55-3:05 | 7:55-3:05 | 7:55-1:45 |
| AM Preschool | 8:00-11:00 | 8:00-11:00 | 8:00-11:00 | 8:00-11:00 | |
| PM Preschool | 12:00-3:00 | 12:00-3:00 | 12:00-3:00 | 12:00-3:00 | |

Arrival Time

Do not send your child to school before 7:45 in the morning. We will have playground supervision from 7:45 until the start of school. **There is no outside adult supervision before 7:45 a.m.**

Parent Drop Off and Pick Up

In order to pick up or drop off your child, the preferred area is Franklin Street at the west end of the building. Do not park in the loop to walk your child into the building as this impedes traffic, which causes concerns that will be referred to our local police department. **PLEASE!!! DO NOT PICK UP OR DROP OFF YOUR CHILD IN THE BUS LOADING/UNLOADING ZONE. The Colfax Street parking lot/driveway, east entrance, is designated for our preschool parents and parking for faculty only,** please adhere to our request to provide safety for our students. **Our police department will patrol school zone areas and will strictly enforce all traffic laws. Please remember that the safety of our students should be our number one priority, a matter of convenience should not take precedence.**

Attendance (refer to District handbook)

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

Excused absences are categorized as illness (substantiated by a doctor's statement if more than three days), death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Students may not receive grades for assignments, tests, or projects missed because of unexcused absences. Severe attendance problems will be referred to the Office of Student Support.

***Parents are to call the school before 9:00 a.m.
each day their child is absent. Failure to do so will result in an unexcused absence.***

***The attendance clerk will call home and/or emergency
numbers if the office has not received notification of the absence.***

Extended absences for personal family reasons must have prior approval from the principal to avoid documenting as unexcused. We no longer have designated times for being considered half day absence. The time that you take your child out of school will register to the minute.

When attendance problems occur, the principal/counselor may require parents to come to the office for a conference, may make home visits, or both. The school counselor will be actively engaged in attendance problems. In addition, when a child has four unexcused absences in any one calendar month or ten unexcused absences during the school year, the parents or guardians will be advised of absences and tardies in writing by the principal/counselor. Copies will be sent to the Office of Student Support.

Tardies

All students are expected to be at school on time. If a student arrives after 7:55 a.m., the student must report to the office and receive a tardy slip before entering the classroom. Excessive tardies (3 or more per month) are considered an attendance concern. Parents will be notified when this occurs. Four unexcused tardies equal one unexcused absence.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours or an out of town educational experience that is prearranged so long as the student is in good standing. Prearranged absences for out of town educational experiences, not to exceed 5 school days shall be considered for students who meet the following criteria:
 - a. Student is in good academic standing (passing all classes with a grade C).
 - b. Student has no unexcused absences and no unexcused tardies.
 - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration by 9:00 a.m..
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
6. A student's family may request and be granted a "Family Business" excused absence not to exceed three (3) days per year if the following conditions are met:
 - a. Student is in good academic standing (passing all classes with a grade C).
 - b. Student has no unexcused absences and no unexcused tardies.
 - c. Student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.
 - d. Written request approved by principal one week prior to absences.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is four unexcused absences in any one calendar month or ten unexcused absences during the school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "drop-out" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line program, such student is not considered a "drop-out" and shall not be reported.

Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive no less than 50% credit, which is the consequence for a suspension. Students will receive full or partial academic credit to the extent possible for make-up work which is completed satisfactorily.

Change of Address/Telephone

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

Cold Weather Policy

Unless the weather is extremely inclement, (20 degrees or a chill factor of 20 degrees or below), children will remain outside before school and during recess periods. On these days students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. A red flag on the school door means the weather is too cold, and students may enter the building and go to the gym or the cafeteria.

Custody Changes or Name Changes

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

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

Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent is required to come to the school office and sign out the student. **A STUDENT WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD.** If necessary, office staff may request that a picture identification be presented. This card must be signed by the parent at the beginning of the school year or at the time of enrollment.

