Heritage Elementary School

"We Belong, We Learn, We SOAR!"

Student Handbook

2026-2027

PUEBLO SCHOOL DISTRICT 60 2026-27 Instructional Calendar

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

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October 2026

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November 2026

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29	30					

December 2026

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27	28	29	30	31		

January 2027

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

February 2027

S	M	T	W	T	F	S
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28						

March 2027

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April 2027

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May 2027

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30	31					

June 2027

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20	21	22	23	24	25	26
27	28	29				

July 2027

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

PUPIL CONTACT DAYS

August	9	February	16
September	17	March	15
October	17	April	17
November	13	May	16
December	11	June	3
January	16	July	0
		Total	**150**

DAYS PER SEMESTER

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

KEY

- Classes Begin and End
- Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- District Led Professional Development
- Professional Development
- Innovation Professional Development
- Parent/Teacher Conference Window
- * Grade Period End
- Semester Ends
- Assessment/Transition Day K-12
- Graduation
- Principal Led Professional Development/Building Meetings
- Possible Make-up Day *(for inclement weather overage)*

PUEBLO SCHOOL DISTRICT 60
Educating for Purpose and Impact

Current as of December 10, 2024

APPROVED BY THE BOARD OF EDUCATION December 10, 2024

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 60
Educating for Purpose and Impact

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

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

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– Section 1 –

General School Information

Heritage Elementary School

We Belong, We Learn, We SOAR

At Heritage Elementary ALL students have the right to be loved, learn and lead for a successful future. Our students are held to high expectations and accountability through the actions of leadership and cultivating individual genius. Heritage staff is committed to growing the individual child with a positive culture and love for learning that will inspire their future endeavors.

Dear Parents and Students,

Welcome to Heritage Elementary School. We have prepared this handbook to give you general information about Heritage. Our staff members are dedicated to giving our children the best educational experiences possible. They are willing to answer any questions you may have about our school program. We would like to extend an invitation to have you visit our school and become an active part of our school community. We love parent volunteers.

We are an exceptional school with a long tradition of achievement and leadership. The Heritage Staff and I are committed to providing the best possible learning experience for all students. Our top priority is to increase student achievement. We want all Heritage students to leave our school with the tools and knowledge necessary to reach their educational and career goals. To ensure maximum effectiveness and efficiency regarding the student learning environment, Heritage has a behavior management plan. We will continue to implement the PBIS (Positive Behavior Support) to ensure we spend more time teaching and rewarding positive behavior. We will be in our fifth year of implementation with “Leader in Me. The Leader in Me is based on the 7 Habits of Highly Effective People. You will see bulletin boards focused on leadership in the school, as this mindset encourages leadership from staff as well as students. In June of 2025, we received news that we are now a Leader in Me Lighthouse School. We have worked hard to gain this certification. We also support the district’s Bully Prevention efforts.

Please review the information provided for you in this handbook. If you or your child has any questions regarding the behavior management process, please contact us for clarification. If you have questions, you are welcome to contact me, your child’s teacher, or the school counselor to discuss any concerns you may have. We will be happy to provide you with more information.

We are proud of our school and want to share that pride with our students and families. We believe every student has the potential to be successful here and ready for the next level of education. With all of us working together, each child will leave Heritage with a special gift quality education!

If you have any questions, comments, or concerns about our school, please feel free to contact the school office at (719) 549-7575.

Have a great year

Richelle Paradiso, Principal

School Hours

Our playground is not supervised until 7:35 a.m. and is supervised for only 10 minutes after school is dismissed. For your child's safety, please be prompt when bringing and picking up your child. Please do not let your child come to school early unless he/she is involved in a specific school activity where a teacher will be providing supervision. The YMCA Prime Time Child Care program will provide before and after school care at Heritage again this year. Please contact them directly for more information. We have several other child care centers that provide before and after school care, also. They are the Boys & Girls Club of Pueblo, Southside Children's Center, Minnequa Medicenter Day Care (PCC), St. Paul's United Methodist Day Care Center, and Washington Children's Center. Each child care center provides to and from school transportation.

Student Attendance Schedule

PRESCHOOL – Full Day 8:00 a.m. to 3:30 a.m. Monday-Thursday

No school on Fridays

KINDERGARTEN – Full Day 7:45 a.m. to 3:05 p.m. Monday-Thursday

No school on Fridays

GRADES ONE TO FIVE

7:35 a.m.	Playground supervision begins, and students may enter playground.
7:40 a.m.	Bell rings for students to line up to enter the building.
7:45 a.m.	Playground supervision ends. Students who arrive between 7:50 and 7:55 must be dropped off in front of the building.
7:50 a.m.	Tardy Bell
3:05 a.m.	School dismissal Monday through Thursday

No school on Fridays

Playground supervision is provided from 7:35 a.m. to 7:45 a.m. and for 10 minutes after school is dismissed. **Students are to report to the office if they have not been picked up when playground supervision ends. Children picked up after 3:30 p.m. in emergency situations will need to be picked up at the office**. This allows us to provide appropriate supervision for these students.

School Office Schedule

School Office 7:30 a.m. to 4:00 p.m.
(Principal and Secretary)

