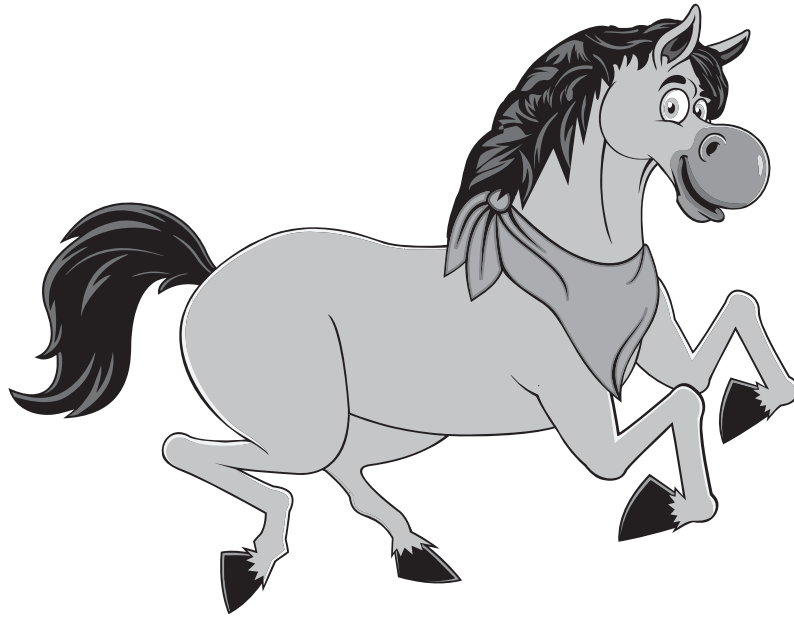


Sunset Park Elementary

Amber Hertneky, Principal



Student Handbook

2026-2027

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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

1st Grade Period.....	35	3rd Grade Period	44
2nd Grade Period	32	4th Grade Period	39
1st Semester	67	2nd Semester	83
		Total	150

● Classes Begin and End	* Grade Period End	✕ Possible Make-up Day (for inclement weather overage)
★ Teachers Begin / End	⌋ Semester Ends	
■ No School	☀ Assessment/Transition Day K-12	
● Teacher Work Day	⋮ Graduation	
□ New Teacher Orientation	▲ Principal Led Professional Development/Building Meetings	
◐ District Led Professional Development		
◑ Professional Development		
◒ Innovation Professional Development		
— Parent/Teacher Conference Window		

PUEBLO
SCHOOL DISTRICT 60



PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

TABLE OF CONTENTS

Letter to Parents and Students.....	1
Mission Statement.....	2
2025-2026 Faculty	3
Daily Schedule.....	4
Media Center.....	5
Medication at School	5
Immunizations.....	5
Notification to Access Benefits.....	9
Student Absences and Excuses/Tardiness	10
Tardies.....	11
Student Release.....	11
Arrival Time at School.....	11
Visitors	11
Bad Weather Policy.....	11
Home School Communication	12
Telephone.....	12
Fire Drills/Emergency Exit Drills	12
Parent Visits	12
Volunteers	12
Emergencies.....	13
Student Safety (Arriving or Leaving School)	13
Academic Recognition.....	13
Parties at School.....	13
Nutrition Program	14
Dress Code	16
Items Brought to School	16
Field Trips	17
Check Policy	17
Sunset Park Behavior Support Plan	18
Sparky's Keys to Success.....	19
Positive Recognition and Reinforcements.....	21
Bullying Prevention Protocol.....	22
Student Kindness Pledge.....	25
D60 Policies and Regulations	27

Dear Parents and Students,

Welcome to Sunset Park Elementary, Pueblo's only Leader in Me and Lighthouse School. We are an exceptional school with a long tradition of achievement and leadership. The Sunset Park Staff and I are committed to providing the best possible learning experience for all students. We value your insight and input, and we encourage all parents and guardians to be actively involved in their child's education.

At Sunset Park, we strive to provide a safe and inspiring learning environment that promotes understanding and respect for all students. Our top priority is to increase student achievement. We want all Sunset Park students to leave our school with the tools and knowledge necessary to reach both their educational and career goals.

