



**HERITAGE
ELEMENTARY
SCHOOL**

**“WE BELIEVE, WE LEARN,
WE SOAR!”**

**Student Handbook
2018-2019**

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
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September 2018

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October 2018

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November 2018

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December 2018

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January 2019

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26	27	28	29	30	31	

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 EastFriday, May 31
 Centennial.....Friday, May 31

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Graduation:
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 South..... Saturday, June 1
 Classes End.....6
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JULY

February 2019

S	M	T	W	T	F	S
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March 2019

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April 2019

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May 2019

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June 2019

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July 2019

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30	31					

PUPIL CONTACT DAYS

August8	February.....16
September.....15	March.....12
October.....19	April.....18
November.....13	May.....17
December.....12	June.....4
January.....16	July.....0
	Total.....150

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
	Total..... 150

- 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



PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Barbara Clementi President
Frank Latino Vice President
Robert Gonzales Board Member
Dennis Maes Board Member
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.

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– Section 1 –

**General
School Information**

HERITAGE ELEMENTARY SCHOOL

MISSION STATEMENT

We will provide an environment where children feel comfortable to explore, question, and grow.

Welcome!

Welcome to Heritage Elementary School. We have prepared this handbook to give you general information about Heritage. Our staff members are dedicated to giving our children the best educational experiences possible. They are willing to answer any questions you may have about our school program. We would like to extend an invitation to have you visit our school and become an active part of our school community.

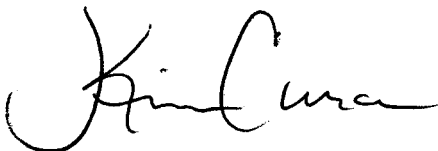
During this school year, our children will experience many new and exciting adventures and learning opportunities! We are proud of our school because of the extra options we provide our students. We have a staff that is committed to continually evaluating and refining our total school program. Staff members devote many extra hours planning and implementing a quality educational program.

Each year we ask our parents, students, and staff to recommit themselves to the educational process. Our goal is to work together to provide each Heritage student with a successful educational experience. Please take time to read this booklet carefully. If you have questions, you are welcome to contact me, your child's teacher or school counselor to discuss any concerns you may have. We will be happy to meet with you to provide more information.

We are proud of our school and want to share that pride with our students and families. Each student has the power to determine his/her successes and failures. We believe every student has the potential to be successful here and ready for the next level of education. As stated in our mission statement, it is our goal to provide an environment where children feel comfortable to explore, question, and grow. With all of us working together, each child will leave Heritage with a precious gift—a **quality education!**

If you have any questions, comments, or concerns about our school please call my direct line – (719) 549-7577.

Have a great year!

A handwritten signature in black ink that reads "Kim Cura". The signature is fluid and cursive, with a large initial "K" and "C".

Kim Cura, Principal

School Hours

Our playground is not supervised until 8:05 a.m. and is supervised for only 10 minutes after school is dismissed. For your child's safety, please be prompt when bringing and picking up your child. Please do not let your child come to school early unless he/she is involved in a specific school activity where a teacher will be providing supervision. The YMCA Prime Time Child Care program will provide before and after school care at Heritage again this year. Please contact them directly for more information. We have several other child care centers that provide before and after school care, also. They are the Boys & Girls Club of Pueblo, Southside Children's Center, Minnequa Medcenter Day Care (PCC), St. Paul's United Methodist Day Care Center, and Washington Children's Center. Each child care center provides to and from school transportation.

Student Attendance Schedule

PRESCHOOL

Morning 8:00 a.m. to 11:00 a.m. Monday-Thursday

Afternoon 12:00 p.m. to 3:00 p.m. Monday-Thursday
No school on Fridays

KINDERGARTEN – Full Day 7:45 a.m. to 3:05 p.m. Monday-Thursday
No school on Fridays

GRADES ONE TO FIVE 7:35 a.m. Playground supervision begins, and students may enter playground.
7:45 a.m. Bell rings for students to line up to enter the building.
3:05 a.m. School dismissal Monday through Thursday
No school on Fridays

Playground supervision is provided from 8:05 a.m. to 8:15 a.m. and for 10 minutes after school is dismissed.

Students are to report to the office if they have not been picked up when playground supervision ends.

Children picked up after 3:30 p.m. in emergency situations will need to be picked up at the office. This allows us to provide appropriate supervision for these students.

School Office Schedule

School Office 7:30 a.m. to 4:00 p.m.
(Principal and Secretary)

Student Safety & Well-Being

Care of School and Personal Property

We try to instill student pride in the appearance of our 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 dealt with according to school policy and referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property. Our students have shown a great amount of respect for our school and have shown responsibility in caring for school items. We appreciate their attitude and responsibility.

Students are not permitted to bring large amounts of money to school other than for fund-raising or other scheduled activities such as book fairs. Students are not allowed to bring expensive items such as radios, electronic equipment, hand-held video games or other valuable items to school.