Heritage Staff Directory 2026-27

ROOM NUMBERS	CLASSROOM TEACHERS
RM 303	LOUNGE
RM 214 5TH GRADE	**OEHM,** KATRICIA
RM 212 5TH GRADE	**FERRIN,** ALLISON
RM 210 3rd GRADE	**MONTOYA,** BRITTANY
RM 208 3rd GRADE	**MONTERA,** TALIA
RM 206 4TH GRADE	**SILVA,** BETTY
RM 204 4TH GRADE	**MONTOYA**, NADINE
RM 202 2nd GRADE	**BURACKER,** GENEVIEVE
RM 200 2nd GRADE	**BACHICHA,** LISA
RM 101 VACANT	SCHOOL COUNSELOR LESSONS
RM 108 1ST GRADE	**VIGIL,** ANGELIQUE
RM 106 1ST GRADE	**STUCKE,** SHARAYAH
RM 104 ESS-SNN	**LOPEZ,** ALICIA **/ PARAS: ARRELLIN,** SHANNON, **HERMOSILLO,** JOSIE
RM 102 (A) KINDERGARTEN	**MCKLEM,** MANDY **/** INTERCOM: 109
RM 102 (B) KINDERGARTEN	**NIKL,** CAITLIN
RM 116 PRE-K	**MARTINEZ,** KIM **& GARCIA,** SARAH / **FLOATER: CANTY** MARY
RM 114 PRE-K	**CISNEROS, ANNA & BAILEY, SHANNON**
RM 112 PRE-K	**KRUPKA, CASSANDRA & CHAVEZ, TORI** FLOATER **– KLAUSING** LESLIE
RM 110 PRE-K	**GUERRERO,** RICHELLE **& CRUZ,** MARGARET
Stage	
RM 207 ESS/SLD	**AUSTIN,** JACQUELINE **& JUBIC,** DOMENICA
RM 207B COACH	**SCHOENBERGER,** SANDRA
RM 205 VACANT	CLOTHING CLOSET
RM 103 COUNSELOR	**POSA,** CHRISTINA
RM 203 ELL	**TRUJILLO,** ALYSIA
RM 209 INTERVENTION/RTI	**KOLOSSO,** JESSICA
RM 300 MEDIA	**STERK**, JAMIE
RM 301 CONFERENCE ROOM	ESS STAFFINGS/ RTI MEETINGS
RM 310 PE	**LANE,** SCOTT
RM 304 ART	**CHARTRAND,** HANNAH
RM 201 SPEECH	WATKINS, RACHELE
RM 105	ESS SCHOOL PSYCH & SOCIAL WORKER
NURSE	**FIELDS,** JILL
CUSTODIAN	**CHEVALIER,** MATTHEW
CAFETERIA	**TRUJILLO,** GLORIA
SECRETARY/OFFICE	**DIPERSIO,** JENNIFER
COMMUNITY ADVOCATE	**KARLINGER**, TIM
STUDENT PHONE	
RM 302 PRINCIPAL	**PARADISO**, RICHELLE

Student Safety & Well-Being

Care of School and Personal Property

We try to instill student pride in the appearance of our school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be dealt with according to school policy and referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property. Our students have shown a great amount of respect for our school and have shown responsibility in caring for school items. We appreciate their attitude and responsibility.

Students are not permitted to bring large amounts of money to school other than for fund-raising or other scheduled activities such as book fairs. Students are not allowed to bring expensive items such as radios, electronic equipment, hand-held video games or other valuable items to school.

Cold Weather Policy & Inclement Weather Policy

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On those days students should dress warmly so they are comfortable during brief periods outside. Parents should send notes to school or call the principal for special exceptions due to illness. ***Red flags*** posted on our four main entrance doors means the weather is too cold or wet, and students may enter the building and go to the locations designated for their grade levels in the gym after 7:35 a.m.

In the event school is canceled for the day or a late start time is scheduled, Pueblo School District 60 staff will make inclement weather decisions based on student, parent, and staff safety. The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and Pueblo School District 60 transportation employees in four different geographical locations. The District will make the decision as to whether schools will be open or closed and will contact the local media (radio and television stations) no later than 6:00 a.m. The District will make the decision as to the cancellation of all after-school, night school and evening meetings, activities, community classes, etc. and notify the local media. If parents keep their children home on other questionable snowstorm days, the District will count the students absent according to state rules and regulations, but not penalize students for classroom work missed.

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 90 minutes. The District will follow procedures as stated above.

MORNING Arrival

In the MORNING:

ALL students will enter through their outside classroom doors starting at 7:45 a.m.

ALL outside classroom doors will be closed at 7:50 a.m. and Specialists and Resource personnel will be monitoring the school grounds for late students and escorting them to the office if they are late. Students who arrive between 7:50 and 7:55 must be dropped off in front of the building. Tardies will not be marked until 7:55.

After school:

Designated teachers will be on duty until 3:15 p.m. and ALL doors will remain shut.

RED FLAG MORNING Arrival

During **inclement weather,** we will post ***RED FLAG signs*** in windows so parents know it is a ***RED FLAG day***. Instead of entering through outside classroom doors, *students may enter only through the following doors* ***DURING RED FLAG days***:

Door 4 (Near back loop by the gym)
Door 5 (Front of the building near staff parking lot)

ALL students will enter through these designated doors starting at 7:35 a.m. Teacher will be in their classrooms welcoming students from 7:40. Any student who arrives after the tardy bell at 7:50 will need to obtain a TARDY slip from the office. Only students who arrive after the TARDY bell at 7:55 will be marked Tardy.

It is ***extremely important*** that students arrive to school ***no earlier than 7:40 a.m. and are picked up no later than 3:15 p.m.***

Please be advised if students arrive on school grounds before 7:40, there will be no adults to watch your child.

Attendance Policy

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. 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.

Procedure to address unexcused absence and excused absence attendance issues as per school board policy:

Heritage shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies.

1. On a daily basis, when the school has not been notified by a parent/guardian of a student absence at the parent's/guardian's initiative by 11:30 a.m., school personnel or volunteers under the direction of school personnel shall make reasonable efforts to notify the parents personally. Recorded messages are permissible as a last resort. Personal telephone calls to a parent at work and at home is required.

   UNEXCUSED ABSENCES

   - At 1-2 unexcused absences - The Community Advocate will phone the student's parents/guardian.
   - At 3 unexcused absences - The Community Advocate will send an initial attendance letter to parents outlining Colorado Truancy laws along with their child's attendance detail.
   - At 5-8 unexcused absences - The Community Advocate will set up attendance meeting with parents to include
   - Issuance of truancy notification, an attendance contract and a 30 day notice. If the parent does not respond to the request for a meeting or does not show up to a meeting, the community advocate will then mail or hand deliver the documents. If there is no improvement in attendance the advocate will proceed with filing a truancy case in court. The following is Colorado Truancy Law that the school abides by:

SCHOOL POLICIES AND STATE LAWS

Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104. State law for mandatory attendance requires children from age 6 to 17 to attend a public school, private school, or a district-approved home school program. **The maximum number of *unexcused* absences are four days in one month or ten days for the year.**

EXCUSED ABSENCES

We will excuse the student if the parent calls them out sick up to 10 absences. After that we will require a doctor's note to excuse the absence. If a parent calls a child out due to Covid quarantine or exposure we will require documentation to support the absence if it is not school ordered. If no documentation is provided these absences will not be excused.