To ensure maximum effectiveness and efficiency regarding the student learning environment, Sunset Park has a comprehensive behavior management plan. We will continue to teach and model the 7 Habits and support the district's Bully Prevention efforts. Additionally, we have integrated restorative circles and restorative justice practices as part of our behavior management approach. These tools help to build community, resolve conflicts, and repair harm by fostering open communication and mutual respect.

Please review the information provided in this handbook. If you or your child has any questions regarding the behavior management process, please feel free to contact us for clarification. We, as a staff, count on your support and participation to make our behavior management process successful and keep students focused on learning.

We welcome parent involvement at Sunset Park Elementary. We welcome parent involvement at Sunset Park Elementary. Please consider serving as a volunteer in our building. We welcome help at all grade levels. Don't hesitate to contact us at 549-7610 if you have any comments, concerns, or questions that we may be able to help you with.

I believe that by working together, we can provide your child with the best possible learning experience.

Warm regards,

Amber Hertneky
Principal
Sunset Park Elementary School
719-549-7610



Sunset Park Elementary School



MISSION
“ Learn, Love, & Lead”

VISION

At Sunset Park Elementary, our vision is to foster a nurturing and dynamic environment where every student is inspired to Learn, Love, and Lead. We are committed to cultivating a passion for lifelong learning, encouraging students to explore, inquire, and excel academically. Our community is built on a foundation of love, where respect, empathy, and kindness are paramount, ensuring that every student feels valued and supported. By empowering our students to lead with integrity and initiative, we prepare them to be confident, responsible, and influential individuals who will make a positive impact on the world around them. Together, we strive to create a school where each child thrives and reaches their full potential.

SUNSET PARK ELEMENTARY SCHOOL

2026-2027 FACULTY

Amber Hertneky.....	Principal
Melissa Jones	Dean
Sherry Musso	Secretary
Jennifer Mandarich	Office Clerical Assistant
Emily Ortiz	Guidance Counselor
Gina Newman Lane	Kindergarten
Derek Flowers.....	Kindergarten
Kendra Haas.....	Kindergarten
Megan Holguin	First Grade
Debra Maxwell.....	First Grade
Sarina Adame Miles.....	First Grade
Jamie Martinez.....	Second Grade
Brittany Garcia.....	Second Grade
Eliza Magdaleski.....	Second Grade
Brittney Byrd	Third Grade
Lindsey Denny	Third Grade
TBA.....	Third Grade
Jessica Andrews	Fourth Grade
Brittany Baca	Fourth Grade
Christine Johnson.....	Fourth Grade
Abra Gomez:.....	Fifth Grade
Monica Rangel	Fifth Grade
Bethany Smith.....	Art
Deidre Flemmer	Vocal Music
Veronica Miller	Physical Education
Jennifer Vanderputten	CLDE Teacher
Chris Miller.....	Head Facilities Caretaker
Linda Luna	RtI/GT/SRD/Int.
Mckenna Arellano.....	Social Worker
Melanie Bruce, Angela Duvall.....	Speech Therapy
Marissa Ortiz	ESS-ID Teacher
Trina Byrd.....	ESS Generalist Teacher
John Wigner	ESS Generalist Teacher
Jeri Silas	ESS Paraprofessional
Patricia McFadden	ESS Paraprofessional
Lei Lani Cortez	ESS Paraprofessional
Kristen Lucero	ESS Paraprofessional
TBA.....	ESS Paraprofessional
Angela Meineke	Educational Assistant
Layne Nicholas	Media/Tech Specialist
Amber Guerrero	Community Advocate
Timi Terry	Math Interventionist
Casey McDonald.....	Instructional Tutor
Natasia Martinez-Johnson.....	Instructional Tutor
Azia Hall	Instructional Tutor
Raeann Trujillo.....	Cafeteria Charge

DAILY SCHEDULE

No student should be on school grounds before 7:30 a.m. and after 3:15 p.m. There will be no school supervision during this time. Students are not to play on the playground before or after school. It makes it hard to get students in the building on time and also for dismissal. Students are to line up along the wall of the front doors until they open at 7:30pm. For students participating in extra-curricular programs or additional learning opportunities, please follow the guidelines handed down by your sponsor. Thank you students and parents for your support. **Parents, please remember that there is NO supervision for students who choose to leave school to the park across the drop off lane.**

Kindergarten – 5th Grade: Monday–Thursday

First Bell.....7:40 a.m.
Tardy Bell.....7:45 a.m.
Release 3:05 p.m.

