

SOUTH PARK ELEMENTARY



3100 Hollywood Dr. / Pueblo, CO 81005 / (719) 549-7600

PUEBLO SCHOOL DISTRICT 60 2026-27 Instructional Calendar

August 2026

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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31						

AUGUST

New Teacher Orientation 3, 4
 Innovation Professional Development.....5, 6
 Teachers Begin.....10
 Principal Led Professional Development/
 Building Meetings 10
 District/Bldg. Professional Dev. Day.....12, 13
 Teacher Work Days 11, 14
 Assessment/Transition Day K-12 17
 Classes Begin.....18
 No School 7, 14, 21, 28

SEPTEMBER

No School 4, 11, 18, 25
 Labor Day 7
 District/Bldg. Professional Development.....11

OCTOBER

No School 2, 9, 16, 23, 30
 1st Grade Period Ends 15
 Teacher Work Day 16
 Parent/Teacher
 Conference Window.....19, 20, 21, 22, 23

NOVEMBER

No School 6, 13, 20, 27
 Innovation Professional Development.....6
 (1/2 Day = 3 hours 15 minutes)
 District/Bldg. Professional Development.....13
 Thanksgiving Break.....23, 24, 25, 26, 27

DECEMBER

No School 4, 11, 18, 25
 2nd Grade Period/1st Semester Ends 18
 Teacher Work Day 18
 Winter Break 21, 22, 23, 24, 25,
 28, 29, 30, 31

JANUARY

No School 1, 8, 15, 22, 29
 Winter Break 1
 District/Bldg. Professional Development.....15
 Innovation Professional Development.....29
 (1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School 5, 12, 19, 26
 District/Bldg. Professional Development.....19

MARCH

No School 5, 12, 19, 26
 3rd Grade Period Ends 18
 Teacher Work Day 19
 Spring Break 22, 23, 24, 25, 26

APRIL

No School 2, 9, 16, 23, 30
 District/Bldg. Professional Development.....9
 (The hours from this day will be utilized for Fall Parent
 Teacher conferences.)

MAY

No School 7, 14, 21, 28
 Teacher Work Day 7
 (The hours from this day will be utilized for Spring
 Parent Teacher conferences.)
 Graduation:
 Paragon 6 p.m. / Thursday, May 20
 East 3 p.m. / Friday, May 21
 Centennial 7 p.m. / Friday, May 21
 Central 8 a.m. / Saturday, May 22
 South 12 p.m. / Saturday, May 22
 Memorial Day 31

JUNE

Classes End.....3
 Teachers' Last Day 4
 Possible Make-up Days.....7, 8
 (for inclement weather coverage)

JULY

February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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July 2027

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PUPIL CONTACT DAYS

August 9	February.....16
September 17	March.....15
October.....17	April.....17
November.....13	May 16
December.....11	June 3
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 Semester 67	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)



Dear Parents/Guardians,

We are excited to announce that the South Park Student/Parent Handbook is now available online! You can easily access it on our website at southpark.pueblod60.org.

If you are unable to view the handbook online, please feel free to stop by the front office to pick up a printed copy.

We kindly ask that you review the handbook with your child. It includes important details about school guidelines, hours, requirements, and more. Please note that all decisions made by our school follow the regulations and policies of Pueblo District 60.

Once you have reviewed the handbook, please return the bottom portion of this letter as a receipt to confirm that you have read and understood the guidelines. Only one form per family is needed.

We look forward to a wonderful school year working with both you and your child(ren).

With PRAISE,

Ms. Kempf

Student/Parent Handbook Receipt From
To be returned to South Park Elementary

Child(ren):

Grade:

I have reviewed the notification of the Student/Parent Handbook for the 2026-27 school year. If I have any questions, I understand that I may contact Morganlee Kempf, Principal, or Shelby Marquez, Secretary.

Parent/Guardian Signature

Date

South Park Elementary

Mission Statement:

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

Vision Statement:

To become a high-performing school district that inspires community confidence.

Core Values:

- Learning is cultivated through authentic learning experiences.
- Accessibility expands lifelong opportunities
- Each and everyone has unique talents and qualities.
- Community partnership is monumental in educational success.

Purpose Statement:

Through strong community and family relationships, South Park Elementary will cultivate authentic learning experiences for our Cougars that are transferable to the real world. The South Park staff is dedicated to working as a team to create common goals and collective core values that meet the needs of each individual student through the delivery of a diverse, rich, and rigorous curriculum. Our staff will incorporate these core values in our daily interactions with our Cougars, fostering acceptance, strengthening life skills, building relationships, embracing a growth mindset, promoting inclusivity, encouraging creativity, and striving for excellence. Our Cougars will leave prepared, with the desire and ability to make a difference and lead a life of purpose and impact.

PRAISE is alive at South Park!

We practice PRAISE in all we do!

(**P** – Positive, **R** – Respectful, **A** – Accepting, **I** – Integrity, **S** – Safety, **E** – Equality)

District 60 Mission & Vision

Mission Statement

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

Vision Statement

To become a high performing school district that inspires community confidence.

Core Values

We believe that...

- The success of every student is our most important commitment.
- Collaboration and engagement with our community, parents, staff and students are essential to our success.
- We must act with integrity, celebrate diversity, and promote equity.
- Each individual must be treated with dignity and respect.
- The social and emotional well being of our students is as important as their academic needs.
- It is our responsibility to provide a safe, positive, and supportive environment for our students and staff.
- Our community heritage, traditions, and history should inform our response to future student and district needs.

pueblod60.org/about-us/our-district/vision-mission-values

Welcome

Dear South Park Families,

Welcome to the 2026-2027 school year at South Park Elementary! Welcoming back our Cougars is one of my favorite times of the year. It is exciting to see our Cougars return brighter, taller, and ready to learn. As a staff, we have been busy reflecting on our past successes and areas of opportunity so that we can strive to make this year even stronger than last year.

Before we get into some of our welcome back reminders, I would like to share with you the beginning work of South Park's transformation initiatives in alignment with Pueblo D60's vision. These transformation initiatives are intended to provide focus and direction in our work, so that we can serve our Cougars with purpose.

South Park Purpose Statement:

Through strong community and family relationships, South Park Elementary will cultivate authentic learning experiences for our Cougars that are transferable to the real world. The South Park staff is dedicated to working as a team to create common goals and collective core values that meet the needs of each individual student through the delivery of a diverse, rich, and rigorous curriculum. Our staff will incorporate these core values in our daily interactions with our Cougars, fostering acceptance, strengthening life skills, building relationships, embracing a growth mindset, promoting inclusivity, encouraging creativity, and striving for excellence. Our Cougars will leave prepared, with the desire and ability to make a difference and lead a life of purpose and impact.

We will embark on this work by focusing on two very important areas:

1. Strengthening and Improving Instructional Planning to Ensure High-Quality Tier 1 & Tier 2 Teaching and Learning
2. Creating and Refining School Culture, Processes, and Behavior Systems

Over the course of the year, we will be striving to reach these goals. These transformation initiatives will bring new and exciting opportunities. Transformation is a collective effort that requires the collaboration of all stakeholders. In an effort to gather shared input, we would like to encourage our families to participate in the PTO and select volunteer opportunities. Information on how to positively impact our school will be provided in our Sunday Cougar News.