The Community Advocate cannot send a student to truancy court for excused absences however, if you have a parent that you suspect is calling their child out of school and using illness as an excuse, the advocate can tell the parent after 10 parent calls we require a doctor's note to excuse the absence. If a parent continues to call their student out past the allotted 10 those absences will not be excused unless a doctor's note is provided. If you have any concerns regarding a student that you think the advocate can help with in any way please contact the school office.

2. Excused absences:

   A. Illness/Injury
   Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.

   B. Appointments/Serious Circumstances:
   Absences shall be excused if a student has an appointment or a circumstance of a *serious nature which cannot be resolved before or after school hours on a case-by-case basis. The parent/guardian must obtain pre-authorization for said appointment or serious circumstances from the school principal in order for the absences to be excused.*

   C. School Approval for Extracurricular Educational Experiences:
   A student's request to participate in extracurricular educational experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused.

   Approval shall be left to the discretion of the school's principal. The principal shall use the following criteria in determining whether a student is permitted to engage in said extracurricular educational experiences
   a. The student is in good academic standing (passing all classes with a grade C);
   b. The student has no unexcused absences and no unexcused tardies;
   c. The student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year
   d. The student who is pursuing a work-study program under the supervision of the school.
   e. The student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

   D. School Approval for "Family Business" Days:
   A student's parent/guardian may request approval for an excused absence to attend to "Family Business" (i.e. funeral, wedding etc.) excused absence not to exceed three (3) days per year if the following conditions are met:
   a. Student is in good academic standing (passing all classes with a grade C);
   b. Student has no unexcused absences and no unexcused tardies;
   c. Student has four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

   To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration.

   The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

3. Unexcused absences:
   An unexcused absence is defined as an absence that is not covered by one of the above exceptions. Each

unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of each unexcused absence.

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

4. A court petition shall be filed as soon as possible when the criteria of Paragraph 4 are met. A judicial officer will take action, as he/she deems appropriate. The Court Order shall remain in effect until the student reaches the age of 17. All petitions shall be accompanied by a sworn affidavit of a school person knowledgeable of the child's record, which affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.

5. At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the then current unexcused and excused absences and unexcused tardies plus the current grades and classroom behavior. Also presented should be referred to in Paragraph 3 and updated since the last court appearance, as well as an update in tutoring participation.

6. Should a 4th excused or unexcused absence occur in a semester (as differentiated from "one month" per Paragraph 5 for an unexcused absence) the school administrator, by means of an appropriate referral card, shall contact the school representative/community advocate assigned to the school and order a home visit. Said referral shall receive priority in administrative responsibilities. School representative shall make a home visit and will record the outcome as well as share the information with the site. Said visit shall take place within 48 hours of receipt of the referral if possible, but no later than one week. The school shall then monitor the student's attendance and communicate regularly with the parents as well as the child.

7. According to state law, it is the obligation of parents to insure that every child under their care and supervision receives adequate education and training and, of compulsory attendance age, attends school.

Early Student Check Out

If a student must leave the school during school hours, s/he must check out through the office and check back in at the office if returning back to school that same day. ***A doctor's/dentist's note should be given to the office upon the student's return.*** No one other than the parents or legal guardians may gain release of a child without written permission recorded on the student's enrollment card that is kept in the school office. This is done as a safety measure and is required by district policy. It is important that we have several people listed on the card in case a child becomes ill or hurt, and we are unable to contact a child's parents. If it is necessary to change any information on the card during the year, we ask that parents stop in at the office and make the necessary changes in person. ***With the exception of early checkout for a doctor's appointment, parents are asked to meet their children at the child's exterior doors at 3:05 p.m. This simple request honors both the teacher's instruction and students' learning and provides increased time on academic tasks.***

Emergencies & Emergency Information

In case of serious injury or illness of any child at school, the parent is called first. If the parent cannot be reached at the numbers listed on the enrollment card, another person listed on the emergency data card is called next. If there is no response at this number, the family physician is called. If the family physician cannot be reached or the injury appears severe, the child will be taken to a hospital emergency room. ***Please complete the EMERGENCY enrollment form very carefully. Complete, accurate information, including home and work phone numbers, is very important!*** If there is a change of address or phone numbers, please inform the school as soon as possible.

Skateboards, Scooters, & Rollerblades, etc.

Students are not to ride skateboards, scooters, rollerblades (in-line skates), or shoes with wheels on school property due to safety concerns. We ask that they not bring them to school since the items become a safety and storage problem.

Traffic Safety

Student Drop-off Information

Students should not arrive on the school campus any earlier than 7:35 a.m. Please help us keep our students safe by following these guidelines. The traffic must flow to ensure a timely, well-organized system for dropping off and picking up your child.

Please follow these rules when using the parent Loop on Belmont Street.

- The left lane is for driving only. Please DO NOT let your child enter or exit your vehicle from the left lane.
- All parents should use the pick-up loop to reduce the number of parents walking up to the building. This will prevent traffic safety issues.
- The right side of the curb is for allowing your child to enter and exit your vehicle. Please do not park next to the curb and exit your vehicle. There is parking on Belmont Street if you want to park your vehicle and walk your child up to the building.
- Please pull as far forward as possible in the drop-off zone before letting your child exit the vehicle.
- Students will be dismissed from the waiting line once you have driven up to the waiting spot.
- When leaving the drop-off lane, you must turn right because Belmont is a one-way street.
- Please yield to pedestrians on the Belmont sidewalk and drop-off loop crosswalks.
- 2nd, 3rd, 4th, and 5th-grade students will remain in line on the sidewalk outside their respective classrooms.

