

Bradford Elementary

107 LaCrosse • Pueblo, Colorado 81001

Phone: 549-7515



FAMILY HANDBOOK



2024-2025

Striving for Academic Excellence

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Susan L. Pannunzio.....President
Dr. Kathy DeNiro.....Vice President
Brian Cisneros Board Member
Judge Dennis Maes..... Board Member
William Thiebaut, Jr..... Board Member

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Lana Niehans.....Treasurer
Geri PatroneSecretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Dr. Barbara R. Kimzey

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 School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

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

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PUEBLO SCHOOL DISTRICT 60 2024-25 Instructional Calendar

August 2024						
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 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

New Teacher Orientation5, 6
 Innovation Professional Development.....8, 9
 Teachers Begin.....12
 Principal Led Professional Development/
 Building Meetings12
 District/Bldg. Professional Dev. Day.....14, 15
 Teacher Work Days13, 16
 Assessment/Transition Day K-1219
 Classes Begin.....20
 No School2, 9, 16, 23, 30

SEPTEMBER

No School6, 13, 20, 27
 Labor Day2
 District/Bldg. Professional Development.....13

OCTOBER

No School4, 11, 18, 25
 1st Grade Period Ends17
 Teacher Work Day18
 Parent/Teacher
 Conference Window.....21, 22, 23, 24, 25

NOVEMBER

No School1, 8, 15, 22
 Innovation Professional Development.....1
(1/2 Day = 3 hours 15 minutes)
 District/Bldg. Professional Development.....15
 Thanksgiving Break.....25, 26, 27, 28, 29

DECEMBER

No School6, 13, 20
 2nd Grade Period/1st Semester Ends20
 Teacher Work Day20
 Winter Break23, 24, 25, 26, 27, 30, 31

JANUARY

No School10, 17, 24, 31
 Winter Break1, 2, 3
 District/Bldg. Professional Development.....17
 Innovation Professional Development.....31
(1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School7, 14, 21, 28
 District/Bldg. Professional Development.....21

MARCH

No School7, 14, 21
 3rd Grade Period Ends.....20
 Teacher Work Day21
 Spring Break24, 25, 26, 27, 28

APRIL

No School4, 11, 18, 25
 District/Bldg. Professional Development.....11
(The hours from this day will be utilized for Fall Parent Teacher conferences.)

MAY

No School2, 9, 16, 23, 30
 Teacher Work Day9
(The hours from this day will be utilized for Spring Parent Teacher conferences.)
 Graduation:
 Paragon.....6 p.m. / Thursday, May 22
 Central.....3 p.m. / Friday, May 23
 South.....7 p.m. / Friday, May 23
 East8 a.m. / Saturday, May 24
 Centennial.....12 p.m. / Saturday, May 24
 Memorial Day26

JUNE

Classes End.....5
 Teachers' Last Day6
 Possible Make-up Days.....9, 10
(for inclement weather coverage)

JULY

February 2025

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

March 2025

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

April 2025

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

May 2025

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

June 2025

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

July 2025

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

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

DAYS PER SEMESTER

1st Grade Period.....35	3rd Grade Period 44
2nd Grade Period32	4th Grade Period 39
1st Semester67	2nd Semester..... 83
	Total.....150

KEY

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- ⬡ District Led Professional Development
- ⬢ Professional Development
- ⬣ Innovation Professional Development
- Parent/Teacher Conference Window
- * Grade Period End
- ⌋ Semester Ends
- ⬠ Assessment/Transition Day K-12
- ⋯ Graduation
- ⬡ Principal Led Professional Development/Building Meetings
- ⊗ Possible Make-up Day
(for inclement weather coverage)



PUEBLO SCHOOL DISTRICT 60 2024-25 Preschool Calendar

August 2024

S	M	T	W	T	F	S
						3
4						10
11						17
18		21	22			24
25	27	28	29			31

September 2024

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

October 2024

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

November 2024

S	M	T	W	T	F	S
						2
3	4	5	6	7		9
10	11	12	13	14		16
17	18	19	20	21		23
24						30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5		7
8	9	10	11	12		14
15	16	17	18	19		21
22						28
29						

January 2025

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

AUGUST

No School23, 30
 Parent/Teacher Orientation Days21, 22
 Classes Begin26
 Preschool Transition Days27, 28, 39

SEPTEMBER

No School6, 13, 20, 27
 Labor Day2
 Preschool Transition Days3, 4, 5, 9, 10, 11, 12

OCTOBER

No School4, 11, 18, 25
 Parent/Teacher Conference Window21, 22, 23, 24, 28, 29, 30, 31

NOVEMBER

No School1, 8, 15, 22, 29
 Parent/Teacher Conference Window4, 5, 6, 7
 Thanksgiving Break25, 26, 27, 28

DECEMBER

No School1, 8, 15, 22, 29
 Winter Break23, 24, 25, 26, 30, 31

JANUARY

No School3, 10, 17, 24, 31
 Winter Break1, 2

FEBRUARY

No School7, 14, 21, 28

MARCH

No School7, 14, 21, 28
 Spring Break24, 25, 26, 27

APRIL

No School4, 11, 18, 25
 Parent/Teacher Conference Window1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17

MAY

No School2, 9, 16, 23
 Memorial Day26
 Classes End29

JUNE

JULY

February 2025

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

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6		8
9	10	11	12	13		15
16	17	18	19	20		22
23						29
30	31					

April 2025

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

May 2025

S	M	T	W	T	F	S
					1	3
4	5	6	7	8		10
11	12	13	14	15		17
18	19	20	21	22		24
25	27	28				31

June 2025

S	M	T	W	T	F	S
1						7
8						14
15						21
22						28
29						

July 2025

S	M	T	W	T	F	S
						5
6						12
13						19
20						26
27						

PUPIL CONTACT DAYS

August7	February17
September15	March12
October18	April18
November14	May14
December11	June0
January15	July0
Total141	

KEY

- All Students Begin and End
- No School
- ☆ Parent/Teacher Orientation Days
- Parent/Teacher Conference Window

- Preschool Transition Days
 - Preschool Part Day programs will not hold classes on Thursday: August 29, September 5, and September 12.
 - Preschool Full Day Programs will hold classes for only 3 ½ hours during the transition period.



Mission Statement

Every student at Bradford Elementary is capable of achieving success.

Vision Statement

Our community will nurture, educate, and empower every student!

School Culture Philosophy

We believe that ALL of our scholars are capable of achieving excellence. We rest this principle on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Our core value is respect. Respect will be the foundation of all teaching and learning to influence student conduct and achievement.

Dear Bradford Families and Community,

It is my pleasure to welcome you to the 2024-2025 school year as the principal of Bradford Elementary School!

Our dedicated staff and I will strive diligently to provide a positive and high-quality learning experience for every Bradford student. We will continue our school's mission to prepare every student with the knowledge, skills, and character traits necessary to be successful in our Pueblo community and beyond. We will fulfill our school vision by creating a culture of learning that promotes confident leaders who nurture, educate, and empower others.

Please use this handbook as a reference for our school policies, procedures, and expectations. You may call us at (719) 549-7515 if you have any additional questions.

I am proud and honored to be the leader of our Bradford community. I look forward to working with our families, staff members, and community members to prepare our scholars to lead healthy and successful lives when they leave our school.

Sincerely,

Michelle M. Padilla, Principal

A Message from the Counselor

Occasionally throughout the school year, children come home feeling sad or lonely with the friendships they have made. The following ideas are meant to help you when your child is feeling poorly about their school friends.

Many children have trouble making friends or getting along with others at some point during their school years. Sometimes these problems go away by themselves over time. However, being ignored or teased by classmates can be painful for children. When problems with friends are long-lasting, children may need help from parents and teachers to find ways to improve their situation.

