

Parent/Student Handbook



2025-2026

FRANKLIN SCHOOL OF INNOVATION

1315 Horseshoe Drive • Pueblo, CO 81001

(719) 549-7540

Web site: franklin.pueblod60.org

Dana DiTomaso-Junkman, *Principal*

Ann Filpi, *Dean*

Kristi Arko, *Secretary*

PUEBLO SCHOOL DISTRICT 60 2025-26 Instructional Calendar

August 2025

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
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31						

September 2025

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October 2025

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November 2025

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December 2025

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31						

January 2026

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24	25	26	27	28	29	30
31						

AUGUST
 New Teacher Orientation4, 5
 Innovation Professional Development.....6, 7
 Teachers Begin.....11
 Principal Led Professional Development/
 Building Meetings11
 District/Bldg. Professional Dev. Day.....13, 14
 Teacher Work Days12, 15
 Assessment/Transition Day K-1218
 Classes Begin.....19
 No School1, 8, 15, 22, 29

SEPTEMBER
 No School5, 12, 19, 26
 Labor Day1
 District/Bldg. Professional Development.....12

OCTOBER
 No School3, 10, 17, 24, 31
 1st Grade Period Ends16
 Teacher Work Day17
 Parent/Teacher
 Conference Window.....20, 21, 22, 23, 24

NOVEMBER
 No School7, 14, 21
 Innovation Professional Development.....7
 (1/2 Day = 3 hours 15 minutes)
 District/Bldg. Professional Development.....14
 Thanksgiving Break.....24, 25, 26, 27, 28

DECEMBER
 No School5, 12, 19
 2nd Grade Period/1st Semester Ends19
 Teacher Work Day19
 Winter Break22, 23, 24, 25, 26, 29, 30, 31

JANUARY
 No School9, 16, 23, 30
 Winter Break1, 2
 District/Bldg. Professional Development.....16
 Innovation Professional Development.....30
 (1/2 Day = 3 hours 15 minutes)

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

MARCH
 No School6, 13, 20
 3rd Grade Period Ends19
 Teacher Work Day20
 Spring Break23, 24, 25, 26, 27

APRIL
 No School3, 10, 17, 24
 District/Bldg. Professional Development.....10
 (The hours from this day will be utilized for Fall Parent
 Teacher conferences.)

MAY
 No School1, 8, 15, 22, 29
 Teacher Work Day8
 (The hours from this day will be utilized for Spring
 Parent Teacher conferences.)

GRADUATION:
 Paragon 6 p.m. / Thursday, May 21
 South 3 p.m. / Friday, May 22
 East 7 p.m. / Friday, May 22
 Centennial 8 a.m. / Saturday, May 23
 Central 12 p.m. / Saturday, May 23
 Memorial Day25

JUNE
 Classes End.....4
 Teachers' Last Day5
 Possible Make-up Day8, 9
 (for inclement weather coverage)

JULY

February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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PUPIL CONTACT DAYS

August8	February.....16
September.....17	March.....14
October.....18	April.....18
November.....12	May15
December.....12	June4
January.....16	July.....0
	Total.....150

DAYS PER SEMESTER

1st Grade Period.....35	3rd Grade Period 44
2nd Grade Period.....32	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)



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Franklin School of Innovation

VISION

To develop and enhance academic, social, and personal skills in a safe, rigorous, and engaging learning environment using innovative practices.

MISSION

To provide a supportive and high-quality education, so each scholar will be college or workforce ready and lead a life of purpose.

Core Values

We believe that...

- We are dedicated to furthering each scholar's education and growth.
- Engagement and collaboration are essential to Franklin's success through the group effort of each staff, scholar, family, and community member.
- We will create a well-rounded scholar with the capacity to maintain self-awareness and healthy relationships through communication, active listening, cooperation, and compassion.
- As a school, it is our responsibility to provide each scholar with a safe, positive, and supportive work environment.
- Each community member is treated with equity and respect.
- Authentic learning experiences give scholars the opportunity to use their knowledge and skills on projects that relate to real-world life experiences.
- We will engage and empower scholars through project-based learning, using Project Lead the Way

Innovation Zone Mission and Vision

VISION

To create a culture of learning that develops each student into an extraordinary citizen in their local community and beyond.

MISSION

As an Innovation Zone, we will create learning experiences that address all aspects of student development including their academic, social, and emotional learning. In this environment, students will be empowered to embrace a growth mindset, to take ownership of their learning, and to lead a life of purpose and impact.



Franklin School of Innovation

1315 Horseshoe Dr.

Pueblo, CO 81001

(719) 549-7540

To: All Parents
From: Franklin School of Innovation
Date: August, 2025
Re: Parent Right to Know Letter

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

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar Para educators provide services to your child and, if they do, their qualifications.

Please contact us at (719) 549-7540 if you would like to receive any of this information.

School Hours

School begins each morning at 7:45 (Monday through Thursday). School is dismissed at 3:05 p.m. Monday through Thursday.

Grades Kdg. – 5th Grade

- 7:35 Students will enter classrooms through exterior doors. K-2 enter through the front and 3rd -5th enter on the backside of the school.
Doors will open at 7:35 a.m.
- 7:45 Bell Rings. After 7:45 a.m. a student will be marked as tardy and enter school through front office doors.
- 3:05 School dismissed

School Personnel Schedule

7:00 to 4:00 School Office—Secretary/Principal/Dean

Early Release or Late Arrival

Please be aware an early release or late arrival does count against attendance. All early releases or tardies will be unexcused unless a doctor's note is provided. Every minute your child is late or leaves early counts towards their attendance. Parent must be present in the office in order for the student to be called out of class.

Tardy Policy

All students are expected to be at school on time. If a student arrives after 7:45 he/she is counted tardy and must report to the office for check in. *Students who are tardy will be excused for the following reasons only:* any medical appointment with a note from the Doctor's Office or attending a funeral. All other reason for being tardy will be recorded as unexcused. Getting up late, parent running late, flat tire, ran out of gas, etc. are not considered excused.