Parent Loop on Brown

- Parents with students in K-1 grades are asked to use the parent loop in front of the school to drop their children off.
- Please DO NOT let your child enter or exit your vehicle from the left side.
- The right side next to the curb is for allowing your child to enter and exit your vehicle. Please do not park next to the curb and exit your vehicle. Please pull as far forward as possible in the drop-off zone before letting your child exit the vehicle.
- When dropping off students, adults will be stationed in front of the building and on the primary playground to ensure that students get to their outside classroom door.
- At dismissal, K-1 teachers will escort their students to the pick-up loop.
- If you have children in other grades, please coordinate with the teachers and your children to determine a pickup location. We are working to reduce the number of parents who walk up to the building as well as reduce the number of traffic safety issues that we have had in the past on Brown Street. Having an additional pick-up loop on Brown will ensure traffic safety. We ask that all parents follow the traffic safety rules.
- When leaving the drop-off lane, you must turn right because Brown is a one-way street.
- The traffic that parks at the curb will drop students off and go, so we want to keep the flow of traffic moving.
- Please do not park in the handicapped parking spots on Brown without a handicap sticker.

For Your Child's Safety…

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

- Use the crosswalks and sidewalks. All adults should model the behavior we expect of the children.
- Slow down! Although we attempt to enforce the rules, children sometimes appear out of nowhere.
- Get out of your car to escort your child.
- Observe no parking areas.
- The yellow no-parking line allows the buses sufficient clearance to enter the loading zone.
- Treat the volunteer staff with respect. Staff and parents who enforce the rules are performing volunteer service for the safety of your child. Be respectful.
- Do not park in the middle of the road to let your child out of your car. Students will remain in line in front of their classroom doors until they see their cars in front of their classroom door. Please do not ask your child to walk the loop to find you.

Additional traffic causes safety issues for students and staff vehicles. Please do not park in the handicapped parking spots unless you have a sticker.

Preschool Pick Up and Drop Off Procedures

Preschool hours are 8:00 a.m. to 3:30 p.m.

For the safety of all students, preschool children must be signed in with a classroom teacher upon arrival and signed out with their classroom teacher at dismissal.

The preschool entrance is located at the corner of Belmont Avenue and Lucas Street.

To help ensure the safety and efficiency of arrival and dismissal, preschool parents should not park in the school drop-off/pick-up loop when dropping off or picking up their preschool student.

To help reduce traffic congestion during the elementary arrival and dismissal times, we ask families who have only preschool students to arrive no earlier than 7:50 a.m. for morning drop-off and no earlier than 3:20 p.m. for afternoon pick-up. This allows K–5 traffic to clear and helps maintain a safe and orderly campus for all students and families.

For families with both a preschool student and a child in grades K–5, accommodations will be made to simplify arrival and dismissal. Parents should coordinate with the preschool classroom teacher to arrange for a staff member to escort the preschool student to and from the designated K–5 drop-off and pick-up location.

General Student Information

Cell Phones

Student cell phones should be turned off and placed in backpacks from arrival to dismissal. The school is not responsible for lost or stolen cell phones. If a student is caught with theirs out during the school day, the district policy will be followed.

- First offense: Verbal warning and redirection. Student turns the phone off immediately.
- Second offense: Confiscate the device for the remainder of the day and deliver it to the office.
- Third Offense: Confiscate the device and refer the student to administration.
- Subsequent Violations: Refer immediately to administration.
- Refusal to surrender Device: Immediate administrative referral.
- Serious Violations: (Bullying, Harassment, Recording, Academic dishonesty, Privacy Violations, Unlawful conduct): Immediate referral to administration

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 their bicycles securely in the racks. Bicycles are to be walked and not ridden on the playground. This rule to ensure student safety and to make sure the school meets safety standards set by Pueblo School District 60' safety department.

Field Trips

Heritage students are given opportunities to go on a variety of interesting field trips throughout the school year thanks to the hard work and support of our Parent Lighthouse Team. Some of the funds they raise during the school year are designated to pay for the majority of our field trips. Field trips are designed to provide learning experiences for students outside the school setting. Our goal is to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though the students may be far from the actual school building. Please contact your child's teacher if you would like to volunteer to supervise students during field trips. Parents are invited to accompany the students on most field trips to promote safety and to enrich the learning experience. ***For liability reasons, parents may not bring other children along on the trips***. The teacher will ask for and/or accept volunteers of legal age and guardianship to attend field trips.

Just a reminder — only parents and/or legal guardians are able to sign field trip permission forms. Students will not be able to go on field trips without a properly signed form.

Sunscreen for Field Trips and Outdoor Events

Students must apply sunscreen at home before attending field trips or participating in outdoor events. Due to the risk of allergic reactions staff are not able to apply sunscreen to students. Students are encouraged to bring sunscreen if they need to apply it a second time. The students are NOT permitted to share sunscreen with other students. If students are in need of assistance the teacher will send the student to the office and the office will call home for permission to assist the student. The classroom teacher will not assume responsibility for applying sunscreen to students due to the risk of an allergic reaction.

Homework

At Heritage Elementary School, we expect students to take schoolwork home (on an individual basis) if they are unable to complete the work during the school day. Generally, students have time to complete assignments at school, but some students may need extra time to complete their assignments at home. Other homework will be assigned as needed to ensure mastery of skills and content. Parents are asked to let their children assume the responsibility for taking home necessary work and support their children's efforts to become responsible learners.