Here we go, 2026-2027! Please review the following information so we can work cohesively in providing our Cougars with the best educational experiences:

- ⇒ Our words and actions truly do matter. Help us maintain a positive image of our school by being mindful of the messages shared on social media, on campus, and within the community. South Park's positive image is what makes our school so special!
- ⇒ Safety is our NUMBER ONE priority! We will maintain a secure campus at all times. If you are visiting, you must enter through the front doors only. While driving near campus, please be mindful of speed and do not park in the drop-off areas. Everyone must use the crosswalk, and drop-off is only permitted when cars are fully parked in a designated area. Do not drop your Cougar off from the street.
- ⇒ Look out for our Sunday Cougar News that will provide important information for the week. The Sunday message will be posted on Facebook, sent by email, Classroom Dojo, and by phone messenger. Please make sure that we have the correct contact information so you can be sure to receive all communications.
- ⇒ Stay connected with your Cougar's teachers. Communication from our teachers will come by phone and Classroom DOJO. Special meetings are by appointment only. Please do not plan to meet with your teacher during drop-off or pick-up, as they are responsible for all children and need to remain vigilant during these times.
- ⇒ Assume positive intentions in our collective planning efforts and allow for honest mistakes. We do our best to meet the needs of our families, students, and teachers. If there are scheduling conflicts or items that may have been inadvertently missed, feel free to reach out, and we will do our best to accommodate. We strive to do the best with what we can, when we can.
- ⇒ There will not be releases from the front office from 2:45-3:05, unless prior arrangements are made. This time is very busy in the front office, and we need to remain vigilant in our efforts to keep the office free from distractions.

I want to thank you for choosing South Park to care for your child. I can assure you that you have selected the BEST district, BEST school, with the very BEST teachers and staff. We will care for your child as if they are our own. We look forward to a healthy, bright, and positive school year!

Respectfully,

Ms. Kempf

Welcome New South Park Staff: New Staff and New Roles!

Shelby Marquez, School Secretary
Tiffany McElroy, Interventionist
Yessenia Colon-Gonzalez- Kindergarten Teacher
Janet Filpi, 3rd Grade Teacher
Amber Harris, 4th Grade Teacher

South Park Elementary School Hours



School Session: Monday – Thursday, No school on Friday

Grades K-5

- 7:35 Cougars permitted on playground/doors open for welcome and breakfast
- 7:45 School start time
- 7:50 Tardy – Doors close and students must enter through the office front door at this time
- 3:05 School dismissed
- 3:15 All students who are not picked up must go to the front office

Preschool

Half Day Preschool- 4-Year-Old

AM Preschool: 8:00 - 11:00 Monday through Thursday

PM Preschool: 11:50 - 2:50 Monday through Thursday

Orientation August 24, Transition Day August 25, first day of school will be August 26, and will end May 27

Office Hours

7:30-4:30 School Office-Secretary/Principal

7:30-4:00 Teaching Staff-Teachers and Staff will be available by appointment, as drop-in's during school hours will not be permitted.

South Park Elementary Staff

2026-2027 School Year

Office Staff

Morganlee Kempf Principal
Shelby Marquez Educational Secretary

Preschool Staff

Renee Iacabone
Melissa Ayalla

Staff

Yessenia Colon-Gonzalez Kindergarten
Breanna Vitcovich Kindergarten
Mary Jaramillo First Grade
Kimberly Sparks First Grade
Joshua Case Second Grade
Leah Schauer Second Grade
Katherine Maurello Third Grade
Janet Filpi Third Grade
Roxette Maddelein Fourth Grade
Amber Harris Fourth Grade
Jennifer Huskin Fifth Grade
..... Fifth Grade

Specialists

Hannah Evans Art/Interventionist
Joshua Jones Media/Music
Mathew Vertovec Physical Education

Instructional Support Staff

Amanda Johnson School Counselor
Windi Hedrick Instructional Coach/GT
Coordinator
Kelsi Vigil ESS/RTI/Behavior Coordinator
Russell Saylor ESS Teacher
Asheigh Campleigha ESS Teacher
Melanie Austin ESS Teacher
Jennifer Vanderputten CLDE Teacher
Lori Blagg, Dara Owens, Cesley Aragon,
Laura Valles, Juwana Palmore Paraprofessionals
..... Educational Assistants

School Attendance

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

Excused absences are categorized as illness, ***substantiated by a doctor's statement***, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Cougar Intervention Services office. (See Pueblo School District 60 absences and Excuses/Tardiness Policy in the Cougar Conduct and Discipline Code Book.)

Cougar Absences and Tardies

Regular and prompt school attendance is expected of all South Park Cougars. 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. Cougars 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 Cougar's absence by 8:00 a.m.
Please call 549-7600 and report your child's absence. No absence call results in an unexcused absence.***

When attendance problems occur, the principal/counselor or community advocate may make home visits, may require parents to come to the office for a conference, or both. The community advocate will be actively engaged in attendance problems. In addition, when a child has missed ten or more school days, the parents or guardians will be advised of absences and tardies in writing. Copies of such notices will be sent to Cougar Intervention Services.

Tardy Policy

All Cougars are expected to be at school on time. School begins promptly at 7:45 a.m. If a Cougar arrives after 7:50 a.m., the Cougar must report to the office and receive a tardy slip before entering the classroom. Excessive tardies are considered an attendance concern and will be dealt with by notifying the parent. All exterior classroom doors will be closed at 7:50 am and Cougars must enter through the front doors of the building.

Arrival Time

Cougars should not be on the playground before 7:35 a.m. Before this time, there is no adult supervision on the playground. Parent/guardian cooperation is appreciated. Breakfast will be served in the classrooms this year. Students will enter through designated doors, where breakfast will be served. If your child is participating in a before or after-school club, please be aware of the times your child may be dropped off and picked up.

Choice Attendance

Pueblo School District 60, in compliance with state law, allows Cougars to attend a school outside their attendance area contingent on:

- Availability of space and school safety
- Regular and prompt attendance
- Cooperation with school staff and school rules
- Parents make every effort to attend special meetings, conferences, and other school activities.

*****Please go to the District website for more information. www.pueblod60.org***

Please see the Attendance Memorandum for the 26-27 School Year in the appendix of this handbook.

Student Safety

Cougar Safety

The staff of South Park School strives to provide a safe environment for the Cougars. If possible ***please use our Cougar drop-off loop.*** If not using our drop-off, ***please park so the child does not have to cross the street in the middle of the block.*** Please teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked using the crosswalk only. We also request that parents/guardians not double park while waiting for a child to be dismissed, as this may also creates a dangerous situation. *Never* park in the crosswalk. Oncoming traffic cannot see children attempting to cross the street where cars obstruct this area.

Safety is our number one priority. At South Park we strive to provide a safe and productive learning environment for our Cougars. One of our major focuses this school year is safe drop off and pickup. In order to ensure the safety of our Cougars before and after school, we ask that you please use the designated loading zones for drop-off and pick-up. Do not drop your child off in non-designated areas. Please teach your child to go to the nearest corner/crosswalk, as we will do the same.