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

DO:	DON'T:
Use the drop off and pick up zones	Block crosswalks, speed or make U-Turns
Legally park before allowing children to get out of the vehicle	Use the parking lot at a drop off zone
Only let your students out in the right hand lane.	Call students to cross the street between cars
Use the crosswalks to cross the street Report suspicious or unsafe activity	Let students exit in the left hand lane of the drop off
Drop your child off in the designated area	Park and leave car unattended in drop off zones
Pick up your child on time. Teachers are off duty at 3:15	Walk your child to a classroom. Parents are not allowed to walk students to class without checking with office.

MEDIA CENTER

Students may have two books checked out at a time. The books are checked out for one week.

Procedure for overdue books:

The media center personnel will print overdue slips every two weeks.

1. 1st Notice - This notice will be sent home with a student when a book is first overdue.
2. 2nd Notice - If that overdue book is still not returned, a second notice will be given to the student and the parents or guardians will be called.
3. 3rd Notice- If the same book continues to be overdue, a third notice will be sent home. This notice will state the price for the book and the book will have to be purchased or returned within one month.
4. Refunds will be made if a lost or damaged book is returned after it has been paid for.
5. Please return all books even if they are damaged.

Feel free to call the school at 549-7610 or come into the media center to talk if you have any questions.

MEDICATION AT SCHOOL

Pueblo School District 60 Policy on Medication at School is as follows:

The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student.

If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to legally administer the medication, the principal of the designee, on behalf of the District, may agree to administer the medication. They shall administer the medication in compliance with regulations established by the District and State of Colorado.

Any non-prescription medication shall be dispensed to students with the same procedure outlined for prescription medication.

Written instructions and a form to be signed by a physician and by the parent may be obtained from the school's office. Non-prescription medication is included in this policy. **Students are not to bring medication of any kind to school. Parents are required to deliver medication to the office in the original pharmacy bottle.**

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.



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 [§25-4-911, CRS](https://leg.colorado.gov/statutes/0000/0025/0004), 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)
Sunset Park Elementary	92.4%	0.5%

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 (HepSivax-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

Updated April 2026

STUDENT ABSENCES AND TARDIES

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

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

TARDY POLICY

All students are expected to be at school on time. If a student arrives after 7:45, he/she is counted tardy.

If a student arrives after 7:45 a.m., the student must report to the office and receive a tardy slip before entering the classroom. Excessive tardies (five or more) are considered an attendance concern. Students with unexcused tardies and absences will be excluded from extra-curricular activities, such as extended learning opportunities offered throughout the year.

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

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

All other tardies will be unexcused.

Did you know that every day your child is learning:

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

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

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

- Attendance policy
- Enrollment Commitment

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

SCHOOL CHOICE

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

STUDENT INFORMATION PACKET

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

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every parent maintain an up-to-date address and working telephone numbers on record in the school office. Please notify the school within 48 hours if you have a change of address or telephone number during the school year.

CUSTODY CHANGES OR NAME CHANGES

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

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

STUDENT RECORDS

Student records are kept in all elementary schools and are available for examination upon parental request. If you wish to discuss your child's records, notify the principal and an appointment will be made for you to see the records and receive appropriate explanations.

STUDENT SAFETY

Emergency – Crisis Management Procedures

Lockdown Procedures:

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

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

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

Tornado Warning Procedures

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

Emergency Drill Procedure

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

PARKING, DROP-OFF AND PICK-UP

The staff of Sunset strives to provide a safe environment for the students. One of our major concerns is the dangerous situation resulting from the traffic around the school at dismissal time. If you pick up your child, please use the drop off and pick up loop as much as possible. We will work to get your child out of the car or get them to your car after school. If you are walking up to the school, please park so the child does not have to cross the street in the middle of the block. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked. We also request parents not to double park or make a U-turn while waiting for a child to be dismissed, as this also creates a dangerous situation.

