



715 W. 20th Street • Pueblo, CO 81003
(719) 549-7410

Nicolas Roberts
Principal

2024-2025
Student/Parent Handbook

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Susan PannunzioPresident
Dr. Kathy DeNiro.....Vice President
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SUPERINTENDENT OF SCHOOLS

Dr. Barbara 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Andrew Burns, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R). Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

2024 – 2025 Nettie S. Freed Staff

Principal	Nic Roberts		Secretary	Cassie DeLong
Assistant Principal	DD Duarte		Clerical Aide	Vikki Graston
Assistant Principal/ Athletic Director	Joey Diaz		Community Advocate	Micaela Cook
			Social Worker	Coral Capritta
Counselor	Charity Gallegos		School Resource Officer	Adam Quintana
Instructional Guide	Sarah Gilbert			
Math Coach/Rtl Coordinator	Sarah Liebel		Music	Margaret Rudin
			Physical Education	Brian Falsetto
Kindergarten	Cara Noriega		Physical Education	Nicholas Ponce
Kindergarten	Ursula Duran		Science	Franchesca Torres
Kindergarten	Alison Russell		Media/Technology	Alison Louis
First Grade	Kirsten Essien		Art	Jason Trigo
First Grade	Brianna Martinez		Instrumental Music	Aubrey Krengel
Second Grade	Matthew Nava			
Second Grade	Jess Guzzo		ESS District Coordinator	Michael Stovall
Third Grade	Matthew Ruiz		School Psychologist	Andrea Baca
Third Grade	Lauren Martinez		CLDE	Nadine Montoya
Third Grade	Karlee Martinez		Speech	Leslie Dupertuis
Fourth Grade	Wendy Gish		Teacher of the Visually Impaired	Sumer Bellinder
Fourth Grade	Kim Barickman		ESS	Robin Reneau
Fifth Grade	Allie Meastas		ESS	Danae Tucker
Fifth Grade	Haley Grein		ESS	Mary Vega
Fifth Grade	India Mainville		ESS	Linda Smith
Sixth Grade	Jennifer Lickert		ESS	TBD

Sixth Grade	Ryan Nichols		Paraprofessional	Maya Koehn
Sixth Grade	TBD		Paraprofessional	Vivian Pawloski
Seventh Grade Math	Rose Villapondo		Paraprofessional	Felicia Ratcliff
Seventh Grade SS	Brian Montez		Paraprofessional	Brian Mata
Seventh Grade ELA	Mick Heberly		Paraprofessional	Krystle Ballou
Seventh Grade Science	Michael Bolish		Paraprofessional	Ian Herrera
			Paraprofessional	Adriana Ocanas
Head Facility Custodian	DeeJ Lorenzo		6th Gr Interventionist	Dena Giglio Vetta
Custodian	Mia Felix		Instructional Tutor	Amy Nava
Custodian	Rich Sandoval			
Custodian	Jasmine Wheeler		Nutrition Services Lead	Elisa Dynes

Our Mission

At Nettie S. Freed K-8 Expeditionary School we celebrate our diversity. We engage our students' curiosity through real-world topics using hands-on learning experiences; challenge them to dig deeply in their learning and persevere; and empower them to become life-long, empathetic learners who impact their community.

Habits of Character and Scholarship

At Nettie S. Freed, our students leave prepared for whatever adventures they may encounter in life.

We strive to have.....

CURIOSITY to seek out new adventures, so we:

- ask questions.
- seek new experiences.
- research things that interest us.
- try different ways of doing things.
- create and explore in our learning.

COURAGE to begin the adventure, so we:

- are confident to speak up when we are unsure.
- initiate and engage in courageous conversations to better understand, and grow.
- seek new ideas that take us out of our comfort zone.
- stand up when something is not right.
- grow and learn through constructive feedback.

PERSEVERANCE to continue when the adventure gets tough, so we:

- don't quit if something is hard the first time.
- know that our first draft is not the final draft.
- find things we are passionate about in order to keep us going.
- believe in the power of the "YET(I)".

EMPATHY for the people on the adventure with us, so we:

- actively listen to others when they speak.
- ask questions to gain understanding.
- put ourselves in others' shoes.
- listen to others to understand, not judge.
- understand that our way is not the only way.