For your child's safety

When dropping off or picking up your child from school, the following rules apply:

- **Please use our Cougar drop-off loop. Entrance is located on Farabaugh.**
- Additional drop-off areas for Cougars are along **Hollywood** and **Farabaugh** streets.
- **Cougars are required to cross at the crosswalk.**
- Use the crosswalks and sidewalks. All adults should model the behavior we expect of the children.
- Observe no parking areas. The yellow no-parking line allows the buses sufficient clearance to enter and exit the loading zone.
- Treat the volunteer staff with respect. Staff and parents who are enforcing the rules are doing a volunteer service for the safety of ***your*** child.
- Slow down! Although we attempt to enforce the rules, children sometime appear out of nowhere.
- Cougars may not be on the playground prior to 7:35 a.m.
- Do not park in the handicapped parking spaces for any amount of time. Please be respectful of our families who truly need these spaces.

Parking Lot

For the safety of everyone, the staff parking lot is not a designated unloading zone for students. We will be closing this area off for drop-off and pick-up. Please plan accordingly.

Drop off Loop

The drop-off loop is available for your child for morning drop-off. There will be staff out on the playground to make sure that students get to their designated classrooms safely. If you plan to walk your child up to the classroom door, please park on the street and not in the drop-off loop. We would like to maintain the flow of the loop.

Cougar Information Card

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 card is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. Make sure all telephone numbers and addresses are accurate and clearly written. For the safety of your child, ***they will not be released to someone who is not on the card.*** *Picture ID is required for pick-up of all children.*

Change of Address/Telephone

It is extremely important that every Cougar maintains an up-to-date address and working telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

Custody Changes or Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Cougar records are kept under a Cougar'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

Cougar Records

Cougar's 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.

School Visitors

Visitors are required to sign in and out at the office. If you wish to conference with a teacher, please notify the teacher one day ahead to schedule a time. **Please refrain from "dropping in" to your child's classroom during instructional time.** Teachers cannot stop the flow of instruction to meet with parents. If you wish to volunteer in your child's classroom, please contact Ms. Kempf through the front office and we will let you know about the most appropriate times to do so and the proper District policies on volunteering. **No Cougar 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. Picture ID is required.**

Parents, citizens, volunteers, student-teacher candidates, and board members shall be encouraged to visit the schools. For the welfare of the students and staff, all visitors must check in at the main office before visitation commences. Visitors must sign in and obtain a visitor's pass, which shall be visible at all times. The visits shall not interfere in any way with the school program. Such persons may visit classes under the following conditions:

1. No person shall be allowed to visit classrooms in progress until he/she has had an interview with the principal concerning the reason for the visit. The principal shall be responsible for verifying if the person has a proper reason for such a visit before granting permissions. No persons shall be allowed to visit a class for the purpose of evaluating the teacher's performance. Should persons visiting classes for other reasons make evaluative comments about the teacher to other than a building administrator or to an administration-building administrator, subsequent requests to visit shall be denied.
2. Visitors are required to pre-schedule visits at the teacher's option. Teachers may accept unscheduled visits if they desire, providing that the visitor has had an administrative pre-conference as outlined above. The teacher shall have the right to select the day and class period for the visit, taking into account what the person wishes to observe.
3. If a visitor's presence in the room or building results in unrest or interruption to the class or if the teacher is coerced or intimidated by the visitor, the teacher shall report the incident to the principal and the principal shall determine if the visit is to be terminated.
4. If, in the principal's judgment, the presence of any visitor interrupts or adversely affects the class or building, the right to visit may be denied.
5. Volunteers must complete a Volunteer Application – per School Board policy.

Parking Lot

For safety reasons, the staff parking lot is not designated as an unloading zone for students. Patrons requiring handicapped access who need to exit their vehicle may park in the handicap accessible locations at any time during the day, as long as a current handicap placard or license plate is displayed. Do not park in non-designated locations. This includes the loading dock area by the large dumpster or the sidewalk areas.

Appropriate Attire

Pueblo School District 60 Board policy states, "Cougar attire shall not pose a threat to the public or personal health or safety. Personal grooming or dress which is disruptive to Cougar behavior or distracting to classroom activity in or about the school shall not be permitted."

We ask that students do not wear open-toed shoes or crocs during any running activities (this includes Gaga ball) to prevent injuries.

Proper attire should be regarded as a means of building Cougar's success. Please help us continue to maintain a positive teaching/learning atmosphere at South Park. Consult the Cougar Conduct and Discipline Code booklet for more information about Cougar dress codes. South Park does not have a school uniform. On Thursdays, Cougars are encouraged to wear a South Park shirt or colors.

- **Monday–Wednesday:** Cougars wear appropriate school attire
- **Thursday will be Spirit Day:** Cougar are encouraged to wear a South Park shirt or colors with appropriate bottoms

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

- Headwear that is considered disruptive (hats, headbands with ears, bandanas, horns, large poof, etc.) may not be worn.
- No oversized hoodies or winter coats may be worn inside the building.
- No artificial nails longer than natural length are permitted.
- No jeans with holes.
- No pajama bottoms or slippers.
- No Heelies or dangerous shoes.
- Clothing must not display violence, guns, or any other imagery deemed disruptive at the discretion of the principal.

Labeling of Possessions

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist in locating the owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each quarter, unclaimed items are donated to one of the many community organizations that serve the needy. The Lost and Found box is located in the school office. The school is not responsible for lost items.

Bicycles at School

A rack is available for Cougars who ride bikes to school. Cougars 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 across the street.*** When Cougars arrive on the school grounds, they are to walk their bicycles to the racks and secure them. Scooters and skateboards are not allowed.

Care of School and Personal Property

We try to instill in Cougar pride in the appearance of their school. Cougars must not mark on furniture, walls, ceilings, floors, or equipment with a pen, pencil, marker, or any other instruments. Cougars must not tamper with fire alarms, fire extinguishers, or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our Cougars will be referred to the proper law enforcement agency. Cougars are responsible for lost or damaged books or school property and an appropriate fine will be assessed. Included are textbooks, resource books, library books, and Chromebooks.

Cougars are not permitted to bring large amounts of money, phones, radios, iPods/iPads, toys, skateboards, rollerblades, "heelies", scooters, pagers, or other valuable items to school. If a Cougar wears glasses or watches, we ask that the Cougar take responsibility for the care of these items. Do not leave money or other valuables desks. Cougars may use school phones to contact parents/guardians if approved. **Phones must be turned off and kept in the backpack during the day.** Lost or stolen cell phones will not be investigated. Cougars are responsible for this item.

Fire Drill/Emergency Exit Drills

Drills at regular intervals are required by law and are important safety precautions. It is essential that when an alarm sounds, everyone follows instructions and exits the building by the assigned route as quickly and safely as possible. The teacher in each classroom will provide students with directions. When drills are conducted, parents/guardians will not be notified, as these are part of our regular safety practices.

Cold Weather Policy

Unless the weather is extremely inclement, (32 degrees or a chill factor of 32 degrees or below) children will remain outside before school and during recess periods. On these days Cougars should dress warmly so that they are comfortable during brief periods outside. Parents/Guardians should send notes to school or call for exceptions due to illness. *Please use your judgment for cold weather. The doors will open promptly at 7:35 am. Come to the front office if you are ever in doubt.*

Inclement Weather Procedure

In the event school is canceled for the day, Pueblo School District 60 staff will make inclement weather decisions based on Cougar, parent, and staff safety.

- The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and four geographically located transportation people.
- 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 Cougars absent according to state rules and regulations, but not penalize Cougars 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 the custody of Cougars, and listen to the news broadcasts on a stormy morning.
- 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 90 minutes. The District will follow procedures as stated above.