Early Release

If a student must leave the school during school hours, he/she must check out through the office and check back in at the office if returning back to school that same day. No one other than parents or legal guardians may gain release of a child without written permission recorded on the student's enrollment card that is kept in the school office. It is important that we have several people listed on the card in case a child becomes ill or hurt, and we are unable to contact the child's parents. If it is necessary to change any information on the card during the year, we ask that parents stop in at the office and make the changes in person.

Emergencies

In case of serious injury or illness of any child at school, the parent is called first. If the parent cannot be reached at that number, the person listed on the emergency data card is called next. If there is no response at this number, the family physician is called. If the family physician cannot be reached, the child will be taken to the emergency room of the hospital that you have selected. Please complete the EMERGENCY enrollment form very carefully. Complete, accurate information, including home and work phone numbers, is very important! If there is a change of address or phone numbers, please inform the school promptly.

Injuries and Illness

Scrapes and scratches will be bandaged. If injuries occur which are more serious than a scratch or scrape, the parent or designee will be called. Parents will be notified if their children must go home due to illness. **We cannot release a child unless the person is designated on the enrollment card.** Please keep us up to date on names and telephone numbers. If your child has a health condition that warrants the need to be called for minor injuries, please let us know in the office.

Medication

Pueblo City Schools policy on Medication in School is as follows:

The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student.

If under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to administer the medication, only the school nurse or other

designee, on behalf of the district, may agree to administer the medication, in compliance with regulations established by Pueblo City Schools and the State of Colorado. Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. Non-prescription medication is included in this policy. Students are not to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle.

School personnel shall not dispense non-prescribed medication to students under any circumstances.

Inclement Weather Procedure

In the event school is canceled for the day, Pueblo City Schools staff will make inclement weather decision(s) based on student, parent, and staff safety:

- The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and four geographically located transportation people.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and the newspaper.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, School District No. 60 staff will make the decision to delay school by 90 minutes. The District will follow procedures as stated above.

Immunizations

In accordance with Colorado law, immunizations are required for all students enrolled in the district schools. Students will NOT be permitted to enroll in school without meeting the immunization requirements. Children may be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger the child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs.

Please see pages 8 and 9 for immunization requirements.

Student Information Card

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

January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. **There are no changes to the vaccines required from the previous school year.** It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS
CDPHE Immunization Branch - Schools and Community Coordinator
303-692-2957 | jamie.damico@state.co.us
www.coloradoimmunizations.com



MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION
Kindergarten through 12th grade: 2016-17 SY - Required for School Attendance

| VACCINE | Grades K-12 (4-18 Years of Age) | |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Number of Doses | Vaccines administered ≤ 4 days before the minimum age are valid |
| Diphtheria/Tetanus/ Pertussis <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i> | 5 to 6 | 5 DTaP or DT (if dose 4 was administered on or after the 4 th birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 th grade entry and through 12 th required at 6 th grade entry and through 12 th |
| Tetanus/Diphtheria/ Pertussis <i>For students 7 years of age or older who did not have full series of DTaP or DT</i> | 3 or 4 | 3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 st dose is given before 1 year of age, the student will need 4 doses). |
| Polio (IPV) | 3 to 4 | 4 IPV (or 3 doses if 3 rd dose is given on or after 4 th birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses. |
| Measles/Mumps/Rubella (MMR) | 2 | The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade). |
| Varicella (Chickenpox) | 2 | The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i> |
| Hepatitis B | 3 | The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose and at least 8 weeks after the 2 nd dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i> |

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 children 6 months of age and older. |
| Meningococcal Meningitis (MCV) | 1 to 2 | Adolescents 11-18 years of age |
| Human Papillomavirus (HPV) | 3 | Adolescents 11-18 years of age |
| Hepatitis A (Hep A) | 2 | All children 1 year of age and older |

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.