Sometimes children will talk to their parents if they are feeling lonely or if they are not getting along with others at school. But often parents have to seek out information to find out how friendships are going for children.

First, classroom teachers are often the best place to start for information. Teachers see children interacting with others in the classroom, at lunch, and at recess. Teachers also have a good sense of what is “normal” for children at different ages in terms of friendships and social behavior. Teachers can often provide information about how your child behaves toward others and also about how other children treat your child at school. Teachers often can provide an informed opinion about how typical or unusual your child’s behavior and friendship problems are compared to other children of the same age. Teachers may not provide this information spontaneously, but will often share their opinions about a child’s behavior and friendships if parents ask them directly. Other adults who see your child in a group setting (such as a music teacher, gym teacher, or even a day care provider) may also be able to answer questions about the social behaviors they have seen.

Second, parents can look for a chance to watch how their child behaves when he/she is with other children. Some schools will let parents visit for a day to see how their child is behaving and being treated at school. Parents can also pay attention to the behaviors they see when their child is with a playmate or at a group activity. Are there behaviors that might annoy other children? Are there behaviors that would be pleasing to other children? How do other children respond to your child?

Third, parents can encourage their child to talk about how things are going with other children. For example, parents can ask their child about who he/she likes to play with and what they like to do together. Parents can ask whether the child feels comfortable with the friends he/she has at school or whether he/she feels lonely sometimes. Showing interest and asking questions about how things are going with other children at school can help parents learn about possible problem areas.

Children can have problems making friends and getting along with others for several reasons. Some of the more common reasons are listed below. Different types of friendship problems are also described.

One of the most common reasons for friendship problems is behavior that annoys other children. Children, like adults, do not like behavior that is bossy, self-centered, or disruptive. It is simply not fun to play with someone who doesn’t share or doesn’t follow the rules. Sometimes children who have learning problems or attention problems can have trouble making friends because they find it hard to understand and follow the rules of games. Children who get angry easily and lose their temper when things don’t go their way can also have a hard time getting along with others.

Children can also have friendship problems because they are very shy and feel uncomfortable and unsure of themselves around others. Sometimes children are ignored or teased by classmates because there is something “different” about them that sets them apart from the other children.

There is an important difference between not being “popular” and having friendship problems. Some children are outgoing and have many friends. Other children are quite content with just a good friend or two. Either one of these friendship patterns is fine. Friendship problems are something to be concerned about when:

1. The teacher reports that your child is getting into trouble with other children or treating them poorly,
2. your child seems to be actively disliked by other children, and/or
3. when other children are teasing your child and making him/her feel lonely and upset.

Parents should also think about how long the problem has lasted. It is not unusual for children to worry about friends when they have moved into a new class or new school. Sometimes children will show problems with friends when they are upset about another change in their lives, such as parental separation or divorce or the birth of a sibling. When friendship problems emerge during a “transition” time for the child, they may signal that the child needs extra support from the parent and teacher at that time. When friendship problems have been stable and have existed for a long time, however, children may need direct help to develop friendships.

One helping strategy involves social skill training. In this strategy, the counselor helps children learn the skills needed to make and keep friends. These skills might include sharing, cooperation, helping, and other prosocial skills. The skills might also include anger management and conflict resolution skills. Sometimes social skill training is done individually with children, but can be done in a small group.

Another helping strategy focuses on helping children who are having trouble getting along with others because of angry, aggressive, or bossy behavior. Often parents are included to help these children develop better anger management skills and to help children reduce fighting. The counselor or school psychologist works with parents to help them find positive discipline strategies and positive communication skills so that they can help their children get along better with others. Sometimes teachers will be involved in reward systems designed to help children learn positive behavior to replace aggressive behaviors in the classroom.

A third helping strategy focuses on finding a good social “niche” for the child. Sometimes a teacher can organize cooperative learning groups that help an isolated child make friends in the classroom. Sometimes parents can help by inviting potential friends over to play or getting their child involved in a social activity outside of school that is rewarding.

Friendships are important to children. The interest you show in your child’s friendships and the support you offer to your child in this important area of development are essential.

SIX PILLARS OF CHARACTER

CHARACTER

DESCRIPTION

CHARACTER	DESCRIPTION
TRUSTWORTHINESS	<ul style="list-style-type: none"> • Be honest • Don't deceive, cheat or steal • Be reliable-do what you'll say you'll do <ul style="list-style-type: none"> • Have the courage to do the right thing • Build a good reputation • Be loyal-stand by your family, friends and country
RESPECT	<ul style="list-style-type: none"> • Treat others with respect; follow the golden rule • Be tolerant of differences • Use good manners, not bad language <ul style="list-style-type: none"> • Be considerate of others feelings • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements
RESPONSIBILITY	<ul style="list-style-type: none"> • Do what you are supposed to do • Persevere: Keep on trying • Always do your best • Use self-control <ul style="list-style-type: none"> • Be self disciplined • Think before you act - consider the consequences • Be accountable for your choices
FAIRNESS	<ul style="list-style-type: none"> • Play by the rules take turns and share • Take turns and share <ul style="list-style-type: none"> • Be open-minded; listen to others • Don't blame others carelessly
CARING	<ul style="list-style-type: none"> • Be kind • Be compassionate and show you care • Express gratitude <ul style="list-style-type: none"> • Forgive others • Help people in need
CITIZENSHIP	<ul style="list-style-type: none"> • Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote <ul style="list-style-type: none"> • Be a good neighbor • Obey laws and rules • Respect authorities • Protect the environment

Bradford's Core Value: RESPECT

We believe RESPECT is the foundational core value.

R	RESPONSIBILITY IS..... Coming to school on time prepared to learn. Following school and class rules. Admitting when I am wrong and working to fix it. Keeping my hands and feet to myself. Speaking to ALL Community members with caring and kind words.
E	EFFORT IS..... Putting my best foot forward. Having the GRIT to stick with a project even after experiencing failure. Completing all classwork and activities the best way that I can. Giving 100% to all that I do. Celebrating our efforts.
S	SELF CONTROL IS..... Being prepared, following directions, paying attention, remaining calm when criticized, not interrupting, and being polite to adults and peers.
P	PERSEVERANCE IS..... Continuing to try even when something is hard. Never give up!
E	EMPATHY IS.... Feeling and showing concern for others, caring. Offer to help others when they need it.
C	CURIOSITY IS..... Eager to explore new things. Ask questions and take an active interest in learning.
T	TENACITY IS..... Finishing what you start. Staying focused on your goals. Believing that you can do whatever you put your mind to. Work Hard, Get Smart... Work Harder, Get Smarter!

To support this vision we have intentionally created a school culture that is consistent, predictable, and safe for all students in all areas of the building. Rituals, routines, and expectations are pre-taught to students and retaught throughout the year as necessary. They are reinforced through a robust series of positive reinforcement and accountability systems. These systems ensure that our academic time on task is high, time being our most precious commodity.

Student School Hours

School begins each morning at 7:45 a.m. Monday through Thursday and ends at 3:05 Monday–Thursday. **Students should not be on the school grounds before 7:30 a.m. Prior to this time there is no adult supervision.** Parent cooperation is always encouraged and appreciated.

School Staff Hours

7:30–5:00 School office – Principal and Secretary

7:30–4:00 School Office - Teachers and Secretary

Adult supervision is provided after school from 3:05–3:15.

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

Grades Kindergarten - 5th Grade

7:35.....First bell

7:45.....School Begins

3:05.....School dismissed Monday–Thursday

Preschool Program to begin on August 24, 2022

3 year old: 8:00 a.m.–2:00 p.m.

4 year old: 8:15 a.m.–2:15 p.m.

Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts, lunches, and snacks. The elementary school menus are published weekly in the local newspaper, announced on local radio stations, posted at the school, and on the district website.

Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior.

The school reserves the right to alter the breakfast/lunch program from any child who fails to comply with these standards. Parents, grandparents, and community members are welcome to eat with their children at any time. Call the school to arrange to order an adult lunch. If you choose to bring a lunch for your child from a fast food restaurant, please make arrangements to have them eat in an area other than the cafeteria.

Breakfast/Lunch Prices

Breakfast: No charge for students; **Adults** — \$1.25 without milk

Lunch: No charge for students; **Adults** — \$3.50 without milk

Breakfast Schedule

Students will eat breakfast in their classrooms from 8:35–8:45. Breakfast will not be available after 8:00 so please have your children on time for school and breakfast.

Lunch Schedule

All students will have a 10 minute recess and 20 minutes for lunch. The lunch/recess time period is a total of 30 minutes.


Rotations begin at 11:00 a.m. and end at 12:30 p.m. Preschool eats in their classrooms.

School Meal Program Information

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at at D60 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

All 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 Family Economic Data Survey* in the school office, online at www.pueblod60.org, by visiting <https://www.myschoolapps.com/Home/PickDistrict>, or scan the QR code to the right .



- Families are encourage to **fill out the Family Economic Data Survey***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo School District 60.**

*This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. **In all schools, this form is also 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 breakfast and lunch to all children at no charge, we are hoping to support 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

Food Charge Policy

PROCEDURES

Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method prior to purchases or the sale will not be completed. Prepayments may be made on-line by clicking on the link, www.myschoolbucks.com or scanning the QR code to the right. ➡.



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.

- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to **Nutrition Services** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

Student Information

During the first week of school, your child's teacher will send home an information card for you to complete. Having this information returned promptly and correctly is very important. The card is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. Make sure all telephone numbers and addresses are accurate and clearly written. For safety reasons, students will not be released to any person not listed on the information card.

Change of Address/Telephone

It is extremely important that every student 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. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

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

Student Records

Student 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 within one week.

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.

Attendance problems (more than 10 absences in a school year) will be referred to Student Support Services for possible referral to Truancy Court.

Student Absences and Tardies

Regular and prompt school attendance is expected of all Bradford students. The only absences considered excused are due to illness that can be substantiated by a parent phone call, doctor's statement, death in the immediate family, or when approved by the principal. All other absences will be considered unexcused. Students risk not receiving grades for assignments, tests, or projects missed because of unexcused absences.

It is requested that parents call to inform the school about a student absence by 8:00 a.m. Please call 549-7515 and report your child's absence. Leave a message on voice mail if your call is unanswered.

When attendance problems occur, the principal may make home visits, may require parents to come to the office for a conference, or both. The school counselor and community advocate will be actively involved with attendance problems. In addition, when a child has four absences in a month or missed 10 or more school days, the parents or guardians will be advised of absences and tardies in writing by the principal/community advocate and the school may hold a Family Support Team meeting to provide parental support. Copies of such notices will be sent to Student Support Services. After 10 unexcused absences, the district may begin proceedings for filing a truancy petition with the court. After 10 excused absences during the school year, the school will require a doctor's excuse or health plan for additional excused absences. If none are provided, each additional absence will be unexcused.

School Approval for Extracurricular Educational Experiences

A student's request to participate in extracurricular educational experiences outside of the school building may be approved. The following criteria determines whether a student is permitted to engage in said extracurricular educational experiences

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

School Approval for “Family Business”

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:

- Student is in good academic standing (passing all classes with a grade of “C” or better)
- Student has no unexcused absences and no unexcused tardies;
- Student has 4 or fewer excused absences in a semester or 7 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

Tardy Policy

All students are expected to be at school on time. If a student arrives after 7:45 a.m., the student must report to the office and receive a tardy slip before entering the classroom. Only tardies accompanied by a doctor’s note will be excused. Students who leave early also count as tardy by the office computer system. Students who leave early for appointments are unexcused without a doctors note.

Choice Permits

Pueblo School District 60, in compliance with state law, allows students 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.

Choice permit forms are to be completed at the school.

Attendance Strategies

- All students with more than 10 unexcused absences may be sent a truancy notification by registered mail.
- Teachers will receive a list of students with a history of poor attendance, and will be asked to monitor them closely and inform the Community Advocate of any absences.
- Home visits are made for students where attendance is an issue.
- Incentives for improved attendance and good attendance are provided.
- Parents receive monthly letters and phone calls as needed for poor attendance.
- We employ a team effort to improve attendance. This includes working closely with the secretary, counselor, principal, community advocate and the classroom teacher.
- We also have open communication with the caseworker, probation officer, therapist and Student Support Services when appropriate.
- Good attendance is stressed in classroom guidance activities, as well.
- Referral to Project Respect and daily monitoring of those students by community advocate is also an integral part of our attendance strategies.

Student Dismissal

Students, upon dismissal, are required to go home at once. If children return to use the playground equipment, their supervision is the responsibility of the parent or guardian. Pueblo School District 60 cannot be held liable for injuries occurring on the playground prior to 7:30 a.m. or after 3:15 p.m. The teacher on duty after school has the responsibility for moving students away from the building and headed home. Students are not to wander the building before or after school.

Inclement Weather Procedure

School Closure or Delay Procedures

During inclement weather, especially during the winter months, Pueblo School District 60 has specific and proven procedures regarding delaying or cancelling a school day. Parents and/or guardians are advised that unless informed otherwise (see below), school will be held for a complete day. Additionally, it is important to note that if adjoining school districts are delayed or closed, those decisions are made based on weather conditions in those areas (which may not be the same as in the City of Pueblo).

By 4 a.m. the day of projected severe weather, the director of Transportation will check weather and road conditions throughout the Pueblo School District 60' area. Using official resources, s/he gathers as much information, including current and projected safety, weather and road conditions (receiving expert advice from the Weather Bureau, Colorado Department of Transportation, State Police, Pueblo Sheriff and the Pueblo Police Department). A delayed start will be considered if temperatures are below 10 degrees, there is a projected wind chill factor of below zero degrees and road/street conditions are unsafe.

By 4:30 a.m., citing the above advice, the director of Transportation will provide a recommendation to the superintendent. As to whether conditions will permit safe transport of students to and from school. If school is canceled or delayed (see Delayed Starting Process), the Emergency Call System will be implemented. If school is held, all reasonable efforts will be made to adhere to a full-day schedule.

Prior to 5 a.m., the superintendent will initiate the Emergency Call System. S/he will notify key personnel of his/her decision to delay or cancel school for that day. If the decision is to cancel school, the superintendent will also decide if all evening school activities will be canceled. If the decision is to delay, the superintendent will provide direction on the adjusted school starting times.

By 5 a.m., the director of Public Relations will notify (by telephone and using a code word) Pueblo-area news media of closure or delay (with adjusted start times). If school is delayed or closed, the director will coordinate updating the district's information line (719-549-7100) and the district's Web site.

By 5:30 a.m., the school district will update their school telephone messages with closure or cancellation information.

By 6 a.m., the Emergency Call System should be completed. For delayed reporting, the director of Transportation will run all busses, except special education busses. Principals will count students absent according to state rules and regulations, but will not penalize students for classroom work missed if parents notify the school, beforehand, that the student will be absent.

Delayed Starting Process: The same procedures will be followed for closure, except as noted:

Elementary Schools

- Principals will update telephone messaging system with adjusted start time.
- To include full-day and kindergarten, students will report two-hours later than the regular start time.
- No breakfast will be available on a delayed start day.

General Information

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 in services, small groups for children, and resource materials. The counselor is available for individual consultation and concerns.

