

PARENT/SCHOLAR  
**Handbook**



**2018 – 2019**

***South Park Elementary***

3100 Hollywood / Pueblo, CO 81005 / (719) 549-7600

# PUEBLO CITY SCHOOLS 2018-19 Instructional Calendar

August 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						

  

September 2018						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

  

October 2018						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

  

November 2018						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

  

December 2018						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

January 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**  
 Innovation Professional Development.....9, 10  
 Teachers Begin.....13  
 Teacher Work Days .....13, 17  
 Principal Led Professional Development/  
 Building Meetings .....14  
 District Professional Development Day .15, 16  
 Classes Begin.....20  
 Elementary Assessment Day.....20, 21  
 No School .....24, 31

**SEPTEMBER**  
 No School .....3, 7, 14, 21, 28  
 Professional Development .....21

**OCTOBER**  
 No School .....5, 12, 19, 26  
 1st Grade Period Ends .....18  
 Teacher Work Day .....19  
 Parent/Teacher  
 Conference Window .....22, 23, 24, 25, 26

**NOVEMBER**  
 No School .....2, 9, 16, 30  
 Professional Development .....2  
 Innovation Professional Development.....9  
 Thanksgiving Break.....19, 20, 21, 22, 23

**DECEMBER**  
 No School .....7, 14, 21  
 Professional Development .....14  
 2nd Grade Period/1st Semester Ends .....20  
 Winter Break .....24, 25, 26, 27, 28, 31

**JANUARY**  
 Winter Break .....1, 2, 3, 4  
 No School .....11, 18, 25  
 Teacher Work Day .....11  
 Innovation Professional Development.....25

**FEBRUARY**  
 No School .....1, 8, 15, 22  
 Professional Development .....1

**MARCH**  
 No School .....1, 8, 15, 29  
 3rd Grade Period Ends.....14  
 Teacher Work Day .....15  
 Spring Break .....18, 19, 20, 21, 22  
 Parent/Teacher  
 Conference Window .....25, 26, 27, 28, 29

**APRIL**  
 No School .....5, 12, 19, 26  
 Innovation Professional Development.....5  
 Professional Development .....19

**MAY**  
 No School .....3, 10, 17, 24, 27, 31  
 Elementary Assessment Day .....2  
 Teacher Work Day .....17  
 Graduation:  
 Paragon..... Thursday, May 30  
 East .....Friday, May 31  
 Centennial.....Friday, May 31

**JUNE**  
 Graduation:  
 Central..... Saturday, June 1  
 South..... Saturday, June 1  
 Classes End.....6  
 Teachers' Last Day.....7

**JULY**

February 2019						
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

March 2019						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2019						
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	February.....16
September.....15	March.....12
October.....19	April.....18
November.....13	May.....17
December.....12	June.....4
January.....16	July.....0
<b>Total.....150</b>	

**DAYS PER SEMESTER**

1st Grade Period.....35	3rd Grade Period.....40
2nd Grade Period...32	4th Grade Period.....43
1st Semester.....67	2nd Semester.....83
<b>Total.....150</b>	

- KEY**
- All Students Begin and End
  - ★ Teachers Begin / End
  - No School
  - Teacher Work Day
  - ▲ Principal Led Professional Development/Building Meetings
  - ◊ District Led Professional Development
  - Professional Development
  - ◊ Innovation Professional Development
  - Parent/Teacher Conference Window
  - \* Grade Period End
  - ⌋ Semester Ends
  - ☆ Elementary Assessment Days
  - ⋯ Graduation



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## **Parents:**

You are welcome in our building, but *please*  
do not interrupt learning.

**All visitors must check in at the office.**

We will assist you there.

Thank you for your help  
in this important matter!



*South Park  
Elementary School*

*Mission Statement*

*Every child at South Park  
will be prepared  
for the next level.*

**PRAISE** is alive at South Park

**P**ositive

**R**espectful

**A**ccepting

**I**ntegrity

**S**afety

**E**quality

# SOUTH PARK STRATEGIC PLAN

## VISION:

Every South Park scholar will be prepared for middle school.

## OPERATING VALUES:

We believe that all scholars have the ability to learn in an educational environment that promotes high expectations for academic excellence. We are committed to provide an educational setting that ensures a quality education for each scholar in an atmosphere of mutual respect.