Please respect and follow the drop off and pick up “Do and Don’t” Guidelines

DO:

Use the drop off and pick up zones

K-2-Enter through the front loop and 3-5 enter on the backside of the school

Legally park before allowing children to get out of the vehicle

Use the crosswalks to cross the street Report suspicious or unsafe activity

Drop your child off in the designated area

Pick up your child on time. Teachers are off duty at 3:15

DON'T:

Block crosswalks, speed or make U-Turns

Call students to cross the street between cars

Park and leave car unattended in drop off zones

Walk your child to a classroom. Parents are not allowed without checking with office

Please be aware and follow Drop Off and Pick Up rules

Please follow our Front Loop Drop Off/Pick Up System for students in grades K-2. We will be using the *Drive Line System* and all families are given a Family Number. Your child/children will have the same number the entire time they are at Franklin. You must have your family number posted in the front windshield or have it in the car to pick up your child/children. We will give you new number cards every year. We will supply 2 at the beginning of the year. Please let us know if you need additional cards

KINDERGARTEN, 1ST, AND 2ND GRADE DROP OFF

- Drivers will proceed west on Horseshoe.
- Continue to pull forward until you reach the loop.
- Turn right into the loop and stay in the drop-off lane.
- Pull forward along the sidewalk as far as possible.
- Staff members will be present to help your child exit the vehicle on the passenger side.
- Students will walk towards their staging area near the kindergarten wing of the building.
- After your child exits the vehicle, drive forward, turn right onto Horseshoe, and continue west. Do not turn on Yorktown.

3RD, 4TH, AND 5TH GRADE DROP OFF

- Drivers will proceed east on Yorktown.
- Continue to pull forward as far as possible along the sidewalk.
- Staff members will be present to help your child exit the vehicle on the passenger side.
- Students will walk on the inside half of the sidewalk, into the
- Commons entrance of the school.
- After your child exits the vehicle, drive forward and continue east on Yorktown. Do not turn south on Horseshoe.

KINDERGARTEN, 1ST, AND 2ND GRADE PICK UP

- Drivers will proceed west on Horseshoe.
- Have Driveline Number Tag in your window.
- Staff will punch in your Family Number into the system.
- Continue to pull forward until you reach the loop.
- Turn right into the loop and stay in the far right lane. Pull forward as far as you can in the loop.
- Students will walk out of the school and wait in the staging area.
- ***Do not park on the concrete walkways.***
- Staff members will be present to help your child enter the vehicle on the passenger side.
- After your child/children enter the vehicle, drive forward, turn right only, and continue west on Horseshoe. Do not turn onto Yorktown.

3RD, 4TH, AND 5TH GRADE PICK UP

- Drivers will proceed west on Yorktown.
- Have Driveline Number Tag in your window.
- Staff will punch in your Family Number into the system.
- Continue to pull forward until you reach the cone area
- Pull forward beside the sidewalk as far as possible.
- Students will walk the sidewalk and wait in the staging area
- Staff members will be present to help your child enter the vehicle on the passenger side.
- After your child/children enter the vehicle, drive forward and continue east on Yorktown. Do not turn south on Horseshoe.

What Does “Innovation” Mean at Franklin?

EVERY CHILD, COLLEGE READY — Regardless of whether every student chooses to go to college, every child ought to have college as an option. AVID (Advancement via Individual Determination) builds a culture of high expectations that sets students on a rigorous path of learning. Teachers utilize consistent instructional strategies across all grade levels that help students to organize, analyze, and collaborate in their content areas.

PERSONALIZED, 21st CENTURY LEARNING — Students come to school with a wide range of knowledge and skills, even when they’re in the same classroom. By adopting a blended learning model, schools within the zone will utilize technology and online learning to customize learning for students during their day. Blended learning doesn’t replace the teacher, but rather allows them to use technology to meet the specific needs of each of their students. Students that are behind will benefit by being able to catch up more quickly, and students who are ahead won’t be slowed down! As a result, learning becomes more meaningful and more relevant for students.

HELP STUDENTS TO DREAM — We want our students to discover more about their community and more about their world! The creation of an Extended Learning Opportunities Program will allow them to learn a new skill, pursue a passion, and connect with the community through unique and exciting programs. Extended Learning Opportunities will be offered in an after school or end of day format and we’ll be working with the community to find people willing to share their interests.

STRENGTHEN OUR COMMUNITY — Today’s students are tomorrow’s citizens. We want to ensure that our community thrives and is revitalized by our students. Through a partnership with CSU-Pueblo, we’ll create a special program for teacher candidates to partner with master teachers within the innovation zone. This will ensure that our future teachers have the skills necessary to succeed in our schools.



School Attendance

(See SC and DC File: JH and File: JH-R and Enrollment Commitment form)

The Colorado State Legislature passed Senate Bill No. 140, which deals with school attendance. This bill was signed into law by Governor Roy Romer on April 19, 1993. The law stipulates that annually, at the beginning of the school year and upon any enrollment during the school year, the parent of each child enrolled in the school district be notified in writing of the parent's obligations with regard to compulsory school attendance.

Excused absences are categorized as illness, substantiated by a doctor's statement, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Community Advocate and may result in action being taken in regard to your child attending an iZone School, or possible legal action.

Student Absences and Tardies

Regular and prompt school attendance is expected of all Franklin students. Attendance is the single biggest predictor of school success. The only absences considered excused are due to illness that can be substantiated by a doctor's statement, death in the immediate family, or when approved by the principal. All other absences will be considered unexcused. Tardies and early releases count against attendance. Students may not receive grades for assignments, tests, or projects missed because of unexcused absences. **It is requested that parents call to inform the school about a student absence by 9:30 a.m. Please call 549-7540 and report your child's absence. No call results in an unexcused absence.**

When attendance problems occur, the Community Advocate may make home visits, may require parents to come to the school for a conference, or both. The school counselor and/or community advocate will be actively engaged in attendance problems. In addition, when a child has missed four school days in one month or *ten in one year*, the parents or guardians will be advised of absences and tardies in writing by the principal or counselor. Copies of such notices will be sent to the Pueblo School District 60 Student Support and Intervention Services Office. Please refer to the enrollment commitment form on page 32.