RESPECT for the people we meet on our adventure, so we:

- value others' opinions and thoughts-even if we don't agree.
- are aware of how our words and actions affect others and make choices based on that awareness.
- treat people as we would like to be treated.
- model mutual respect for ourselves to show others how to treat us respectfully.

School Hours

Kindergarten – 6th Grade

- 7:45 a.m. School begins
- 3:35 p.m. School dismissed

Student Arrival Time

- 7:35-7:45

Breakfast Schedule

- Students will receive breakfast starting at 7:35 in their classrooms.

School Personnel Schedule

- 7:00 a.m. to 4:30 p.m. School Office — Secretary/Principal/Asst Principal
- 7:30 a.m. to 4:00 p.m. Teacher Hours

Students should not be unsupervised on the school playground before school. Before school, there is no adult supervision on the playground. Parent cooperation is appreciated. Students are to report to the school office if they have not been picked up by 3:45. It is vitally important to pick your child up on time from school and after school programs. Failure to comply can result in notification to the Department of Social Services or the Pueblo Police Department.

School Attendance

Student Absences and Tardiness

Regular and prompt school attendance is expected of all Nettie S. Freed students. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular school 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. The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical, mental, or emotional disability.
3. A student who is pursuing a work study program under the supervision of the school.
4. A student is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.
6. Absences due to court appearances and participation in court ordered activities shall be excused. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

It is requested that parents call to inform the school about a student absence by 8:30 a.m. Please call 549-7410 to report your child's absence.

When attendance problems occur, school personnel may make home visits, may require parents to come to the office for a conference, or both. The principal and school/district personnel will be actively engaged in attendance problems. In addition, when a child has missed **ten** or more school days, the parents or guardians will be advised of absences and tardiness in writing. Copies of such notices will be sent to the Office of Student Support Services.

We do realize families take vacations during the school year. If this case should arise, please notify your child’s teacher to get assignments for the time missed and notify the office. Specific paperwork should be completed, so we are aware of the absence. Please make every effort to plan vacations during spring break and holidays. Please be aware that students who leave for vacation the last two weeks of school will not be awarded excused absences.

Early Dismissal

Consistent student attendance is vital to their academic success. This includes beginning the school day at 7:45 a.m. and ending the school day at 3:35 p.m. Please try to schedule dentist/doctor appointments after 3:35 p.m. or on Fridays. Please be aware early dismissal affects your child’s daily attendance record. Nettie S. Freed K-8 Expeditionary School’s expectation is that parents cooperate with the school in maximizing their child’s attendance at school.

Tardy Policy

All students are expected to be at school on time. If a student arrives **after 7:50 a.m.**, they must report to the office to receive a tardy slip before entering the classroom. Excessive tardiness (4 or more) are considered an attendance concern and the parent or guardian will be contacted. The community advocate will also be notified and work with the family to reduce the number of tardies.

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

- 1. A court petition shall be filed as soon as possible when the criteria of Paragraph 4 are met. A judicial officer will take action, as he/she deems appropriate. The Court Order shall remain in effect until the student reaches the age of 16. All petitions shall be accompanied by a sworn affidavit of a school person knowledgeable of the child’s record, which affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.
- 2. At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the then current unexcused and excused absences and unexcused tardies and excused tardies plus the current grades and behaviors in all classes taken during the school year and a copy of the child’s attendance plan referred to in Paragraph 3 and updated since the last Court appearance, as well as an update in tutoring participation.
- 3. Should a 4th excused or unexcused absence occur in a semester (as differentiated from “one month” per Paragraph 5 for an unexcused absence) the school administrator, by means of an appropriate referral card, shall contact the school representative assigned to the school and order a home visit. Said referral shall receive priority in administrative responsibilities. School representatives shall make a home visit and will record the outcome as well as share the information with the site. Said visit shall take place within 48 hours of receipt of the referral if possible, but no later than one week. The school shall then monitor the student’s attendance and communicate regularly with the parents as well as the child.
- 4. According to state law, it is the obligation of parents to ensure that every child under their care and supervision receives adequate education and training and, of compulsory attendance age, attends school.

