

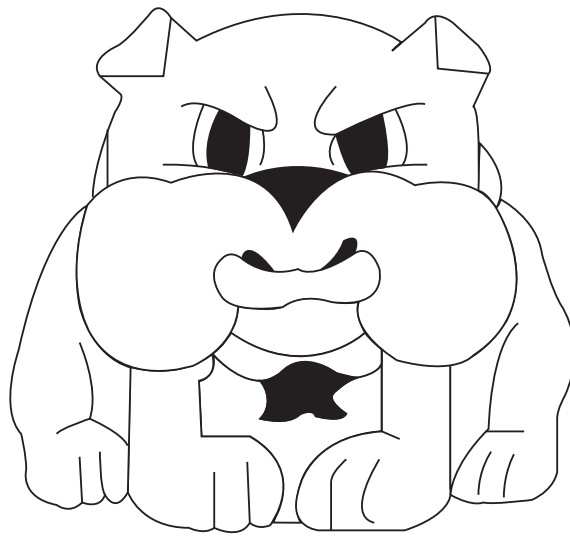
# **Morton Elementary School**

1900 West 31st Street

Pueblo, CO 81008

(719) 549-7585

**Susan Sanchez, Principal**



# Parent/Student Handbook

2017-2018

# PUEBLO CITY SCHOOLS 2017-18 TRADITIONAL Instructional Calendar

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

September 2017						
S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

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

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

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST	
Teachers Begin.....	16
Principal Led Professional Development/ Building Meetings .....	16
District Professional Development Day .....	17
Teacher Work Days .....	18, 21
Classes Begin.....	22
Elementary Assessment Day.....	31

SEPTEMBER	
Elementary Assessment Day .....	1
Holiday (Labor Day) .....	4

OCTOBER	
1st Grade Period Ends .....	20
District Professional Development Day .....	23
Teacher Work Day .....	24
Fall Break – Students .....	23, 24, 25, 26, 27
Fall Break – Teachers .....	25, 26, 27

NOVEMBER	
Parent/Teacher Conference Window .....	6, 7, 8, 9, 10
Thanksgiving Break.....	20, 21, 22, 23, 24

DECEMBER	
Elementary Assessment Day.....	15
Winter Break .....	18, 19, 20, 21, 22, 25, 26, 27, 28, 29

JANUARY	
Winter Break .....	1, 2
Holiday .....	15
2nd Grade Period/1st Semester Ends .....	19
Teacher Work Day .....	22

FEBRUARY	
District Professional Development Day .....	16
Holiday (Presidents Day) .....	19

MARCH	
Spring Break .....	19, 20, 21, 22, 23
3rd Grade Period Ends.....	30

APRIL	
Teacher Work Day .....	2

MAY	
Elementary Assessment Day.....	4
Holiday (Memorial Day) .....	28

JUNE	
Graduation:	
South .....	Friday, June 1, 7:00 p.m.
East .....	Saturday, June 2, 8:00 a.m.
Centennial....	Saturday, June 2, 12:30 p.m.
Central .....	Saturday, June 2, 5:00 p.m.
Classes End.....	6
Teachers' Last Day.....	7

JULY	
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February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2018						
S	M	T	W	T	F	S
						1
						2
						3
						4
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PUPIL CONTACT DAYS	
August .....	8
September.....	20
October.....	17
November.....	17
December.....	11
January.....	19
February.....	18
March .....	17
April.....	20
May .....	22
June .....	4
July.....	0
<b>Total.....</b>	<b>173</b>

DAYS PER SEMESTER	
1st Grade Period....	43
2nd Grade Period...	42
1st Semester .....	85
3rd Grade Period .....	42
4th Grade Period .....	46
2nd Semester .....	88
<b>Total.....</b>	<b>173</b>

KEY	
● All Students Begin and End	* Grade Period End
★ Teachers Begin / End	] Semester Ends
■ Holiday	
☆ Elementary Assessment Days – <i>School In Session</i>	
● Teacher Work Day (full day) – <i>No Students</i>	
⬢ District Led Professional Development (full day) – <i>No Students</i>	
▲ Principal Led Professional Development/Building Meetings	
— Parent/Teacher Conference Window: 1st semester ( <i>Second semester conferences scheduled by each school</i> )	
⋮ Graduation	

# Response Form

(To be returned to the school upon receiving the 2017-2018 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 2017-2018 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.