Parking other than for drop off and pick up, is not allowed in drop-off zones. This will be enforced by the Pueblo Police Department. Please do not park in the handicapped parking spaces, unless you have a handicap permit. **THE SCHOOL PARKING LOT IS NOT A SAFE STUDENT LOADING OR UNLOADING AREA AND IS NOT TO BE USED FOR DROP-OFF OR PICK-UP. THIS LOT IS FOR STAFF PARKING ONLY.**

SCHOOL VISITORS

Parents, grandparents, and community members are always welcome to visit the school. Please clear your visit with an administrator or teacher prior to the date. Visitors are required to sign in and out at the office and wear a visitor pass. If you wish to conference with a teacher, please notify the office and the teacher will call to schedule. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office, indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Parents and/or students are not to enter classrooms when the teacher is not present. Visits from former students should not occur during the school day. Former student visits to teachers need to be cleared by the teacher prior to the student coming to the classroom. We ask that when parents visit classrooms during the school day, that siblings or other children not come along (except for classroom parties). By district policy, no student from another school may visit during school hours unless accompanied by an appropriate adult. Parents are expected to behave in such a way as to not disrupt the educational process.

BIRTHDAY PARTIES

PLEASE make arrangements with your child's teacher ahead of time for birthday parties. Parties will be scheduled around classroom instruction time and at the teacher's discretion. DO not just show up. It is important to make sure you schedule the time with the teacher. Please keep refreshments simple. ONLY bring clear drinks such as 7-Up that do not contain food dye. Drinks with dye that are accidentally spilled stain the classroom carpet. Your child will be allowed to distribute birthday party invitations at school ONLY if all children in the class are invited. Also, please check with your child's teacher in regards to classroom allergies. Many of our rooms possess students with allergies to nuts, eggs, strawberries, etc. We would hate to not be able to accept your child's Birthday treats. Thank You.

LUNCH VISITORS

Visitors wishing to have lunch with their student may do so. Please check in with the office before entering the school. Parents are not allowed to attend recess with their child or bring younger siblings to their child's recess due to liability concerns. Families are always welcome to check their child out for lunch and recess as long as the child returns on time to class after the 40 minute lunch/recess period is over.

NUTRITION PROGRAM

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

All students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

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



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

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

Families are encouraged to submit an application

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, 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.

DRESS CODE

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

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

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

Students may not wear:

1. Items that make the student unidentifiable (except as a religious observation).
2. Heelies are not allowed
3. Items that contain sexually suggestive language or messages that is prohibited by the Student Code of Conduct.
4. Items that could be used as weapons, including items with spikes or chains, or items that could be used to conceal weapons.
5. Items that promote illegal activity for students include drugs, alcohol, tobacco, weapons and/or gang affiliation, or violent conduct.
6. Items that depict hate speech, intimidation, or intolerance toward protected groups that are prohibited by the Student Code of Conduct.
7. **Students are to only wear shorts in the first and fourth quarter.**
8. Slides, slippers, and flip flops are not permitted.
9. No pajama pants (unless it is pajama day at school)
10. Please make sure your student has shorts on under their dresses

If your child is in violation of the dress code, you will be called to provide clothing which complies.

CELL PHONES

Many families choose to allow their students to have cell phones and depend on this for necessary communication.

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

LABELING OF POSSESSIONS

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

BICYCLES AT SCHOOL

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

CARE OF SCHOOL AND PERSONAL PROPERTY

We try to instill in students pride in the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school.

Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will face disciplinary actions and/or will be referred to the proper law enforcement agency.

Students are responsible for lost or damaged books and school property. Students will have to pay the required amount. Included are textbooks, resource books, and library books.