Adopted March 12, 1985 Revised June 27, 2000 Revised May 25, 2004 LEGAL REFS: C.R.S. 22-32-109(1)(n),(w) C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)	CROSS REFS: IVICA, School Year/School Calendar JEA, Compulsory Attendance Ages JHB, Truancy JK, Student Discipline JKD/JKE, Suspension/Expulsion of Students JLIB, Student Dismissal Precautions
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Note: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of non-attendance and report the findings to the board.

Student Information Card

During the first week of school, the teacher will send home an information packet for the parent/guardian to complete. Having this information returned promptly and correctly is very important. The information 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. **Please assure all telephone numbers and addresses are accurate and clearly written.**

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 a parent/guardian wishes to discuss their child's records, notify the principal and an appointment will be made for you to see the records and receive appropriate explanations.

Health Concerns

If your child has a health issue, parents should report that issue to the office. If every parent makes sure that the office is aware of any special health considerations, major or minor, we will have the necessary information to support those needs. Pueblo City Schools houses several Community Health Centers who are also to provide health benefits such as immunizations, physicals, and other short-term medical services. Please talk to our school nurse for further information.

Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments **before** or **after** school whenever possible.

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

Student Safety

The staff at Nettie S. Freed K-8 Expeditionary 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, utilize our parent pickup and drop off areas, so the child does not have to cross the street in the middle of the block. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked.

- We also request parents not to double-park while waiting for a child to be dismissed, as this also creates a dangerous situation.
- Please abide by all posted traffic safety signs (one way signs, no parking, etc.).
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind. Please refrain from using offensive language or gestures when driving around the school, especially when students are present. This can result in undesirable consequences. In addition, parents should never act aggressively toward teachers, staff, or school volunteers.
- *Disrespectful behavior from parents or other drivers will be reported to our School Resource Officer who is employed by the Pueblo Police Department.*

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Visitors are asked to sign in and out at the office. All visitors are required to wear a visitor's badge provided by the school during school visits. If you wish to conference with a teacher, please notify the teacher at least one day ahead to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Visitors are reminded to maintain adult behavior conducive to an elementary school setting. Visitors may be required to leave the school should their behavior be deemed not appropriate to an elementary school setting. Visitors are asked to be appropriately dressed and turn off cell phones to avoid distractions. PARENT REQUESTING TO OBSERVE THE CLASSROOM SHOULD BE SCHEDULED WITH THE TEACHER AHEAD OF TIME AND SERVE A SPECIFIC PURPOSE.

School Volunteers

Background checks are required for all school volunteers. School volunteers must sign in at the office and will wear a volunteer badge.

Dress and Appearance Standards

Please see the district Student Conduct and Discipline Code handbook for student dress code policy, File JICA.

- Headwear that is considered disruptive (hats, headbands with ears, horns, large poof, etc.) may not be worn.
- No winter coats may be worn inside the building.
- Hoodies are permitted but hoods should not be worn over the head inside the school building.
- Shoes should be flat and have a closed toe for safety.
- No artificial nails that interfere with the student's learning.

Please be sure that your child is dressed appropriately for the type of weather our area is experiencing. Parents should support their child by assuring that they come to school in appropriate attire. Shorts and other spring/summer clothing are not appropriate for winter. Students should always bring a jacket to school during winter months as the weather may change quickly.

Labeling of Possessions

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

Items Brought to School

- Personal items, clothing, and school supplies should all be permanently marked with the student's full name.
- The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations.
- Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside.
- Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook).
- We highly recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible. In addition when these items go missing the school does not have the time or resources to investigate their loss. Bringing them to school creates an unnecessary risk of loss of property and loss of time for administrators to handle the issue.
- *Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that arise from such transactions.* If children trade or exchange items, it should be done with both parents present outside of school time and off school property.

Care of School and Personal Property

- Our goal is to instill in students' pride in the appearance of their school.
- Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument.
- Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school.
- Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.
- Students are responsible for lost or damaged books or school property. Students will be required to pay the required amount to cover damages or replacement. Included are textbooks, resource books, and library books.
- Students are not permitted to bring large amounts of money, electronics, toys, skateboards, rollerblades or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Students are not to leave money or other valuables in desks.

Fire Drill/Emergency Exit Drills

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

Cold Weather Policy

Unless the weather is extremely inclement, children will remain outside before school and during lunch recess periods. On these days, students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. Red Flag dismissals occur when inclement weather is present.

