North Mesa Elementary School
2024 - 2025
Student / Parent Handbook



28881 Gale Road • Pueblo, CO 81006
719 - 948 - 3303
FAX: 719 - 948 - 0178

School Mascot……..Tiger
School Colors…….Black & Gold

Pueblo County School District 70
301 28th Lane
Pueblo, Colorado 81006

BOARD OF EDUCATION

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MISSION STATEMENT

To educate each student to achieve his or her full academic potential

NONDISCRIMINATION STATEMENT

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, religion, national origin, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission or access to, or treatment, or employment in its education programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities.Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 24951 US Highway 50 East, Pueblo, Colorado 81006 719-295-6548 or nondiscrimination@district70.org

North Mesa Staff

Principal	Jeff Howes
Counselor	Stephanie Raper
Secretary	Stephanie Brown
Nurse	Melissa Gillispie
Preschool	Marjie McHale
Preschool ESS	Jennifer Robinson
Preschool Para	Brittany Kochis
Kindergarten	Jessica Lindenmuth
Kindergarten	Jennifer Harbert
1st Grade	Ursaline Paradiso-Dech
1st Grade	Carlee Ethredge
1st Grade	Bailey Thomas
2nd Grade	Stacey Comfort
2nd Grade	Nikki Oreskovich
2nd Grade	Liz Autobee
3rd Grade	Valerie Giglio
3rd Grade	Janae Lockett
3rd Grade	Julie Johnston
4th Grade	Alisha Quintana
4th Grade	Brittany Chambers
4th Grade	Vera Gillespie
5th Grade	Laura Blagg

5th Grade	Angie Fillmore
5th Grade	Sydney Ware
PE	Jeni Ham
Music	Carolyn Morrison
Library	Cathy Fox
Speech	Sandy Frey
Speech Assistant	Ashley Ivan
Title One	Amy Arguello
ESS	Sherrise Miller
ESS	Lisa Porter
Behavior Program	Anthony Stupnik
Psych	Megan Trahern
ELL	Christy Hyatt
Kitchen	Debra Parker
Kitchen	Tina Camacho
Custodian	Dwayne Adkins
Custodian	Mike Griggs
Maintenance	Bryon Vallejos
Para	Judy Duran
Para	Vicky Millard
Para	Jennifer Pillatzki
Para	Kathy Stupar
Para	Antonia Velasquez
Para	Brittani Maddaford
Para	TBA

Instructional Aide	Kristi Monack



SCHOOL HOURS
7:40 A.M. – 3:05 P.M.

STUDENTS SHOULD NOT ARRIVE BEFORE 7:20 A.M.

TRADITIONAL PRESCHOOL HOURS:
Morning - 7:40 A.M. - 10:50 A.M.
Afternoon – 11:55 P.M. – 3:00 P.M.

LUNCH:
Kindergarten – 11:00 A.M
Grade 1 – 11:50 A.M.
Grade 2 – 11:30 A.M.
Grade 3 – 11:10 A.M.
Grade 4 – 12:00 P.M.
Grade 5 – 12:20 P.M.

CAFETERIA PRICES:
Breakfast – Free
Students Lunch - Free
Extra Entree- $2.25
Extra milk/Juice - $.75
Water-$.50
Adults - $5.00 (milk is not included in this price)
Adult milk/Juice - $.75
Water-$.50

LUNCHES/MILK accounts are paid in the cafeteria. **NO CHARGES WILL BE ALLOWED.** Students may either eat hot lunch or bring sack lunches to school.

Please **DO NOT** send pop or candy such as suckers, etc. with them. Students are to exhibit good manners and follow all of the lunchroom rules of the school. This includes no exchanging of food or handling another person's food. Students should exhibit good health and safety habits.

ABSENCES - It is very important that children attend school regularly; however, we realize that from time to time children become ill or family emergencies arise and they are unable to attend school. **When this does occur parents/guardians are to notify the school and also send a note with your child the day he/she returns.** Your child must bring the note to the office. The teachers are then informed if the absence is excused or unexcused.

TARDIES – The first bell rings at 7:32 am. Please have your child to school by 7:30 am. The tardy bell rings at 7:40 am. It is imperative that students get to school on time. If possible, appointments should be made after school or on Fridays. If this is not possible and a child has an appointment before or during school we ask that you notify the school. **Students that are late must come to the office before going to class.** The person bringing the child to school **must** sign the child in at the office.