TECHNOLOGY

STUDENT DEVICE RESPONSIBILITIES, PROPER CARE, AND TERMS

Purpose

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

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

Daily Responsibilities

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

Proper Use and Care

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

Terms and Conditions

1. *Damage or Loss of the Device:* Parents(s)/guardian(s) are responsible for their child/children's use of the device, including any damage to the device. In the event that a student's device is lost or damaged, the District will assess the device for damages and seek reimbursement from the parent(s)/guardian(s) to cover the replacement or repair. The decision to seek reimbursement, as well as the amount of reimbursement, will be determined by the District, but will not be greater than the full replacement value of the device.
2. *Hardware of Functionality Problems:* If a problem arises with the functionality of a student's device, the student must notify his/her teacher immediately. An attempt will be made to assist with repair or replacement of the device. Under no circumstance may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District technology staff to attempt to fix suspected hardware faults or the device operating system. Do not take the device to any repair shop.
3. *Failure to Return the Device:* If a student fails to return the technology device or power cord, the district may seek reimbursement from the student's parent(s)/ guardian(s). If the device is reported stolen, the district may file a theft report with local law enforcement.
4. *No Right to Privacy:* The technology devices are District property; therefore, the District may examine the technology device and access and view their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the technology device or in a cloud-based account to which the technology device connects.
5. *Technology device Data as Records:* Data saved to the technology device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. *Waiver of technology device Related Claims:* By accepting this device, you acknowledge and agree to follow all responsibilities outlined in this Agreement, and you waive any and all claims you (and your heirs, successor, and assigns) may have against Pueblo School District 60.
7. *Indemnification for Device-Related Claims:* By accepting this technology device, you agree to indemnify, defend, and hold harmless Pueblo School District 60, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the technology device or from this Agreement.

STUDENT AND PARENT GOOGLE MEET/CLASSROOM GUIDELINES

Purpose

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

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

Student Expectations

Students have the following responsibilities:

1. Attend live class "meetings" as required.
 - a. Silence/mute your microphone prior to entering the meeting.
 - b. Do not present from your screen without the teacher's permission.
 - c. Actively participate in the learning. Follow the teacher's directions for responding (either using your microphone or the chat feature to ask/ respond to questions).

- d. All conversations in the chat field should be school related and use classroom appropriate language.
 - e. When class/session is over, hang up and leave the meeting.
 - f. Camera should be positioned to avoid distractions and movement behind the student.
 - g. School appropriate attire should be worn at all times.
2. Complete assignments with integrity and academic honesty, doing your best work.
 3. Follow all District 60 and school policies, rules, and Acceptable Use Agreement expectations.

Parent Expectations:

Parents of participating students have the following responsibilities:

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

STUDENT PERSONAL PROPERTY

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

COLD WEATHER POLICY

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

Red Flag Procedures

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

Inclement Weather Procedure

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

- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and the newspaper.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc...
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, Pueblo School District 60 staff will make the decision to delay school by two hours. The District will follow procedures as stated above.
- On delay days, *breakfast is not served!*

STUDENT EXPECTATIONS

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

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

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location.

- Students should follow the directions of adults at all times.
- School is your job. You are responsible for your own learning, your own behavior, your own attitude.
- Students are to use appropriate language at all times. Profanity will not be tolerated.
- Students are to enter and exit the school through the appropriate doors.
- Students are not to be in the hallways or classrooms before or after school without permission.
- Students are to respect the property of others by not taking anything that does not belong to them nor damaging or destroying others' property.
- Respect for school property is expected at all times.
- Toys, electronic devices, large amounts of money, sports equipment, and dangerous objects are not allowed at school.
- There will be no tobacco, e-cigarettes, intoxicants, or drugs used by or in the possession of a student.
- Use of the telephone will be limited to emergencies only.
- Gum chewing is not allowed.
- To reduce spills and support our custodial team, only closed straw water bottles (plastic or metal) are allowed. Open straw bottles (such as Stanley-style tumblers) are not permitted due to frequent spills that disrupt learning and require excessive cleanup.

CLASSROOM EXPECTATIONS

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

PLAYGROUND EXPECTATIONS

The playground is not supervised in the morning prior to school. Students must enter the building at arrival.

Students will follow stated game rules showing good sportsmanship. Students are to line up immediately when the bell rings or the whistle blows. Use of the front lawn is limited to supervised classroom activities. The following activities will not be allowed.

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

HALL, RESTROOM, AND ASSEMBLY EXPECTATIONS

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

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use.