Tardy Policy

All students are expected to be at school on time. **If a student arrives after 7:45, he/she is counted tardy.** 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. Excessive tardies (five or more) are considered an attendance concern. Students with unexcused tardies and absences will be excluded from extra-curricular activities, such as extended learning opportunities offered throughout the year.

Students who are tardy may receive an excused tardy for the following reasons:

- Documented medical or dental appointment.
- Funeral attendance for family member

ALL other tardies will be recorded as unexcused.

Did you know that every day in school your child is:

- Learning a new word, a new math skill, a new science theory or another important skill?
- Learning how to be independent and responsible; completing assignments, staying focused, following rules, and gaining confidence?
- Learning social behaviors; making new friends, learning to work together, communicating with other students and staff, and helping create a positive classroom environment?

All of these skills are necessary to be successful in his or her future career.

Upon signing the Pueblo School District 60 Code of Conduct and Discipline Code book, you are acknowledging that you understand your responsibilities towards the educational success of your child. In addition, you have received the Franklin School of Innovation Handbook and are agreeing to the following:

- Attendance policy
- Enrollment Commitment

The biggest intangible habit or skill you can teach your child is to be present and on time. Make every day count, help you child prepare for lifetime of success.

School Choice

Please see School Choice information on the District website www.pueblod60.org

Student Information Packet

During the first week of school, the teacher will send home an information packet for you to complete. Having this information returned promptly and correctly is very important. The packet is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. Make sure all telephone numbers and addresses are accurate and clearly written.

Change of Address/Telephone

It is extremely important that every parent maintain an up-to-date address and working telephone numbers on record in the school office. Please notify the school within 48 hours 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.

Student Safety

Emergency – Crisis Management Procedures

Lockdown Procedures

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

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

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

Tornado Warning Procedures

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

Emergency Drill Procedure

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

Parking, Drop-off and Pick-up

The staff of Franklin 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 park so the child does not have to cross the street in the middle of the block. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked. We also request parents **not to double park or make a U-turn** while waiting for a child to be dismissed, as this also creates a dangerous situation.

Parking other than for drop off and pick up, is not allowed in drop-off zones. This will be enforced by the Pueblo Police Department.

Before school supervision is provided from 7:35 (bell rings) until school starts at 7:45 (bell rings). ***Students may not enter the building until 7:35. After school supervision is provided until 10 minutes after the bell (3:05 p.m.).***

Students should be dropped off where they can proceed directly to their area of supervision. Students may enter the building through the front door or cafeteria doors.

THE SCHOOL PARKING LOT IS NOT A SAFE STUDENT LOADING OR UNLOADING AREA AND IS NOT TO BE USED FOR DROP-OFF OR PICK-UP. THIS LOT IS FOR STAFF PARKING ONLY.

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Please clear your visit with an administrator prior to the date. Visitors are required to sign in and out at the office and wear a visitor pass. If you wish to conference with a teacher, please notify the office and the teacher will call to schedule. 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. ***Parents and/or students are not to enter classrooms when the teacher is not present.*** Visits from former students should not occur during the school day. Former student visits to teachers need to be cleared by the teacher prior to the student coming to the classroom. We ask that when parents visit classrooms during the school day, that siblings or other children not come along (except for classroom parties). By district policy, no student from another school may visit during school hours unless accompanied by an appropriate adult. Parents are expected to behave in such a way as to not disrupt the educational process. Please see board policy KI "Visitors to Schools" and KFA "Public Conduct on School Property" found at the end of this handbook.

Birthday Parties

Birthday parties for each month will be celebrated on the last Thursday of every month at 2:45. Parents may send in treats to celebrate their child. Please do not send in balloons or flowers to the school, as they are a distraction to the learning environment. If these items do arrive, they will be given to the child at the very end of the day as school is dismissing. All treats must be store-bought, no homemade treats.

Lunch Visitors

Visitors wishing to have lunch with their student may contact the office on the date of the lunch and will use the Media Center to enjoy a quiet lunch with their child. Parents are not allowed to attend recess with their child or bring younger siblings to their child's recess due to liability concerns. Families are always welcome to check their child out for lunch and recess as long as the child returns on time to class after the 35 minute lunch/recess period is over.

Dress Code

Franklin School of Innovation does not currently have a school uniform policy, however we do require students to DRESS FOR SUCCESS and adhere to the general school dress code guidelines outlined by Pueblo School District 60 board policy. Appropriate school attire should not distract from the learning environment, and should support a safe and orderly school environment. See the District's Student Code of Conduct and Discipline Handbook for complete policy information.

Students must abide by the following general guidelines reflecting board policy and Franklin Elementary expectations:

1. Students must wear a top, bottom, and hard-sole footwear while on school premises.
2. Students may not wear gloves or sunglasses while inside a school building.
3. Students may not wear head coverings except for religious or documented medical purposes.
4. Whether standing or sitting, items must cover underclothing, shoulders, back, genitals, buttocks, stomach, and chest.
5. Items must be opaque.

Students may not wear:

1. Items that make the student unidentifiable (except as a religious observation).
2. Items that contain sexually suggestive language or messages that is prohibited by the Student Code of Conduct.
3. Items that could be used as weapons, including items with spikes or chains, or items that could be used to conceal weapons.
4. Items that promote illegal activity for students include drugs, alcohol, tobacco, weapons and/or gang affiliation, or violent conduct.
5. Items that depict hate speech, intimidation, or intolerance toward protected groups that are prohibited by the Student Code of Conduct.

If your child is in violation of the dress code, you will be called to provide clothing which complies. Spirit day is every Wednesday. Students should wear a school T-shirt.

Cell Phones

Many families choose to allow their students to have cell phones and depend on this for necessary communication. If your child brings a cell phone to school it must be turned completely off and kept in the backpack during the day. Students may use their cell phones after school, with their parent's permission. Any time a student is seen with a cell phone during school hours, it will be taken away and kept in the school office until a parent comes into the school to pick it up. **Chronic violations can result in disciplinary action.**

Labeling of Possessions

Coats, backpacks, 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 semester and the end of each school year, unclaimed items are donated to one of the many community organizations that serve the needy.