Cold Weather Policy & Inclement Weather Policy

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On those days students should dress warmly so they are comfortable during brief periods outside. Parents should send notes to school or call the principal for special exceptions due to illness. **Red flags** posted on our four main entrance doors means the weather is too cold or wet, and students may enter the building and go to the locations designated for their grade levels in the gym after 7:35 a.m.

In the event school is canceled for the day or a late start time is scheduled, Pueblo City Schools staff will make inclement weather decisions 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 Pueblo City Schools transportation employees in four different geographical locations. The District will make the decision as to whether schools will be open or closed and will contact the local media (radio and television stations) no later than 6:00 a.m. The District will make the decision as to the cancellation of all after-school, night school and evening meetings, activities, community classes, etc. and notify the local media. If parents keep their children home on other questionable snowstorm days, the District will count the students absent according to state rules and regulations, but not penalize students for classroom work missed.

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, Pueblo City Schools staff will make the decision to delay school by 90 minutes. The District will follow procedures as stated above.

Discipline

One of our goals is to address discipline issues in a proactive manner and to develop interventions that will help students become successful learners and productive citizens. Another goal is to provide a positive learning environment where student safety and well-being are addressed. Please review Pueblo City Schools' "Student Conduct and Discipline Code handbook" that addresses other issues such as drug or alcohol use, gang activity, profanity, sexual harassment, and suspensions in detail.

MORNING Arrival

In the MORNING:

ALL students will enter through their outside classroom doors starting at 7:45 a.m.

ALL outside classroom doors will be closed at 7:50 a.m. and Specialists and Resource personnel will be monitoring the school grounds for late students and escorting them to the office if they are late.

After school:

Designated teachers will be on duty until 3:15 p.m. and ALL doors will remain shut.

RED FLAG MORNING Arrival

During **inclement weather**, we will post **RED FLAG signs** in windows so parents know it is a **RED FLAG day**. Instead of entering through outside classroom doors, *students may enter only through the following doors DURING RED FLAG days:*

Door 2 (Near Preschool on Lucas and Belmont area)

Door 4 (Near back loop by the gym)

Door 5 (Front of the building near staff parking lot)

ALL students will enter through these designated doors starting at 7:35 a.m. Teacher will be in their classrooms welcoming students from 7:45. Any student who arrives after the tardy bell at 7:30 will need to obtain a TARDY slip from the office. Only students who arrive after the TARDY bell at 7:50 will be marked Tardy.

It is **extremely important** that students arrive to school **no earlier than 8:05 a.m. and are picked up no later than 3:15 p.m.**

Please be advised if students arrive on school grounds before 7:35, there will be no adults to watch your child.

Attendance Policy

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Procedure to address unexcused absence and excused absence attendance issues as per school board policy:

Heritage shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies.

1. On a daily basis, when the school has not been notified by a parent/guardian of a student absence at the parent's/guardian's initiative by 11:30 a.m., school personnel or volunteers under the direction of school personnel shall make reasonable efforts to notify the parents personally. Recorded messages are permissible as a last resort. Personal telephone calls to a parent at work and at home is required.
2. On the second unexcused absence in a semester a school administrator, counselor or attendance clerk shall contact the parent(s) concerning the matter of student absences and make an effort to resolve the situation. Letters shall be sent to parents/guardians if the parents cannot be reached by telephone.
3. On the 3rd occurrence of an unexcused absence a telephone call from the school to the parent/guardian shall be made for the purpose of establishing the district's standard attendance intervention plan pursuant to school law 22-33-107(3)(b). The attendance plan is designed to help keep the student actively engaged in school and the telephone call shall also include a discussion concerning possible court involvement and supported by a letter indicating the substance of the concerns.
4. When the unexcused absences for any child strikes 4 unexcused absences in any one month or 10 unexcused absences during a school year the school shall contact the Office of Student Support immediately and shall provide the appropriate supporting documentation, including a truancy report. After 10 excused absences during a school year, the school may recommend that the Office of Student Support send a letter home thereafter requiring a doctor's excuse, or a health plan, or principal approval for additional absences. If none of these are provided, each additional absence will be considered unexcused.
5. Excused absences:
 - A. Illness/Injury
Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.
 - B. Appointments/Serious Circumstances:
Absences shall be excused if a student has an appointment or a circumstance of a serious nature which cannot be resolved before or after school hours on a case-by-case basis. The parent/guardian must obtain pre-authorization for said appointment or serious circumstances from the school principal in order for the absences to be excused.
 - C. School Approval for Extracurricular Educational Experiences:
A student's request to participate in extracurricular educational experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused.

Approval shall be left to the discretion of the school's principal. The principal shall use the following criteria in determining whether a student is permitted to engage in said extracurricular educational experiences

- a. The student is in good academic standing (passing all classes with a grade C);
- b. The student has no unexcused absences and no unexcused tardies;
- c. The student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year
- d. The student who is pursuing a work-study program under the supervision of the school.
- e. The student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

D. School Approval for "Family Business" Days:

A student's parent/guardian may request approval for an excused absence to attend to "Family Business" (i.e. funeral, wedding etc.) 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 four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

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.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

6. Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the above 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 each unexcused absence.