## BELIEFS:

### *We believe:*

- in every child's value and potential
- a quality educational setting ensures academic excellence
- in high expectations and accountability for all
- that data-driven, continuous improvement is essential to scholar achievement
- in parents, scholars, staff and community working together toward academic excellence



# *Principal's Message*

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Dear Parents and Scholars,

Welcome to another exciting year at South Park Elementary! The staff and I are anxious to meet you and your child. It is a sincere privilege for us to share in the growth of your scholar, and we are committed to providing the best educational environment possible!

South Park has a fine reputation for excellence and scholar achievement. This year, we welcome back staff members who have been integral to the establishment of this excellence and we welcome new members who are sure to play an important role in the continued success of our scholar.

Parents, you are a vital part of the South Park team as well! You are your child's first teacher, a partner in his or her education, and a critical factor in achievement. Your positive attitude about school will lead to the development of a life-long learner.

***We understand*** that scholar need and want to know what is expected of them.

***We know*** that consistency and clear, high expectations are major factors in providing a positive learning environment.

***We expect*** scholar to be at school promptly, attend regularly, follow school rules and perform academically at their potential.

***You expect*** us to provide a quality instructional program that will give scholar the tools to be responsible, productive adults in society. We can do this with your cooperation and support.

This handbook was prepared to provide information to the South Park School community. As we embark on this exhilarating new year, please take the time to review this handbook with your child so that expectations are clear and learning is the main focus. As always, feel free to stop by and discuss your child with me. My office is always open to parents and scholar. Children are the top priority at South Park Elementary.

Sincerely,

Lynne Brunjak, *Principal*

# School Hours

Scholars are dismissed at 3:05 p.m. Monday through Thursday. School begins each morning at 7:45 a.m.

## Grades Kindergarten-5

7:35	Scholars permitted on playground
7:45	School start time
3:05	School dismissed, Monday – Thursday

## Preschool

<b>3-year-olds:</b>	8:00-11:00	A.M. Monday – Thursday
	12:05-3:05	P.M. Monday – Thursday
		No school Friday
<b>4-year-olds:</b>	8:00-11:00	A.M. Monday – Thursday
	12:05-3:05	P.M. Monday – Thursday
		No school Friday

## Lunch

Lunch will be served from 11:00 a.m.– 1:00 p.m.; Kindergarten will begin at 11:00, 1st grade at 11:10, 2nd grade at 11:40, 3rd grade at 11:50 and 4th grade at 12:10, and 5th grade at 12:20. Recess for all levels begins 20 minutes after eating.

## School Personnel Schedule

7:15-4:45	School Office-Secretary/Principle
7:30-4:00	Teacher hours

## Arrival Time

Scholars should not be on the playground before 7:35 a.m. Prior to this time there is no adult supervision on the playground. Parent cooperation is appreciated. Breakfast will be served in the classrooms this year. If your child is participating in a before or after school club, please be aware of the times your child may be dropped off and picked up.

# School Attendance

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 19, 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*, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Scholar Intervention Services office. (See Pueblo City Schools absences and Excuses/Tardiness Policy in the Scholar Conduct and Discipline Code Book.)

## Scholar Absences and Tardies

Regular and prompt school attendance is expected of all South Park scholars. The only absences considered excused are due to illness that can be substantiated by a doctor’s statement, death in the immediate family, or when approved by the principal. All other absences will be considered unexcused. Scholars may not receive grades for assignments, tests, or projects missed because of unexcused absences.

*It is requested that parents call to inform the school about a scholar absence by 8:00 a.m.  
Please call 549-7600 and report your child’s absence. No absence call results in an unexcused absence.*

When attendance problems occur, the principal/counselor or community advocate may make home visits, may require parents to come to the office for a conference, or both. The community advocate will be actively engaged in attendance problems. In addition, when a child has missed ten or more school days, the parents or guardians will be advised of absences and tardies in writing. Copies of such notices will be sent to Scholar Intervention Services.

## Tardy Policy

All scholars are expected to be at school on time. School begins promptly at 7:45 a.m. If a scholar arrives after 7:50 a.m., the scholar must report to the office and receive a tardy slip before entering the classroom. Excessive tardies are considered an attendance concern and will be dealt with by notifying the parent. All classroom doors will be closed at 7:55 and scholars must enter through the front doors of the building.