DROP OFF-PICK UP PROCESS

On Red Flag Dismissal Days, students will be released a little differently due to the weather. Students will gather indoors to be picked-up. Students whose parents are picking them up in the loop will also gather in their designated areas and listen for their names to be called on the Walkie-Talkie to meet their parents in the loop.

For a Red Flag Release, parents should look for a red flag displayed on the main entrance of the school doors. This process will only be used in extreme weather cases.

Please help us keep students safe and make drop off and dismissal run smoothly by picking up your student in their designated drop off/pick up loop location. We are fortunate enough to have 3 drive loops to help alleviate traffic congestion and make drop off/pick up times shorter.

IF YOU HAVE STUDENTS IN MULTIPLE GRADES, please drop off/pick up your students in the YOUNGER students' loop location. We will send the older students to the younger students' teacher for dismissal.

Loop Locations for drop off and pick up:

Grade	Kindergarten, 1st and 2nd grade	3rd, 4th, and 5th grade	6th and 7th grade
PLEASE DO NOT PARK IN THE LOOP. STAY IN YOUR VEHICLE.			
Location	Back Loop- Enter through West and 20th Street- Turn Right and go behind the school. Exit by turning RIGHT (North) on Blake Street to avoid traffic from Montezuma. ***Students must enter/exit vehicle on Driver Side	Front Loop- Enter through West St and 20th street. Keep left when entering the school campus. Exit out 20th street and turn RIGHT (south) onto West Street to help with traffic flow.	Gym Loop- Enter from Montezuma Rd turn onto 20th Street. Turn into the parking lot using the first entrance and loop around by gyms. Exit out 20th Street and turn RIGHT (North) on Montezuma to help with traffic flow.

Doors open and breakfast starts at 7:35 a.m. If students arrive after 7:50 a.m., they must enter through the main doors and will receive a tardy slip.

PLAYGROUND SUPERVISION: Students should not be playing on the playground equipment in the morning before school. We will not have supervision on the playgrounds before school starts.

FIRST DAY OF SCHOOL ONLY

Teachers will be outside in the area closest to their loop to greet their students and walk them into their classroom. All other days, students will enter and walk to their classrooms where their teachers will be waiting for them and supervising breakfast.

WALK UPS:

We will have students waiting with their teacher in these areas, so if you aren't utilizing the loop and are walking up to pick up your child, these are the locations they will be at for dismissal. Please **DO NOT PARK IN THE LOOP**. We have two parking lots for parents to park their cars.

Inclement Weather Procedure

- In the event school is canceled for the day, Pueblo District 60's staff (superintendent or designee) will make inclement weather decision(s) based on student, parent, and staff safety by no later than 6:00 a.m. A School Messenger will be sent out to parents/guardians, and this information will also be posted on the Pueblo District 60's Website. Local TV stations, radio, and newspapers will also be notified.
- The District will check with the following: the Weather Bureau, the Pueblo Police Department, and district transportation department and others.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and the newspaper.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on days of inclement weather.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- If the decision is made to hold school, school will remain open until the regular scheduled time. The District will make every effort not to cancel school once the regular school day has begun. Only extraordinary conditions will be considered.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, Pueblo District 60's staff will make the decision to delay school by two hours. The District will follow procedures as stated above.

Field Trips/Field Work

The purpose of field trips and field work is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary.

Parents and guardians are invited to accompany the students on most field trips to promote safety and to enrich the learning experience. ***For liability reasons, parents may not bring other children along on the trips.*** The teacher will ask for and/or accept volunteers of legal age and guardianship to attend field trips.

Nettie S. Freed students are expected to exhibit responsible behaviors in academics, attitude, and attendance. Most field trips require District bus transportation. Therefore, all bus rules and regulations apply. In addition, when a child rides the bus on a field trip, they must return to school on the bus. This is a Pueblo School District 60 policy.

School Phone

Students are permitted to use school phones in cases of emergency. However, we do not allow phone use by students for calls that are not an emergency. The school office is considered to be a place of business, and without restrictions on their use, phone lines may be tied up when a parent is trying to contact the school.

School Supplies

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

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.