In accordance with the 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.

7. A court petition shall be filed as soon as possible when the criteria of Paragraph 4 are met. A judicial officer will take action, as he/she deems appropriate. The Court Order shall remain in effect until the student reaches the age of 17. All petitions shall be accompanied by a sworn affidavit of a school person knowledgeable of the child's record, which affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.

8. At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the then current unexcused and excused absences and unexcused tardies plus the current grades and classroom behavior. Also presented should be referred to in Paragraph 3 and updated since the last court appearance, as well as an update in tutoring participation.

9. Should a 4th excused or unexcused absence occur in a semester (as differentiated from "one month" per Paragraph 5 for an unexcused absence) the school administrator, by means of an appropriate referral card, shall contact the school representative/community advocate assigned to the school and order a home visit. Said referral shall receive priority in administrative responsibilities. School representative shall make a home visit and will record the outcome as well as share the information with the site. Said visit shall take place within 48 hours of receipt of the referral if possible, but no later than one week. The school shall then monitor the student's attendance and communicate regularly with the parents as well as the child.

10. According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, of compulsory attendance age, attends school.

Early Student Check Out

If a student must leave the school during school hours, s/he must check out through the office and check back in at the office if returning back to school that same day. ***A doctor's/dentist's note should be given to the office upon the student's return.*** No one other than the 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. This is done as a safety measure and is required by district policy. 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 a 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 necessary changes in person. ***With the exception of early checkout for a doctor's appointment, parents are asked to meet their children at the child's exterior doors at 3:05 p.m. This simple request honors both the teacher's instruction and students' learning and provides increased time on academic tasks.***

Emergencies & Emergency Information

In case of serious injury or illness of any child at school, the parent is called first. If the parent cannot be reached at the numbers listed on the enrollment card, another 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 or the injury appears severe, the child will be taken to a hospital emergency room. ***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 as soon as possible.

Skateboards, Scooters, & Rollerblades, etc.

Students are not to ride skateboards, scooters, rollerblades (in-line skates), or shoes with wheels on school property due to safety concerns. We ask that they not bring them to school since the items become a safety and storage problem.

Traffic Safety

Since so many of our students are transported to school by car, traffic can be a problem in the streets around the school. ***Please drive slowly and cautiously. The safety of our children is a major concern. We need your cooperation*** to help your child learn good safety habits. Please discuss safety measures with your child on a regular basis. Remind them of the following safety rules.

- Cross streets at corners or designated crosswalks.
- Cross streets only when traffic is clear.
- If riding a bicycle, do not ride it on the playground. Get off and walk the bicycle once on school property.

Student Drop-off Information!

Please help us keep our kids safe by following these guidelines. It is important that we keep the traffic moving to insure a timely, well organized system for dropping off and picking-up your child.

- The left lane is for driving only. DO NOT let your child exit or enter your vehicle from the left lane.
- The right lane against the curb is for stopping to let your child exit or enter your vehicle. Please do not park against the curb and leave your vehicle. There is parking available on Belmont if you must enter the school with your child.
- Please pull as far forward as possible in the drop-off zone before letting your child exit your vehicle.
- Please do not re-enter Belmont from the drop-off (right) lane.
- Yield to pedestrians on the Belmont sidewalk and the crosswalk within the drop-off.
- 3rd, 4th, and 5th, grade students will remain on the sidewalk area outside their respective rooms. 1st and 2nd grade students will walk around the North end of the building to their respective rooms. Kindergarten drop-off will remain on Brown at the yellow curb immediately outside the Kindergarten room.

Thank you for your support

General Student Information

Cell Phones

Heritage students will always have the opportunity to use school telephones to phone their parents if a situation arises. Likewise, if a parent needs to speak to their child or have a message delivered to their child in an emergency situation, the accommodation will gladly be made. Therefore, **cell phones are not allowed to be used anytime during school hours**. If a parent wishes their child to carry a cell phone, it must be **turned off** and in the child's pocket (this way the phone is safe) during the entire school day. Students will only be permitted to use their phone after school outside of the building. Students not following this policy will have their cell phones confiscated. Phones will be turned over to the principal and will only be returned to a parent with proof of ownership.

Bicycles at School

A rack is available for students who ride bikes to school. Students should ride bikes to school only if they are able to lock their bicycles securely in the racks. Bicycles are to be walked and not ridden on the playground. This rule to ensure student safety and to make sure the school meets safety standards set by Pueblo City Schools' safety department.