## Choice Attendance

Pueblo City Schools, in compliance with state law, allows scholars to attend a school outside their attendance area contingent on:

- Availability of space and school safety
- Regular and prompt attendance
- Cooperation with school staff and school rules
- Parents make every effort to attend special meetings, conferences, and other school activities.

Please go to the District website for more information. [www.pueblocitieschools.us](http://www.pueblocitieschools.us)

## Scholar Information Card

During the first week of school, the teacher will send home an information packet 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.

## Change of Address/Telephone

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

## 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. Scholar records are kept under a scholar'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

## Scholar Records

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

## Scholar Safety

The staff of South Park School strives to provide a safe environment for the scholars. If possible *please use our scholar drop-off*. If not using our drop-off, *please park so the child does not have to cross the street in the middle of the block*. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked. We also request parents not double park while waiting for a child to be dismissed, as this also creates a dangerous situation. *Never* park in the cross walk. Oncoming traffic cannot see children attempting to cross the street where cars obstruct this area.

## 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. If you wish to conference with a teacher, please notify the teacher one day ahead to schedule a time. **Please refrain from "dropping in" to your child's classroom during instructional time.** Teachers cannot stop the flow of instruction to meet with parents. If you wish to volunteer in your child's classroom, your child's teacher will let you know about the most appropriate times to

do so. **No scholar 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.**

## Appropriate Attire

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

Proper attire should be regarded as a means of building scholar success. Please help us continue to maintain a positive teaching/learning atmosphere at South Park. Consult the Scholar Conduct and Discipline Code booklet for more information about scholar dress codes. South Park does not have a school uniform.

South Park is a No Excuses University school. Each classroom will be adopting a university and your child may wear something related to that university one time per week. We will also be having spirit days. These are the days when the scholars wear a South Park t-shirt. These can be purchased through our PTO or as a school fundraiser. We will also be instituting a "dress-up" day at school. No jeans or shorts will be allowed on "dress-up" days.

- **Monday will be University Day**  
Scholars wear a shirt or colors from the university that their classroom adopted
- **Wednesday will be Spirit Day**  
Scholars wear a South Park t-shirt or colors  
Blue and yellow
- **Thursday will be Dress-up Day**  
Scholar wear a polo shirt or button down shirt and pants  
Scholars wear a skirt or dress

## Labeling of Possessions

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

## Bicycles at School

A rack is available for scholars who ride bikes to school. Scholars should ride bikes to school only if they are able to lock the bikes securely in the rack. ***Bicycles are not to be ridden on the playground.*** When scholars arrive on the school grounds, they are to walk their bicycles to the racks and secure them. Scooters and skateboards are not allowed.

## Care of School and Personal Property

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

Scholars are not permitted to bring large amounts of money, radios, iPods, toys, skateboards, rollerblades, "heelies" scooters, pagers, or other valuable items to school. If a scholar wears glasses or watches, we ask that the scholar take responsibility for the care of these items. Do not leave money or other valuables in the desks. Scholars may use school phones to contact parent, but in the case that it is necessary for a scholar to carry a cell phone, **phones must be turned off and kept in the backpack during the day.** Lost or stolen cell phones will not be investigated. Scholars are responsible for this item.

## Chromebook Check-Out

All scholar from 1st through 5th grade will be checked out a Chromebook (computer) to be used during school hours. If a scholar willfully destroys a Chromebook, it be the responsibility of the parent to replace or fix the Chromebook. All parents and scholars will sign a computer contract.

## Fire Drill/Emergency Exit Drills

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

## 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 scholars 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.

## **Inclement Weather Procedure**

In the event school is canceled for the day, Pueblo City Schools staff will make inclement weather decisions based on scholar, 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 scholars absent according to state rules and regulations, but not penalize scholars 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 scholars, and listen to the news broadcasts on stormy morning.
- In the event a delayed/safety school start occurs for the day, Pueblo City Schools staff will make the decision to delay school by 90 minutes. The District will follow procedures as stated above.

## **Field Trips**

Field trips are designed to provide learning experiences for scholars outside the school setting. The goal is to supplement educational activities provided in the classroom. A fee will be charged for all in-city field trips to cover transportation costs. There may also be additional charges associated with various trips. Scholars are expected to follow the rules of the school even though the scholars 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 scholars, 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 scholars on all field trips. Scholars may be excluded from field trips because of poor behavior prior to the trip. If scholar behavior is unacceptable during the field trip, uncooperative scholars may be excluded from participating with the other scholars and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed.