Field Trips

Field trips are designed to provide learning experiences for Cougars outside the school setting. The goal is to supplement educational activities provided in the classroom. A fee may be charged for all in-city field trips to cover transportation costs. There may also be additional charges associated with various trips. Cougars are expected to follow the rules of the school/district even though the Cougars 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 Cougars, 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 Cougars on all field trips. Cougars may be excluded from field trips because of poor behavior prior to the trip. If Cougar behavior is unacceptable during the field trip, uncooperative Cougars may be excluded from participating with the other Cougars and may be required to wait in another area under adult supervision until the activity has been completed. Parents/Guardians may be called to pick up Cougars if designated by the principal.

School Phone

Cougars are permitted to use the school phones in cases of emergency. However, we do not allow phone use by Cougars for calls that are not an emergency. Cell phones must be kept in the Cougar's backpack in the "off" position. (Please see the policy page at the back of this handbook.) If a Cougar is observed using a cell phone during school hours, it will be confiscated for parent/guardian pick up in the office. Although we understand that emergencies may arise, please make transportation arrangements with your child before school each morning. If you would like to speak with your child's teacher, please be considerate of instructional time and limit your calls to the teacher's plan time, or before or after school.

Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. Not all activities will allow volunteers. This is thoughtfully determined by the school leadership team. We appreciate and rely on the additional support provided for our school. Parents/Guardians may volunteer at school upon need and approval of Principal, but must complete a District background check. Interested parents/guardians should contact the school or a PTO officer for further information.

Parent Responsibility

We believe the support and cooperation of our Cougar's parents are essential for all aspects of our school program to be highly successful. The area of Cougar discipline is no exception. It is our hope that, by working together the school and home can assist the Cougar in developing the self-discipline he/she will need to function successfully in our society. Again, the parent/guardian is extremely important in the educational process. We strongly encourage the parents/guardians of South Park Cougars to:

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at South Park School and your Cougar's individual needs
- Give your child support regarding homework and special school activities

Dear Parents,

As a parent of a Cougar at South Park, you have the right to know the professional qualifications of the classroom teacher who instructs your child. Federal law allows you to request certain information about your Cougar'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 Cougar's classroom teachers.

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

Please contact Mrs. Kempf at (719) 549-7600 if you would like to receive any of this information.

Parent-Teacher Organization (PTO)

If you are interested in becoming involved in the PTO, please contact the school office. Our PTO raises funds and assists with the "extras" needed during the school year to support our Cougars' needs.

School Accountability Committee

The South Park School Improvement Accountability Committee meets regularly to plan and assess 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 upon request. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our School Accountability Committee.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled at least twice during the school year. Parents/Guardians are urged to schedule a conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every Cougar works to the best of his/her ability at all times. Occasionally, however, it is necessary to inform parents or guardians of a Cougar's unsatisfactory progress in time for the Cougar to improve his/her work before the next grade report is prepared. Grades should be checked regularly on Infinite Campus.

Student-Led Conferences

Student-led conferences are scheduled twice during the school year. Parents/families are urged to conference with teachers if concerns arise. Teachers are not to hold conferences during instructional time. The school desires that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the next grade report is prepared. Report cards will be available through infinite campus.

Early Dismissal

We ask that families do not pick up their child(ren) 20 minutes (2:45 pm) before the end of the school day unless arrangements have been made prior to the request in the front office. This causes extreme congestion in the office, during a very busy time of day.

Daily-Student Dismissal

Upon dismissal, students are required to go home immediately. If children return to use the playground after dismissal, their activity is the responsibility of the parent or guardian. Pueblo District 60 cannot be held liable for injuries occurring on the playground prior to 7:35 am or after 3:05 pm. The teacher on after-school duty has the responsibility for moving students away from the building and head home towards safety. Students are not to wander the building before or after school. If a staff member observes this, they will ask the student to leave the building or escort him/her to the principal's office.

Playground Usage

Students are not permitted to use the playground equipment before school at any time. The playground may be used after school if a parent/guardian is at a visual and auditory distance. Staff will ask students to head home if they do not have a parent/guardian present.

General Information

Newsletter and Other Communications

Every Sunday at 6 pm a school messenger is sent out regarding upcoming events. Families will be informed of special events, schedule changes, and other school-related news items by means of email, notes sent home with Cougars, and School Messenger announcements. Please discuss with your children the importance of taking home written communications and of giving them to parents/guardians. Teachers will also use email or Dojo to communicate with families. Our web address is southpark.pueblod60.org. It is important that you keep your phone number updated with the school office throughout the year so you will receive vital information through the school messenger system. Many of our teachers use apps like “Class Dojo” to communicate with you. Please make sure you sign up. It is a great way to keep up on communication with you. If you do not receive communication on Sunday of each week, please reach out to the front office so we can fix the issue.

School Calendars

Please see the District calendar in the handbook. We do our best to schedule events with enough time to coordinate.

School Counselor

A full-time counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child’s social, emotional, and educational growth. The counselor facilitates classroom activities, parent sessions, staff in-services, small groups for children, and resource materials. The counselor is available for individual consultation and concerns. The counselor may be reached by contacting the school at 549-7600.

Parties/Birthdays

The individual teachers schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their classes on their birthdays. Please check with the teacher in advance to schedule the best time. We encourage healthy snacks. Take caution in selecting treats, as we have some students with severe allergic reactions to peanuts and peanut products. Please consult the front office or classroom teacher for allergies. These must be avoided! There are many other allergies that exist, please check with your child’s teacher before sending any treats. ***All treats must be store-bought and pre-packaged, please.*** Party invitations cannot be distributed at school unless an invitation is being extended to all students in the class.

Pets

Due to the number of students with animal allergies. NO PETS are allowed in the school or on school grounds without prior approval of the school principal.

Use of Video Cameras to Monitor Student Behavior

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

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 Cougars. They include Preschool, Exceptional Cougar Services, Child Find, Gifted/Talented, and many others. Further information is available at the school.

Homework

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

- Review and reinforce what has been taught in class
- Finish incomplete classwork
- Makeup work not completed in class or when a Cougar has been absent
- Develop good study habits

Because homework plays a vital role in the academic growth of every Cougar, it is the expectation that this work be done regularly and with care. Failure to complete homework will result in consequences as deemed appropriate by each individual teacher and may require a conference with the child, teacher, and parents.

Book and Material Check Out

All students will receive books and materials needed to be successful in the classroom. Parents/guardians are responsible for the replacement fees for any lost or damaged books from the classroom or the Media Center.

Student Technology

Students will be assigned a personal technology device for use during the school year. Students are expected to care for their assigned device properly, and transport it to and from school every day in a backpack. Students are expected to charge their device at home every evening. Students are expected to bring their device and charger to school every day. Chargers will incur for lost, damaged or missing Chromebooks and chargers.

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, this is subject to teacher/admin approval. 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.

Communicate to your child's Principal any concerns related to online instructional opportunities.

Curriculum and Assessment

This year, our district has adopted the Core Knowledge Language Arts (CKLA) program to support literacy development. For mathematics (K–5), we implement the Eureka Math² curriculum, which blends foundational skills with higher-level thinking. Additional instructional strategies and resources include The Write Tools for writing instruction, Number Talks to build mental math strategies, and Accelerated Reader to promote independent reading. We also offer a hands-on STEM curriculum through Project Lead the Way (PLTW), engaging students in inquiry-based learning across science, technology, engineering, and mathematics.

Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches. Students may purchase half pints of milk, and fruit juice, in addition to the regular breakfast/lunch. The elementary school menus can be found on our district website. Applications for Free and Reduced breakfasts/lunches will be sent home during the first week of school; however, lunch applications may be completed on-line on our district website. A parent may apply at any time during the school year. Baca will be participating in the Universal Breakfast and Lunch Program. All students will be eligible to receive breakfast and lunch at no charge. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. School lunches must be eaten at school. School lunches cannot be taken home due to federal regulations. Cafeteria food is not allowed to be taken off of school premises. Note: As an additional service, preschool students are allowed to participate in the lunch program provided they are accompanied by their parent/guardian while eating in the cafeteria.

Nutrition Services Breakfast and Lunch Program

South Park Elementary is a Universal Breakfast and Lunch School. Every student will receive a free breakfast and lunch at school. If you have any questions regarding this program, please call the school for more information. It is vital to the continuation of the program at Bessemer Academy that every student has a lunch application completed and on file with the nutritional services department. Lunch application forms must be completed each year. If you need assistance in completing this form, please call the school at 719-549-7500.

Universal Meals

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

***This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

Families are encouraged to submit an application

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

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

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Food Charge Policy

PROCEDURES

Food Pre-Payments

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



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

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

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

MEAL PROGRAM COMPUTER SYSTEM

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

Students must prepay for additional foods

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

Parental Control

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

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

Preschool

Purpose

The purpose of the Pueblo School District 60 Preschool Program is to provide:

- A quality preschool experience for children 3-5 years old who are identified at risk of school failure, language deficient, or who have special education needs
- A parent involvement program that prepares the parent to provide an environment that is ultimately conducive to the development of the whole child by stimulating language development, problem-solving, and encouraging curiosity in the learning process

Eligibility

The program is designed for children who are at-risk or who have special education needs. Children who have special education needs must meet Colorado eligibility requirements and have passed their third birthday.

Registration documents required:

- Up-to-date Immunization Record
- State issued Birth Certificate
- Social Security Card

Screening and Evaluation

Before children enter the Preschool Program, information is needed to get an overview of how they are growing and developing. This step is called screening. Screening helps us to discover a child's strengths and to determine if there are areas of concern that may need further testing. Screening is also used to determine children who may be eligible for preschool. This process is called Child Find. It is available throughout the year at no cost to families. This is an interagency resource for young children and families. Those children who may be eligible for special education preschool will need further in-depth testing called evaluation.

Facility

The Colorado Department of Social Services licenses each site. We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our preschool complies with applicable licensing regulations and standards.

Program Description

The preschool program offers small group classes. In addition to the time children spend in the classroom, there is an individual family plan which includes activities of value for parents and their child. South Park has a program for 3-year-olds and 4-year-olds.

Preschool Hours

4 Year Old:

AM Preschool: 8:00 - 11:00	Monday through Thursday
PM Preschool: 11:50 - 2:50	Monday through Thursday

Cougar Health

Cougar Health Problems

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

Emergency Medical Authorization

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

Illness

If a Cougar becomes too ill to remain in class, 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*** which is maintained in the office. We have 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 Cougar who contracts a contagious disease or condition may be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required to return to school.

Doctor and Dental Appointments

Parents/Guardians are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a Cougar must be taken from school early, the parent/guardian is required to come to the school office and sign out the Cougar. **A Cougar WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD.** This card must be signed by the parent/guardian at the beginning of the school year or at the time of enrollment. If necessary, office staff may request that a picture identification be presented. Appointments will only be excused with a note from the doctor or dentist. Parent/guardian notes will not be considered excused. If you take your child out of school for an appointment, it will result in your child not receiving perfect attendance.

Medication (District School Board Policy)

The responsibility for dispensing medication lies with the parents, legal guardians, or legal custodians of the Cougar. If, under exceptional circumstances, a Cougar 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 principal or designee, on behalf of the District, may agree to administer the medication.

Please do not send medication to school with your child. It is the responsibility of the parent/guardian 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/guardian and doctor have completed the required forms. These forms may be obtained from the school.

Immunizations

See the following pages for immunization information.



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 2026-27 school year:

This letter includes important information and other resources about Colorado's [immunization requirements to attend school](#). There's nothing more important than making sure your child stays healthy and learning all year long. Routine vaccination can prevent the spread of diseases like measles, mumps, varicella (chickenpox), whooping cough, and others, so kids can just be kids. The vast majority of Colorado families choose to protect their children through vaccination.

Colorado law requires students attending school to be vaccinated against many diseases, unless a certificate of exemption is filed. For more information, visit cdphe.colorado.gov/immunization-policy-and-board-health-rules. Before your student's first day of school, you are responsible for providing at least one of the following to each school your student attends:

1. An up-to-date immunization record.
2. An in-process plan ([example](#)).
3. A Certificate of Medical or Nonmedical Exemption for any missing doses of school-required vaccine(s).

Vaccines required to attend school (K-12)	Number of valid doses* to start kindergarten and attend school (K-12)
Hepatitis B (HepB)	3 doses
Diphtheria, tetanus, pertussis (DTaP)	5 doses
Polio (IPV)	4 doses
Measles, mumps, rubella (MMR)	2 doses
Varicella (chickenpox)	2 doses
In addition, at seventh grade entry, your child is required to have:	
Tdap (tetanus, diphtheria, pertussis)	1 dose

*If your child is or was behind on routine vaccines, the number of doses may vary. [Colorado's school \(K-12\) immunization table](#) can help you and your child's health care provider determine if your child has the required number of doses.

Colorado requires vaccines to be given following the vaccine schedules outlined in Colorado Board of Health rule [6 CCR 1009-2](#) for the number and spacing of doses of the required vaccines. View the recommended vaccine schedule for [children birth through 6 years](#) and [children/adolescents 7-18 years of age](#). **Get seventh-grade ready:** Beginning in the 2026-27 school year, Colorado law requires adolescents to receive one dose of Tdap **before their first day of seventh grade**. Adolescents who had a Tdap at sixth-grade entry for the 2025-2026 school year do not need another dose for seventh grade. Questions? Refer to the [Tdap letter](#), linked on our [school webpage](#).

There are other vaccines that are not required for K-12 school but recommended, including: COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB).

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 the [finding a student's immunization records for school](#) webpage or 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 at least 21 days after someone at the school gets sick with measles.

Exemptions from one or more school-required vaccines

Medical Exemption. If your health care provider determines that your student cannot get vaccines for medical reasons, you must submit a Certificate of Medical Exemption to your school.

Nonmedical Exemption. If you choose not to have your student vaccinated for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. There are two ways to obtain a nonmedical exemption:

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

Nonmedical exemptions must be submitted on an annual basis. Find more information about exemptions at 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. Read about the benefits and importance of vaccines at childvaccineco.org, HealthyChildren.org, and cdphe.colorado.gov/immunization-education.

Finding and paying for vaccinations

Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Visit COVax4Kids.org to find free or low-cost vaccines. Dial [2-1-1](https://2-1-1.org) 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. Colorado law established the Vaccinated Children Standard of 95% for all school-required vaccines, described in [s25-4-911, CRS](https://s25-4-911.crs), and schools do not control their specific immunization and exemption rates.

Your child's school's immunization rates from the 2024-2025 school year.