Heritage Homework Expectations

Kindergarten 15 minutes maximum • Students will be given a book to read weekly at home and record the reading on a reading log • Practice math facts 5 minutes • Practice assigned literacy skills 5 minutes	**1st grade 20 minutes maximum** • Read a book or passage for 10 minutes and record on reading log. • Practice spelling words nightly 5 minutes • Practice math facts 5 minutes
2nd Grade 20 Maximum • Read AR book for 10 minutes and record reading on a reading log • Practice spelling words nightly 5 minutes • Practice math facts 5 minutes	**3rd Grade 30 minutes Maximum** • Read an AR book for 20 minutes daily and record reading on a reading log.Parents must sign the reading log. • Practice spelling words nightly for 5 minutes. • Practice math facts for 5 minutes
4th Grade 30 Minutes Maximum • Read an AR book for 20 minutes daily and record reading on a reading log. Parents must sign the reading log. • Practice spelling words nightly for 5 minutes. • Practice math facts for 5 minutes	**5th Grade 30 Minutes Maximum** • Read an AR book for 20 minutes daily and record reading on a reading log. Parents must sign the reading log. • Practice spelling words nightly for 5 minutes. • Practice math facts for 5 minutes

Students can earn passes for completing work so that if they forget to do homework one day they can use their homework pass. We want to try to get away from taking recess for not completing homework so we make homework simple. It will be less work on the teacher having to check the work and battle with students. We also discussed giving students the goal of completing homework as one of their WIGS. If a student has to miss a small amount of recess instead of sitting on the wall they will walk the black top.

Lost and Found

Lost and found items are put in a box by the front school doors. Watches or smaller items will be held at the office. Students, who have lost clothing or other items, also need to check in the gym, music room, and science room. ***All outerwear items, backpacks, etc. should be clearly marked with your child's name.*** At the end of the school year, unclaimed items are donated to one of Pueblo's many community organizations that serve the needy.

Newsletters

The office will be sending monthly newsletters so parents will have a better understanding of what is happening at school. Each newsletter has a list of scheduled activities and a calendar listing school activities for that month.

Outdoor Recess

All students will be given opportunities to play outside during the noon hour and scheduled recesses except when we have severe weather, and all students must remain inside. If a child is ill and not in condition to go outside for fresh air, please make prior arrangements with the office or your child's teacher.

School Counselor

Our school counselor is available to meet with student and parents concerning any counseling issues and support in other areas as needed. Please explore this option if your child is having any other school related issues or to get information on formal counseling with any other agencies in Pueblo. Feel free to contact the school principal, your child's teacher or school counselor with any concerns about academic progress or social issues that your child may be having. We request parents to not contact other children directly in an attempt to solve social problems for their child. The other child and the child's parent(s) could interpret this as threatening behavior. Again, please rely on school personnel to help with any problems.

School 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.

Unacceptable items

Students are expected to abide by the following general guidelines

1. Shirts must be long enough to naturally touch the top of the lower garment and/or be tucked in.
2. Shirts must cover the shoulders.
3. All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage.
4. Shorts and skirts must be appropriate length—no more than 4 inches above the knee.
5. Shoes must be worn at all times.

The following items of clothing are specifically prohibited:

1. Spaghetti straps, tank tops and halter tops
2. Transparent/mesh clothing
3. Make-up that makes a student unidentifiable
4. Exposed undergarments
5. Pajamas and house slippers
6. Shirts with revealing necklines or armholes
7. Shirts hanging longer than fingertips when arms fully extended or pants sagging below the waist
8. Hats, caps or sunglasses worn indoors
9. Gloves worn indoors
10. Hair nets, bandanas, and do-rags
11. Caps, athletic headbands and armbands (prohibited indoors except when the wearer is participating in a school sporting event)
12. Clothing or accessories that promote drugs, alcohol or tobacco either by brand or message
13. Clothing or accessories with sexually suggestive language or messages
14. Clothing or accessories that promote any activity prohibited by the student code of conduct and/or law
15. Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains
16. Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings and jewelry
17. Trench coats and other like jackets capable of easily concealing weapons

School Visitors

We encourage parents to visit our school. Classroom visitations provide you with opportunities to observe instruction and view how your child relates with his/her peers. We find students often take an increased interest in their schoolwork when their parents learn more about the school program. Please make arrangements with your child's teacher for appropriate times to visit. We also ask that all visitors sign in at the school office before going to a classroom and sign out when leaving the school. This policy also allows us a better opportunity to monitor who is in our building for safety purposes. Thank you for complying with our request. Please provide the teacher with a 24-48 hour notice if you would like to visit the classroom.

Items Brought to School

Personal items, clothing, and school supplies should all be permanently marked with the student's full name. "Show-n-tell" time is scheduled at the individual teacher's discretion. Please make advance arrangements for live animals or other unusual show-n-tell items. NO TOYS ARE ALLOWED IN SCHOOL. Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside. Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook). Also, we recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible. 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. Although it is not recommended that students bring cellphones to school, we realize that it is not realistic to tell students that cell phones are prohibited. The rules in regards to phones at school are that all phones are turned off and put away during student instructional time, 7:45 – 3:05. It is our hope that phones will not be a distraction to the learning environment or an invasion of student privacy while at school. If students do not comply with the cell phones rule their phone will be confiscated and made available in the office for the parent or legal guardian to pick up before or after school. **The school is not responsible for lost, broken, or stolen cell phones. Students are prohibited from making calls on their personal cell phones without prior approval from a staff member.**

Parties at School

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. Please keep refreshments simple. ONLY bring clear drinks such as 7-Up that do not contain food dye. Drinks with dye that are accidently 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.

Student Custody Changes or Legal Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody or legal name changes. Copies of legal papers attesting to the information must be presented to the school. Student records are kept under their legal names and cannot be changed until legal documents are presented to the school as determined by state and District policy. In cases of custody issues, release of a child to his or her natural parents cannot be denied unless one of the following documents is on file at the school office:

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

We appreciate our parents' support in these sensitive issues. Our goal is to provide your children with a comfortable, safe environment at all times.

Student Enrollment Card

During the first week of school, teachers send home student enrollment cards for parents to complete. Having this information returned promptly is very important. The card is kept in the office in case parents need to be contacted. Please make sure all information is complete, accurate, and up-to-date. It is important to ***notify the school immediately if you have a change of address or telephone number at any time during the school year.***

The school cannot release students to any individual(s) not listed on the enrollment card.

Awards Assemblies

Awards assemblies will be held near the end of each quarter. Awards will be given for the following accomplishments:

K – 5th Grade Students

- ***Perfect Attendance*** – "Perfect is Perfect" - On the Report Card, the "Days Absent" will be "0" (zero) AND THE "PERIODS TARDY" WILL BE "0" (ZERO).
- ***Outstanding 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
- ***Specialty Award*** – Students who demonstrates above and beyond character during PE, Music and ART.
- ***Leader In Me Award*** – Students who demonstrates the 7 Habits.