Parties/Birthdays

Birthday celebrations will be scheduled on the first Thursday of each month. Please check with your child's teacher regarding allergies in the classroom. Please keep treats simple and store bought. **To avoid hurt feelings, we do not allow party invitations to be distributed at school.**

Gifts/Special Deliveries

These items can take up considerable space, and it is the preference of the office and teachers that these items are not delivered to school. In the event that flowers, balloons, and other special items are delivered to school, the gift will remain in the office until after school, as there is no place for these items in classrooms. On birthdays, Valentine's Day, or other such occasions, we discourage the delivery or giving of expensive or elaborate gifts to special friends. The school will generally provide a fundraising activity on these special days.

Parent and Guardian Involvement

Parent and Guardian Responsibility

We believe the support and cooperation of our students' parents and guardians are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is our hope that, by working together, the school and home can assist the student in developing the self-discipline they will need to function successfully in our society. Again, the parent is extremely important in the educational process. We strongly encourage the parents and guardians of Nettie S. Freed students to do the following:

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at Nettie S. Freed and your child'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
- Give your child support regarding special school activities

School Accountability Committee

Nettie S. Freed's School Site-Base/Accountability Committee will meet at least three times a year to plan and assess the school's progress in reaching building goals and objectives. The committee members participate in an advisory role in the planning and implementation of school programs. The School Improvement Plan will be available in the school office and updated yearly. The committee is composed of principal, parents, community members, and staff representatives.

Parent-Teacher Conferences and Student-Led Conferences

Required conferences are scheduled at least twice during the school year. Parents are urged to conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every student work to the best of his/her ability at all times. The goal is to inform parents or guardians of a student's unsatisfactory progress in time for the students to improve his/her work before the next grade report is prepared. Report cards are distributed every nine weeks.

Homework

At Nettie S. Freed, there will be no formally assigned nightly homework assignments. There is no research that proves the effectiveness of homework assignments improving student performance. Rather than spending time doing homework, we suggest your child spend time doing things that have been proven to help them be more successful such as eating dinner together, reading alone or together, playing outside, and getting a good night's sleep.

Parent Portal

Using Parent Portal as a Resource for Parents:

All parents have Parent Portal access for their students. This tool will provide parents with immediate, up-to-date information about your child at school. The Parent Portal will allow parents/guardians to do the following:

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

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

Here is how you can connect to the Parent Portal

1. From the Pueblo District 60's website (www.pueblod60.org), choose the **Parents** drop down menu, and then **Technology**, and then the **Infinite Campus—Parent Portal** link. (<https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp>). Parents can select the **Help** page under the Technology Link on the webpage for a training tutorial and FAQ section.
2. Click on the option for a First Time Campus User.
3. Enter your Campus Portal Activation Key which you can obtain from the school attendance secretary.
4. You will then be prompted to create a username and password for accessing the portal.
5. You will find that the Infinite Campus Parent Portal will be a valuable tool.

Parent Teacher Organization (PTO)

PTO will be developed this year. We will have more information to come. Please contact the office with any questions.

General Information

Communications

Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the school/district website, school telephone messenger, school newsletters, and notes sent home with students. Please discuss with your children the importance of these communications. We will also utilize *Class Dojo*. *Class Dojo* is a free application for your phone or computer. There is a paid version called *Class Dojo Plus*- but everything we will send will be available through the free version. Also, please check the school/district website regularly. Please discuss with your children the importance of these communications.

Special Programs

Pueblo School District 60 offers many education programs throughout the district. A wide variety of services are available to meet the needs of students and include Preschool, Exceptional Student Services, Child Find (0-21 years), Gifted/ Talented, English Language Learners, and many others. Further information is available at the school.

Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches at no cost to our students. **If your child has special dietary restrictions or needs, please see the school nurse to arrange accommodations.**

- Pueblo School District 60 is participating in the Regular National School Lunch program for the school year.
- Breakfast and lunch will be offered to all students at no cost. Studies have shown that children who eat breakfast and lunch do better in school.
- The elementary school menus are posted on the district website and at the school.
- 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 may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.
- Parents, grandparents, and family members are also welcome to eat lunch with their children periodically and for special occasions (biweekly or monthly). Family members should not eat lunch daily with their students as a level of independence must be established by the student. Adult meals are \$5.00- cash only.
- School lunches must be eaten at school. School lunches cannot be taken home. Due to federal regulations, cafeteria food is not allowed to be taken out of school premises.
- The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals.