(Find 2024-2025 school year and prior years’ data at COVaxRates.org).

School name	2024-2025 MMR immunization rate (required)	2024-2025 MMR exemption rate (required)
South Park Elementary	95.5%	0.4%

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

2024-2025 HepB immunization rate	2024-2025 HepB exemption rate
2024-2025 DTaP immunization rate	2024-2025 DTaP exemption rate
2024-2025 Tdap immunization rate	2024-2025 Tdap exemption rate

2024-2025 IPV immunization rate	2024-2025 IPV exemption rate
2024-2025 chickenpox immunization rate	2024-2025 chickenpox exemption rate

Vaccine	Number of doses (routine)	Routine (on time) vaccination and catch-up guidance
Hepatitis B (HepB)	3	Routine: Three-dose series at age 0 (birth), 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. 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). There is a two-dose option (adult Recombivax HB, minimum interval of four months between doses) for adolescents aged 11-15, and a two-dose option for adults aged 18 and older (HepSav-B, minimum interval of four weeks between doses).
Diphtheria, tetanus, pertussis (DTaP) DTaP products are licensed through 6 years of age.	5	Routine: five-dose series at 2, 4, 6, 15-18 months, and 4-6 years 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. Use the DTaP catch-up guidance job aid for guidance for children 4 months through 6 years.
Tetanus, diphtheria, pertussis (Tdap) For routine use in adolescents and adults age 11 and older. May be used for students aged 7-10 years for catch up.	1	Routine: For students who are fully vaccinated with the childhood series of DTaP (see above), one dose of Tdap is required prior to seventh grade entry. Refer to the Tdap letter on the school (K-12) professionals webpage for more information. 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 the 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 the Tdap catch-up guidance job aid.
Polio (IPV) Doses of oral polio virus (OPV) administered on or after April 1, 2016, should not be counted as valid.*	4	Routine: Four-dose series at ages 2, 4, 6-18 months, and 4-6 years. Regardless of the number of doses a student has received, the final dose must be administered on or after the 4th birthday and at least six months after the previous dose. Catch-up: Dose 4 is not required if Dose 3 was administered on or after the 4th birthday and at least six months after Dose 2. For guidance for children 4 months through 17 years, use the IPV catch-up guidance job aid. *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. For students 18 years and older who are known or suspected to be unvaccinated or incompletely vaccinated against polio, refer to the immunization schedule or Appendix A of 6 CCR 1009-2.
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	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. Some children will receive Dose 2 before their 4th birthday. This is valid if both doses are given after the 1st birthday and separated by at least 28 days. Catch-up: Two-doses separated by at least 28 day
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	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: If a child has previous varicella disease documented by a health care provider or a documented positive antibody titer, the child has met the varicella requirement, and no varicella vaccine is required. Catch-up: Age 7-12 years: three months between Dose 1 and 2. Age 13 years and older: 28 days between Dose 1 and 2

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.

Cougar Expectations

Dear Cougar Families,

At South Park Elementary, we embody the principles of PRAISE (Positive, Respectful, Accepting, Integrity, Safety, and Equality) in all facets of our school culture. I wanted to take the opportunity to outline our restorative practices and Positive Behavior Interventions and Supports (PBIS) in this letter.

Here at South Park, we provide students with numerous opportunities to thrive through our PBIS initiatives. For instance, students are rewarded with blue and gold PRAISE tickets for their academic accomplishments and for embodying our PRAISE principles. Students also have the chance to earn Cougar Cash, which can be used at the Cougar Store. Every two weeks, students visit the Cougar Store to exchange their hard-earned Cougar bucks for various items. Additionally, students may be celebrated as Cougar of the Month or receive special recognition for accumulating significant amounts of Cougar Cash. These programs not only encourage positive behavior but also foster a nurturing environment, strengthened by the involvement of our community and parents. Kindly motivate your students to share what they've accomplished or been recognized for—it's an opportunity to celebrate their hard work and achievements!

In addition to our PBIS we prioritize restorative practices, believing in addressing behavior issues through reflection and dialogue. While there are instances where referrals may be necessary, we aim to always employ restorative methods. Reflections provide students with an opportunity to consider the impact of their actions and the natural consequences that follow. It's important to note that consequences are not punitive; sometimes they may involve the loss of privileges. We believe in individualized consequences (one size does not fit all) and uphold confidentiality by not sharing information about others' outcomes. Please trust that we will ensure fairness for all our Cougars. Teaching our Cougars to reflect on their actions fosters the development of responsible citizens and equips them with skills for the future.

If your child receives a reflection, we kindly ask that you take the time to review it together and reach out to their teacher if you have any questions or concerns. It's important that reflections are signed by a parent or guardian and returned to school. Upon receiving a reflection, you can expect to receive either a dojo message or a call. This communication may come from the student, myself, our school counselor, Mrs. Johnson, our RTI/Behavior Coordinator, Mrs. Vigil, the teacher, or another staff member. The severity of the situation is not determined by who will be contacting you or providing the information. We believe in working collaboratively with families to support our students' growth and development.

Your feedback is invaluable to us, so please do not hesitate to reach out via email if you have suggestions or thoughts for consideration. Your continued support is instrumental in our collective effort to nurture and develop our students. Ensuring the safety and well-being of our Cougars remains our top priority! Together, we will continue to support and guide our children towards success.

Warm regards,

Ms. Kempf, Principal and MTSS Team

Email: morganlee.kempf@pueblod60.org

Cougar Expectations

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

To be an effective learner, each Cougar needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Parental and community involvement and support are essential to the success of our programs and our school. Cougars will be provided opportunities and direction to develop appropriate social skills and to aid in intellectual development.

The school provides each Cougar with the maximum opportunity to acquire an education. No Cougar has the right to interfere with the opportunity of other Cougars 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, and at any event where our school is represented, regardless of location.

The discipline code at South Park Elementary complies with the Pueblo School District 60 Cougar Discipline code.

****Cougar reflection will be required for completion if behavior infractions are minor. Major incidents may result in a referral.***

Detention

Cougars may receive detention on the day of the infraction. Cougars who do not complete their daily work or their homework may be asked to stay in to complete assignments. Communication with parents/guardians will occur if a student receives detention. Cougars who receive a behavior infraction will complete a Cougar reflection that will go home for parent/guardian signature. If the reflection does not return with the appropriate signature loss of privileges may result.