Students must wash their hands. Trash and paper towels are to be in containers. In an assembly, student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

CAFETERIA EXPECTATIONS

- Use good table manners in the cafeteria.
- Raise your hand for assistance.
- Leave the table and surrounding area clean and orderly.
- Put trash in the proper containers.
- Do not leave the cafeteria while eating or carrying food or drink.
- Do not throw, flip, or spit food.
- Do not crush milk cartons or pop lunch bags.
- Talking is permitted in normal tones of voice—no shouting.
- Leave the cafeteria and the building in an orderly manner—no running.
- If second portions are served, children will walk to the service counter.
- Children are not to go into classrooms during lunch/recess without school staff permission.
- Students are not allowed to share drinks or food due to health concerns.
- We request that you do not send soda or other sugary drinks, large bags of chips, Hot Cheetos, Takis, candy, or other “junk food” with your child for lunch. Thank you for helping us support healthy choices and a positive lunchtime environment.

AWARDS ASSEMBLIES

Various assemblies will be held throughout the school year. Awards will be given out to students to put in their leadership notebooks on a quarterly basis.

Awards

- Perfect and Excellent Attendance
 - Leader of the Month
 - Honor Roll (3rd through 5th grade)
 - Reading and Math Goal Awards
- Perfect Attendance - “Perfect is Perfect” - On the Report Card, the “Days Absent” will be “0” (zero) “PERIODS TARDY” WILL BE “0” (ZERO) and no early releases which will be checked by office.
- Excellence Attendance - Less than 2.0 days absent AND 2 OR LESS TARDIES On the Report Card, the “Days Absent” will be less than “2.0” AND THE “PERIODS TARDY” WILL BE 2 OR LESS
- Remember that Infinite Campus calculates each minute a student is late, leaves early or is gone during the day and returns. All of these scenarios are included in the Attendance Award Calculations
- Leader of the Month- Demonstrates good character (teacher selects 2 students each month who demonstrate the habit that month)

3rd Grade

Merit Roll - 3.5 Grade Point Average or Above

4th & 5th Grades

Honor Roll - 3.5 Grade Point Average or Above

SCHOOL COUNSELOR

A counselor coordinates the guidance/counseling program. The counselor provides services that enhance the development of your child’s social, emotional and educational growth. The counselor facilitates classroom activities, parent sessions, staff in services, small groups for children, and resource materials. The counselor also coordinates and facilitates the Response to Intervention (RtI) process. The counselor is available for individual consultation and concerns. The counselor may be reached by calling 595-4040.

SPECIAL PROGRAMS

Pueblo School District 60 offers many education programs throughout the district. A wide variety of services are available to meet the needs of students. They include: Exceptional Student Services, Child Find (0-21 years), preschool, and Gifted/Talented program. As a member of the Innovation Zone, students will also benefit from AVID, Blended Learning, and Extended Learning Opportunities unique to our site.

PLEDGE OF ALLEGIANCE

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

SUNSET PARK POSITIVE BEHAVIOR SUPPORT PLAN

GOAL

Sunset Park Elementary School will build an environment that is positive, efficient, and meets the needs of our learners.

1. We will be implementing 6 components to our PBS plan.
 - a. Common approach to discipline
 - b. Clear set of behavior expectations
 - c. Procedures for teaching expected behaviors
 - d. Continuum of procedures for encouraging expected behavior
 - e. Continuum of procedures for discouraging problem behavior
 - f. Procedures for on-going monitoring and evaluation
2. We will be collecting data to drive our decision-making and provide analysis to determine our effectiveness. Therefore, we will be using a new discipline referral form, which is aligned with a computer software program.
3. New posters will be developed to highlight our logo and key rules
4. Like our previous behavior expectations — all teachers will teach the behavior expectations and with frequent review and reteaching of the behavior expectations. See teaching matrix.
5. Building a framework to address the minor and major behavior infractions
6. Building a system-wide procedure for acknowledging positive behavior.
7. Setting a time to discuss the behavior plan with parents at our “Open House” — Back to School Activities

School Wide Rules:

Lead with the 7 Habits

Exhibit Safe Behaviors

Act Respectfully

Demonstrate Responsibility

During the first two weeks of school, all staff will teach the school-wide rules. Staff will be expected to continually review school wide as well as classroom rules and consequences with students. School-wide and classroom rules will be posted for students to see.