Field Trips

Heritage students are given opportunities to go on a variety of interesting field trips throughout the school year thanks to the hard work and support of our P.T.S.O. Some of the funds they raise during the school year are designated to pay for the majority of our field trips. Field trips are designed to provide learning experiences for students outside the school setting. Our 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. Please contact your child's teacher if you would like to volunteer to supervise students during field trips. Parents are invited to accompany the students on most field trips to promote safety and to enrich the learning experience. **For liability reasons, parents may not bring other children along on the trips**. The teacher will ask for and/or accept volunteers of legal age and guardianship to attend field trips.

Just a reminder — only parents and/or legal guardians are able to sign field trip permission forms. Students will not be able to go on field trips without a properly signed form.

Homework

At Heritage Elementary School, we expect students to take schoolwork home (on an individual basis) if they are unable to complete the work during the school day. Generally, students have time to complete assignments at school, but some students may need extra time to complete their assignments at home. Other homework will be assigned as needed to ensure mastery of skills and content. Parents are asked to let their children assume the responsibility for taking home necessary work and support their children's efforts to become responsible learners.

Lost and Found

Lost and found items are put in a box by the front school doors. Watches or smaller items will be held at the office. Students, who have lost clothing or other items, also need to check in the gym, music room, and science room. **All outerwear items, backpacks, etc. should be clearly marked with your child's name**. At the end of the school year, unclaimed items are donated to one of Pueblo's many community organizations that serve the needy.

Newsletters

The office will be sending monthly newsletters so parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar listing school activities for that month.

Outdoor Recess

All students will be given opportunities to play outside during the noon hour and scheduled recesses except when we have severe weather, and all students must remain inside. If a child is ill and not in condition to go outside for fresh air, please make prior arrangements with the office or your child's teacher.

School Counselor

Our school counselor is available to meet with student and parents concerning any counseling issues and support in other areas as needed. Please explore this option if your child is having any other school related issues or to get information on formal counseling with any other agencies in Pueblo. Feel free to contact the school principal, your child's teacher or school counselor with any concerns about academic progress or social issues that your child may be having. We request parents to not contact other children directly in an attempt to solve social problems for their child. The other child and the child's parent(s) could interpret this as threatening behavior. Again, please rely on school personnel to help with any problems.

School Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Unacceptable items

Students are expected to abide by the following general guidelines

1. Shirts must be long enough to naturally touch the top of the lower garment and/or be tucked in.
2. Shirts must cover the shoulders.
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.
4. Shorts and skirts must be appropriate length—no more than 4 inches above the knee.
5. Shoes must be worn at all times.

The following items of clothing are specifically prohibited:

1. Spaghetti straps, tank tops and halter tops
2. Transparent/mesh clothing
3. Make-up that makes a student unidentifiable
4. Exposed undergarments
5. Pajamas and house slippers
6. Shirts with revealing necklines or armholes
7. Shirts hanging longer than fingertips when arms fully extended or pants sagging below the waist
8. Hats, caps or sunglasses worn indoors
9. Gloves worn indoors
10. Hair nets, bandanas, and do-rags
11. Caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a school sporting event)
12. Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
13. Clothing or accessories with sexually suggestive language or messages
14. Clothing or accessories that promote any activity prohibited by the student code of conduct and/or law
15. Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains
16. Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings and jewelry
17. Trench coats and other like jackets capable of easily concealing weapons

School Visitors

We encourage parents to visit our school. Classroom visitations provide you with opportunities to observe instruction and view how your child relates with his/her peers. We find students often take an increased interest in their schoolwork when their parents learn more about the school program. Please make arrangements with your child's teacher for appropriate times to visit. We also ask that ***all visitors sign in at the school office before going to a classroom and sign out when leaving the school.*** This policy also allows us a better opportunity to monitor who is in our building for safety purposes. Thank you for complying with our request.

Student Custody Changes or Legal Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody or legal name changes. Copies of legal papers attesting to the information must be presented to the school. Student records are kept under their legal names and cannot be changed until legal documents are presented to the school as determined by state and District policy. In cases of custody issues, release of a child to his or her natural parents cannot be denied unless one of the following documents is on file at the school office:

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

We appreciate our parents' support in these sensitive issues. Our goal is to provide your children with a comfortable, safe environment at all times.

Student Enrollment Card

During the first week of school, teachers send home student enrollment cards for parents to complete. Having this information returned promptly is very important. The card is kept in the office in case parents need to be contacted. Please make sure all information is complete, accurate, and up-to-date. It is important to ***notify the school immediately if you have a change of address or telephone number at any time during the school year.***

The school cannot release students to any individual(s) not listed on the enrollment card.