Cougar Expectations

	Positive	Respectful	Accepting	Integrity	Safety	Equality
Hallway	Smile	- Remain silent - Hands to self	Maintain personal space	Do what is expected of you	- Stay with the group - Face forward - Walk at a safe pace - No talking	Line up according to your teachers directions
Playground	Play fairly	- Ask an adult before entering the building - Be responsible for equipment	If someone asks to play with you say yes.	Follow all school and playground rules	- Line up immediately upon signal - Walk to and from the playground - Stay within boundaries	Include everyone
Cafeteria	- Use your best table manners - Take all items needed to the table before sitting	- Keep your food to yourself - Raise your hand if you need help	Allow anyone to sit next to you	- Use quiet voices - Eat before you visit - Clean up after yourself - Stay seated until dismissed	- Sand in line quietly, facing forward - Become silent when you see the lights dimmed	Sit with feet on floor, bottom on the bench, and facing forward
Bathroom	Leave the bathroom clean	- Flush the toilet - Pick up trash from the floor	- Knock on stall door - Give people privacy	- Use quiet voices - Report problems to the teacher	- Go straight to the restroom and return promptly - Feet on the floor - Water in the sink	- Conserve water - Clean up after yourself - Flush toilet
Assembly	Show proper appreciation (clap politely)	- Remain quietly seated - Sit on bottom - Remain silent during performance	Give people their space	- Give speaker your full attention - Silent on the quiet sign	Keep hands and feet to yourself	Use restroom and get drinks prior to the assembly
Office / Alternate Destination	Enter calmly and quietly	- Wait for an adult to recognize you or say "excuse me" to speak to an adult - Say "please" and "thank you"	Listen calmly and respectfully	- Walk quietly in the hallways - Go directly to your destination and return to your classroom when the task is completed	Ask permission before leaving your classroom and take a pass with you	All Cougars need to have permission to leave any classroom

South Park Discipline Policy

Goals:

- To provide a positive atmosphere for learning
- To reinforce Cougars who contribute to a positive environment
- To include Cougars, parents/guardians and staff in creating a positive learning environment

Procedure for Discipline Problems

Teacher Authority and Responsibility: The teacher has the authority and responsibility to maintain discipline in the classroom consistent with district and school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

- Confer with the Cougar
- Confer with parent/guardian and Cougar
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as a conference after school hours
- Refer directly to the principal, counselor, and RTI/behavior coordinator if the discipline problems need further attention and/or support

Principal Authority and Responsibility: The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem is referred to the principal, the individual referring needs to identify the problem. The principal will then proceed with one or several of the following sanctions:

- Conference with the Cougar
- Conference with teacher and Cougar
- Conference with parent/guardian, teacher, and Cougar or any combination thereof

The principal will maintain records of Cougar referrals for disciplinary action. At the time of the Cougar's first referral, the principal will confer with the child and report back to the teacher. The parents may be contacted and made aware of the referral from the principal or teacher. In the case of chronic referrals, specific actions will be taken with the parents/guardian knowledge. The disciplinary action open to the principal's consideration includes, but is not limited to the following:

- Verbal consultations/redirections
- Removal from the class situation for a short time
- Cougar reflection
- Loss of privileges
- Notification of parents/guardian
- Transfer possibilities
- Suspension or other actions depending upon the individual situation

Discipline Offenses. Discipline offenses that may call for immediate action and parent/guardian contact shall include, but not be limited to the following:

- Physical or verbal assault on a teacher
- Disrespect is shown to any supervising adult
- Physical or verbal assault on a Cougar
- Destruction of property
- Leaving the school grounds without permission
- Willful disobedience
- Disruptive behavior
- Smoking – use of tobacco, possession and/or use of a deadly weapon, substance infractions
- Bullying – repetitive behavior that causes physical or emotional harm
- Scholastic dishonesty

Summary

Cougars should demonstrate compassion and consideration for the feelings and well-being of others. Cougars should respect and care for our school building both inside and outside. As a team, if we all cooperate and obey these rules, South Park will continue to be an outstanding school.

Pueblo School District 60 Discipline Referral/Reflections

Cougars may be referred to the office by any school personnel for not following a rule(s) that require immediate attention by the principal. Students may be required to complete a reflection if minor infractions occur. The reflection will need to be signed and returned by guardians the following school day.

South Park Rules

1. POSITIVE – have positive communication and interactions with all people
2. RESPECTFUL – be respectful of people and property
3. ACCEPTING – Allow anyone to sit with you or to play alongside you
4. INTEGRITY – do what is right when no one is looking
5. SAFETY – follow the rules of the school
6. EQUALITY – treat all people with dignity

Bullying Prevention

Bullying will not be tolerated. Bullying includes all unacceptable behaviors that interfere with the mental, emotional, and physical well-being of Cougars. This behavior is ongoing and not a one-time offense. ***Please see the district Student Conduct and Discipline Code handbook for Bully Prevention and Education policy.*** Reporting Bullying: Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidents of bullying to either a teacher, counselor, or principal in their school building.

District Action Following Investigation

If the conduct is determined to be bullying, the district shall take all responsible action to end the bullying, to prevent reoccurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost education opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable discipline policy. The bully may need to be suspended/expelled/excluded in accordance with policy.

Non-Discrimination Complaint Procedures

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any Cougar 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 Cougar's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a Cougar 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 Cougar 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 Cougar'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 Cougar 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) 549-7162

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.

Cell Phone Policy

Dear Parent/Guardian,

Please read the following policy concerning Cougar cell phones carefully and sign the attached permission form if you would like you child to carry a cell phone to school. Return the bottom portion of this document to your child's teacher.

Cougars are allowed to carry cell phones to school only if the following conditions are adhered to:

- Cell phones are left in the child's backpack in the "off" position during school hours. Cell phones should not be used on school property before or after school.
- If a child is observed using a cell phone during school or on school property before or after school, the phone will be confiscated and the child's parent will be called to come in and pick it up from the office. **The child will no longer be allowed to carry a cell phone at school.**
- If a child is caught harassing or bullying others through text or video on a cell phone, the child will lose the right to have a cell phone at school and may be subject to school and in some cases, legal consequences.
- South Park will not be liable for lost or stolen phones. If you choose to send a phone to school with your child, you do so at your own risk.

Cougars are always welcome to use the classroom phones or a phone in the office if they must contact you. There is really no need for a child to have a cell phone on during school, and as we are finding out, cell phones can be quite a distraction to the learning environment when the rules are not adhered to. We thank you for your assistance with this important matter.

The South Park Elementary Staff

Attendance Memorandum 2026-27 School Year

Dear South Park Families,

At South Park Elementary, we believe in the power of being present—every day matters. Positive attendance directly impacts your child's academic progress, social development, and future opportunities. When students miss school frequently, they miss valuable instruction, peer interactions, and experiences such as field trips, classroom awards, and other enriching activities.

As we launch the 26-27 SY, we are striving to focus on attendance, being present is being powerful and attendance is critical to student success! Beginning with the 2026-27 school year, we will be monitoring attendance more closely and reaching out early with supportive, preventative interventions such as phone calls, attendance letters, and individualized attendance plans when needed.

In our ongoing effort to support student success, we want to remind you of the importance of consistent school attendance. According to Colorado law, children between the ages of 6 and 17 are required to attend school regularly.

Please take note of the updated attendance policy for excused absences:

The following procedure will be applied for excused absences via call in:

→ Your student will be allowed 5 excused absences per semester to be reported to our front office via parent or guardian.

→ After your student utilizes the allowed 5 absences you must provide proper documentation (e.g. doctors note, court summons, etc) to be excused.

Please note that no exceptions will be made to this procedure. It is your responsibility to plan accordingly, notify staff and provide proper documentation. If you require any assistance please reach out to our staff. We can work together to create a plan to help you and/or your student reach their attendance goal. We may also reach out to create a plan. Please note that the above policy will be applied consistently, with no exceptions. It is important to plan ahead and ensure proper documentation is provided when necessary. Absences without the required documentation will be marked as unexcused. Please note: Once a student accumulates four (4) unexcused absences in a month or ten (10) in a year, they may be referred to truancy court, as required by state law.

We appreciate your partnership in helping your child be present and powerful—every day. Please don't hesitate to reach out if you have questions or need support. Together, we can help ensure every Cougar has the opportunity to learn, grow, and succeed.