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

Student Health

Student Health Problems

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

Emergency Medical Authorization

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

Illness

If a student becomes too ill to remain in class, we will reach you by phone. For that reason, it is very important that we have an updated, working phone number on the emergency card. Transportation cannot be provided for sick children. If your child is ill, please do not send them to school. A student who contracts a contagious disease or condition, such as conjunctivitis (pink eye), chicken pox, ringworm, or impetigo will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease. We encourage you to utilize the District Wellness Centers as necessary.

Immunizations

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

Administering Medication to Students

No prescription or non-prescription medication shall be administered at school by the school nurse or other school designee as determined by the principal without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of drug, dosage, time for administering, name of prescribing practitioner and current date shall be printed on the container.
2. The school shall have received written permission from the prescribing practitioner to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested. The exception to this practice would be those medications that need to remain with the student at all times as directed by the licensed prescribing practitioner. Medication may be given legally only by personnel whom a registered nurse has trained and delegated the task of giving such medication. All persons, principal and their designees, administering medication must complete a required yearly in-service training conducted by a registered nurse.

Adopted March 12, 1985

Revised July 16, 1996

Revised June 8, 1999

Legal Ref.: C.R.S. 12-38-132

C.R.S. 22-1-119

6 CR 1010-6, Rule 9-105

6 CCR 1010-6, Rule 9-106

Chapter XIII of the rules and regulations of the State Board of Nursing, Delegation of Nursing Tasks

Cross Ref.: JLCE, First Aid and Emergency Medical Care

Pueblo City Schools, Pueblo, Colorado

Student Expectations

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location. The discipline code at Nettie S. Freed K-8 Expeditionary School is in compliance with Pueblo City Schools Student Discipline code.

Student Expectations

- **School is the students' job.** Therefore students are responsible for their own learning, their behavior, their own attitude.
- Students are to use **appropriate language** at all times. Profanity will not be tolerated.
- Bullying behavior will not be tolerated and includes physical aggression, verbal aggression, social alienation/ intimidation and cyberbullying.
- Students are not allowed to leave school unless a parent or a person designated by the parent comes for them. Parents must check through the office before a child leaves school.
- Students must leave the school grounds as soon as dismissal from school occurs, unless accompanied by an adult.
- Students are not to bring chewing gum, candy, toys, or any other attractive nuisances to school.
- Students are not to write on or under desks and furniture, misuse books, or damage school property.
- Students will keep the school and playground clean by throwing their trash in the trash containers.
- Students are not allowed to bring visitors to school.

Classroom Expectations

Students are to be in the classroom each day on time. Each classroom will provide an environment where learning can occur. No student has the right to interfere with another student's opportunity to learn. Some supplies are provided by the school; however, parents or guardians may be asked by their child's teacher to provide others. Student work areas are to be orderly and clean prior to dismissal each day.

Playground Expectations

The playground is not supervised before school and students should not be on the playground before that time. Students will follow stated game rules showing good sportsmanship. Playground equipment is to be held when students are in line. Students are to line up immediately when the bell rings or the whistle blows. The following activities will not be allowed.

- Pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, or snowballs
- Improperly using equipment
- Bouncing balls against the building
- No siblings are allowed to play on the playground during the recess period.

Hall, Restroom, and Assembly Expectations

Hall conduct shall be quiet and orderly. Children are to keep hands to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway.

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Trash and paper towels are to be in containers.

In an assembly student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

Lunchroom Expectations

<ul style="list-style-type: none">• Observe good dining room manners at the table.• Leave the table and surrounding area clean and orderly.• Put trash in the proper containers.• Do not leave the cafeteria while eating or carrying food or drink.• Do not throw, flip, or spit food.• Do not crush milk cartons or pop lunch bags.• Talking is permitted in normal tones of voice—no shouting.	<ul style="list-style-type: none">• Leave the lunchroom and the building in an orderly manner—no running.• If second portions are served, children will walk to the service counter.• Children are not to go into classrooms during lunch times without permission.
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School Wide Behavior and Classroom Management

Nettie S. Freed K-8 Expeditionary School has school and classroom rules and policies. All School District procedures are listed in the District Discipline Code Handbook. Please review these carefully with your child. Our teachers are expected to use firm, consistent, and fair discipline procedures in their classrooms. Classroom expectations will frequently be reviewed with students.