Awards Assemblies

Awards assemblies will be held near the end of each semester. Awards will be given for the following accomplishments:

K – 5th Grade Students

- **Perfect Attendance** – “Perfect is Perfect” - On the Report Card, the “Days Absent” will be “0” (zero) AND THE “PERIODS TARDY” WILL BE “0” (ZERO).
- **Excellence Attendance** – Less than 2.0 days absent AND 2 OR LESS TARDIES - On the Report Card, the “Days Absent” will be less than “2.0” AND THE “PERIODS TARDY” WILL BE 2 OR LESS
- Remember that Infinite Campus calculates each minute a student is late, leaves early or is gone during the day and returns. All of these scenarios are included in the Attendance Award Calculations
- **Specialty Award** – Students who demonstrates above and beyond character during PE, Music and ART.
- **Citizenship Award** – Students who demonstrates good character

3rd – 5th Grade Students:

- **Bronze Academic Award** – 3.4 Grade Point Average -3.59 Grade Point Average
- **Silver Academic Award** – 3.6 Grade Point Average -3.79 Grade Point Average
- **Gold Academic Award** – 3.8 Grade Point Average and Above

Parent Portal

Using Parent Portal as a Resource for Parents

All parents have Parent Portal access for their students. This tool will provide you with immediate, up-to-date information about your child at school. Through the Parent Portal you will be able to do the following:

See your child's attendance (immediately after it has been entered by the teacher)

- Verify your contact information
- Verify your child's immunization record
- View and print your child's schedule

Here is how you can connect to the Parent Portal

1. From the Pueblo City School's website (www.pueblocitieschools.us), choose the Parents drop down menu, and then **Technology**, and then the **Infinite Campus—Parent Portal link**. (<https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp>). Parents can select the **Help** page under the Technology Link on the webpage for a training tutorial and FAQ section.
2. Click on the option for a First Time Campus User.
3. Enter your Campus Portal Activation Key which you can obtain from the school attendance secretary.
4. You will then be prompted to create a username and password for accessing the portal.
5. You will find that the Infinite Campus Parent Portal will be a valuable tool.

Student Safety – Emergency – Crisis Management Procedures

Emergency Drill Procedure

To maintain readiness for emergencies, schools must conduct safety drills. If you arrive at the school and find a Safety Drill is taking place; please cooperate with the drill as if it were an actual emergency. This will give our school staff practice in implementing our emergency plans with parents and visitors.

Lockdown Procedures

In the event of a Lockdown, **NO ONE WILL BE PERMITTED TO ENTER OR EXIT THE BUILDING.** A large sign will be placed on the window near the front entrance stating:

“THIS SCHOOL IS UNDER LOCKDOWN. NO PERSON MAY ENTER OR LEAVE. PLEASE MOVE AWAY FROM THE SCHOOL BUILDING. PLEASE CONTACT _____ FOR FURTHER INFORMATION.”

In the event of a lockdown occurring at school dismissal time, the School Messenger System will be used to communicate with families. Be sure to keep your emergency telephone number updated with the school office at all times. Please avoid calling the school office phone numbers during a lockdown; it is important that the phone lines and school staff are kept available to maintain student safety.

Fire Drill Procedures

Fire drills are held at least every other month as 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. Parents and other school visitors are asked to follow evacuation procedures also. Other emergency drills for events such as tornado drills are held on a yearly basis.

Tornado Warning Procedures

In the event of a Tornado Warning, students will not be allowed to leave the building. Any parents or visitors arriving at the school will be immediately brought into the school and escorted to a Tornado Shelter Area. Once the Tornado Warning is lifted, the school will return to normal operations.

Food Services Program

Breakfasts and lunches will be provided for all students this year. 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 in advance to arrange with the cafeteria to order an adult lunch.

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.

Heritage 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.

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

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

Families are encouraged to submit an application

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

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

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

Student Health Information

Immunizations

State law requires that all students must have a complete immunization record on file in the school office. If the immunizations are not complete, the student can and will be excluded from school. By state law, students can be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger their child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs. In the case of an outbreak of one or more of the diseases, for which immunization provides protection, children who are not immunized will be excluded from school. Please help us keep our records current by bringing in records of all booster shots.

Please see the letter and chart on pages 15 and 16 for requirements.

Medication Policy (District School Board Policy)

Parents are encouraged to give medication outside of school hours whenever possible. The responsibility for dispensing medication lies with the parent or guardian of the student. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent or guardian cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with regulations established by the District.

There is a district form that must be filled out and notarized giving the child permission to have and take medication at school. **All medication must be left in an original, labeled container at the school office.** This includes all over-the-counter drugs as well as doctor prescribed medications.

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 office.

Student Health Problems

A parent/guardian 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 health needs of the student. This is particularly important in the case of chronic asthma or diabetes. Parents or other adult supervisors may be asked to attend field trips with students with special health concerns. Our children's safety is of utmost importance.

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 - 12th Grade School Required Immunizations - 2018-19 School Year

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

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap))
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - varicella (chickenpox)

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

- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students must receive one dose of Tdap vaccine for 6th grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the state health department's non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption form at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website in Spring 2018.
- You may want to talk to a health care provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

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

December 2017

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

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

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

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age) Vaccines administered ≤ 4 days before the minimum age are valid
Influenza (Flu)	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
Meningococcal Meningitis <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
Human Papillomavirus (9vHPV)	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
Hepatitis A (Hep A)	2	All children 1 year of age and older

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

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student go to www.colorado.gov/vaccinexemption.