COLORADO
Department of Public
Health & Environment

General Information

Code of Conduct

Students are expected to adhere to the Pueblo City Schools' Code of Conduct. Please refer to the code book for specific expectations and procedures.

Care of School and Personal Property

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

Students are not permitted to bring large amounts of money, CD players, electronic games, toys, skateboards, rollerblades or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. If it is necessary to bring more money than needed to pay for lunch, students should check with their teacher or place the money in the office for safe keeping. Do not leave money or other valuables in the desks.

School Counselor

A full-time counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child's social, emotional, and educational growth. The counselor facilitates classroom activities, parent sessions, staff inservices, small groups for children, and resource materials. The counselor is available for individual consultation and concerns.

School Supplies

Through the year, parents are asked to supply their children with pencils, pens, paper, crayons, and other needed supplies. Each teacher will inform the parents of any other special needs as they arise.

A standard list will be posted on the Morton web site, in the school office, and various retailers.

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Visitors are required to sign in and out at the office and obtain a visitors pass. If you wish to conference with a teacher, please notify the teacher at least one day ahead to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office, indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Parents will be asked to drop students off at the door each morning and say goodbye at the door. No adults will be allowed into the building other than staff members for safety reasons.

Student Insurance

Student accident insurance is available at a reasonable price. These forms are provided to you during the first week of school.

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed to be contraband and/or injurious or detrimental to the safety and welfare of students and staff.

Telephone Use

The office phone is for school related business only. Since the office phone serves as the switchboard for all lines, it is important that we keep our phone lines free for incoming calls. Children are discouraged from using the school telephone except for emergencies. We ask that children make arrangements for all outside school activities before they come to school. Due to the number of calls and messages we are asked to deliver during the school day, we ask that parents remind their children of all special arrangements for the day before their children leave for school. **If it is urgent that a child be given a message at school, please call before 2:45 p.m.** We do not pull students from class to talk on the phone. We will give them messages as soon as possible.

Dress

Pueblo City Schools Board policy states, "Student attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to student behavior or distracting to classroom activity in or about the school shall not be permitted."

Students should dress and groom themselves for school attendance in a way that is not offensive to the general school population, disruptive to the educational process, or a threat to the safety and health of self or others. Parents should consider spandex shorts, muscle shirts, tank tops, tube tops, spaghetti straps, halter tops, see-through shirts, tops that show the stomach, sagging pants/shorts, flip flops, long belts, hats, apparel with illustrations or writing on them which may be interpreted to be offensive, tattoos, excessive jewelry, body piercings, and bandanas as inappropriate dress for a school setting.

Proper attire should be regarded as a means of building student success. Please help us continue to maintain a positive teaching/learning atmosphere.

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. In addition, other rules may apply to the field trip that ordinarily are not stressed at school. These additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with the regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. 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. Field trips are designed and planned to meet grade level standards, please do not bring other children on the field trips. Parents are encouraged to attend, however.

Fire and Safety Drills

Fire 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 instructions to the students.

Homework

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

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

Labeling of Possessions

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations that serve the needy. Lost and found is located in the foyer of the main entrance.

Newsletter/School Messenger

The office will be sending out newsletters with all students throughout the year so that parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar of events. We will also utilize our school messenger system to inform parents of upcoming events.

Outdoor Recess

All students will be given opportunities to play outside during the noon hour and during scheduled recesses except when we have severe weather. When weather is severe, all students will remain inside. If a child is ill and cannot go outside for fresh air, please make prior arrangements with the classroom teacher.