VISITOR SIGN IN / SIGN OUT-Must sign in and out at the office. Only visitors who are teacher approved are allowed to go to the classroom.

STUDENT ABSENCES AND EXCUSES

1. Students shall enroll at the opening of the school year, shall attend regularly, and shall be prompt in arriving at school and at each class during the day. Serious illness, sudden emergencies and absences to participate in supervised educational and co educational activities that are scheduled as a regular part of the student's program are acceptable as reasons for absences. Other absences are considered excused when special arrangements are made for purposes other than illness or emergencies and approved through building administrators. When such arrangements are made, a student will have the opportunity to make up all work missed upon return to school, but for expected, excused absences the student will be given the opportunity to have the study program outlined in advance.
2. Upon returning from an absence, each student shall report to the school office giving reasons for the absence.
3. Students who have excused absences will receive teacher help in making up work lost, provided the student requests help and accepts it promptly and without undue urging. Teachers are not required to provide special help for students who need to make up work lost through unexcused absences.
4. All students shall attend a full day at school each school day until such time as the student shall have graduated from senior high school.

CHANGE IN STUDENTS ROUTINE – If there is going to be a change in a child's daily routine, please notify the office by sending a note with your student or calling the office to let us know. Examples of a change in routine would include riding a different bus or someone else picking them up from school. Please be very specific about who will pick them up. They can meet the child at the office area to pick up. **Please sign and date the note. Do not have your child or student write the note or sign the note. Blue notes need to be given if there will be bus changes, if a student needs to go from parent loop to a bus route or bus route to parent loop.** We are more than happy to accommodate changes in daily routine, because sometimes changes are necessary. We only ask that you notify us by 2:00 in the afternoon, if not sooner. This will ensure that all information will be delivered, and we can notify the student and teacher of the changes. Changes made after 2:00 can and have caused confusion, and this might prevent the change in routine being carried out smoothly. **Please try and make all changes in routine by the 2:00 deadline.**

CHANGE OF ADDRESS OR PHONE NUMBER - So that our files are up to date, please let us know of any changes in address or phone number. All parents should have a telephone number on record where they may be reached during the school day.

SPECIAL PROGRAMS - Speech and Learning Disabilities for students with special needs are available when students are referred, tested and staffed into a program according to district procedure. All students participate in physical education and the music program.

Extended Learning Opportunities are provided in classrooms to challenge students with special academic talents. A K-5 Health Program teaches about the human body and how to care for it.

MTSS/RtI - Response to Intervention is a team approach to address student concerns in academic and behavior areas. The team consists of teachers, specialists, and parents that come together to address the student's concerns.

HOMEWORK CLUB – Homework club will start on September 3 and will be available on Monday, Tuesday and Wednesdays from 3:05 to 3:30 in the library. The last day of the Homework club will be May 14, 2024. Homework club is for students in 2nd grade through 5th grade. First grade students will be teacher recommendation only and 1st and kindergarten siblings will have to be cleared through Mr. Howes.

TITLE I READING - The Title I reading program is available for students that qualify for additional help. Teachers work both in the classroom and use a pullout program also.

COUNSELING PROGRAM - The guidance/counseling program is primarily a classroom-based service. The counselor visits each classroom on a rotating schedule. Topics discussed may include (but are not limited to) character education, respecting others, bullying, responsibility, communication skills, conflict resolution, dealing with losses, decision making, study skills, setting goals, time management, career exploration, and leisure-time activities.

Other services available are one-to-one meetings and small group activities. Students, parents and guardians, teachers, or the counselor may initiate a student/counselor meeting. Parental permission is required for group activities. Parents and guardians are encouraged to call at any time for information or for a conference. If students are to be excused from classroom guidance sessions, a written statement must be submitted to the office. This record will be kept in the student's cumulative record.

INSURANCE - Accident and Dental Insurance are available to those students wishing to take it. **Insurance forms must be returned whether you take the insurance or not.** If you do wish to participate, please make checks payable to **Insurance Company.**

UPDATE FORMS - Please fill out student update forms and return them to school as quickly as possible. **Also, please notify the school of any changes as soon as possible! This includes any changes in guardianship or visitation regulations if applicable. The school will only enforce and support decrees issued by a judge concerning custody and visitation issues.**

BOOKS AND MATERIALS - Please remind your child to take proper care of his books and materials. Students may be charged for damaged or lost books, etc.

GYM - Students are to wear tennis shoes to P.E. class. Girls should also wear or bring pants or suitable clothing for P.E. class.