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Parent Signature

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Student Signature

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Date

*Please print and return to school*



Dear Morton Families,

Welcome to the 2017-18 school year! As most of you know I am Susan Sanchez, and I am so privileged and excited to be leading Morton as Principal this academic year! I am heading into my third year as a Little Bulldog here at Morton. The families and children are amazing and unique! I have fallen in love with the North/West side!

Along with my dedicated staff, we will continue to work with the scholars at Morton preparing them for an amazing future that they deserve! It is Morton's mission 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.

I anticipate another successful year as my team and I support the academic, social, and emotional growth of your child here at Morton Elementary School. We are well on our way to fulfilling that vision, as our state report card rating has increased two levels from Priority Improvement to Performance!

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 22, 2017. I look forward to working with you and your child.

Sincerely,  
Susan K. Sanchez  
Principal Morton Elementary

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# **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

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

## RESTROOM

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

## HALLWAY

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

## ASSEMBLY

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

## CLASSROOM

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

## MEDIA/COMPUTER LAB

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

## MUSIC

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

## PHYSICAL EDUCATION

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

# MORTON ELEMENTARY SCHOOL

## BULLYING-PREVENTION PROTOCOL

### Our school's social vision

Team Morton...Where Everybody is Somebody

### Why we implemented a schoolwide system to stop bullying

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

### What is bullying?

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

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

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

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the student to feel uncomfortable or unsafe at school, or that interferes with schoolwork.

In these situations, complaints will be investigated according to the district's sexual harassment policy.

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

### How students can end bullying

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

The students at Morton Elementary School 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 and use an "I statement" when I or others around me are the target of bullying.

- Walk away and seek help by telling a trusted adult on campus or place a note in the “Tell Somebody” box in the classroom or outside of the counselor office, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as 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: Team Morton...Where Everybody is Somebody.
- Our school has created a Bullying Prevention Committee to advise the Principal 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**

- 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:
  - a. Name the behavior for what it is, e.g., “That’s a putdown.”
  - b. Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
  - c. Remind students of our school’s social vision and how their behavior is not aligned with this: Team Morton...Where Everybody is Somebody.
  - d. Notify the Principal immediately if there are any concern’s 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 by using the Incident Report Form and e-mail to the Principal and Dean within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying using to the Classroom Teacher. 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 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.
  - a. 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.

- b. We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Principal may meet with the bullying student, notify their parent or guardian, determine consequences to change behavior, and inform the student that graduating consequences will occur if the bullying continues.

#### **Level 4: Implement a classroom or grade wide action plan**

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

*The students and parents will also be asked to take the following pledge each school year:*

#### **Student Bully Free Pledge**

**We, the students at Morton Elementary School,** believe that every student should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

##### **It's bullying when a student:**

- Uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking their belongings or stealing his or her money.
- Uses words or gestures to humiliate another student e.g. by shouting, taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- Excludes or isolates another student with the intention of hurting them e.g. through leaving them out, manipulating other students against them, or spreading gossip or rumors.
- Uses their cell-phone or social media to cyberbully another student in any of the ways described above

It's harassment when a student targets another student online or face to face because of their actual or perceived race, color, national origin, sex, physical or mental disability, religion, gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation.

I recognize that bullying and harassment hurt students and are never justified as "just teasing" or "just playing." I acknowledge that if I stand by and do nothing, laugh, or post comments online when others bully, I have become part of the bullying problem.

I pledge to:

- Value student differences and treat others with respect both online and face-to-face.
- Ask bullying students to stop when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or place a note in the "Tell Somebody" box in the classroom or outside of the counselor office, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches to bring together students to solve bullying situations.