Physical Education

For the safety of your child, please try to have your child wear tennis shoes on the days that he/she has physical education. Girls are asked to wear pants or shorts under their skirts. Students must have a note from their parents for a one or two day exclusion for health reasons. A longer period of time requires a written request from a doctor. *Students who are unable to participate in gym class are also asked not to participate in recess.*

The Role of Parents/Guardians

Cooperation/Responsibilities

Parents occupy a special place in the Individual Education program. The basic premise that each child is ultimately responsible for his/her own education has tremendous implications; however, this requires a considerable commitment on the part of parents. Parents should not expect to assume responsibility for their child's behavior and academic progress. Parents are responsible for providing their child with security, support, and encouragement at home. They also become directly involved in the child's schoolwork as part of our educational support system. The child must be given the chance to make his own decisions with appropriate guidance, since the ultimate responsibility to learn remains with the child. Parents should encourage communication from their child as a means of reporting school progress. This gives the child a stronger sense of responsibility for his own education. The school requires that students attend all meetings involving their educational progress and socialization skills. This provides all individuals involved with a better communication system when addressing school performance.

We ask that parents give their children home responsibilities. The transition to accepting responsibility at school is generally easier if a child fulfills family commitments on a regular basis. We encourage parents to discuss school information with their children and be part of their educational experience by sitting down as a family and visiting about the day.

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 was passed by Congress to protect the privacy of student education records and applies to all schools that receive money from the U.S. Department of Education.

The act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

The act stipulates a school must allow parents, or eligible students to inspect and review all of the student's education records maintained by the school.

If you wish to exercise this right or have any questions concerning the Family Educational Rights and Privacy Act of 1974, contact your building principal or the Department of Pupil Personnel at 549-7188.

Parent's Right to Know

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- 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, including the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Use of Video Cameras to Monitor Student Behavior

Video cameras may be used to monitor student behavior in school facilities and on school vehicles transporting students to and from school.

Students and Cell Phones

Many of our students are now bringing cell phones to school. While the district and current school policy discourages students from bringing cell phones to school, we at Morton understand that parents use the cell phones as a safety device before and after school for their children. We ask that students who bring a cell phone to school turn it off and keep it in their backpacks. This avoids the phone ringing in class or being lost or stolen or causing a discipline concern.

Parent/Student/Teacher Conferences and Report Cards

Parent/student/teacher conferences are scheduled at the end of the first nine week period and again on the third nine week period. Appointment times and dates will be set up by individual teachers. Report cards are also sent home every nine weeks. If there is a need, parents or teachers may request a special conference at any time. Progress is reported to student and parents using a variety of methods such as skill mastery charts, computer printouts, and student portfolios. Please contact your child's teacher often if you are concerned about his/her progress.

PTO/3 C's – Concerned Citizens for Children

The Morton parent organization is known as the 3C's, and meets to review school related activities and plan for new ones. All parents are invited to become an active participant in this very important organization. Monthly meetings will be held the 2nd Monday of each month.

Pueblo School-Based Student Health and Wellness Centers

Services available:

- Physical exams and immunizations
- Routine lab tests, such as cultures, urinalysis, and anemia screening
- Prescriptions for medications such as antibiotics and Tylenol
- Care for acute illness and injury
- Care for common adolescent physical concerns (weight, acne, menstrual problems, smoking)
- Assistance in care of certain chronic conditions such as asthma and seizure disorder
- Drug and alcohol prevention, education, assessment and counseling
- Follow-up as requested by family doctor
- Student health education
- Pregnancy testing when necessary to prescribe medication

Services NOT available:

- Prescribing or dispensing contraceptive devices (however, referral may be made)
- X-rays or additional laboratory tests
- Hospitalization
- Long-term treatment of mental health problems
- Treatment of complex medical or psychiatric conditions

Locations:

| Phone # | School Name | Address | Fax # |
|----------|------------------------|----------------------|----------|
| 253-6155 | Central High School | 216 East Orman Ave. | 253-6151 |
| 549-7650 | Centennial High School | 2525 Mountview Drive | 549-7647 |
| 549-7730 | East High School | 9 MacNeil Road | 549-7728 |
| 253-6220 | Corwin Middle School | 1500 Lakeview Ave. | 253-6217 |
| 253-6310 | Heroes Middle School | 715 W. 20th Street | 253-6309 |
| 549-7915 | Risley Middle School | 625 N. Monument Ave. | 549-7919 |

Appointments are preferred. Please call for appointment. Hours may vary and change at individual centers.