Bicycles at School

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

Care of School and Personal Property

We try 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 face disciplinary actions and/or will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books and school property. Students will have to pay the required amount. Included are textbooks, resource books, and library books.

Student Personal Property

Students are not permitted to bring large amounts of money, iPods, video games, toys, skateboards, scooters, roller blades, sports equipment, or other electronic or valuable items to school. These items can be lost, stolen, or broken and cause disruptions to the learning environment. If a student wears glasses or a watch, we ask that the student take responsibility for the care of these items. If it is necessary to bring money, students should check with their teacher or place the money in the office for safe keeping. Do not leave money or other valuables in the desks.

Cold Weather Policy

Unless the weather is extremely inclement, children will remain outside during recess periods. On these days students should dress warmly so that they are comfortable during brief periods outside.

Red Flag Procedures

1. Temperature of 25° or below constitutes a Red Flag Day.
2. If the temperature is above 25° but the wind chill factor reduces temperature below 25°, students will have recess indoors.
3. Rain, snow/ice on the playground may cause problems. Therefore, students will have recess indoors.

Inclement Weather Procedure

In the event school is cancelled for the day, Pueblo School District 60 staff will make inclement weather decision(s) based on student, parent, and staff safety:

- 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 questionable snowstorm days.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc...
- Parents are expected to be responsible for custody of 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 School District 60 staff will make the decision to delay school by two hours. The District will follow procedures as stated above.
- On delay days, *breakfast is not served!*

Field Trips

Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Students must be in attendance prior to the field trip. Students must follow the rules of the school even though the students may be far from the actual school building. In addition, other rules may apply to the field trip that ordinarily are not stressed at school. These additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with the regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. No eating or drinking is allowed on school buses. **Students may be excluded from field trips because of poor behavior prior to the trip.** If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed. Parents are not allowed to ride on the buses with the students. Some field trips may be students only due to limited space. They may follow the bus in their own vehicle and join the group at the destination. Parents/guardians may not transport their child to the field trip destination; the student must ride on the bus. This is a Pueblo School District 60 policy. Parents/guardians who are on the Contact Card (located in the school office) may sign their child out at the end of the field trip. They must sign the child out with the child's teacher. Refer to page 27 for the Field Trip Contract.

School Phone

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls that are not an emergency. **Please make transportation arrangements in advance.**

School Supplies

School supply lists are available on the school website. If you cannot purchase supplies due to financial hardship, please let the office know. We will help you to acquire the needed supplies.

Use of Video Cameras to Monitor Student Behavior

Video cameras may be used by the district school to monitor student behavior in common areas of school facilities and on school vehicles transporting students to and from school.

Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school for further information. Please refer to the volunteer section of this handbook found on **page 27** for further information.

Parent Responsibility

We believe the support and cooperation of our students' parents are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is to be hoped that, 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 expect the parents of Franklin students to:

- Display an interest in your child's education
- **See that your child comes to school regularly and on time**
- Maintain an open line of communication with school personnel
- Check and sign your child's planner daily after reviewing contents.
- Give your child support regarding homework and special school activities
- Parent orientation meetings will be held in August.
- Parent orientation meetings are mandatory for all parents.
- All parents are required to sign and abide by a commitment for enrollment. Please see page 32 for a copy of this agreement.
- Student **will**, with parent support, complete and return homework and check student planners daily.
- Student **will**, with parent support, attend after school tutoring sessions if student is below grade-level expectations in reading or math.
- Student **will**, with parent support, maintain an attendance rate of 95% or better throughout the entire school year.
- Students **will**, with parent monitoring and support, complete classroom assignments taking place within the school day.
- Students **will**, with parent support, attend "In-School Tutoring," if available at the school site, when assigned by teachers for missing assignments, academic assistance, or attendance issues.
- Student and parent **will** attend all Parent/Teacher conferences, as well as RtI and IEP meetings.
- Parents **will** monitor student progress weekly by logging into the Infinite Campus Parent Portal.
- Student **will** work to maintain an incident free behavior record.
- Parent/Guardian **will** commit to a minimum of attendance at two Parent Nights.

*By showing your interest in your child's learning and
by holding high expectations for your child,
you can develop attitudes that lead to school success.*

Parents Right to Know

In the federal *Elementary and Secondary Education Act*, 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. Specific information that parents may request is about their child's teachers are listed below:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents must receive:

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Parent-Teacher Organization (PTO)

We have a very active and dedicated parent organization at Franklin School. If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the school office. The PTO meets on a monthly basis to plan how to best support the educational program at Franklin and to address student needs. Our PTO raises funds and assists with the "extras" needed during the school year. Contact president Martha Coleman for additional information. We will meet the 2nd Thursday of each month after school in the Media Center.

Site-Base/Advisory Committee

The Franklin School Site-Based/Accountability Committee meets several times each year 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 Conferences

Parent-teacher conferences are scheduled twice during the school year. Parent(s) are required to attend. Parents are urged to schedule additional conferences with teachers as needed if concerns arise. Teachers are not to hold conferences during their instructional time. Report cards are distributed every nine weeks and mid-quarter progress reports are distributed every 4-5 weeks.

Homework

Homework is defined as school assignment/task assigned to students by their teacher to be completed outside of the class. At the elementary level, homework fosters positive school attitudes, good study habits, effective time management and personal responsibility. Homework will be excluded from the quarter grade, but will be recorded as a non-academic indicator in the area of effort with the understanding that practice outside the school day will strengthen skills and result in higher grades in the long run. Homework will be standards-based, closely tied to learning objectives, and can be intended for practice, preparation, and fluency. Recently introduced skills will not be assigned as homework to prevent frustration as well as incorrect practice. Students should be able to perform required skills independently (but not necessarily fluently) before those skills are assigned as homework.

Homework Time Guidelines:

Grade Level	Average Approximate Time
Kindergarten - 1st Grade	10 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes

*If your child is taking considerably more time to complete homework, please contact your child's teacher.