RIDING THE BUS - Students are to ride their regular bus each night. Students will be allowed to ride a different bus only in cases of emergency and **must have approval from the office.** Students are not allowed to ride a different bus for the purpose of recreation, scouts, parties, 4-H etc. This arrangement

will need to be made by parents after school. A list of bus rules has been distributed to each child. Parents need to review these rules with their child and remind them that infractions may be cause to deny them bus privileges. It is very important that students obey these rules closely as driving a bus is a difficult task. We need your utmost cooperation concerning this. We also ask that parents picking up their child are to pick them up at the south end of the gym on Gale Road. Also parents dropping their child off in the morning should drop them off at the south end of the new gym on Gale Road. Students are to enter the building through the gym door. Parents arriving after the buses have left may drop them off at the front door. If you arrive after the bell rings you must bring your child to the office and sign them in.

PARENT PICK UP/DROP OFF LOOP - Use the drop off zone in the Parent Loop by the Main entrance; Students can be dropped off and picked up in the parent loop this year. Parents may park and walk students to the entrance to the school. All parents and students using the parking lot have to be walked to the school. Parents are not permitted inside of the school without an appointment with staff. Staff will be on duty to assist in the loading and unloading of students and require the cooperation of all parents to make this a safe and efficient system. We ask you to go to Everett Road and head south on 29th Lane and take a right going west on Gale Road. While exiting the loop take a right heading west to 28th Lane. Please stay on the right shoulder and keep the intersections clear. **All afterschool programs parents will have to park and come in the cafeteria for pick up.**

MEDICATION POLICY - Medication will only be administered to students when it is prescribed by a doctor. **Parents must fill out a medication form, have it signed by the doctor, and bring the prescribed medicine to school.** We must also have an order from the doctor.

OVER THE COUNTER MEDICATION SUCH AS ASPIRIN, COUGH DROPS, ETC. WILL NOT BE ADMINISTERED WITHOUT ORDERS FROM THE DOCTOR.

Please **DO NOT** send any kind of medication with your child. This is against State regulations.

AGAIN, PARENTS ARE TO BRING MEDICATION TO SCHOOL AND PICK UP ANY MEDICATION THAT MAY REMAIN.

VISITORS No visitors will be allowed in the building unless they have an appointment or doing approved volunteer work- If you wish to visit a class we ask that you call the school and make arrangements with the instructor. Also, all visitors must first check in at the office. Telephones in the classroom are to be used only in emergency situations. Please be willing to leave a voice mail or contact information when calling an instructor. No calls shall be taken during instructional time, and no student will make personal calls during this time as well. **WE DO NOT ALLOW SCHOOL AGE CHILDREN FROM OTHER SCHOOLS TO VISIT UNLESS THEY ARE ACCOMPANIED BY A PARENT OR GUARDIAN.**

APPEARANCE/GROOMING/DRESS -Appearance should be conducive to the educational setting. Extreme hair coloring and extreme haircuts that distract from the learning environment will not be allowed. The increase in the number of schools going to school uniforms is directly related to the changes in trends and fashions that are not appropriate for the school setting. Please help us maintain a positive and friendly environment by dressing your child in clothes that are appropriate for school and

do not try to convey negative feelings toward individuals, work, school or family. We will ask your child to turn the shirt inside out or put another shirt on if necessary. We will adhere to the District 70 dress code which is posted on the Pueblo School District 70 web page. **Dress that contains sayings that are cynical, disrespectful, or sarcastic is discouraged. Depending on the severity, we may ask your child to turn their shirt inside out, or request another shirt be worn.**

PARENT/TEACHER CONFERENCES - Conferences will be made during the teachers office hours this year. Your child's teacher will let you know their office hours and times. Notices/appointment times will be sent home with students. Parents and teachers are encouraged to communicate concerns whenever they occur. Parents are asked to make arrangements in advance for additional conferences with teachers or the principal. If a parent has a scheduled conference time and cannot attend, please call the school in a timely manner to notify the teacher.

DISCIPLINE POLICY - No student has the right to behave in any way that interferes with the safety, welfare or educational progress of any other person. Teachers have the authority and responsibility to set classroom rules consistent with school and district policies. Problems, which go beyond the control of the teacher, are referred to the principal. Disciplinary action is intended to prevent or change inappropriate behavior. Parent involvement is important and is requested in the effort to solve discipline problems.