In order to provide our students with the best opportunities to learn, and to prepare them for successful relationships within our building and the community beyond, we create a positive, classroom and school culture. We believe that an approach to classroom culture, behavior, and classroom management should be based on:

- 1) Providing students the time, skills, and opportunities to build healthy, positive, supportive, trusting relationships with teachers and other students through Crew every day and fostering habits of character all day
- 2) Understanding that troublesome behavior is normal, and does not indicate a failing on anyone’s part, but, rather, an opportunity to grow and learn
- 3) Responsibility for the well being of the community is not on the shoulders of a single expert, or adult authority, but it is the responsibility of the whole community itself
- 4) Using restorative practices to work WITH students and staff to repair harm and restore positive relationships, rather than assign punishment TO students
- 5) A shared sense of accountability for the impact that we have on other in order to reduce and prevent harmful behavior, and create a stronger sense of belonging

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 ensure 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 them
- Explanation of the evidence school authorities have
- An opportunity to present their 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 Student Support Services. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Associate Superintendent for Instructional Services within two school days. The Associate Superintendent shall affirm, modify, or reverse the decision within two school days.

Positive Behavior Intervention Support (PBIS) Matrix

To Reach for the PEAKS, we strive for:

	P erseverance	E mpowerment	A dventure	K indness	S afety
Hallway	<ul style="list-style-type: none"> Show Positive Encouragement Walk with a Purpose 	<ul style="list-style-type: none"> Clean-up Be an advocate Respect Artwork and Bulletin Boards 	<ul style="list-style-type: none"> Be Responsible Greet Others 	<ul style="list-style-type: none"> Be Mindful of Voice Level Be Aware of Your Surroundings 	<ul style="list-style-type: none"> Walk Correctly Respect Personal Space Be Patient
Restroom	<ul style="list-style-type: none"> Encourage Others Clean Up After Yourself 	<ul style="list-style-type: none"> Report Issues Use Resources Thoughtfully 	<ul style="list-style-type: none"> Respect Privacy Be Friendly 	<ul style="list-style-type: none"> Maintain Cleanliness Wait Your Turn Keep Noise Down Hold the Door Leave No Trace 	<ul style="list-style-type: none"> Use the Closest Restroom Practice Good Hygiene Be a Leader
Cafeteria	<ul style="list-style-type: none"> Respect Personal Space Practice Patience 	<ul style="list-style-type: none"> Include Others Clean Up After Yourself Engage in Positive Conversations 	<ul style="list-style-type: none"> Try New Foods Invite Others 	<ul style="list-style-type: none"> Respect Differences Express Gratitude 	<ul style="list-style-type: none"> Mind Your Noise Level Offer Help Give Staff Your Attention Stay Seated
Playground	<ul style="list-style-type: none"> Try to Problem Solve Ask Questions 	<ul style="list-style-type: none"> Make a Choice Be an advocate 	<ul style="list-style-type: none"> Be Courageous 	<ul style="list-style-type: none"> Play Inclusively Share Create Inclusive Games 	<ul style="list-style-type: none"> Respect Supplies Be Self Aware Leave Things Outside
Classroom	<ul style="list-style-type: none"> Try Your Best Spread Positivity Set Goals 	<ul style="list-style-type: none"> Communicate Believe in Yourself 	<ul style="list-style-type: none"> Be Courageous Build a Classroom Community 	<ul style="list-style-type: none"> Use Positive Self-talk Show Empathy Support Diversity Give Compliments 	<ul style="list-style-type: none"> Use Positive Body Language Listen Actively Leave No Trace
Assembly	<ul style="list-style-type: none"> Actively Listen Have a Positive Attitude Use Positive Body Language 	<ul style="list-style-type: none"> Participate positively 	<ul style="list-style-type: none"> Be Courageous 	<ul style="list-style-type: none"> Clap and Cheer Leave No Trace 	<ul style="list-style-type: none"> Be Respectful Enter and Exit Quietly

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 District policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E. E. O. Compliance Officer
Pueblo City Schools
315 West 11th Street -- (719) 549-7162