Last Reviewed January 2018



Non-Discrimination Complaint Procedures

(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:**
1. Within five days of the students 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.
 2. 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 students knowledge of the alleged discrimination.

Level 2: Within ten days of the receipt of written grievance by the compliance officer, the superintendent/ vice president or designee will arrange for and hold a hearing with the interested parties. Following the hearing, the superintendent/vice president or 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 policies and nondiscrimination has any recourse applicable under state or federal law in addition to the procedures.

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. 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) 549-7154.

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

Title I: Parent Right to Know Letter

To: All Parents
From: Heritage Elementary
Date: August 22, 2017
Re: Parent Right to Know Letter

As a parent of a student at Heritage Elementary, 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 student'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 student's classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student'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 Para educators provide services to your child and, if they do, their qualifications.

Please contact principal, Kim Cura at kim.cura@pueblocitieschools.us if you would like to receive any of this information.

Positive Student Behavior Support – PBIS Program

Heritage elementary has adopted a new Positive Student Behavior Support System. This is a process for individualized and sustained decision making, planning, and problem solving systems approach. The goal is to enhance the capacity of our school to educate all students especially students with challenging social behaviors. By establishing clearly defined expectations that directly relate to academic and social behavior. It is a system approach that supports staff efforts and practices that support student success in school. The PBIS committee worked throughout the previous year to identify and define our expectations for students around a set of characteristics. The motto of **SOAR** was adopted. This acronym stands for Safe, Organized, Accountable, and Respectful. All students will participate in back to school activities regarding the PBIS expectations.

Behavior Expectations: SOAR (Safe, Organized, Accountable, Respectful)

Classroom Expectations:

- Keep your classroom clean and tidy.
- Be caring toward others – adults and children
- Keep your hands and feet to yourself.
- Listen and follow directions.
- Always do your Heritage Eagle Best.

Assembly Expectations:

- Enter/leave the gym, cafeteria, or media center quietly.
- Voice level silent.
- Keep your hands and feet to yourself.
- Listen at all times.
- Respect speakers, performers, and others enjoying the assembly.

Cafeteria Expectations:

- Enter/leave the cafeteria in a quiet, orderly manner.
- Voice level low.
- Raise your hand when you need something and do not leave your seat without permission.
- Keep hands, feet and food to yourself.
- Eat only in the cafeteria or designated area, and clean up after yourself.

Bus Expectations:

- Be on time and stand in line patiently.
- Stay in line and wait quietly when entering/leaving the bus.
- Voice level low.
- Remain seated at all times.
- Keep your hands and feet to yourself.
- Respect the bus driver.

Field Trip Expectations:

- Voice level silent/low/medium (teacher discretion)
- Respect learning outside of the school environment.
- Stay with your teacher, supervising adult, and class at all times.
- Represent your school in an appropriate manner.
- Treat everyone with respect, including presenters and guides.
- Follow all rules and instructions set forth by your teacher.

Media Center Expectations:

- Voice level silent/whisper.
- Walk quietly in the media center.
- When needing adult assistance, stand patiently in line and wait respectfully to be acknowledged.
- Speak quietly with teachers and classmates.
- Take care of business promptly and use your time effectively.
- Treat all library books and materials with respect.
- Keep your hands and feet to yourself.
- Use the rulers to mark your place only.
- Help keep the media center clean and orderly.

Playground Expectations:

- Voice level medium.
- Students are to participate in games and activities learned and reviewed only in Physical Education class.
- Students are to be safe, play fair, and keep hands and feet to themselves before, during, and after school.
- Be respectful and responsible with playground equipment.
- Line up when the bell rings, put equipment away properly, and leave the playground in a timely manner after school.

Computer Lab Expectations:

- Voice level silent/whisper.
- Speak quietly with teachers and classmates.
- Log in quickly and begin working on your program.
- Treat all equipment and materials with respect.
- Keep your hands and feet to yourself and away from the foot panels.
- Keep headphones in place on the computer.
- When needing adult assistance, wait respectfully to be acknowledged.
- Help keep the computer lab clean and orderly.

Hallway Expectations:

- Walk quietly on the right side of the hall.
- Keep your hands and feet to yourself.
- Respect materials on the wall.
- Be careful when turning corners.
- Return to your classroom in a prompt manner.

Office Expectations:

- Wait in line patiently for assistance.
- Treat office staff with respect.
- Do not enter the office without permission.
- Wait quietly in the lobby area before and after school.
- Return to your classroom promptly.

Restroom Expectations:

- Voice level low.
- Keep restroom clean.
- Respect others that are using the restroom.
- One boy and one girl from each class are allowed to use the restroom at one time unless it is an emergency situation.
- Return to the classroom promptly.