EMERGENCY SCHOOL CLOSING - In case of emergency school closing, announcements will be made over local radio and television stations. Parents should make provisions for children if they should have to return home early because of emergency school closing. These alternate plans should be reviewed periodically with your child.

EMERGENCY DRILLS - Fire, Tornado, Lockdown, Shelter in Place, Secured Staus and Bus evacuation drills are held as important safety precautions. Students are given instructions in each classroom. Routes, exits and protected areas are designated for each classroom.

ASSIGNMENTS/HOMEWORK - Class assignments and/or homework is the primary responsibility of the student. Students are encouraged to turn in assignments promptly and as neatly and accurate as possible. Students should also check on assignments missed because of absence etc. Students will be given a reasonable amount of time to make up assignments when they have an excused absence.

ACADEMIC RECOGNITION – Students in 2nd thru 5th grade are recognized each quarter for their academic achievement. Students with a grade point average of 4.0 are placed on the Principal's Honor Roll; a grade point average of 3.5 – 3.99 place students on the Honor Roll; and a grade point average of 3.25 – 3.49 place students on the Merit Roll. Grade point averages do not include Music or P.E.

LOST AND FOUND -The school cannot be responsible for lost items, however, if reported immediately every effort will be made to help locate the items. The student's **Name** should be clearly marked on the lunch box, coat and other possessions.

ELECTRONIC DEVICES, GAMES, TOYS ETC. - should NOT be brought to school unless allowed by the teacher for a special purpose. All cell phones need to be turned into office or in backpacks turned off. Violation of phones will result in disciplinary action.

HB 96-1139
Colorado's Basic Literacy Act

By the school year 1998-99, schools will assess the reading readiness of kindergarten children and reading comprehension levels of first, second and third grade students. Those students below grade level will be placed on Individual Literacy Plans designed by the school and the students' families. Students reading below third grade comprehension level will be placed in a reading class designed to achieve grade level reading skills.

Even though HB 96-1139 does address various skills such as writing and mathematics, it stresses reading (for success in school, reading is the most important skill, closely followed by writing and mathematics). This is not a bill that supports retaining students in third grade; instead, the bill specifies that students be retained in a **reading class** that will accommodate the child's reading needs.

GOALS OF EDUCATION IN SCHOOL DISTRICT NO. 70

The goals of education in Pueblo District No. 70 schools are to help each student.

1. To implement the Long-range Directional Focus as delineated in district strategies and school improvement plans for each building for the 2010-2011 school year, which has a primary focus on value-added, longitudinal assessment.

2. To provide a balanced approach for our students, aligned with Senate Bill 186, to develop proficiency in the basic skills (reading, writing, speaking, listening, mathematics, and science).

3. To infuse our student performance standards throughout all grade levels and all courses and identify key performance assessments to evaluate student competency of the performance standards.

4. To provide professional growth opportunities for all district employees in areas that are consistent with district needs and public responsibilities (i.e., longitudinal analysis of CSAP data supported by additional bodies of evidence).

5. To structure curriculum and implement activities which will improve our schools and programs to meet the needs of our students and close the learning gap separating various groups of students (i.e. Pre K-12 curriculum alignment).

6. To develop and implement financial and business activities which will maintain and improve the financial position of the school district as it relates to the district's educational mission.

7. To maintain district facilities and grounds which enhance educational opportunities for students, provide a safe and desirable workplace for our employees, and foster utilization by the community.

Adopted by the Board of Education.

SEXUAL HARASSMENT - Sexual harassment is form of sex discrimination and thus a violation of Title VII of the Civil Rights Act of 1964. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. Sexual harassment is illegal under federal law and shall not be tolerated.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the person's educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individuals.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment. Behavior that is sexual in nature and is unsolicited and unwelcome may include but shall not be limited to:
    1. Sex-oriented verbal "kidding," abuses or harassment.
    2. Pressure for sexual activity.
    3. Repeated remarks to a person with sexual or demeaning implications.
    4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
    5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Student-to-student sexual harassment shall not be tolerated within the school environment. Disciplinary action shall occur in response to student-to-student sexual harassment. Students may file a formal grievance of sexual harassment. Students should report their complaints to the principal. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the associate superintendent for instructional services.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. Retaliation complaints shall be investigated and be subject to disciplinary action.

All complaints regarding sexual harassment shall be handled in a timely manner. Any student who violates this policy shall be subject to disciplinary action based on the investigation. Disciplinary action may include but shall not be limited to warnings (verbal or written), reprimands (verbal or written), suspension or expulsion.