Homework responsibilities:

Students will:

- Complete homework assignments neatly and on time.
- Write all assignments in the student planner.
- Schedule time wisely to meet assignment deadlines.
- Schedule a time to meet with your teacher if you don't understand your homework.
- Attend school regularly and come prepared.
- Get assignments when absent.
- Turn in homework when it is due even if it is not totally completed.

Teachers will:

- Exclude homework from quarter grades.
- Assign work for academic reasons: to practice, reinforce, and fluently master skills.
- Record all homework assignments in their demonstration planner and give students time to fill out their planner at the end of each day.
- Provide students with timely feedback on homework.

Parents will:

- Provide an appropriate place and atmosphere for homework.
- Set aside homework/reading time nightly.
- Contact teacher if time spent on homework is excessive.
- Sign the student planner nightly after homework has been completed.

*Students who fail to complete homework or classwork due to mismanagement of time, will make this work up either before school, during lunch recess, or after school. These students may also lose the privilege of attending Extended Learning Opportunities on Thursdays or field trips or other special activities until work is completed and turned in.

Home Communication Binder

Communication is the key to your child's success. That is why we have provided your child with a communication binder. This binder will contain a:

- Planner
- Content section
- Any other information your child's teacher deems necessary.

Your child is responsible for maintaining this binder and returning it to school **daily**. Failure to do so will result in disciplinary action. If this binder is destroyed or lost, your child will be responsible for replacement cost. These binders are an important part of our AVID innovation. Please help your child keep track of it as all notes and assignments will be kept in the binder.

Title I

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

Technology

Student Device Responsibilities, Proper Care, and Terms

Purpose

Pueblo School District 60 is excited to provide your student with a technology device for use this year. Please note that the device issued to your student has a device-specific serial number which has been recorded at the District level and is associated with your student's name. This will be used to verify the return of the same device at the end of the school year.

This document outlines the daily responsibilities, proper use and care instructions, and terms of being issued a District device. Parents and students are asked to follow all recommendations listed below.

Daily Responsibilities

- Once provided, keep your device in a safe storage container (laptop sleeve, backpack, etc.) when not in use.
- Schools may ask students to take devices home. Plug in and charge your device every night.
- When taken home, bring your device and charger with you every day in your backpack.

Proper Use and Care

- Handle the device carefully and treat it as a valuable object. It should not be thrown, purposely dropped, or otherwise physically abused.
- It should never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- The device should not be used near or in: water, household chemicals, or other liquids that could damage its electronic components.
- The Device should be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold and not left in places of extreme temperature, humidity, or limited ventilation (e.g. in a car) for an extended period of time.
- Do not write or draw on the device or apply any stickers or labels to the device.
- Pencils, pen tips, and other pointed objects should never be used on the screen.
- Use only a clean, soft cloth to clean the screen. No cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not insert objects into any of the openings of the device.
- The device should be used exclusively for the students' educational work.
- Parents and students agree to return the Device and power cord to the issuing school in the same condition that it was issued to the student.

Terms and Conditions

1. **Damage or Loss of the Device:** Parents(s)/guardian(s) are responsible for their child/children's use of the device, including any damage to the device. In the event that a student's device is lost or damaged, the District will assess the device for damages and seek reimbursement from the parent(s)/guardian(s) to cover the replacement or repair. The decision to seek reimbursement, as well as the amount of reimbursement, will be determined by the District, but will not be greater than the full replacement value of the device.
2. **Hardware or Functionality Problems:** If a problem arises with the functionality of a student's device, the student must notify his/her teacher immediately. An attempt will be made to assist with repair or replacement of the device. Under no circumstance may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District technology staff to attempt to fix suspected hardware faults or the device operating system. Do not take the device to any repair shop.
3. **Failure to Return the Device:** If a student fails to return the technology device or power cord, the district may seek reimbursement from the student's parent(s)/ guardian(s). If the device is reported stolen, the district may file a theft report with local law enforcement.
4. **No Right to Privacy:** The technology devices are District property; therefore, the District may examine the technology device and access and view their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the technology device or in a cloud-based account to which the technology device connects.
5. **Technology device Data as Records:** Data saved to the technology device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

6. Waiver of technology device Related Claims: By accepting this device, you acknowledge and agree to follow all responsibilities outlined in this Agreement, and you waive any and all claims you (and your heirs, successor, and assigns) may have against Pueblo School District 60.
7. Indemnification for Device-Related Claims: By accepting this technology device, you agree to indemnify, defend, and hold harmless Pueblo School District 60, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the technology device or from this Agreement.

Student and Parent Google Meet/Classroom Guidelines

Purpose

Google Meet and Google Classroom provide a safe way for students to connect, share content, access homework, participate in discussions and receive class information. This document outlines guidelines to be used by students when participating in synchronous learning (real-time learning with others) using Google Classroom or when meeting with District 60 staff using Google Meet. We ask that you take a moment to familiarize yourself and your child with the District 60's policies and procedures that outline our expectations for digital citizenship. These policies include:

- JS, Student Responsible Use of Technology, the Internet and Electronic Communications
- JS-E, Student Use of Technology, the Internet and Electronic Communications (Acceptable Use Agreement)

Student Expectations

Students have the following responsibilities:

1. Attend live class "meetings" as required.
 - a. Silence/mute your microphone prior to entering the meeting.
 - b. Do not present from your screen without the teacher's permission.
 - c. Actively participate in the learning. Follow the teacher's directions for responding (either using your microphone or the chat feature to ask/ respond to questions).
 - d. All conversations in the chat field should be school related and use classroom appropriate language.
 - e. When class/session is over, hang up and leave the meeting.
 - f. Camera should be positioned to avoid distractions and movement behind the student.
 - g. School appropriate attire should be worn at all times.
2. Complete assignments with integrity and academic honesty, doing your best work.
3. Follow all District 60 and school policies, rules, and Acceptable Use Agreement expectations.