School Rules

Heritage students have three school rules to follow. The three rules represent a contract between the child and the school. These rules are:

- 1. Do nothing that could be considered dangerous to yourself, to others, or damaging to property.**
- 2. Be under an adult's supervision at all times except when going from one supervised place to another.**
- 3. Leave immediately and in silence when given a point out or stop sign.**

****All discipline procedures described in this handbook are subject to, and may be superseded by, the current discipline policy (Student Conduct and Discipline Code) adopted by the Board of Education of Pueblo City Schools and requirements set by the State of Colorado. Copies of the Pueblo City Schools Student Conduct and Discipline Code and Heritage Code of Conduct are provided to parents. Please refer to Pueblo City Schools' Student Conduct and Discipline Code for specific information concerning due process and other information concerning student behavior. This includes items such as profanity, gang activities, weapons, and the use of drug, tobacco, and/or alcohol. More specific information is given on student suspensions and expulsions for specific behavior. Copies of both Pueblo City Schools and Heritage Elementary School discipline policies are available at the Heritage school office and media center at all times. Our goal is to identify potential dropouts, develop student retention strategies, help students build better decision-making skills, and help students be successful learners.**

Heritage PBIS Reward System

Students may get rewards from the weekly prize chest in the following ways:

1. SOAR cards: Teacher may give a student a SOAR card if they see them being:
 - a. Safe: Student does something to keep themselves or another student safe within the context of the classroom, playground, or any other area. Examples: interceding on another student's behalf, reporting bullying behaviors, reporting unsafe school conditions, pointing out areas of safety that need fixing, such as water on the floor, etc.
 - b. Organized: Student shows organizational skills that are above the normal expectations (i.e. cubby or desk area is especially clean, student picks up trash or cleans an area of the school without being prompted to do so, etc.)
 - c. Accountable: Student takes responsibility for himself and his/her actions. Student completes homework for the entire week, reading log is completed each month, student clips up on the behavior chart, or student returns forms that are required by the school.
 - d. Respectful: Student treats others the way they would like to be treated (student asks another student to play or eat lunch; student helps another student do something; student clips up on the behavior chart for being good to others, etc.)
2. The use of a "You Made Me SOAR" card:
 - a. Student will request a "You made me SOAR" card from their teacher.
 - b. Teacher will ask what event precipitated the asking for the card and determine whether the vent deserves to be recognized (not just friends giving friends a card).
 - c. Card is filled out by the teacher or the student, depending on teacher discretion (primary grades should probably be written out by teacher, intermediate would be by the students). Make sure and include the recognized student's first and last name on the form.
 - d. Card is put into Counselor's box in the front office to be read on Eagle News and added to the weekly raffle drawing.
3. Students new to Heritage Elementary:
 - a. Teacher will fill out a new student at Heritage card and put that form in the counselor's box to be read on Eagle News and added to the weekly raffle drawing.

On Friday, an all-call is given over the school speaker system to have all class SOAR cards brought down to the front office. These are then put into the raffle cage and five students are picked out of the bin (3-SOAR cards, 1-You Made Me SOAR card, and 1-New Eagle at Heritage card).

PBIS Rotations

1. PBIS Rotations will be taught during the Specials Rotation in following ways: upon the immediate return to school at the beginning of the school year, after Christmas break, and after Spring break, all students will review SOAR expectations in their assigned specials classes until the RED, WHITE, and BLUE rotation schedule has been completed. The areas to be reviewed and the specialist assigned to that area is as follows:
 - a. Playground, cafeteria, assembly expectations – Gym teacher
 - b. Hallway, bathroom, and classroom expectations – Music teacher
 - c. Library and technology lab – Art teacher with help from Media Specialist

Each of the specialists will review the area they are responsible for on both the matrix posters as well as taking the classes to those areas to practice (if possible). Computer lab may be booked, but can be reviewed by pointing out what is going on in the class if a class is present in the lab.

2. Teachers are also expected to review their classroom rules and procedures with their students following any extended break or as needed if there is an area with which they see their class struggling.
3. In addition to the rotations, there will be school-wide PBIS assemblies at the beginning of the school year, as well as after Christmas break, and Spring break. During these assemblies, expectations are also reviewed and student presentations will be made as applicable.
4. Throughout the school year, areas of concern can be reviewed periodically on Eagle News to ensure that students fully understand expectations. Additionally, any teacher should review areas of concern they may see with their class as necessary.