Volunteers

Parents, guardians, and community members are welcome at Bradford Elementary School to help in a variety of ways. Volunteers are necessary for such things as assisting with classroom activities, reading with children, putting up bulletin boards, reviewing sight words with students, practicing spelling words and math facts, and organizing school activities. In order to enhance the educational process, we ask volunteers to:

- All volunteers must fill out permission for background check. Upon approval there is a volunteer video put together by the staff for your information and support and you will attend a training session with the counselor.
- **Silence** cell phones while in the school
- Leave brothers/sisters/cousins, or other relatives at home in order to reduce classroom distractions caused by their presence.
- Remember to sign in/out and wear a volunteer badge.
- School-aged children from other schools will not be allowed to volunteer for any activities.

Newsletters

A monthly newsletter will be sent home at the beginning of each month of school. The purpose of the newsletter is to communicate what is happening at school to the parents and school community. Each newsletter has a calendar of scheduled activities and news from various staff members. We ask that each parent read the newsletter to be informed of all monthly events. They are printed both in English and Spanish. You can also access the newsletter on the Bradford website.

Bicycles at School

Students may ride bicycles to school only if they are able to lock them in the bicycle racks. Bicycle racks are available on the playground. Bicycles are to be walked on the playground. The rule is necessary to ensure the safety of ALL students. It also meets the district safety standards enforced by Pueblo School District 60 Safety office.

Lost and Found

(Students are responsible for personal items)

All student personal belongings should be labeled or marked clearly. However, when items do get lost, students may look in the Lost and Found area near the office. Lost and found items are displayed on a rack near the office area. Smaller items such as jewelry will be held in the office. Students need to look for lost items in large areas such as the cafeteria, gym and music room before going to the office to inquire about them.

Items not allowed in school:

1. Electronic devices
2. Cologne / perfume
3. Make-up
4. Pocket knives, sharp objects
5. No toys or balls. The school will provide playground equipment.

Food Items not allowed: Gum, sunflower seeds, cinnamon toothpicks, hot cheetos, or lime salt.

All cell phones will be turned off until 3:00 and collected by the classroom teacher and given back at the end of the school day.

Parties/Birthdays

The individual teachers will schedule class parties and other special events toward the end of the day. Traditionally, some students have chosen to bring treats for their classes on their birthdays. Please encourage healthy snacks and environmentally sound disposable or washable utensils and serving dishes. All snacks must be store bought.

To avoid hurt feelings, suggest that party invitations be distributed away from school.

Gifts/Special Deliveries

Occasionally, flowers, balloons, and other special items are delivered to students at school. The student will be summoned to the office to see and appreciate the gift. The gift will remain in the office for safekeeping until after school. On birthdays, Valentine's Day, or other such occasions, discourage the giving of expensive or elaborate gifts to special friends at school.

Students Rights

Every child has the right to progress at his or her individual rate of learning. Every child needs to be respected as an individual. Individual talents and skills need encouragement. The rights of the individual cease when there is interference with the educational process. No student has the right to interfere with the education of the other students. Each student has the right to due process.

School Phone Use by Students

A student may use the school telephone ONLY in case of an emergency. This keeps the phone lines clear for incoming phone calls. Please do not ask your child to call home during the day. This interrupts the student's learning and is very distracting to the classroom as well. You will be notified by letter of any adjusted times.

Students Staying After School

The district Administrative Code states, **“No pupil shall be detained in school during the intermission at noon nor more than thirty minutes after school is dismissed except for special study or rehearsals for which previous arrangements have been made. Pupils detained in school during recess shall be allowed lavatory periods immediately thereafter.”** Bradford's recommendation for keeping students after school is no longer than one hour unless approved by the principal. It is the teacher's responsibility to contact the parent to inform them when the student will be kept after school before the end of the school day. **NO EXCEPTIONS!** The teacher is to be present when a student is kept after school unless special conditions exist which have been approved by the principal.

DVDs/Movies

DVDs that are not part of the school district curriculum are to be approved by the principal first and /or teacher-in-charge before they are shown to a class. The school will send a note home informing parents when and if they are to view any videos that do not pertain to the educational process.

Health and Wellness

The teacher will attempt to be aware of any health needs of students. The office will do its best to inform staff about reported health conditions and /or medication needs as available. When students are sent to office for a health reason, teachers also send a health referral form with them describing the problem or health need. Parents will be contacted if the condition becomes serious. We ask that parents listen to the health needs of their child and make decisions about their attendance to school based on those needs. Please keep children home if the child is running a high fever or is not able to function well. On the other hand, do not keep the student home if he/she is **not** ill. This puts the student behind in his/her learning and school work. Completion of school assignments is vital to academic success. Always call the school office to inform us about an absence.

Doctor Appointments

Parents are **strongly** encouraged to schedule doctor appointments **after** the school day or during school breaks. Bradford students need to be in school every day. Doctor appointments scheduled during the school day interrupt student's education. If a student must be taken from school during the school day, the parent **must** sign the student out in the office. Students will not be released from class until they are signed out and will only be released to an adult whose name appears on the enrollment card signed by the parent/guardian. Students who leave early are marked tardy in accordance with our computer attendance program.

Student Medication (District School Board Policy)

The responsibility for dispensing student medication lies **with the parents, legal guardians, or legal custodian of the student. 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.**

Medication Administration in the Schools

When school children are required to take medications at school our district policy, which is based on Colorado State Law, must be followed. The following requirements are to be met before any medication, either prescription or non-prescription can be given at school.

1. All medications (prescription or not) for student use must be stored in the school office and administered by the office staff. **Each medication must be accompanied by detailed instructions (on a District No. 60 instruction sheet) from the parent and doctor giving the child's name, date, name of medication, its purpose, dosage, timing of doses, possible side effects, termination date of dispensing, and waiver. If a medication is continuous, this form must be updated and signed every year. Forms are available in the school office.**
2. Only parents or guardians may deliver medication to school. Students and teachers are not to store or administer any medications. It is very dangerous to mix medications in children's lunches or drinks due to the possibility of switched lunch boxes or trading of food.
3. Only those school personnel who have received specialized training conducted by District No. 60 nurses may dispense medication.
4. Emergency Glucagon kits may not be administered by school personnel. They can be stored in the office if the parent requests.

Please understand these regulations are to ensure the safe administration of medications to children while at school.

If you have any questions contact the Office of Health Education at 549-7154

Immunizations

See immunizations information on the following pages.

Lice Information

We know that head lice are an ongoing problem in our community. In order to promote prevention of this nuisance, we are providing you with helpful information regarding head lice and recommend you check your child's head Periodically.

How to protect your family from a head lice outbreak

Head lice can be easily passed from one child to another, so make sure children follow these important "don'ts"

- DON'T: Share or borrow combs, brushes, barrettes, hair ribbons, headbands or other personal items
- DON'T: Share or borrow hats, sweaters, coats, scarves, helmets, headphones, pillows or stuffed animals
- DON'T: Stack coats or hats with others. Put hats in coat sleeves. Hang coat so it's not touching another person's coat, or put coat in a backpack.

When a head lice infestation occurs follow these steps:

1. Check every member of the family.
2. Use an effective head lice treatment product.

3. Remove all nits (eggs) after using a pediculicide (lice) shampoo.
4. Wash clothes, bed linens, and towels.
5. Soak combs, brushes, etc. in hot water.
6. Vacuum everywhere.

Use this list of items for fast reference when cleaning your house after an infestation:

- Home and auto upholstery
- Rugs, carpeting
- Mattresses, pillows, pillowcases
- Bed linen
- Towels
- Clothing
- Coats, scarves, gloves, earmuffs
- Hats
- Headbands
- Caps
- Bike/sport helmets
- Headphones
- Play Mats
- Stuffed animals
- Barrette/hair ornaments
- Hair Curlers
- Combs & brushes

Exemptions from Participation in Physical Education

Students may be excused from active participation in gym class for up to two days based on the written request of parents. Longer exemptions require a doctor's note. Exempt students will attend gym class without exercising and without disrupting the class. Exempt students are also expected to be inactive during any recesses.