Parent Expectations:

Parents of participating students have the following responsibilities:

1. Ensure your child safely engages in online learning opportunities in accordance with District 60's digital citizenship policies referenced above.
2. Create an environment and schedule conducive to remote learning.
3. As necessary, help your child access learning assignments and attend live sessions.
4. Inform teachers of absences for any reason including illness, technical difficulties or hardship.
5. Ensure all members of your household respect the work of peers and adults participating in District 60's synchronous learning, just as you would as a "visitor" to the classroom in accordance with District 60 policy KI, Visitors to Schools. This means ensuring that you and other members of your household act in a manner that is not disruptive to the learning environment or otherwise compromises the safety or security of the staff and students participating in group activities involving live participation, such as video or conference calls.
6. Remember that recording or photographing any students or teachers during remote learning is prohibited.
7. Communicate to your child's Principal any concerns related to online instructional opportunities.

General Information

Newsletter and Other Communications

Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the monthly newsletters, notes sent home with students, or School Messenger phone messages. Please discuss with your children the importance of taking home these communications and giving them to parents. School messenger is a key component of Pueblo School District 60's communication. Please make sure your contact information is current and updated.

School Website

Up-to-date information, classroom web pages, school calendars, and other information can be found on the Franklin web site at www.pueblod60.org/franklin

Awards Assemblies

Awards assemblies will be held after each quarter. Awards will be given for the following accomplishments:

K-5th Grades

- Perfect Attendance - "Perfect is Perfect" - On the Report Card, the "Days Absent" will be "0" (zero) "PERIODS TARDY" WILL BE "0" (ZERO) and no early releases which will be checked by office.
- Excellence Attendance - Less than 2.0 days absent AND 2 OR LESS TARDIES - On the Report Card, the "Days Absent" will be less than "2.0" AND THE "PERIODS TARDY" WILL BE 2 OR LESS
 - Remember that Infinite Campus calculates each minute a student is late, leaves early or is gone during the day and returns. All of these scenarios are included in the Attendance Award Calculations
- Character Counts - Demonstrates good character (teacher selects 2 student each quarter)

3rd Grade

- Merit Roll - 3.4 Grade Point Average or Above

4th & 5th Grades

- Honor Roll - 3.6 Grade Point Average or Above
- Alpha Rho Theta - Citywide Academic Excellence Award - 3.8 Grade Point Average or Above (Awarded only at semester - GPA must be cumulative for the whole semester) This assembly takes place at the end of the second semester.
- Mileage Club - top miles in each class
- Other academic awards deemed appropriate by grade-level teams.

School Counselor

A 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 also coordinates and facilitates the Response to Intervention (RtI) process. The counselor is available for individual consultation and concerns. The counselor may be reached by calling 595-4040.

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. They include: Exceptional Student Services, Child Find (0-21 years), preschool, and Gifted/Talented program. As a member of the Innovation Zone, students will also benefit from AVID, Blended Learning, and Extended Learning Opportunities unique to our site.

Pledge of Allegiance

We will recite the Pledge of Allegiance before we begin daily announcements as a whole school each morning.


Food Service Program

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, audiotope, 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.

Sack/Bagged Lunches

Lunches from home should not include sodas or other sugary drinks. Please keep "junk food" such as candy and large bags of chips to a minimum.

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.

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 or Injury

If a student becomes ill or is injured, we will reach you by phone; that is why it is so important that we have an updated, working phone number on the emergency card. We have some temporary facilities to help comfort the sick child while he/she is waiting, however, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A 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. Children are not excluded from school for head lice. We will not identify children with head lice to protect their privacy. When head lice is observed on a child, we will contact that child's parent or caregiver.

Doctor and Dental Appointments

Parents should 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.** Students will not be released to anyone under the age of 18. 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. All time at school will be recorded on student attendance records. The end of the day is critically important to our program and the academic achievement of your child. Please consider this when checking your child out early.

Medication (District School Board Policy)

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

Please do not send medication to school with your child. This includes cough drops, eye drops, and pain reliever. It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered only if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school office. In certain situations it will be permitted for a student to carry an emergency medication, such as an inhaler, with them — providing this is authorized by a physician.

Immunizations

Please see the immunization information on following pages.



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

Dear families of students attending Colorado kindergarten through 12th grade schools for the 2025-26 school year:

This letter includes important information about Colorado's school vaccine requirements, as well as other resources. There's nothing more important than making sure your child or children stay healthy and learning all year long. Getting vaccinated gives children and adolescents the best chance of staying healthy and in school.

Colorado law requires students who attend school to be vaccinated against many of the diseases vaccines can protect against, unless a Certificate of Exemption is filed. For more information, visit <https://cdphe.colorado.gov/immunization-policy-and-board-health-rules>. Before a student's first day of school, families are responsible for providing an up-to-date immunization record, an in-process plan, or a Certificate of Exemption to each school the student attends. An in-process plan is written by your student's immunizing provider and shows that your student is following the ACIP schedule to catch up on missing dose(s) of one or more school-required vaccines.

Getting vaccinated and following the recommended schedule is important. Think of vaccines as a special training program for the body, teaching it how to fight off harmful germs. The protection from vaccines can last a very long time, which helps to keep your child, your family, and your community safe and healthy.

Vaccines required for school

To attend school, your student must be vaccinated against:

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

Get kindergarten ready: Colorado law requires children between the ages of 4 and 6 years to receive their final doses of DTaP, IPV, MMR, and varicella **before** kindergarten entry.

Get sixth-grade ready: Colorado law requires adolescents to receive one dose of Tdap **before** sixth-grade entry, even if the student is 10 years old.

Number of doses and spacing of vaccines:

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. View recommended vaccine schedules for children birth through 6 years of age at <https://www.cdc.gov/vaccines/imz-schedules/child-easyread.html> and children/adolescents 7-18 years of age at <https://www.cdc.gov/vaccines/imz-schedules/adolescent-easyread.html>.

Vaccines that are not required for school but are recommended include:

COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB). The timing and spacing of these vaccines also follow the recommended vaccine schedules for [children birth through 6 years](#) and [children/adolescents 7-18 years of age](#).

Vaccination records

Share your student's updated Certificate of Immunization with their school every time they receive a vaccine. Need to find your student's vaccine record? Visit COVaxRecords.org for more information.