Heritage Elementary Bullying Prevention Policy

Heritage Elementary School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bully behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Additionally, our school believes in a safe and positive school environment for all students, parents and staff. Our building identifies “Bullying” as follows:

Bullying is defined as a behavior or action that interferes with the safe and civil educational environment. Such a behavior or action can occur on or off school grounds and negatively impacts students’, parents’, and/or staffs’ school performance and wellbeing. Bullying is an unwanted action that creates an imbalance of power can be the result of differences in age, ability, strength, access to resources, social status, peer support/relationships, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying is an action that can leave an individual feeling sad and lonely. Such actions can be:

- 1) Physical in nature
- 2) Emotionally harmful
- 3) Socially embarrassing or isolating
- 4) Verbally aggressive or threatening
- 5) Technologically based (including social media)
- 6) Written or expressed in a visual format

Bullying can be a single event/action or be repeated over time. Bullying is unfair and one-sided. Adults and children are equally capable of exhibiting bullying behaviors. Bullying is prohibited at our school and any of our hosted events. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation by the school staff, parent notification of both the offender and victim within 24 hour, and discipline for the offender under related School Board policies and procedures. Our school’s comprehensive program to address bullying incorporates provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

Our principal 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 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 to the Safe2Tell.org website or at 1-877-542-SAFE.

Our school will also administer surveys students' impression of the severity of bullying in our school on a yearly basis for grades 3-5. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys are not required and students must voluntarily "opt-in" to participate in the survey. An opt-in/opt-out form will be included in any new student registration packet if that child is in 3rd-5th grades. Also, all 3rd grade students will be asked to fill out the form as part of their beginning of the year information packet.

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

<https://safe2tell.org/>

www.thebullyproject.com/parents

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

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 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 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 a part of their educational experience by sitting down as a family and visiting about the day.

Parent/Student/Teacher Conferences & Student Assessment

Parent/Student/Teacher conferences are scheduled at the end of the first nine-week period and again at end of the third nine-week period. Classroom teachers will schedule appointment times and dates. Report cards are also issued at the end of each nine-week grading period. If there is a need, parents or teachers may request a special conference at any time. Since the student is the most important person at the conference, we request that no conference take place without the child being present. Student learning progress is reported to students and parents using a variety of methods such as skill mastery charts, computer printouts, and student portfolios. All students are tested in September and May on reading, math, and writing skills. Other assessments take place at regular intervals throughout the year. Academic content standards play an important role in the assessment of student achievement.

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.

The Role of Parents/Guardians as Volunteers

Parents, grandparents, other relatives and friends of our school are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support they provide our school. Many of our volunteers choose to continue volunteering at Heritage even after their children, grandchildren, or nieces and nephews have gone on to middle school.

PTSO (Parent/Teacher/Student Organization)

We have a very active parent group that helps our school in many different ways. The organization sponsors many school activities such as Book Fairs and fund-raising events to support our many educational activities. The Parent/Teacher/Student Organization meets on a monthly basis to plan how to best support our educational program and address student needs. **All parents are encouraged to attend these meetings.** This organization is so busy helping our school, they can always use extra hands. The best part of becoming a member of this organization is that membership is free!!! What a great way to meet other Heritage parents and develop new friendships!

Site Council/Accountability Committee

The Heritage Site Council/Accountability Committee (Site Based Shared Decision-Making Committee) meets quarterly to plan and assess the school's progress in addressing goals stated in our Strategic Plan. The council is involved in the development of our annual school budget and other pertinent issues. The members also participate in planning and implementing school programs. This committee is composed of four parents, one non-parent or community member, the principal, one classified employee, and four teacher representatives. Members interview and aid in the selection of new staff members. Members of our Site Council/Accountability Committee are representatives of the various interest groups involved with our school. Any parent interested in serving on this committee can apply for membership at the school office during the first week of school. Positions are filled as vacancies occur. Members are asked to serve for a term of one to two years.

Volunteer Program

Parents have been extremely active in our school program. Mothers, fathers, grandparents and friends assist classroom teachers by tutoring individual students, running the copy machine, organizing materials, supervising students during field trips, decorating bulletin boards, and helping in innumerable other ways. Some parents and other community members also spend time helping in the media center and computer lab. There's always room (and jobs) for volunteers at Heritage.

Effective January 7, 2008 **ALL** volunteers in classrooms must have a "Volunteer Application" application (IJOC-E2) turned in for background checks by Pueblo City Schools Office of Human Resources. Please note that this includes individuals working "in the library, classroom, athletics, music, school play, pre-kindergarten programs or **assisting on field trips and similar activities...on an occasional or regular basis...**" Volunteers may pick up a volunteer application in the school office. Background checks are good for one calendar year.

Title I

Heritage is a School-wide Title I school. This is determined by the Federal Government based on the percentage of students who qualify for free or reduced lunch. As a Title I school, we receive additional resources to aid us in achieving one of our primary goals, in which all children read at or above their grade level expectancy. Important components of the Title I program include analysis of student learning, goal setting, and parent involvement activities. Parent involvement in the school has been shown to significantly improve student learning. We encourage all parents to be involved through volunteering, attending school functions, attending parent/teacher conferences, communicating with the teacher through the student planner and helping with homework. More information on Title I and parent involvement activities will be provided during the school year through the Open House and monthly newsletters.

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.**

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

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

Detach and return to your child's teacher.

Teacher _____ Grade _____

We have read and understand the Heritage Elementary Parent/Student Handbook for the 2018-2019 School Year.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