Advancing Colorado's health and protecting the places we live, learn, work and play

Dear parents/guardians of students attending Colorado kindergarten - 12th grade schools for the 2024-25 school year:

We know there's nothing more important than making sure your children stay healthy and learning all year long. Getting vaccinated is an important part of keeping kids in school, as it prevents them from catching and spreading diseases that can make them sick. This letter includes important information about Colorado's school vaccine requirements, as well as other resources.

Required and recommended vaccines

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, unless a Certificate of Exemption is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines.

To attend school, your child must be vaccinated against:

- Diphtheria, tetanus, and pertussis (DTaP, Tdap)
- Hepatitis B (HepB)
- Measles, mumps, and rubella (MMR)
- Polio (IPV)
- Varicella (chickenpox)

Colorado follows recommendations set by the Centers for Disease Control and Prevention's [Advisory Committee on Immunization Practices](#). This committee is a group of medical and public health experts who study vaccines and recommend them for the public. **Before starting kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Before starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is age 10. View recommended vaccine schedules at: www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html (birth through 6 years) or www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html (7 to 18 years).

CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB) for the K-12 population, but these are not required for school entry in Colorado.

This recommended schedule is safe and effective. It's based on how your child's immune system responds to vaccines at various ages, and how likely your child is to be exposed to a particular disease.

Exclusion from school

Your child may be excluded if their school does not have an up-to-date Certificate of Immunization, Certificate of Exemption, or an in-process plan on file for your child.

If someone is sick or there is an outbreak of a vaccine-preventable disease at your child's school, and your child has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your child has not received a MMR vaccine, they may need to stay home from school for 21 days after someone gets sick with measles.

Have questions?

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your child needs. Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, [ImmunizeForGood.com](https://immunizeforgood.com), and cdphe.colorado.gov/immunization-education.

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for families to get back on track! Learn more at www.cdc.gov/vaccines/adults/rec-vac/index.html.

Paying for vaccinations

If you need help finding free or low-cost vaccines, go to COVax4Kids.org, contact your local public health agency (cdphe.colorado.gov/find-your-local-public-health-agency), or dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

Vaccination records

Share your child’s updated Certificate of Immunization with their school every time they receive a vaccine.

Need to find your student’s vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://coloradoimmunization.org/). Visit COVaxRecords.org for more information, including directions on how to view and print your student’s vaccine record.

Exemptions

If your student cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school, signed by an advanced practice nurse (APN), physician (MD, DO), or physician assistant (PA) licensed to practice in any state or territory in the United States. You only need to submit this certificate once, unless your student’s school or information changes. Get the form at cdphe.colorado.gov/vaccine-exemptions.

If you choose not to have your student vaccinated according to Colorado’s school vaccine requirements for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. Nonmedical exemptions must be submitted on an annual basis. There are two ways to obtain a nonmedical exemption.

1. Submit the Certificate of Nonmedical Exemption *signed by* an advanced practice nurse (APN), pharmacist, physician (MD, DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access upon completion of the state’s Online Immunization Education Module.

Find certificates and the Online Immunization Education Module at cdphe.colorado.gov/vaccine-exemptions.

How’s your school doing on vaccinations?

Annually, schools must report immunization and exemption numbers (but not student names or birthdates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#).

Your child's school's immunization rates from the 2022-23 school year. Find previous years' data at COVaxRates.org .		
School name	2022-23 MMR immunization rate (required)	2022-23 MMR exemption rate (required)
Bradford Elementary	96.7%	0%
Schools may choose to include rates for other school-required vaccines		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2022-23 DTaP immunization rate	2022-23 DTaP exemption rate
	2022-23 Tdap immunization rate (for grades 6-12)	2022-23 Tdap exemption rate (for grades 6-12)
	2022-23 HepB immunization rate	2022-23 HepB exemption rate
	2022-23 Polio immunization rate	2022-23 Polio exemption rate
	2022-23 varicella immunization rate	2022-23 varicella exemption rate

Vaccine	Number of doses (routine)	Routine vaccination and catch-up guidance
Hepatitis B (HepB)	3	<p>Routine: Three-dose series at age 0, 1-2 months, and 6-18 months. The minimum age for the final dose is 24 weeks of age. If Dose 3 is given prior to 24 weeks, a fourth dose is required. Four doses of hepatitis B vaccine are permitted when a combination vaccine is used.</p> <p>Catch-up: Three-dose series at 0, 1-2 months, 6 months (minimum intervals of four weeks between Dose 1 and Dose 2, eight weeks between Dose 2 and Dose 3 and 16 weeks between Dose 1 and Dose 3). Note: There is a two-dose option (Recombivax HB) for adolescents aged 11-15.</p>
Diphtheria, tetanus, pertussis (DTaP) DTaP products are licensed through 6 years of age (prior to the 7th birthday).	5	<p>Routine: Five-dose series at 2, 4, 6, 15-18 months, and 4-6 years.</p> <p>Catch-up: Dose 5 is not required if Dose 4 was administered on or after the 4th birthday and at least 6 months after Dose 3. Additional guidance for children 4 months through 6 years: Use CDC's DTaP catch-up guidance job aid.</p>
Tetanus, diphtheria, pertussis (Tdap) For students 7 years or older.	1	<p>Routine: For students who are fully vaccinated with the childhood series of DTaP (see above), one dose of Tdap is required prior to sixth grade entry. Although the adolescent booster dose of Tdap is routinely administered between the ages of 11-12 years, students aged 10 and older are required to receive Tdap prior to sixth grade entry. Students who receive Tdap at 10 years do not need the adolescent Tdap booster dose at age 11-12.</p> <p>Catch-up: For children 7-9 years who are not fully vaccinated with the childhood series of DTaP, determine the number of additional doses of Tdap/Td required by using CDC's Tdap catch-up guidance job aid.</p> <p>For children and adolescents 10-18 years who are not fully vaccinated with the childhood series of DTaP, determine the number of additional Tdap/Td doses required by using CDC's Tdap catch-up guidance job aid.</p>
Polio (IPV) Doses of oral polio virus (OPV) administered on or after April 1, 2016, should not be counted as valid.*	4	<p>Routine: Four-dose series at ages 2, 4, 6-18 months, and 4-6 years. Regardless of the number of doses a student has had, the final dose must be administered on or after age 4 years and at least six months after the previous dose.</p> <p>Catch-up: Dose 4 is not required if Dose 3 dose was administered on or after the 4th birthday and at least six months after Dose 2. For additional guidance for children 4 months through 17 years, use CDC's IPV catch-up guidance job aid.</p> <p>*Both IPV and valid doses of OPV may be used to complete a polio series. The total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule.</p> <p>New ACIP recommendation: Students 18 years and older who are known or suspected to be unvaccinated or incompletely vaccinated against polio should complete a polio vaccination series with IPV.</p>
Measles, mumps, rubella (MMR) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	<p>Routine: Two-dose series at 12-15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday.</p> <p>Catch-up: Four weeks between Dose 1 and 2.</p>
Varicella (Chickenpox) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	<p>Routine: Two-dose series at 12-15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday. Note: No vaccine is required if there is laboratory documentation of varicella or a disease screening performed by a health care provider.</p> <p>Catch-up: Age 7-12 years: Three months between Dose 1 and 2. Age 13 years and older: Four weeks between Dose 1 and 2.</p>

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

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

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

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

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

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

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

Student Safety

The staff of Bradford Elementary School strives to provide a safe environment for the students. One of our major concerns is the dangerous situation resulting from the traffic around the school at dismissal time. If you pick up your child, please use the drop off and pickup loop. If you need to park, 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 crosswalk or corner and cautiously cross to the side of the street on which you are parked. Please be mindful of the speed limit. Stopping in the middle of the street to let students out may be reported to authorities. We also request parents **do not double park** while waiting for a child to be dismissed, as this also creates a dangerous situation.