Nutrition Program

Breakfast

| | |
|----------------|-----------------|
| <i>Student</i> | <i>Adult</i> |
| No Charge | \$1.25 w/o milk |

Lunch

| | |
|----------------|------------------|
| <i>Student</i> | <i>Adult</i> |
| No Charge | \$3.50 with milk |
| | \$3.00 w/o milk |

Lunch Schedule

| | |
|---------------------|--------------|
| 11:00 – 11:35 | Kindergarten |
| 11:15 – 11:50 | First Grade |
| 11:30 – 12:05 | Second Grade |
| 11:45 – 12:20 | Third Grade |
| 12:00 – 12:35 | Fourth Grade |
| 12:15 – 12:50 | Fifth Grade |

Universal Meals

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year (2016-2017). If your children attend Pueblo City Schools, Pueblo School for the Arts and Sciences or Chavez Huerta Preparatory Academy, 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.

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: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Preschool

Purpose

The purpose of the Pueblo City Schools Preschool Program is to provide:

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

Eligibility

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

Registration documents required:

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

Screening and Evaluation

Before children enter the Preschool Program, information is needed to get an overview of how they are growing and developing. This step is called screening. Screening helps us to discover a child's strengths and to determine if there are areas of concern that may need further testing. Screening is also used to determine children who may be eligible for preschool. This process is called Child Find. It is available throughout the year at no cost to families. This is an interagency resource for young children and families. Those children who may be eligible for special education preschool will need further in-depth testing called evaluation. Morton houses the program but does not make any decisions on enrollment. Please contact Roz at the administration building for more information: 253-6016.

Facility

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

Program Description

The preschool program offers small group classes. In addition to the time children spend in the classroom, there is an individual family plan which includes activities of value for parents and their child.

Preschool Hours

| | | |
|----------------------------|-------------------|-------------------|
| A.M. Preschool: | Monday – Thursday | 8:00 – 11:00 a.m. |
| P.M. Preschool | Monday – Thursday | 12:10 – 3:05 p.m. |
| No school on Friday | | |

Due Process (refer to the District handbook)

Pueblo City Schools adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirement of due process mandate the student be given:

- Oral or written notice of the charges against him
- Explanation of the evidence school authorities have
- An opportunity to present his side of the story
- Length of time the student will be excluded from school

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds for suspension, the period of the suspension, and the time and place to meet with the principal to review the suspension. No student shall be readmitted to school until such a meeting has taken place or until, at the discretion of the principal, the parent(s), legal guardian(s), or legal custodian(s) has agreed to seriously review the suspension with the principal.

Recommendation for a disciplinary adjustment transfer may be appealed to the Executive Director of Pupil Personnel. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Associate Superintendent for Instructional Services within two school days. The Associate Superintendent shall affirm, modify, or reverse the decision within two school days.

Pueblo City Schools Discipline Referral (refer to the District handbook)

Students may be referred to the office by any school personnel for not following a rule(s) which require immediate attention by the principal. All discipline referrals to the principal are recorded on Infinite Campus.

Non-Discrimination Complaint Procedures (refer to the District handbook) (Compliance with Title VI, Title VII, Title IX, Section 504)

Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

Procedure

Level 1: Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.

Level 2: Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any student who has a claim arising out of the alleged violation of District 60 policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E. E. O. Compliance Officer
Pueblo City Schools
315 West Eleventh Street
(719) 549-7162

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

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TBA



MISSION STATEMENT

Pueblo City Schools – World-Class

Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a “**world-class education that prepares graduates to succeed in a global society.**” This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.

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.