Exclusion from school

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

Exemptions from one or more school-required vaccines

If your student cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school. If you choose not to have your student vaccinated for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. Nonmedical exemptions must be submitted on an annual basis. Find more information about exemptions at <https://cdphe.colorado.gov/exemptions-to-school-required-vaccines>.

Have questions?

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your student needs. Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Read about the benefits and importance of vaccines at cdc.gov/vaccines-children/about/index.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 adults to get back on track! Learn more at <https://www.cdc.gov/vaccines-adults/recommended-vaccines/>.

Finding and paying for vaccinations

If you need help finding free or low-cost vaccines, go to COVax4Kids.org, <https://cdphe.colorado.gov/immunizations/get-vaccinated>, or dial [2-1-1](#) for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

How is your school doing on vaccinations?

Annually, schools and child cares 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 of 95% for all school-required vaccines, described in [§25-4-911, CRS](#).

Your child's school's immunization rates from the 2023-24 school year. (Find 2023-24 school year and prior years' data at COVaxRates.org).

School name	2023-24 MMR immunization rate (required)	2023-24 MMR exemption rate (required)

Schools may choose to include rates for other school-required vaccines below.

2023-24 HepB immunization rate	2023-24 HepB exemption rate
2023-24 DTaP immunization rate	2023-24 DTaP exemption rate
2023-24 Tdap immunization rate	2023-24 Tdap exemption rate

2023-24 IPV immunization rate	2023-24 IPV exemption rate
2023-24 varicella immunization rate	2023-24 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. 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. Note: Although a 3-month min. interval is recommended for children younger than age 13, dose 2 does not need to be repeated if separated from dose 1 by a shorter interval of at least 4 weeks.</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 Expectations

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

It is the belief at Franklin School that students are responsible for their own learning with guidance and direction from the school staff. Parental and community involvement and support are essential to the success of our programs and our school. Students will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

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.

- **Students should follow the directions of adults at all times.**
- **School is your job.** You are responsible for your own learning, your own behavior, your own attitude.
- Students are to use **appropriate language** at all times. Profanity will not be tolerated.
- Students are to **enter and exit** the school through the appropriate doors.
- Students are not to be in the hallways or classrooms before or after school without permission.
- Students are to **respect the property of others** by not taking anything that does not belong to them nor damaging or destroying others' property.
- **Respect for school property** is expected at all times.
- **Toys, electronic devices, large amounts of money, sports equipment, and dangerous objects** are not allowed at school.
- There will be **no tobacco, e-cigarettes, intoxicants, or drugs** used by or in the possession of a student.
- Use of the **telephone** will be limited to emergencies only.
- **Gum chewing** is not allowed.
- Transparent/clear water bottles are allowed with water only.

Classroom Expectations

Students are to be in the classroom each day on time. This year the bell rings at **7:45**. Each classroom will provide an environment where learning can occur. No student has the right to interfere with another students' opportunity to learn. Students/parents are not allowed in classrooms without school personnel supervision. Student work areas are to be orderly and clean prior to dismissal each day. Assignments and homework are to be completed when they are due.

Playground Expectations

The playground is not supervised in the morning prior to school. Students must enter the building at arrival. Students will follow stated game rules showing good sportsmanship. Students are to line up immediately when the bell rings or the whistle blows. Use of the front lawn is limited to supervised classroom activities. The following activities will not be allowed.

- Chasing, pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, or snowballs
- Standing on the slide or bars or improperly using equipment
- Bouncing balls against the building
- Playing tag
- Students will be allowed to use school equipment only at recess

Hall, Restroom, and Assembly Expectations

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall without talking, keeping hands to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway. Students that are in the halls unattended need to have a hall pass.

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Students must wash their hands. 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.

Cafeteria Expectations

- Use good table manners in the cafeteria.
- Raise your hand for assistance.
- 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.
- Leave the cafeteria 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/recess without school staff permission.
- Students are not allowed to share drinks or food due to health concerns.
- Soda (and other sugary drinks), large bags of chips, all cheetos, candy, and other “junk food” are not permitted at lunch. Please do not send these items with your child.

Franklin Schoolwide Discipline Policy

The Franklin schoolwide discipline policy is organized around the acronym PAWS

		What does this mean?
P	positive attitude	<ul style="list-style-type: none">• Kind• Respectful
A	accountable	<ul style="list-style-type: none">• achieve• do their best• Successful
W	work as a community	<ul style="list-style-type: none">• Kind• Respectful• Helpful
S	Self-Control	<ul style="list-style-type: none">• Safe• Attentive

Rewards and Recognition for Positive Behaviors

Research is demonstrating that schools make greater academic gains when they simultaneously build a school-wide positive social culture. “PBIS organizes adults and students to create a social culture in schools that will encourage positive behavior and interactions, while discouraging problem behaviors. This social culture will lead to a safer environment where students achieve academically and build positive relationships with each other and with adults.”

Franklin Bobcats PAWS-itivity Cards-

- Each time a student is “caught” upholding the PAWS expectations initial a paw on the card. Try to give more attention to the positive behaviors than the unwanted behaviors.
- Students can earn a “Gold Star” ticket when they display positive behavior outside the classroom. Each ticket is worth 1 PAW.
- When a card is full students will get a prize from your classroom “treasure box.” The completed cards are saved in a class bucket.
- Every other week the prize cart will visit each room. At this time, 3 cards will be drawn at each classroom for prizes.
- Completed cards will be collected and placed in a drawing for a larger prize at the end of each quarter. Drawings will be for K-2 and 3-5.

Throughout the year, Franklin students are involved in activities, both in and out of school, that often earn them special recognitions. We will acknowledge these students through assemblies, awards, and morning announcements. Please let us know of these special accomplishments if they take place outside of school so we can share them with our Franklin family during morning announcements. Parents will always be notified of assemblies and awards via the website, newsletter, Facebook and School Messenger.

Immediate Referral

Certain student behaviors should result in an office referral immediately. Below is a list of some behaviors which could result in an automatic referral.