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Please make arrangements with your child's teacher. Visitors are asked to sign in and out at the office and wear a visitors badge while in the school. All volunteers are considered visitors and should follow these guidelines. If you wish to meet with a teacher, please notify the teacher one day ahead to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office, indicating he or she is authorized by the child's parent or legal guardian to take the child from school.

Adult Cell Phones

Please silence cell phones and refrain from using cell phones when in the building so that students may concentrate on their school work.

Student Dress

Pueblo School District 60 Board policy states, "Student attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to student behavior or is distracting to classroom activity in or about the school shall not be permitted." All students Preschool through fifth grade are required to wear a school uniform. No other clothing will be allowed. Students not wearing a uniform may receive a violation and parents may be contacted and asked bring a change of clothing. **Uniform shorts may be worn when the weather is hot. A teacher will refer the students to the office if the items below are observed. The office will contact the parents for inappropriate dress code violations.**

Not Allowed per District Policy:

- Caps/hats or gloves worn indoors
- Body piercing, body jewelry
- Gang affiliated attire, accessories, or manners of grooming

Skateboards/Roller blades (in-line skates) are not allowed! Students may not bring them to school unless special school activities are authorized by the principal. Tennis shoes with roller skates built in are not allowed. These are an extreme safety hazard as students travel on stairways.

Bradford Uniform Policy

At Bradford Elementary all students are expected to wear uniforms each day while in the building. Uniforms are designed to create a sense of cohesive community connection to Bradford, which includes a sense of identity and community.

Shirts and Bottoms

On Monday through Thursday, students are expected to be full Bradford uniform. Bradford school shirts may be purchased at Embroidery Plus. Additionally, Bradford long sleeve shirts and zip up jackets are also available.

It is expected that students follow the dress code –

- Blue jeans or black pants, skirts, skorts, or jumpers must be worn at the student's waistline. Sagging in not allowed.
- Shorts and skirts must be at fingertip length (with hands to the side) or longer.
- Students in skirts can wear white, black, or navy blue tights.

Non Acceptable Uniform Items

Non acceptable bottoms include –

- Over-sized bottoms
- Cargo pants or shorts
- Shorts or skirts that shorter than the students' fingertips when hands are at their sides
- Fishnet tights

Class Dojo Communication Tool

The school culture at Bradford Elementary is foundationally based on high expectations, celebrating success, consistency, and sweating the small stuff. Universal interventions implemented across the school, for all students, in all environments are key components to this vision. In addition to a robust positive reinforcement system, staff members will utilize the ClassDojo app.

ClassDojo is digital app to connect with families through communication features, such as a feed for photos and videos from the school day. Teachers will communicate with families on a daily basis to highlight positive behavior recognition or notify families when students are not following behavior expectations.

Care of School and Personal Property

We want all students to be proud of the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school. Anyone who willfully damages or destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property and will be assessed a fee to cover the cost of the item lost or damaged. Included are textbooks, resource books, and library books. Students are not permitted to bring large amounts of money, radios, toys, skateboards, roller blades, trading cards, or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Students should not leave money or other valuables in the desks.

Text Book and Computer Usage

Our students at Bradford have a variety of learning materials that are essential to their everyday learning. For inventory and maintenance purposes, some of these materials are checked out to students. These materials include reading and math textbooks, and Chromebook personal computers. Each item is checked out to students upon their first day as a Bradford student. Though we understand that normal wear and tear occurs on these items that are used frequently throughout the day, students will be held liable for excessive damage to any of these materials and will be charged a monetary fine.

Excessive damage to textbooks include:

- Markings or scratches in ink or sharp objects that cannot be removed
- Ripped or missing pages
- Broken book spines or missing book covers

Excessive damage to Chromebooks include:

- Markings or scratches that cannot be removed on the laptop screen or case
- Broken hinges or cracks on the outside case of the Chromebook
- Missing keys to the keypad or damage to the touch pad
- Obstruction to ports for chargers, USB devices, or headphones
- Cracked or shattered screen

Students who lose textbooks or damage Chromebooks beyond repair may be fined the replacement cost of the textbook or damaged item of the Chromebook. We remind our students' everyday on the importance of caring for their learning materials, and we understand that accidents can happen. Please remind your children of the importance of school material care and handling.

Parent Information

Parent Responsibility

We believe parent support and cooperation are essential for all aspects of our school program to be successful. The area of student discipline is no exception. By working together the school and home can assist the student 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 Bradford students to:

- Display an interest in your child's educational setting
- See that your child comes to school regularly and promptly
- Work closely with the teacher and principal regarding the program at Bradford Elementary School and your student's success in it
- Keep in mind—we care about your child and desire a high-quality program that will meet your child's individual needs
- Support and encourage your child to complete homework and participate in special school activities

Site-Based/Accountability Committee

The Bradford Elementary School Site-Based/Accountability Committee meets regularly 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 Site-Based/Accountability Committee.

Parent-Teacher-Student Conferences

A minimum of two formal parent-teacher conferences are scheduled for the school year. Please feel free to schedule additional conferences as needed. Conferences will occur in November and May. A schedule of these days will be sent two weeks in advance.

Homework

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

- Review and reinforce what has been taught in class
- Make up work missed when student has been absent
- Finish incomplete class work
- Develop good study habits
- Provides extended practice of required content and concepts

In an attempt to work together, Bradford will purchase a Bradford Student Planner or folder to be used throughout the year. All homework assignments, daily behavior, and parent teacher communication will be available to parents for nightly viewing. Planners will be provided for students to be used daily. It is an expectation that students are responsible for them. If they are lost at any time during the school year, a replacement cost of \$5.00 each. With an increase in academic rigor, it is critical that all daily assignments be completed on time.

Rewards: Bradford school policy allows for rewards for students who complete homework consistently and appropriately.

Consequences: Failure to complete and return homework on time will be enforced with a consequence determined by the teacher.

Grade Checks

Families and students can check grades at anytime throughout the school year using the Parent Portal on Infinite Campus. Please notify the office if you need support.

Parents Right to Know

In the federal *No Child Left Behind Law*, parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's classroom teachers. This must be provided in a timely manner to you, and in a language the parent can understand.

As a parent of a student at Bradford, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement of all districts that receive Title I funds. Federal law allows you to request certain 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 the 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 the school office at 549-7515 if you would like to receive any of this information.

Tobacco Policy

Pueblo School District 60 has a **No Tobacco/No smoking policy** in place. Smoking is not allowed inside or outside any district property. Please be aware of this policy. No one, adult, student or parent, may smoke inside a District building at any time! Please abide by this.

Emergency Lock Down

Building lock down is necessary only when the school is instructed by police authorities or administration to lock down for safety. No one is allowed to enter or exit the building during a lock down. During such an emergency, we will release students to only those people named on the emergency cards and only if shown proper ID. Please be patient as we put student safety first.

Anti-Harassment and Sexual Harassment

Every parent and student should read the Pueblo School District 60 board policy in the **district student discipline code handbook sent out to every family**. Remember that sexual harassment policy applies to all students in the district as well as staff. **It is the responsibility of every staff member and student to report any harassment incidents to the principal or the counselor as soon as possible.** Failure to report a harassment incident may result in serious consequences. All students and adults have the right to attend school without being harassed. We ask the cooperation of all parents in following the procedure in the district discipline code handbook.