3rd – 5th Grade Students:

- ***Bronze Academic Award*** – 3.4 Grade Point Average -3.59 Grade Point Average
- ***Silver Academic Award*** – 3.6 Grade Point Average -3.79 Grade Point Average
- ***Gold Academic Award*** – 3.8 Grade Point Average and Above

Parent Portal

Using Parent Portal as a Resource for Parents

All parents have Parent Portal access for their students. This tool will provide you with immediate, up-to-date information about your child at school. Through the Parent Portal you will be able to do the following:

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

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

Here is how you can connect to the Parent Portal

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

Student Safety – Emergency – Crisis Management Procedures

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.

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.

Fire Drill Procedures

Fire drills are held at least every other month as required by law and are important safety precautions. It is essential that when the alarm sounds, everyone obeys instructions and clears the building by the assigned route as quickly as possible. Parents and other school visitors are asked to follow evacuation procedures also. Other emergency drills for events such as tornado drills are held on a yearly basis.

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.

Food Services 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

B**reakfast 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.

Student Health Information

Immunizations

State law requires that all students must have a complete immunization record on file in the school office. If the immunizations are not complete, the student can and will be excluded from school. By state law, students can be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger their child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs. In the case of an outbreak of one or more of the diseases, for which immunization provides protection, children who are not immunized will be excluded from school. Please help us keep our records current by bringing in records of all booster shots.

Please see the letter and chart on the following pages for requirements.

Medication Policy (District School Board Policy)

Parents are encouraged to give medication outside of school hours whenever possible. The responsibility for dispensing medication lies with the parent or guardian of the student. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent or guardian cannot be at school to administer the medication, only the principal or the principal's designee shall administer the medication in compliance with regulations established by the District.

There is a district form that must be filled out and notarized giving the child permission to have and take medication at school. **All medication must be left in an original, labeled container at the school office**. This includes all over-the-counter drugs as well as doctor prescribed medications.

Please do not send medication to school with your child. It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered only if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school office.

Student Health Problems

A parent/guardian should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the health needs of the student. This is particularly important in the case of chronic asthma or diabetes. Parents or other adult supervisors may be asked to attend field trips with students with special health concerns. Our children's safety is of utmost importance.

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.

COLORADO
Department of Public Health & Environment

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 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, 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)
Heritage Elementary	96.0%	0.4%

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

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

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

Vaccine	Number of doses (routine)	Routine (on time) vaccination and catch-up guidance
Hepatitis B (HepB)	3	**Routine:** Three-dose series at age 0 (birth), 1-2 months, and 6-18 months. The minimum age for the final dose is 24 weeks of age. If Dose 3 is given prior to 24 weeks, a fourth dose is required. Four doses of hepatitis B vaccine are permitted when a combination vaccine is used. **Catch-up:** Three-dose series at 0, 1-2 months, 6 months (minimum intervals of four weeks between Dose 1 and Dose 2, eight weeks between Dose 2 and Dose 3, **and** 16 weeks between Dose 1 and Dose 3). There is a two-dose option (adult Recombivax HB, minimum interval of four months between doses) for adolescents aged 11-15, and a two-dose option for adults aged 18 and older (Heplisav-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

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.

Non-Discrimination Complaint Procedures

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

Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

Procedure

Level 1: Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.

Level 2: Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any student who has a claim arising out of the alleged violation of Pueblo School District 60 policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E. E. O. Compliance Officer

Pueblo School District 60
315 West Eleventh Street
(719) 549-7100

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

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

Title I: Parent Right to Know Letter

To: All Parents
From: Heritage Elementary
Date: August, 2025
Re: Parent Right to Know Letter

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

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

Please contact principal, Richelle Paradiso at richelle.paradiso@pueblocityschools.us f you would like to receive any of this information.

Heritage Discipline Policy

One of our major goals at Heritage School is to maintain a learning atmosphere that 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 Heritage School that students are responsible for their own learning with guidance and direction from the school staff. To be an effective learner, each student needs to develop a positive self-concept through motivational techniques, positive feedback, and effective education. Student-directed activities and student self-evaluation are important parts of our educational program. 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. At Heritage, we belief that the success of any project depends on implementation by all people concerned. Followthrough and support by parents at home are a necessity. Consistent application of the guidelines is essential. A school discipline system should be based on voluntary compliance, but provide for enforcement of rules and regulations through appropriate measure. In order to guarantee your child and all children at Haaff Elementary an excellent learning environment, we follow a written discipline plan. All staff members utilize the same procedures which make for a consistent and effective discipline program.

Goals

- To provide a positive atmosphere for learning.
- To offer incentives to students who contribute to the school and community and demonstrate positive character traits.
- To provide a supervised area for students that are not contributing to a positive warning environment.
- To require students who missed time in class to make up time after school.
- To provide supervision in the dug-out program to help students with their school work and modify their behaviors.

Procedure for Discipline Problems

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

- Confer with the student
- Confer with parent and student
- Use appropriate classroom discipline, which may include, but is not limited to, removal from the group without privileges, as well as a conference after school hours.
- Refer directly to the principal discipline problems that need further attention.

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

- Conference with the student
- Conference with teacher and student
- Conference with parent, teacher, and student or any combination thereof The principal will maintain records of student referrals for disciplinary action. At the time of the student's first referral the principal will confer with the child and report back to the teacher. After a second referral, the parents will be contacted and made aware of the referral. If there is a third referral specific actions will be taken with parents' knowledge. The disciplinary action open to the principal's consideration include, but are not limited to, the following:
  - Verbal consultations
  - Verbal reprimand
  - Removal from class situation for a short time
  - Notification of parents

- Transfer possibilities
- Suspension or other actions depending upon the individual situation

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

- Physical or verbal assault on a teacher
- Disrespect shown to any supervising adult
- Physical or verbal assault on a student
- Destruction of property
- Leaving the school grounds without permission
- Willful disobedience
- Disruptive behavior
- Smoking—use of tobacco
- Possession and or use of a deadly weapon
- Scholastic dishonesty
- Substance infractions

Consequences for Discipline Problems

PLEASE REFER TO THE DISTRICT STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK FOR ADDITIONAL INFORMATION.