## **School Phone**

Scholars are permitted to use the school phones in cases of emergency. However, we do not allow phone use by scholars for calls that are not an emergency. Cell phones must be kept in the scholar's backpack in the "off" position. (Please see the policy page at the back of this handbook.) If a scholar is observed using a cell phone during school hours, it will be confiscated for parent pick up in the office. Although we understand that emergencies may arise, please make transportation arrangements with your child before school each morning. If you would like to speak with your child's teacher, please be considerate of instructional time and limit your calls to the teacher's plan time, or before or after school.

## **School Supplies**

Each 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 listing of grade level supplies is provided at the start of each school year, and may be found on the website.

## **Parent Information**

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer at school in a wide variety of activities. Interested parents should contact the school or a PTO officer for further information.

## **Parent Responsibility**

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

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at South Park School and your scholar's individual needs
- Give your child support regarding homework and special school activities

## **Dear Parents,**

As a parent of a scholar at South Park, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your scholar's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your scholar's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your scholar's teacher for the grades and subjects taught.
  - Whether CDE has decided that your scholar's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
  - The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
  - Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.
- Please contact Lynne Brunjak at (719) 549-7600 if you would like to receive any of this information.

## **Parent-Teacher Organization (PTO)**

We have a very active and dedicated parent organization at South Park School. If you are interested in becoming involved in the group's activities, please contact the school office. The PTO meets on the first Monday of each month to plan how to best support the educational program at South Park and to address scholar needs. Our PTO raises funds and assists with the "extras" needed during the school year.

## **School Accountability Committee**

The South Park School Improvement Accountability Committee meets regularly during PTO meetings to plan and assesses the school's progress in reaching building goals and objectives. The committee members participate in planning and implementing school programs. The building school improvement plan is updated yearly and available in the school office. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our School Accountability Committee.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled at least twice during the school year. Parents are urged to schedule a conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every scholar work to the best of his/her ability at all times. Occasionally, however, it is necessary to inform parents or guardians of a scholar's unsatisfactory progress in time for the scholars to improve his/her work before the next grade report is prepared. Report cards are distributed every nine weeks.

## **Homework**

Parents should be aware of the purpose of homework and should encourage and support the school in requiring that each scholar 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 scholar has been absent
- Develop good study habits

Because homework plays a vital role in the academic growth of every scholar, it is the expectation that this work be done regularly and with care. Failure to complete homework will result in consequences as deemed appropriate by each individual teacher and may require a conference with the child, teacher, and parents.

## **Detention**

If a scholar moves to red on the behavior chart, they will receive detention from 3:05-3:45 p.m. on the day of the infraction. Scholars who do not complete their daily work or their homework, will also receive detention.

# **GENERAL INFORMATION**

## **Newsletter and Other Communications**

Ordinarily parents will be informed of special events, schedule changes, and other school related news items by means of the newsletters, notes sent home with scholars, and School Messenger announcements. Please discuss with your children the importance of taking home written communications and of giving them to parents. Teachers will also use email to communicate with parents. Our web address is <http://southpark.pueblacityschools.us/>. It is important that you keep your phone number updated with the school office throughout the year so you will receive vital information through the school messenger system.

## **School Calendars**

Each family will be provided a calendar of events scheduled throughout the year. Please keep the calendar in a convenient place for frequent reference. This is located on the front of every newsletter.

## **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. The counselor may be reached by contacting the school at 549-7600.

## **Special Programs**

Pueblo City Schools offers many education programs throughout the district. A wide variety of services are available to meet the needs of scholars. They include: Preschool, Exceptional Scholar Services, Child Find, Gifted/Talented, and many others. Further information is available at the school.

# Food Service Program

The elementary school menus are published weekly on the District web site. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. The school reserves the right to alter the breakfast/lunch program for any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.

Parents, grandparents, and community members are welcome to eat with their children at any time. Call the school by 9:00 a.m. to arrange with the cafeteria to order an adult lunch (549-7608). Pueblo City Schools offers free breakfast and lunch for scholars at all schools.

## Universal Meals

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year 2018-2019. If your children attend one of the schools listed below, breakfast and lunch will be available to them at no charge. All students enrolled at these schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

### Community Eligibility Provision Participating Schools

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

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey\* in the school office or online at [www.pueblocitieschools.us](http://www.pueblocitieschools.us).