Student Conduct and Expectations

Student Expectations

One of our major goals at Bradford School is to maintain a safe and secure learning atmosphere which provides every student the opportunity to work toward his/her greatest potential. To accomplish this, we will be working to create an environment that is positive and safe by implementing a school-wide Positive Behavior Intervention Support (PBIS) system. PBIS is a proactive approach in teaching students the Bradford Elementary expectations and procedures throughout the school. Our PBIS team has developed expectations and procedures school-wide. Students will be taught all expectations and procedures throughout the school year.

Bradford Eagles Soar with Pride

Student character traits, behavior, and social development are reflected in the acronym

S = Self-disciplined

O = Organized

A = Attentive

R = Respectful

Student Conduct Expectations

We believe that behavior is best addressed at the early stages, quickly and effectively, to minimize ongoing behaviors and reduce the likelihood of behaviors becoming more serious. We term this approach “Sweating the Small Stuff” and demonstrate it in our actions each day in the use of our classroom management system, the behavior chart and through use of the Behavior Management System.

The level of expectations is balanced by a significant amount of joy and positive reinforcement. Exceptional performance is recognized through a vast set of positive reinforcement systems on a weekly, monthly, and quarterly basis. Additionally, each classroom has designed positive reinforcement systems specific to the student population in each classroom to engage students, create community, and a sense of classroom identity.

Class Dojo Communication Tool

The school culture at Bradford Elementary is foundationally based on high expectations, celebrating success, consistency, and sweating the small stuff. Universal interventions implemented across the school, for all students, and in all environments are key components of this vision. In addition to a robust positive reinforcement system, staff members will utilize the ClassDojo app.

ClassDojo is a digital app to connect with families through communication features, such as a feed for photos and videos from the school day. Teachers will communicate with families on a daily basis to highlight positive behavior recognition or notify families when students are not following behavior expectations.

Playground Equipment and Conduct

Personal playground equipment and personal toys are to be kept at home. Students should not bring electronic devices (Walkmen, Nintendos, etc.) to school. Remind students that problems occurring on the playground need to be reported immediately to the duty teacher rather than to the office. Teachers will notify the office if further action is needed. All grade levels will use the restroom near the cafeteria during lunch recess. No child will be allowed to return to the building without a pass or prior arrangement with the staff on cafeteria or playground duty. If a child brings a bike, skateboard, or scooter, they must walk them off the playground.

Three Tier Discipline

Tier 1:

Tier 1 behavior will be defined as minor behavior. Teachers will redirect students by asking students open-ended questions. If necessary, students will be asked or may ask to take a short time out - 5 minutes to refocus and rejoin the class and or group.

Tier 2:

Tier 2 behavior will be defined as non-compliant behavior. In this tier students are failing to follow school-wide expectations and procedures.

The student will be referred to the office with a behavior referral. Students will be responsible to report their behavior issues and how they will improve their behavior (this form needs to be completed by the student). The teacher will conference with the counselor, SSA, and student or principal determine whether their chosen behavior has improved over time. If not, a behavior plan may be initiated. If the behavior improves, there will be no need for further intervention. If the behavior does not improve, further intervention will take place. The Behavior Plan will need to be signed by teacher, student and parent at a formal RtI conference.

Tier 3:

Tier 3 behavior will be defined as crossing the line behavior. Immediate disciplinary action will be taken. The following describes Tier 3 behavior:

- When the behavior is illegal
- When a student curses or makes threats to an adult
- When the behavior is a threat to the safety and welfare of the student, other students, or the teacher
- When the behavior is a major disruption to the teaching and learning process
- When rules are constantly and seriously broken during the same period

Suspension or other action taken is dependent upon the individual situation and the discretion of the Principal.

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 student
- Confer with parent and student
- 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 through the formal referral process.

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 describes the problem. The principal will then proceed with one or several of the following sanctions:

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

The principal will maintain records of student referrals for disciplinary action. At the time of the student's first referral the principal will confer with the child and notify the parent via the disciplinary referral form sent home with your child. The form is to be reviewed by parents and discussed with the child and returned to school the next day. After a second referral the parents will confer with the principal and disciplinary action will be taken. If there is a third referral specific actions will be taken with parents' knowledge, which may include disciplinary action as well as development of a behavior plan. 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
- Suspension or other actions depending upon the individual situation
- Transfer possibilities

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 student
- 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
- Stealing

Family Process for Solving Conflicts

Research emphatically states that increased student success depends on the cooperation of the student, families and school. We are committed to a quality partnership with all of our families. Clear, honest, positive, and open communication between families, students and staff are essential in resolving issues among our school's stakeholders.

Procedure to Follow in Resolving Conflicts:

- **Always discuss the concern directly with the teacher involved.** Ask for clarification and seek more information. Keep in mind that this is an educational setting and many specific laws and regulations must be followed by our teachers, who serve many diverse students and their families.
- It is *never* appropriate to confront a staff member regarding a student in the presence of students. If an issue needs to be discussed regarding a student, contact the teacher and make an appointment, so that the staff member can meet without distractions. This allows the family member and staff member to fully participate in a meaningful discussion and reach a mutual, positive understanding that will appropriately support the learning of the student.
- If the issue is not resolved, the family may speak with the Principal about the concern.
- Families are expected to work with our staff to remedy any conflicts between students. Families (other than their own) with concerns or matters of discipline.

Due Process

Pueblo School District 60 adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. Due Process is a procedure to insure a student is treated fairly when involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirement of due process mandate the student be given:

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

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds for suspension, the period of the suspension, and the time and place to meet with the principal to review the suspension. No student shall be readmitted to school until such a meeting has taken place or until, at the discretion of the principal, the parent(s), legal guardian(s), or legal custodian(s) has agreed to seriously review the suspension with the principal. Recommendation for a disciplinary adjustment transfer may be appealed to the Executive Director of Pupil Personnel. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Executive Director of Leadership and Instruction within two school days. The Executive Director shall affirm, modify, or reverse the decision within two school days.

Bullying-Prevention Protocol

Our school's social vision

Safe to be ME!

Why we implemented a school-wide system to stop bullying

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

What is bullying?

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

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

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

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

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

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

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

How students can end bullying

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

The students at Bradford Elementary have agreed to join together to treat others with respect both online and face to face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Tell bullying students to stop and say "I don't like that" or Safe to be ME! when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus if I cannot safely stop the bullying. Students may also report any positive shout-outs or issues to the Eaglet Box located in the foyer of the school.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

- We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: Safe to be ME!
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to the Counselor.

- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
 - Name the behavior for what it is, e.g., “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g., “That was meant to hurt.”
 - Remind students of our school’s social vision and how their behavior is not aligned with: Safe to be ME!
 - Notify the Principal immediately if there are any concern’s for a student’s physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying through e-mail to the Counselor within 24 hours.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying using an Issue Report to the Counselor. (located in the front office) The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

Level 3: Solving the bullying, progressive discipline, and other responses

- The Principal investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in the school’s database at Infinite Campus.
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
- We may refer the target of bullying to get help from a school Bullying Prevention Coach. Bullying Prevention Coaches are teachers and staff members who have been trained to support students who are the target of bullying and to create solutions to bullying by bringing students together, including bullies, bystanders, and positive student leaders. The Bullying Prevention Coach may use solution-focused discussion, redirection, skill building, and counseling and shall report progress to the Principal.
- We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Principal may meet with the bullying student, notify their parent or guardian, determine consequences to change behavior, and inform the student that graduating consequences will occur if the bullying continues.

Level 4: Implement a classroom or grade wide action plan

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

Timeline for a bullying report under this protocol

Week One

- The Counselor 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 students to create a solution.
- Further progressive discipline when necessary.