#### **No Bully Curriculum**

Our school has adopted a comprehensive program to address bullying at our school, which is called 2nd Steps. The program is aimed toward accomplishing the following goals:

- 1) To send a clear message to students, staff, parent, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
- 2) To train staff and students in taking pro-active steps to prevent bullying from occurring.
- 3) To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior, including parent notification and possible disciplinary action depending on the nature and severity of the situation.
  - a. The investigative process will include the principal or an appointed designee(s) to thoroughly interview all students involved in said incident, take statements, and corroborate stories.
  - b. Parents of students involved in either an offender or victim role will be notified within 24 hours to ensure they are aware of the situation.
  - c. Disciplinary measures will be attended to on a case by case basis, but will include consideration of the severity of the situation, the repetitiveness of the behavior, and the age/maturity of the student. Disciplinary measures will include re-educating students about bullying behavior and how to treat others in a respectful way.

- 4) To initiate efforts to change and behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- 5) To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- 6) To support victims of bullying by means of individual and peer counseling.
- 7) To help develop peer support networks, social skills and confidence for all students.
- 8) To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

When students in our school are a victim or a witness to bullying, they should take the following actions:

- 1) Walk away and tell a teacher immediately.
- 2) Let an adult at home know about the situation when they get home.
- 3) If they are uncomfortable with reporting to a teacher, they may submit a bullying incident report and turn it in to the secure bullying reporting box located outside the front office. This box is checked daily to ensure incidents are handled promptly.
- 4) Students may also report bullying incidents at the Safe2Tell.org website or at 1-877-542-SAFE.

Parents are encouraged to investigate more about bullying prevention and intervention at the following resources:

<https://safe2tell.org/>

[www.thebullyproject.com/parents](http://www.thebullyproject.com/parents)

<https://www.stopbullying.gov/what-you-can-do/parents/index.htm>



# Attendance/Office

## School Hours – Morton Elementary

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Kindergarten</b>	7:55-3:05	7:55-3:05	7:55-3:05	7:55-3:05	7:55-1:45
<b>1st – 5th Grades</b>	7:55-3:05	7:55-3:05	7:55-3:05	7:55-3:05	7:55-1:45
<b>AM Preschool</b>	8:00-11:00	8:00-11:00	8:00-11:00	8:00-11:00	
<b>PM Preschool</b>	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 13 and 14 for immunization requirements.

## **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.



## K - 12<sup>th</sup> Grade School Required Immunizations - 2017-18 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, DT, 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 that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 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](http://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](http://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](http://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 CDPHE 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 if you submit online. You can get online and downloadable versions of the form at [www.colorado.gov/vaccineexemption](http://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 beginning in Spring 2017.
- You may want to talk to a healthcare 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](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a healthcare 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](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student’s healthcare 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](mailto:cdphe.dcdimmunization@state.co.us)



Kindergarten through 12<sup>th</sup> Grade Immunization Chart  
Immunizations Required for School Attendance 2017-18

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE

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



## **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.

## **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. Starting from the first day of 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

## Morton Elementary Homework Policy

Team Morton has agreed to have these school wide expectations for homework.

1st grade: 10-20 minutes per night

2nd grade: 20-30 minutes per night

3rd grade: 30-40 minutes per night

4th grade and 5th grade: 40-50 minutes per night

Included in this time should be a time for reading/sight word and math fact practice differentiated by levels of practice.

Occasionally there will be family projects that will take more time. These projects will be given to the students with plenty of advance notice. Please be sure to check your child's planner and folders daily.

It is important that students get outside and play after being in school all day long.



## **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.

### **Parent Volunteers**

If a parent would like to volunteer, you need to fill out the VIPS background check on the Pueblo City Schools home page. Once you have passed this background check, you must make an appointment with the teacher you would like to volunteer with to ensure they have volunteer work for you to do. The school principal still has the ultimate decision as to whether you are a good fit for the school.

## **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. Students who bring a cell phone must 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. We have lost our President and will be nominating new officers. Please join us.

## **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.

### 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 (2017-2018). 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.
<b>No school on Friday</b>		

## **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

## BOARD OF EDUCATION

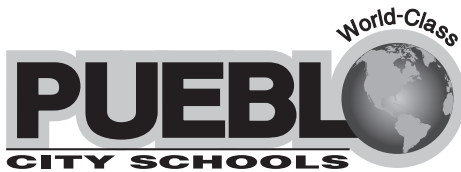
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## MISSION STATEMENT

### *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.