Sunset Park School Behavior Management System insures a safe and orderly learning environment for all students. The policy fosters respectful behavior and helps children become productive citizens of our community. All discipline procedures described in this handbook are subject to, and may be superseded by, the current discipline policy adopted by Pueblo School District 60 Board of Education.

To help make our school wide behavior management system more consistent, effective, and easy to understand, we have aligned a uniform color system across all grade levels that will be monitored, graphed and recorded by our students on a daily/weekly basis. These colors will be consistent from Kindergarten – 6th grade. We are sure this will assist parents in quickly understanding how their child is behaving and what issues they may be having if the child is struggling in certain areas. This will also help the school identify trends and create/monitor behavior plans and supports.

SPARKY'S KEYS TO SUCCESS

THESE ARE THE CHARACTERISTICS THAT WERE CONSIDERED TO
BE PARAMOUNT
TO A STUDENT'S SUCCESS OF SUNSET PARK ELEMENTARY.

	Assembly	Hallway	Restroom	Cafeteria	Serving Line
Lead with the 7 Habits	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw
	Exhibit Safe Behaviors	• Watch for Directions • Walk Up and Down Bleachers • Stay in Line • Keep Hands and Feet to Self • Stay Seated	• Walk • Stay to the Right • Look Forward • Keep a Safe Distance • Hands and Feet to Self	• Wash Hands • Keep Water in Sink • Bathroom is for Business Only	• Walk • Only Eat Your Food • Alert Staff of Spills • Keep Hands and Feet to Self
Act Respectfully	• Voice Level 0 (Unless Asked to Respond) • Quiet Feet • Active Listening • Appropriate Applause	• Voice Level 0 • Pause and Allow Individuals to Cross Your Line	• Voice Level 0 • Allow Privacy • Wait Your Turn • Quickly and Quietly	• Voice Level 2 at Table • Raise Hand for Help • Use Manners (Please and Thank You)	• Voice Level 0 in Service Line • Active Listening • Use Manners (Please and Thank You)
Demonstrate Responsibility	• Be a Good Audience Member • Stay in Personal Space	• Keep Hands Off Walls • Stay in Line • Pick Up Dropped Items • Go Straight to Destination	• Flush • Leave Area Clean	• Clean Your Own Mess • Stay in Your Seat • Dump Trays Neatly and Return to Your Table	• Collect All Condiments and Utensils • Remember Your Lunch Charges if Necessary

	Bus	Field Trips	Playground	Classroom	
Lead with the 7 Habits	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	• Be Proactive • Begin With the End in Mind • Put First Things First • Think Win-Win • Seek First to understand, Then to be Understood • Synergize • Sharpen the Saw	
Exhibit Safe Behaviors	• Stay Seated • Face Forward • Keep Legs Out of Aisle • Keep Body and Other Objects Inside Bus at All Times	• Stay With Teacher/Chaperone • Hands and Feet to Self • Stay in Assigned Area • Follow Bus Procedures	• Be Aware of Your Surroundings • Keep Hands and Feet to Self • Mulch and Rocks Stay on the Ground • Report Dangerous/Hazardous Behavior/Equipment • Walk to the Playground	• Walk • Personal Space • All 4 on the Floor • When Seated Push In Your Chair • Keep the Floor Clean and Clear	
Act Respectfully	• Voice Level 2 • Use Kind Words • Help Others • Respect Personal Space	• Voice Level 0-2 • Focus, Listen, and Watch • Enter and Exit Quietly • Remember that Student Behavior Reflects Upon Our School	• Use Equipment Appropriately • Patiently Wait Your Turn • Share Equipment • Be a cooperative Team Player	• Voice Level 0 • When Instruction is Taking Place • Use Kind Words • Help Others • Active Listening • Participate When Appropriate	
Demonstrate Responsibility	• Keep the Bus Clean • Follow Directions • Keep Track of Your Belongings	• Be a Good Participant • Follow Guidelines of the Place You Are Visiting • Keep Track of Your Belongings	• Clean Up After Yourself • Return Equipment to the Proper Place • Line Up Quickly and Quietly	• Be Prepared for Class with Books and Supplies • Follow Classroom Procedures • School Work Complete	

Pueblo School District 60
BULLYING PREVENTION PROTOCOL
Sunset Park Elementary School

Our school's social vision

Leaders working together, building positive relationships in our safe and happy school.