Week Three

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

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

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

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

Application under State or Federal Law

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

E. E. O. Compliance Officer

Pueblo School District 60

315 West 11th Street
(719) 549-7162

Use of Video Cameras to Monitor Student Behavior

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

Field Trips

Teachers will arrange appropriate field trips only when the trip will enhance classroom learning. Field trips are usually taken to local businesses or other locations in the city. Teachers will always send a note to parents outlining all details of the trip along with a parental permission form for which is required to be signed by the parent before the student may participate. Parents should read the details thoroughly and sign the form for granting or not granting permission. Please send the form back to the teacher as soon as possible whether you grant permission or not so that the teacher may plan the trip. Students always need to dress properly for the weather conditions and for safety.

Should weather be a factor, the principal and the teacher have the right to cancel the trip. A sack lunch is usually provided if the trip goes through the lunch hour. Teachers may also allow students to bring extra goodies from home.

Toys or electronic games are not allowed on field trips. NO EXCEPTIONS!

NOTE: In some cases, students will not be able to participate. Under these circumstances, the parent will receive a Parental notice explaining the reasons that the student is not eligible to participate.

Lost/Damaged Textbook Policy

Pueblo School District 60 adopted a school board policy regarding lost or damaged textbooks that belong to the school. Please read the policy located in the district student conduct and discipline code handbook. Textbooks are only on loan to the students during the school year and it is their responsibility to take care of them throughout the school year. Most of our textbooks cost as much as \$50.00 per book as well as books found in the media collection. It is the responsibility of the parent to pay a fine that is assessed if a textbook is lost, damaged or not returned before the end of the year. If a child transfers to a different school during the year, the fine follows the student if not paid. The student will not be allowed to check out or take textbooks home at the new school if the books are not returned or fines paid at the previous school. Please try to avoid any problems by respecting the textbook/library books

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 Regulations (School District 60)

***District Policies and Regulations are available on the District website at: www.pueblod60.org/policies or from the school office.**

All District policies and regulations apply regardless of whether they have been specifically highlighted in this handbook

*See also the District's **Student Code of Conduct** also available on the District's website at: www.pueblod60.org.*

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: Suspension/Expulsion of Students

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.**

JKD/JKE: Student Use of Internet and Electronic Communications

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.**

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission

of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.**

JEA: Compulsory Attendance

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.**

JH: Student Absence/Excuses

One criteria of a student's success in school is regular and punctual attendance. 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. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.**

JHB: Truancy

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.**

JICA: Student 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. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.**

JLCB: Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)
C.R.S. 25-4-901 et seq. (school entry immunizations)
6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:

- a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
 - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
 5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
 6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
 C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
 C.R.S. 18-9-106 (*disorderly conduct*)
 C.R.S. 18-9-108 (*disrupting lawful assembly*)
 C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
 C.R.S. 18-9-110 (*public buildings – trespass, interference*)
 C.R.S. 18-9-117 (*unlawful conduct on public property*)
 C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
 C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
 C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
 C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
 C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
 C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
 C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: ADC, Tobacco-Free Schools
 GBEB, Staff Conduct
 GBEC, Alcohol and Drug-Free Workplace
 JICH, Drug and Alcohol Involvement by Students
 JICI, Weapons in School
 KI, Visitors to Schools
 JLCDB, Administration of Medical Marijuana to Qualified Students

NOTE: *The exceptions in state law that permit possession of a deadly weapon on school property are that the person:*

- a. *has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
- b. *is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
- c. *is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).*
- d. *is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
- e. *has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
- f. *is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*

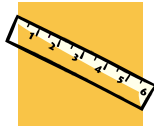
PRESCHOOL

- 1 Package(s) of Dixie Cups, 3
- 1 Box(es) of Reclosable Storage Bags, Quart Size
- 1 Box(es) of Reclosable Storage Bags, Gallon Size
- 1 Package(s) of Baby Wipes
- 1 Box(es) of Crayons
- 1 Dry Erase Markers
- 2 Box(es) of Facial Tissues
- 1 Package(s) of Paper Napkins
- 1 Markers, Box(es)
- 1 Glue Sticks
- 1 Change of Clothes (Toddler, Child, Teen)



KINDERGARTEN

- 1 Crayons, 24 Count
- 1 Crayola® Washable Markers, 8 Count
- 1 #2 Pencils, 12 Pack
- 3 Glue Sticks
- 1 Dry Erase Markers, Low Odor, Ultra Fine Point, Black
- 1 Box(es) of Facial Tissues
- 1 Package(s) of Printer/Copier Paper - White, 8.5in x 11in, Ream/500 Sheets
- 1 Box(es) of Ziploc® brand Storage Bags
- 1 Purell Hand Sanitizer, 8 oz
- 1 Clorox Disinfecting Wipes (bleach free), Canister(s)
- 1 Headphones
- 1 Backpack
- 1 Colored Pencils, Box(es)
- 1 School Supply Box / Pencil Box (Plastic)



1ST GRADE

- 1 Backpack
- 2 Crayola® Crayons, 24 Count
- 1 Package(s) of Printer/Copier Paper - White, 8.5in x 11in, Ream/500 Sheets
- 2 Clorox Disinfecting Wipes (bleach free), Canister(s)
- 1 Headphones
- 1 Box(es) of Ziploc® brand Storage Bags, Gallon Size - boys
- 1 Box(es) of Ziploc® brand Storage Bags, Quart Size - girls
- 3 Box(es) of Facial Tissues
- 2 Pocket Folders

2ND GRADE

- 1 Composition Notebook
- 1 Package(s) of Loose Leaf/Filler Paper, Wide Ruled
- 1 Pencil Bag/Pouch
- 1 Crayons, 24 Count
- 1 Box(es) of Ziploc® brand Storage Bags, Gallon Size - boys
- 1 Box(es) of Ziploc® brand Storage Bags, Quart Size - girls
- 2 Headphones
- 1 Clorox Disinfecting Wipes (bleach free), Canister(s)
- 3 Box(es) of Facial Tissues
- 1 Colored Pencils, Box(es)
- 1 Elmer's® Glue Stick
- 1 Pocket Folders
- 1 Backpack
- 1 Hand Sanitizer, 8 oz



3RD GRADE

- 1 Glue Sticks
- 1 Box(es) of Ziploc® brand Storage Bags, Gallon Size - boys
- 1 Box(es) of Ziploc® brand Storage Bags, Quart Size - girls
- 1 Headphones
- 2 Box(es) of Facial Tissues
- 1 Backpack
- 4 Spiral Notebook Wide Ruled, 1 Subject, 70 Sheets
- 1 Package(s) of Printer/Copier Paper - White, 8.5in x 11in, Ream/500 Sheets
- 3 3-Ring Binder folders of any color
- 1 1" 3-Ring Binder
- 1 Crayons, 24 Count



4TH GRADE

- 1 Colored Pencils, Box(es)
- 1 Crayons, 24 Count
- 1 Hand Sanitizer, 8 oz
- 1 Clorox Disinfecting Wipes (bleach free), Canister(s)
- 3 Pocket Folders of any color
- 4 Spiral Notebook Wide Ruled, 1 Subject, 70 Sheets
- 1 Package(s) of Loose Leaf/Filler Paper, Wide Ruled
- 1 Headphones
- 1 Box(es) of Ziploc® brand Storage Bags, Gallon Size - boys
- 1 Box(es) of Ziploc® brand Storage Bags, Quart Size - girls
- 1 1" 3-Ring Binder



5TH GRADE

- 1 Colored Pencils, Box(es)
- 3 Pocket Folders
- 1 Backpack
- 4 Spiral Notebook College Ruled
- 3 Box(es) of Facial Tissues
- 1 Pencil Bag/Pouch
- 2 Clorox Disinfecting Wipes (bleach free), Canister(s)
- 1 Box(es) of Ziploc® brand Bags, Sandwich Size - boys
- 1 Box(es) of Ziploc® brand Storage Bags, Gallon Size - girls