- Families are encourage to fill out the combination application for free or reduced price school meals and Family Economic Data Survey\*.
- You only need to submit one application per household, even if your children attend more than one school in Pueblo City Schools.

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

### Families are encouraged to submit an application

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

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

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

# 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.

## 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. South Park has a program for 3-year olds and 4-year olds.

## Preschool Hours

### 3 Year Old:

A.M. Preschool:	Monday – Thursday	8:00 – 11:00 a.m.
P.M. Preschool	Monday – Thursday	12:05 – 3:05 p.m.

**No school on Friday**

### 4 Year Old:

A.M. Preschool:	Monday – Thursday	8:00 – 11:00 a.m.
P.M. Preschool	Monday – Thursday	12:05 – 3:05 p.m.

**No school on Friday**

# Scholar Health

## Scholar Health Problems

A parent should inform the school of any special health problems a child may have. Copies of reports from the Doctor explaining the nature of the condition will assist the school in meeting the needs of the scholar.

## Emergency Medical Authorization

All scholars must have emergency information listed on his/her scholar information card in the school office. The card must include a current telephone number so that parents may be notified and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy.

## Scholar Insurance

Scholar accident insurance is available at a reasonable price. Information is provided to you during the first week of school.

## Illness

If a scholar becomes too ill to remain in class, we will reach you by phone. That is why it is so important that we have an *updated, working phone number on the emergency card* which is maintained in the office. We have temporary facilities to help comfort the sick child while he/she is waiting, however, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A scholar who contracts a contagious disease or condition may be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required to return to school.

## Immunizations

See pages 13 and 14, for immunization information.

# 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.





**COLORADO**

Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

## 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)



**COLORADO**

Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)  
John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer



**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)	
		VACCINE	Number of Doses
<b>Diphtheria/Tetanus/Pertussis (DTaP or DT)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	Grades K-12 (4-18 Years of Age) <i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>	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.
<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	Grades K-12 (4-18 Years of Age)	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>
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	Grades K-12 (4-18 Years of Age)	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.
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	Grades K-12 (4-18 Years of Age)	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>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	Grades K-12 (4-18 Years of Age)	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>
<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	Grades K-12 (4-18 Years of Age)	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>
<b>Influenza (Flu)</b>	1 to 2	Grades K-12 (4-18 Years of Age)	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>Meningococcal Meningitis</b>		Grades K-12 (4-18 Years of Age)	
<b>MenACWY MenB</b>	2 doses Series	Grades K-12 (4-18 Years of Age)	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Grades K-12 (4-18 Years of Age)	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 A (Hep A)</b>	2	Grades K-12 (4-18 Years of Age)	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)



## Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a scholar must be taken from school early, the parent is required to come to the school office and sign out the scholar. **A Scholar WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD.** This card must be signed by the parent at the beginning of the school year or at the time of enrollment. If necessary, office staff may request that a picture identification be presented. Appointments will only be excused with a note from the doctor or dentist. Parent notes will not be considered excused. If you take your child out of school for an appointment, it will result in your child not receiving perfect attendance.

## Medication (District School Board Policy)

The responsibility for dispensing medication lies with the parents, legal guardians, or legal custodians of the scholar. If, under exceptional circumstances, a scholar is required to take medication during school hours and the parent, legal guardian, legal custodian, or authorized designee thereof cannot be at school due to employment constraints to administer the medication, only the principal or designee, on behalf of the District, may agree to administer the medication.

**Please do not send medication to school with your child.** It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered **only** if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school.

## For your child's safety

When dropping off or picking up your child from school, the following rules apply:

- **Please use our scholar drop off. Entrance is located on Farabaugh.**
- Additional drop off areas for scholars are along **Hollywood** and **Farabaugh** streets.
- Get out of your car to escort your child. Scholars are required to cross at the crosswalk.
- Use the crosswalks and sidewalks. All adults should model the behavior we expect of the children.
- Observe no parking areas. The yellow no-parking line allows the buses sufficient clearance to enter and exit the loading zone.
- Treat the volunteer staff with respect. Staff and parents who are enforcing the rules are doing a volunteer service for the safety of *your* child.
- Slow down! Although we attempt to enforce the rules, children sometime appear out of nowhere.
- Scholars may not be on the playground prior to 7:35 a.m.
- Do not park in the handicapped parking spaces for any amount of time. Please be respectful of our families who truly need these spaces.