Warmly,

Ms. Kempf
Principal, South Park Elementary

Be Present, Be Powerful. Make Every Day Count!

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.**

JICJ: Student Possession and Use of Cell Phones and Other Electronic Communication Devices

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include any privately-owned, portable technology capable of cellular communication, text messaging, data storage, or internet access. This primarily includes smartphones, personal gaming devices, headphones, and any other hand-held equipment with audio, video, or photographic recording capabilities. This definition excludes school-issued or school-approved instructional equipment.

Students may possess electronic communication devices on school property, in school vehicles, and at school-sponsored activities. However, during the instructional school day, meaning the hours between the starting and ending time of the school day as defined by the district, electronic communication devices must be turned off and stored out of sight unless during an emergency, which for the purpose of this policy is defined as an actual or imminent threat to public health or safety that may result in loss of life, injury, or property damage.

This policy does not prohibit a student from using an electronic communication device if the use is necessary as an effective communication accommodation pursuant to the federal "Americans with Disabilities Act of 1990," 42 U.S.C. sec. 12101 et seq.; to comply with the student's individualized education program, as defined in section 22-20-103, C.R.S., or the student's section 504 plan, as defined in section 22-20-123, C.R.S.; or to monitor or address the student's medical condition.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

At no time may students use electronic communication devices in any manner that disrupts the learning environment or otherwise disrupts school or district activities or events, that compromises academic integrity, that violates an individual's right to privacy, or that otherwise promotes or facilitates any conduct that violates the student code of conduct or other district policies.

It is the student's responsibility to ensure that their electronic communication device is turned off and stored out of sight during the instructional day. Violation of this policy and/or use that violates any other district policy will result in disciplinary as prescribed in JICJ-R and applicable district student discipline policies.

Confiscated devices shall be returned to the student at the end of the school day. If the building principal or designee believes a student's possession or use of an electronic communication device may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school or district property or while the student is attending school- or district-sponsored activities or events.

Adopted: June 25, 2013

Revised: August 26, 2025

Revised: June 23, 2026

LEGAL REFS.: C.R.S. 18-7-109 (posting, possession, or exchange of a private image by a juvenile)

C.R.S. 22-1-149 (Board required to adopt policy regarding student communications devices in schools)

CROSS REFS.: JIC and subcodes, Student Conduct

JIH, Interviews and Searches

JK and subcodes, Student Discipline

JS, Student Use Technology, the Internet and Electronic Communications

JICJ-R: Student Possession and Use of Cell Phones and Other Electronic Communication Devices

In accordance with Policy JICJ, schools shall implement the following procedures regarding student possession and use of electronic communication devices.

Students who violate Policy JICJ shall be subject to progressive discipline measures intended to support appropriate student behavior while minimizing disruption to the educational environment. All violations must be reported to the student's parent/guardian.

1. First offense: A student who violates Policy JICJ for the first time shall receive a verbal warning and redirection from school staff. The student shall be directed to immediately turn off and properly store the electronic communication device.
2. Second offense: A student who commits a second violation of Policy JICJ shall have the electronic communication device confiscated by school personnel for the remainder of the school day. The device shall be returned to the student at the end of the school day in accordance with building procedures.
3. Third offense: A student who commits a third violation of Policy JICJ shall have the electronic communication device confiscated for the remainder of the school day and shall be required to participate in a conference with the student's parent/guardian and appropriate school personnel.
4. Subsequent Repeated or serious violations: Subsequent Repeated violations of Policy JICJ or, refusal to surrender an electronic communication device when directed by school personnel, or use of an electronic communication device in a manner that substantially disrupts the educational environment shall result in additional disciplinary action consistent with Board policy and the district's student discipline code.
5. Serious violations: Use of electronic communication devices involving harassment, bullying, academic dishonesty, unlawful conduct, recording individuals without permission, or violations of privacy shall result in more serious disciplinary consequences and referral to law enforcement when appropriate.
6. Refusal to surrender an electronic communication device when directed by school personnel or use of an electronic communication device in a manner that substantially disrupts the educational environment or that violates another Board policy shall result in disciplinary action consistent with Board policy and the district's student discipline code.

This regulation shall be implemented consistent with any individualized education program (IEP), Section 504 Plan, health plan, or other legally required accommodation.

School personnel have the authority to implement these procedures at their discretion in exigent circumstances, which must be reported to the school supervisor. Building principals or designees shall establish building-level procedures for implementation of this regulation consistent with Policy JICJ and this regulation.

Adopted: June 23, 2026

JICJ-E: Possession and Use of Cell Phones and Other Electronic Communication Devices. *See complete exhibit.**

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, the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the school's enrolled student population for the previous school year compared to the vaccinated children standard, and a statement

that the school is required to collect and report the information, but the school does not control the school's specific immunization rates or establish the vaccinated children standard.

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 presented one of the following, as provided by law:

1. a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations;
2. a certificate of medical exemption;
3. a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or
4. a certificate of nonmedical exemption

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 certificate of medical or nonmedical 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

Revised: January 25, 2022

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, a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations or a valid certificate of medical or nonmedical 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.]*
2. A student will be exempted from required immunizations only upon submission of:
 - a. a completed certificate of medical exemption from a licensed physician, qualified physician assistant, or advanced practice nurse 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 (see paragraph 5, below),
 - b. a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment (see paragraph 4, below), or
 - c. a completed certificate of nonmedical exemption signed by a parent/guardian or an emancipated student and physician assistant, or advanced practice nurse (see paragraph 4, below).
3. 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.
4. Parents/guardians or emancipated students who assert a nonmedical exemption must submit either a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment or a completed certificate of nonmedical exemption that is signed by a parent/guardian or emancipated student and a physician, qualified physician assistant, or advanced practice nurse on an annual basis. Such submission will occur at the beginning of each school year that the nonmedical exemption is asserted.
5. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason must submit the required medical exemption form to the school one time. The medical exemption form must be maintained on file at each new school the student attends.
6. Each school in the district annually provides the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine [optional: the school may also include immunization and vaccination rates for any other vaccine] for the school's enrolled student population for the previous school year compared to the vaccinated children standard.
7. 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.

8. 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 by telephone, e-mail, or in person. If this is not possible, contact will be by physical 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 one of the following: (i) an authorization for administration of the immunization by public health officials; (ii) a completed certificate of medical or nonmedical exemption; (iii) a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; (iv) 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.
9. 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.
10. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
11. Any suspension or expulsion under this policy will terminate automatically upon compliance.
12. 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: January 25, 2022

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, will not engage in the conduct described below.

Any person considered by the Superintendent or designee to be in violation of this policy will 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 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 or dangerous weapon, as defined in state law or applicable Board policy, 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

Revised: August 26, 2025

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
C.R.S. 18-9-106 (*disorderly conduct*)
C.R.S. 18-9-108 (*disrupting lawful assembly*)
C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. 18-9-110 (*public buildings – trespass, interference*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)
C.R.S. 44-3-901 (1)(i)(1)(A) (*prohibits consumption of alcohol in any public place without a license or permit*)

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).
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PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

William Thiebaut, Jr. President
Thomas Farrell Vice President
Dr. Derion Ibarra Board Member
Judge Dennis Maes Board Member
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Non-Voting Officers

Lana Niehans Treasurer
Geri Patrone Secretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Dr. Barbara R. Kimzey

Mission

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

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

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