Why we implemented a school wide system to stop bullying

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

What is bullying?

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

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

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

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the student to feel uncomfortable or unsafe at school, or that interferes with schoolwork. In these situations, complaints will be investigated according to the district's sexual harassment policy.

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

How students can end bullying

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

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

All students agree to:

- Value student differences and treat others with respect both online and face to face.
- Ask bullying students to stop when I or others around me are the target of bullying.
- I cannot safely stop the bullying, I will walk away and seek help by telling a trusted adult on campus or by using the reporting box at my school.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

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

Level 2: We watch out for bullying and refer targets to the classroom teacher, the Principal, or a Bullying Prevention Coach

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

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

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

Level 4: Implement a classroom or grade-wide action plan

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

Time line for a bullying report under this protocol

Week One

- The teacher or the Administration is notified of an ongoing bullying situation and logs the incident in Infinite Campus.
- When appropriate, the Administration refers the target of bullying to a school Bullying Prevention Coach.
- The Administration may engage the progressive discipline process.

Week Two

- Bullying Prevention Coach works with students to create a solution.
- Further progressive discipline when necessary.

Week Three

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

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

I, _____, have read and understand the Sunset Park Bully Prevention Protocol.

Signature _____

Child's name _____

Teacher Name _____

Date: _____

SUNSET PARK ELEMENTARY SCHOOL

STUDENT KINDNESS PLEDGE

We, the students at Sunset Park Elementary, believe that every student should feel accepted for who they are and able to enjoy their time at our school free from bullying and harassment.

Our School's Social Vision is: Leaders working together!

It's bullying when a student:

- Repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking their belongings or stealing his or her money.
- Repeatedly uses words or gestures to humiliate another student e.g. by shouting, taunting, name calling, teasing, put-downs, insults, threats and blackmail.
- Repeatedly excludes or isolates another student with the intention of hurting them e.g. through leaving them out, manipulating other students against them, or spreading gossip or rumors.
- Uses their cell-phone or social media to cyberbully another student in any of the ways described above

It's harassment when a student targets another student online or face to face because of their actual or perceived race, color, national origin, sex, physical or mental disability, religion, gender identity and expression, socioeconomic status, physical appearance and characteristic, and sexual orientation.

I recognize that bullying and harassment hurt students and are never justified as "just teasing" or "just playing." I acknowledge that if I stand by and do nothing, laugh, or post comments online when others bully, I have become part of the bullying problem.

I pledge to:

- Value student differences and treat others with respect both online and face-to-face.
- Tell bullying students to Stop and say "we're Leaders working together", when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or place a note in the Leadership Box or use Safe2Tell if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Bullying Prevention Coaches to bring together students to solve bullying situations.

Student Name _____

Student Signature _____ Date _____

Teacher Name _____

Teacher Signature _____ Date _____

As a Sunset Park Elementary School parent, I support the well being of all students at this school. I will share with my child the value I place on keeping our school bully-free so that every student is accepted for who they are. I will inform the school if my child is the target of bullying.

Parent/Guardian Name _____ Date _____

Signature _____ Date _____

SCHOOL WIDE STUDENT DISCIPLINE REFERRAL PLAN

Statement of Purpose

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

Expectations

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

Immediate Referral

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

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

Consequences for Discipline Problems

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

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

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

In-School Exclusion - Pupils may be removed or excluded from the classroom setting for a short period of time.

Additionally, pupils may lose the opportunity to go on field trips or have other special privileges if their behavior is harmful to themselves or others, or their actions habitually prevent the teacher from teaching and students from learning.

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

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

Due Process

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

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

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds for suspension, the period of the suspension, and the time and place to meet with the principal to review the suspension. No student shall be readmitted to school until such a meeting has taken place or until, at the discretion of the principal, the parent(s), legal guardian(s), or legal custodian(s) has agreed to seriously review the suspension with the principal.

Immediate Referral

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

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

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 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: Student 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 any communicable disease for 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 applies 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 must enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school must 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 will 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
Susan L. Pannunzio Board Member

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 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.