## Scholar Expectations

One of our major goals at South Park School is to maintain a learning atmosphere which provides every scholar the opportunity to work toward his/her greatest potential. To accomplish this, we must have a learning environment that is safe for all scholars and which allows them to work in an atmosphere conducive to learning.

To be an effective learner, each scholar needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Parental and community involvement and support are essential to the success of our programs and our school. Scholars will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

The school provides each scholar with the maximum opportunity to acquire an education. No scholar has the right to interfere with the opportunity of other scholars by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, and at any event where our school is represented, regardless of location.

The discipline code at South Park Elementary is in compliance with Pueblo City Schools Scholar Discipline code.

## Scholar Expectations

	<b>Positive</b>	<b>Respectful</b>	<b>Accepting</b>	<b>Integrity</b>	<b>Safety</b>	<b>Equality</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Smile</li> </ul>	<ul style="list-style-type: none"> <li>Remain silent</li> <li>Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Do what is expected of you</li> </ul>	<ul style="list-style-type: none"> <li>Stay with the group</li> <li>Face forward</li> <li>Walk at a safe pace</li> <li>No talking</li> </ul>	<ul style="list-style-type: none"> <li>Line up according to your teachers directions</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Ask an adult before entering the building</li> <li>Be responsible for equipment</li> </ul>	<ul style="list-style-type: none"> <li>If someone asks to play with you say yes.</li> </ul>	<ul style="list-style-type: none"> <li>Follow all school and playground rules</li> </ul>	<ul style="list-style-type: none"> <li>Line up immediately upon signal</li> <li>Walk to and from the playground</li> <li>Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use your best table manners</li> <li>Take all items needed to the table before sitting</li> </ul>	<ul style="list-style-type: none"> <li>Keep your food to yourself</li> <li>Raise your hand if you need help</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Eat before you visit</li> <li>Clean up after yourself</li> <li>Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Sand in line quietly, facing forward</li> <li>Become silent when you see the lights dimmed</li> </ul>	<ul style="list-style-type: none"> <li>Sit with feet on floor, bottom on the bench, and facing forward</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Leave the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Pick up trash from the floor</li> </ul>	<ul style="list-style-type: none"> <li>Knock on stall door</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Report problems to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Go straight to the restroom and return promptly</li> <li>Feet on the floor</li> <li>Water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>Conserve water</li> <li>Clean up after yourself</li> <li>Flush toilet</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Show proper appreciation (clap politely)</li> </ul>	<ul style="list-style-type: none"> <li>Remain quietly seated</li> <li>Sit on bottom</li> <li>Remain silent during performance</li> </ul>	<ul style="list-style-type: none"> <li>Give people their space</li> </ul>	<ul style="list-style-type: none"> <li>Give speaker your full attention</li> <li>Silent on the quiet sign</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom and get drinks prior to the assembly</li> </ul>
<b>Office / Alternate Destination</b>	<ul style="list-style-type: none"> <li>Enter calmly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Wait for an adult to recognize you or say "excuse me" to speak to an adult</li> <li>Say "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>Listen calmly and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly in the hallways</li> <li>Go directly to your destination and return to your classroom when the task is completed</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission before leaving your classroom and take a pass with you</li> </ul>	<ul style="list-style-type: none"> <li>All scholars need to have permission to leave any classroom</li> </ul>

# South Park Discipline Policy

## Goals:

- To provide a positive atmosphere for learning
- To reinforce scholars who contribute to a positive environment
- To include scholars, parents and staff in creating a positive learning environment

## Procedure for Discipline Problems

**Teacher Authority and Responsibility:** The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced and consistently enforced. When a problem occurs, a teacher may:

- Confer with the scholar
- Confer with parent and scholar
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as a conference after school hours.
- Refer directly to the principal discipline problems that need further attention.

**Principal Authority and Responsibility:** The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem is referred to the principal, the individual referring needs to identify the problem. The principal will then proceed with one or several of the following sanctions:

- Conference with the scholar
- Conference with teacher and scholar
- Conference with parent, teacher, and scholar or any combination thereof

The principal will maintain records of scholar referrals for disciplinary action. At the time of the scholar's first referral the principal will confer with the child and report back to the teacher. The parents may be contacted and made aware of the referral. In the case of chronic referrals, specific actions will be taken with parents' knowledge. The disciplinary action open to the principal's consideration include, but are not limited to the following:

- Verbal consultations
- Verbal reprimand
- Removal from class situation for a short time
- Loss of privileges
- Notification of parents
- Transfer possibilities
- Suspension or other actions depending upon the individual situation

**Discipline Offenses.** Discipline offenses that may call for immediate action and parent contact shall include, but not be limited to the following:

- Physical or verbal assault on a teacher
- Disrespect shown to any supervising adult
- Physical or verbal assault on a scholar
- Destruction of property
- Leaving the school grounds without permission
- Willful disobedience
- Disruptive behavior
- Smoking – use of tobacco
- Possession and or use of a deadly weapon
- Scholastic dishonesty
- Substance infractions

## Summary

Scholars should demonstrate compassion and consideration for the feelings and well being of others. Scholars should respect and care for our school building on the inside and outside. As scholars, teachers, principal, and parents cooperate and obey these rules, South Park will continue to be an outstanding school.

## Pueblo City Schools Discipline Referral

Scholars may be referred to the office by any school personnel for not following a rule(s) which require immediate attention by the principal.

## South Park Rules

1. POSITIVE – have positive communication and interactions with all people
2. RESPECTFUL – be respectful of people and property
3. ACCEPTING – Allow anyone to sit with you or to play alongside you
4. INTEGRITY – do what is right when no one is looking
5. SAFETY – follow the rules of the school
6. EQUALITY – treat all people with dignity

## Bullying Prevention

Bullying will not be tolerated. Bullying includes all unacceptable behaviors that interfere with the mental, emotional and physical well being of scholars. This behavior is on-going and not a one time offense.

Physical aggression: pushing, grabbing, hitting, shoving, pinching, spitting, tripping. etc.

Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding a particular lifestyle choice, etc.

Verbal aggression: mocking, put downs, using profanity at others, etc.

Intimidation: coercing or threatening others into submission, playing dirty tricks, hazing, threatening with the use of a weapon, etc. SOUTH PARK ELEMENTARY SCHOOL

## Bullying-Prevention Protocol

### Our school's social vision

PRAISE is alive at South Park – (Positive, Respectful, Accepting, Integrity, Safety, Equality)

### 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 scholars 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 scholars, 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 scholar, or group of scholars, repeatedly tries to hurt, humiliate, or get power over another scholar in any of the following ways.
- Physical bullying is when a scholar uses physical force to hurt another scholar, e.g., by hitting, pushing, shoving, kicking, taking a scholar's belongings, or stealing their money.
- Verbal bullying is when a scholar uses words, images, or gestures to intimidate or humiliate another scholar, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a scholar excludes or isolates another scholar, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- Cyberbullying is when a scholar uses their cellphone, text messages, e-mails, instant messaging, the Internet, or social media to threaten, shame, or isolate another scholar. It includes breaking into a scholar's online account and assuming that scholar'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 scholar perceives another scholar as being an obstacle to what they want or value. If scholars are in conflict but are not bullying, our school is committed to helping scholars talk it through.

Bullying may, at times, amount to **harassment**. It is harassment to target a scholar 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 scholar with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the scholar 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 scholar takes revenge or asks someone to threaten or hurt a scholar that has reported bullying or harassment.

### **How scholars can end bullying**

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

The scholars at South Park 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 scholars agree to:

- Value scholar differences and treat others with respect both online and face to face.
- Tell bullying scholars to STOP and say – PRAISE is alive at South Park when I or others around me are the target of bullying when it is safe to do so, or
- Walk away and seek help by telling my classroom teacher, a trusted adult, or
- Place bullying information in the PRAISE BOX in the office.
- Never take revenge or ask someone to hurt a scholar 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 scholars that are the target of bullying and help end bullying situations.

### **Staff, Teacher, and Parent Response to Scholar 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, scholars, parents, and volunteers support our social vision: PRAISE is alive at South Park.
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that scholars 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 scholar, 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.
- Scholars 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 scholars asking their perception of the frequency and intensity of bullying at our schools.

#### **Level 2: We watch out for bullying and initially refer targets to the classroom teacher. If the bullying cannot be resolved at that level, the issue is referred to the Principal.**

- Teachers and school staff have been trained to watch out for scholars who appear to be isolated from other scholars, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any scholar aggression or disrespect, they shall take immediate steps to intervene and redirect the scholar. Steps may include the following:
  - Name the behavior for what it is, e.g., "That's a putdown."
  - Speak to the intention behind the words or gestures, e.g., "That was meant to hurt."
  - Remind scholars of our school's social vision and how their behavior is not aligned with this: PRAISE is alive at South Park.
  - Notify the Principal immediately if there are any concerns for a scholar's physical safety.
- If any member of staff learns or suspects that a scholar is the target of continued bullying, they shall check in with the scholar

as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they shall report the bullying through e-mail to the classroom teacher within 24 hours.

- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your scholar to ask the bullying scholars to stop or to seek help from his/her classroom teacher. If this does not solve the situation, please report the bullying to the scholar's classroom teacher. The school can only help you if you reach out and tell us what is happening.
- If a scholar 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**

- At this level, 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.
  - 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 scholars who are the target of bullying and to create solutions to bullying by bringing scholars together, including bullies, bystanders, and positive scholar leaders. The Bullying Prevention Coach may use solution focused discussion, redirection, skill building, and counseling and shall report progress to the Principal.
  - We may use progressive discipline to redirect bullying scholars depending upon the severity of the bullying. The Principal may meet with the bullying scholar, notify their parent or guardian, determine consequences to change behavior, and inform the scholar that graduating consequences will occur if the bullying continues.

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

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

## **Timeline for a bullying report under this protocol**

### **Week One**

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

### **Week Two**

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

### **Week Three**

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

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



# **Non-Discrimination Complaint Procedures**

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any scholar 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 scholar's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a scholar 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 scholar 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 scholar'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 scholar who has a claim arising out of the alleged violation of Pueblo City Schools 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

## **Check Policy**

For a check to be an acceptable form of payment it must include the payer's current full and accurate name, address, and telephone number. When paying by check, the check writer authorizes checks returned unpaid and any state allowed fee of \$25.00 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order). Payments by check may be denied when multiple checks have been returned from the same account or check writer.

# Policies and Procedures (Pueblo City Schools)

## **JJJ: Extracurricular Activity Eligibility**

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.\**

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

## **JQ: Student Fees, Fines, and Charges**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.\**

## **JRA/JRC: Student Records/Release of Information on Students**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.\**

**JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records** (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.\**

**JRA/JRC-E-1– FERPA Notice: The Family Educational Rights and Privacy Act (FERPA)** and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

## **JS: Student Use of Internet and Electronic Communications**

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/ guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.\**

**JS-E:** Acceptable Use Agreement. *See complete exhibit.\**

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**\*District Policies and Procedures are available on the District website at:**  
**<http://boe.pueblocitieschools.us/policies-and-procedures>** or from the school office.

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*All District policies and procedures apply  
regardless of whether they have been specifically pointed out or not.*

# Cell Phone Policy

Dear Parent/Guardian,

Please read the following policy concerning scholar cell phones carefully and sign the attached permission form if you would like you child to carry a cell phone to school. Return the bottom portion of this document to your child's teacher.

Scholars are allowed to carry cell phones to school only if the following conditions are adhered to:

- Cell phones are left in the child's backpack in the "off" position during school hours. Cell phones should not be used on school property before or after school.
- **If a child's cell phone rings during class, it will be confiscated by the child's teacher and the child will be asked to leave it at home.**
- If a child is observed using a cell phone during school or on school property before or after school, the phone will be confiscated and the child's parent will be called to come in and pick it up from the office. **The child will no longer be allowed to carry a cell phone at school.**
- If a child is caught harassing or bullying others through text or video on a cell phone, the child will lose the right to have a cell phone at school and may be subject to school and in some cases, legal consequences.
- South Park will not be liable for lost or stolen phones. If you choose to send a phone to school with your child, you do so at your own risk.

Scholars are always welcome to use the classroom phones or a phone in the office if they must contact you. There is really no need for a child to have a cell phone on during school, and as we are finding out, cell phones can be quite a distraction to the learning environment when the rules are not adhered to. We thank you for your assistance with this important matter.

The South Park Elementary Staff

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I have read and agree to all the rules within the cell phone policy. I understand that if my child chooses not to follow this policy, his/her right to carry a cell phone may be revoked.

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Parent/Guardian Signature

Date

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Scholar Signature

Date

\*Please return the bottom portion of this document to your child's teacher.



# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Barbara Clementi ..... President  
Frank Latino ..... Vice President  
Robert Gonzales ..... Board Member  
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Taylor Voss ..... Board Member

## Non-Voting Members

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

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

### Mission

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



Pueblo 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.