- Assault
- Fighting
- Possession of a weapon or use of any item as a weapon
- Possession of drugs of any kind, or paraphernalia
- Possession of tobacco products
- Use of profanity directly to a staff person
- Defiance of authority
- Defacing of school property
- Theft
- Inappropriate sexual conduct, statements or media (photos, drawings, writing)
- Serious threats
- Leaving the school grounds without permission

Consequences for Discipline Problems

Students who receive a discipline referral will have one or more of the following consequences, which will depend on the severity of the behavior.

Lunch Detention - Student will sit in assigned lunch area and will not be allowed a recess.

After School Detention/Community Service - Student will stay after school up to 30 minutes under the supervision of school personnel. Parents will be notified in advance. Student will be assigned a task to perform.

In-School Exclusion - Pupils may be removed or excluded from the classroom setting for a short period of time. Additionally, pupils may lose the opportunity to go on field trips or have other special privileges if their behavior is harmful to themselves or others, or their actions habitually prevent the teacher from teaching and students from learning.

Suspension - Suspension is the removal of a student from school for a temporary period of time. A student may be suspended for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of students. The principal may suspend a student for a period not to exceed five calendar days. During the period of suspension the principal may recommend to the superintendent that the suspension be extended for a total period not to exceed twenty school days.

Some students may be assigned a Daily Progress Report as part of their behavior intervention plan.

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 expulsion. 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.

Our school's social vision

FRANKLIN SCHOOL OF INNOVATION BULLYING- PREVENTION PROTOCOL

Respect Myself, Respect Others, Respect My School

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 Franklin 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, using “I” statements, when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or using the BOBCAT NO-BULLY BUDDY BOX located right outside the School Counselor, Ms. Hall’s, office, if I cannot safely stop the bullying.
- 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:

Respect Myself, Respect Others, Respect My School.

- 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 Implementation Coach, Assistant Principal or Student Success Coach

- 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 put down.”
 - 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 this: Respect Myself, Respect Others, Respect My School
- Notify the Principal immediately if there are any concerns 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 Implementation Coach, Assistant Principal, or Student Success Coach 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 adult on campus. If this does not solve the situation, please report the bullying in person, verbally, or through email to the classroom teacher. 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 Implementation Coach, Assistant Principal, or Student Success Coach 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 (e.g. The Bobcat Resolution Team), 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 Assistant 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 Dean, Counselor, or Principal is notified of an ongoing bullying situation and logs the incident in Infinite Campus.
- When appropriate, Dean, Counselor, or Principal refers the target of bullying to a school Bullying Prevention Coach.
- The Dean or 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.
- Dean, Counselor, or Principal checks with target to ensure the situation is resolved.
- Dean, Counselor, or Principal 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.

SCHOOL WIDE STUDENT DISCIPLINE REFERRAL PLAN

Statement of Purpose

- The purpose of the Franklin School wide Student Discipline plan is to encourage and support appropriate student behavior throughout the school including the classrooms, hallways, restrooms, playground, cafeteria, gym, media center, music room, assemblies, field trips, etc.
- A core component to the Franklin Curriculum is to teach and role model appropriate behavior in the areas of work ethic/effort, respect for authority, and appropriate social interactions/conflict resolution.
- A primary purpose of the plan is to support and maintain a safe and orderly environment in all areas of the school. This is done through the establishment and clear communication of student behavior expectations supported by a consistent and fair structure, including rewards and consequences.
- While implementing this plan, school staff will be aware of and accommodate for individual student disabilities and challenges. Individualized behavior plans will be developed for some students which may or may not include certain aspects of this School wide Discipline Referral Plan.
- In conjunction with a School wide Disciplinary Plan, the school will also maintain a consistent Positive Behavior Recognition Plan.

Expectations

- Each teacher will develop classroom rules which they will explicitly teach and demonstrate to the students with periodic reviews throughout the school year.
- Each teacher will have a progressive discipline plan where interventions are implemented prior to the use of the referral form (except for certain more serious behavior events). The referral form is to be one of the last steps on the progressive discipline plan.
- This School wide Student Discipline Referral Plan is not to replace the RTI system of identifying barriers to student academic performance and the demonstration of appropriate behavior.

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 Eleventh Street (719)

549-7100

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 Compliance Officer for complaints involving students. 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 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).

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

Volunteers

Volunteers are welcome throughout the year at Franklin School of Innovation. As stated in School Board Policy IJOC, school volunteers provide an invaluable service by supporting district instructional programs and extra-curricular activities. The purpose of the Pueblo School District 60 volunteer program shall be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in total education process.
3. Strengthen school/community relations through positive participation.

Volunteering with our students is not a right, but a privilege. Assuring as much as possible the well-being of our children in their learning environment is the paramount consideration of background checks. The following procedure is used in making background checks for volunteers:

- The volunteer applicant obtains an application/agreement from the Coordinator at the Administrative Services Center.
- The applicant fills out and submits the application to the Coordinator.
- The Volunteer Coordinator submits the application to the Office of Human Resources for the background check. The application is processed through the Colorado Bureau of Investigation website at District expense.
- The results of the background check are returned to the Coordinator.
- The Coordinator notifies the appropriate principal(s) of the names of individuals that have been approved or denied to work as a volunteer. No other information is released.
- No applicants with felonies on their records will be approved. Those with charged felonies that are dismissed will also not be approved.
- Applicants with misdemeanors will be approved on a case-by-case basis.
- Falsification of applications will constitute an automatic denial of the volunteer privilege.

ALL community members, parents, or family members **must meet with the principal prior to volunteering**. Please refer to board policies KI and KFA for clarification (pages 24-26).

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 handgun 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).*

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
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William Thiebaut, Jr..... Board Member

Non-Voting Officers

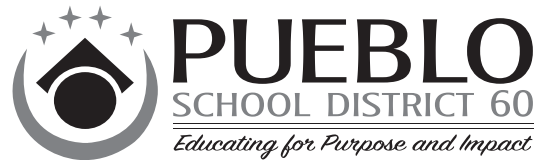
Lana Niehans.....Treasurer
Geri PatroneSecretary/Assistant Treasurer

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.



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