Detention. Pupils may be detained in school for no more than 30 minutes after school is dismissed except for special study or rehearsals for which previous arrangements have been made. Pupils may be detained in school during recess. When this occurs, they shall be allowed lavatory periods immediately thereafter.

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 lose other special privileges if their behavior is harmful to themselves or others or interferes with the learning environment in the classroom.

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.

Bullying Prevention

Please see the district Student Conduct and Discipline Code handbook for Bully Prevention and Education policy.

Reporting Bullying

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidents of bullying to either a teacher, counselor, or principal in their school building.

District Action Following Investigation

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

Students should try never to hurt anyone on the inside by hurting their feelings or on the outside by physical harm. Students should respect and care for our school building on the inside and outside. As students, teachers, principal, and parents cooperate and obey these rules, Haaff will continue to be an outstanding school. By showing your interest in your child's learning and by holding high expectations for your child, you can develop attitudes that lead to school success.

School-wide Discipline Plan

Heritage Elementary School has implemented a school-wide discipline plan in compliance with the Pueblo School District 60 Strategic Plan. This plan addresses a safe and orderly environment.

The school staff will:

- Notify students and parents of the discipline plan in writing and verbally during open-house, parent/teacher conferences each school year.

This plan will be included in the staff and student handbook.

- Implement the plan at the beginning of each school year and reviewed throughout
- Monitor the plan/evaluate each school year
- Revise/update the plan yearly

Each student will… …be

- Be kind to self and others
- Use good manners
- Take care of school property
- Listen courteously to instruction, directions, etc.
- Respect personal space
- Listen when others are talking • Be positive
- Be on time for school/ class everyday • Your examples_____

… be Responsible (some examples follow)

- Make good choices
- Take care of yourself
- Help when needed
- Keep up with your books, pencils, jackets, etc.
- Complete work on time
- Listen and follow directions
- Your examples_____

…be Resourceful (some examples follow)

- Come to class prepared for success
- Have necessary materials (paper, pencil, planner, book, etc.
- Try to solve problems or locate needed information on your own before asking the teacher for help
- Use materials wisely, recycling where possible
- Your examples_____

I Show Respect for Our School and Environment by Following the school procedures for each designated area

Classroom Expectations:

- Keep your classroom clean and tidy.
- Be caring toward others – adults and children
- Keep your hands and feet to yourself.
- Listen and follow directions.
- Always do your Heritage Eagle Best.

Assembly Expectations:

- Enter/leave the gym, cafeteria, or media center quietly.
- Voice level silent.
- Keep your hands and feet to yourself.
- Listen at all times.
- Respect speakers, performers, and others enjoying the assembly.

Cafeteria Expectations:

- Enter/leave the cafeteria in a quiet, orderly manner.
- Voice level low.
- Raise your hand when you need something and do not leave your seat without permission.
- Keep hands, feet and food to yourself.
- Eat only in the cafeteria or designated area, and clean up after yourself.

Bus Expectations:

- Be on time and stand in line patiently.
- Stay in line and wait quietly when entering/leaving the bus.
- Voice level low.
- Remain seated at all times.
- Keep your hands and feet to yourself.
- Respect the bus driver. Field Trip Expectations:
- Voice level silent/low/medium (teacher discretion)
- Respect learning outside of the school environment.
- Stay with your teacher, supervising adult, and class at all times.
- Represent your school in an appropriate manner.
- Treat everyone with respect, including presenters and guides.
- Follow all rules and instructions set forth by your teacher.

Media Center Expectations:

- Voice level silent/whisper.
- Walk quietly in the media center.
- When needing adult assistance, stand patiently in line and wait respectfully to be acknowledged.
- Speak quietly with teachers and classmates.
- Take care of business promptly and use your time effectively.
- Treat all library books and materials with respect.
- Keep your hands and feet to yourself.
- Use the rulers to mark your place only.
- Help keep the media center clean and orderly.

Playground Expectations:

- Voice level medium.
- Students are to participate in games and activities learned and reviewed only in Physical Education class.
- Students are to be safe, play fair, and keep hands and feet to themselves before, during, and after school.
- Be respectful and responsible with playground equipment.
- Line up when the bell rings, put equipment away properly, and leave the playground in a timely manner after school.

Computer Lab Expectations:

- Voice level silent/whisper.
- Speak quietly with teachers and classmates.
- Log in quickly and begin working on your program.
- Treat all equipment and materials with respect.
- Keep your hands and feet to yourself and away from the foot panels.
- Keep headphones in place on the computer.
- When needing adult assistance, wait respectfully to be acknowledged.
- Help keep the computer lab clean and orderly.

Hallway Expectations:

- Walk quietly on the right side of the hall.
- Keep your hands and feet to yourself.
- Respect materials on the wall.
- Be careful when turning corners.
- Return to your classroom in a prompt manner.

Office Expectations:

- Wait in line patiently for assistance.
- Treat office staff with respect.
- Do not enter the office without permission.
- Wait quietly in the lobby area before and after school.
- Return to your classroom promptly.

Restroom Expectations:

- Voice level low.
- Keep restroom clean.
- Respect others that are using the restroom.
- One boy and one girl from each class are allowed to use the restroom at one time unless it is an emergency situation.
- Return to the classroom prompt

Behavior Processing

Before a student is given a stop sign down they may be sent out of the room for behavior refocusing. During refocusing, a student will explain what they did, why they did it, and what they should have done.

Behaviors which students will be given a stop sign for grades 5, 4, 3, 2, 1, K

- Disrupting others
- Off-Task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Not Respecting other's property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

Behaviors that would warrant an immediate visit to the principal:

- Fighting (not pushing and shoving)
- Vandalism
- Cheating
- Profanity
- Bullying (Verbal or physical abuse / Threats)
- Theft
- Refusing to obey an instruction or request by a staff member (Insubordination).
- Disrespect to a staff member (i.e. talking back)
- Inappropriate body contact with another student (i.e. biting)

Consequences When Sent To See The Principal

All situations that result in a student being sent to the principal for disciplinary reasons will result in a conference with the principal and the student may be subject to the following consequences. All consequences will be left up to the discretion of the principal.

Immediate One or more Day Suspension In or Out of School and Placement On Disciplinary Probation

- Fighting
- Vandalism Immediate Placement Into In-School Suspension and May Lead To Disciplinary Probation
- Cheating
- Insubordination/Defiance
- Profanity
- Abusive language
- Bullying
- Theft

Explanations of Consequences Loss of Recess – The student will go with the class to recess but will not be allowed to participate for the defined amount of time.

Lunch Detention – The student will be placed at a separate table during lunch or in the office and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.

Community Service- The student will be required to perform community service as a consequence for certain infractions. These may include but are not limited to graffiti, destruction of school property, etc.

In-School Suspension – The student will be at school but will be in an isolated area away from all other students. The student will work on the current days work in each subject area. All work assigned for that day by his/her teacher will be due on the regular due dates. Any projects or assignments due the day the student is in ISS will be due that day. Credit will be given for class work completed and turned in by the end of the day.

Suspension From School – The student will not be at school. He/she is responsible for completing all class-work completed and turned in on the regular due dates.

Positive Reinforcement System (SOAR Tickets)

Each grade level will have their own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. The Heritage Elementary School staff provides frequent positive reinforcements to students who behave appropriately. We make ourselves visible and seek out students who are behaving responsibly. We strive to create a positive environment throughout our school. Positive reinforcements are provided to students, groups of students, or to an entire class. The reinforcements can be in the form of:

1. Praise
2. Positive office referral or SOAR ticket
3. Positive notes to parents
4. Positive phone calls to parents
5. Special privileges

7 Habits of Heritage Eagles:

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the saw

Due Process

Please see the district Student Conduct and Discipline Code handbook for Due Process policy.

Non-Discrimination Complaint Procedures

Please see the district Student Conduct and Discipline Code handbook for Equal Educational Opportunity policy.

Pueblo School District 60 does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Pueblo School District 60' compliance with Title IX, Section 504, Title VI, Title VII, Americans with Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Employment Opportunity/Affirmative Action Compliance Officer for Pueblo School District 60, 315 West 11th St., Pueblo, CO (719-549-7100). Si hay preguntas sobre esta informacion por favor de liamar la escuela de su niños

Heritage PBIS Reward System

Individual students may get rewards from the prize chest in the following ways:

1. SOAR cards: Teacher may give a student a SOAR card if they see them being
   a. Safe: Student does something to keep themselves or another student safe within the context of the classroom, playground, or any other area. Examples: interceding on another student's behalf, reporting bullying behaviors, reporting unsafe school conditions, pointing out areas of safety that need fixing, such as water on the floor, etc.
   b. Organized: Student shows organizational skills that are above the normal expectations (I.e. cubby or desk area is especially clean, student picks up trash or cleans an area of the school without being prompted to do so, etc.)
   c. Accountable: Student takes responsibility for himself and his/her actions. Student completes homework for the entire week, reading log is completed each month, student clips up on the behavior chart, or student returns forms that are required by the school.
   d. Respectful: Student treats others the way they would like to be treated (student asks another student to play or eat lunch; student helps another student do something; student clips up on the behavior chart for being good to others, etc.)
   e. Cards will be held in the classroom until picked up near the end of the month by the counselor.

2. The use of a "You Made Me SOAR" card:
   a. Student will request a "You made me SOAR" card from their teacher.
   b. Teacher will ask what event precipitated the asking for the card and determine whether the event deserves to be recognized (not just friends giving friends a card).
   c. Card is filled out by the teacher or the student, depending on teacher discretion (primary grades should probably be written out by teacher, intermediate would be by the students). Make sure and include the recognized student's first and last name on the form.
   d. Card is put into the classroom SOAR container until picked up at the end of the month by the counselor.

3. Students new to Heritage Elementary: Teacher will fill out (or have the student fill out) a new student at Heritage card and put that into the classroom SOAR container until picked up at the end of the month by the counselor.

4. Every Thursday morning (with the exception of August), we will recognize students in the following ways via school announcement:
   1) Each class will have an individual Student of the Month nominee, a SOAR card winner, along with any
   and all You Made Me SOAR nominees. All of these individuals will pick from the prize box.
   2) Two classes will also be recognized: the class who has the best monthly attendance (and will receive the rotating trophy filled with goodies) and the class with the most SOAR cards.

5. Grade level competition rewards are also honored in the following ways:
   1) Grade level with the best cafeteria behavior rubric for the week gets music in the cafeteria the following
   Monday.
   2) Grade level with the best playground behavior rubric for the month gets an extra recess on the day most convenient for the grade level after the end of the month.

PBIS Rotations

1. PBIS Rotations will be taught during the Specials Rotation in following ways: upon the immediate return to school at the beginning of the school year, after Christmas break, and after Spring break, all students will review SOAR expectations in their assigned specials classes until the RED, WHITE, and BLUE rotation schedule has been completed. The areas to be reviewed and the specialist assigned to that area is as follows:
   a. Playground, cafeteria, assembly expectations – Gym teacher
   b. Hallway, bathroom, and classroom expectations – Music teacher
   c. Library and technology lab – Art teacher with help from Media Specialist

   Each of the specialists will review the area they are responsible for on both the matrix posters as well as taking the classes to those areas to practice (if possible). Computer lab may be booked, but can be reviewed by pointing out what is going on in the class if a class is present in the lab.
2. Teachers are also expected to review their classroom rules and procedures with their students following any extended break or as needed if there is an area with which they see their class struggling.
3. In addition to the rotations, there will be school-wide PBIS assemblies at the beginning of the school year, as well as after Christmas break, and Spring break. During these assemblies, expectations are also reviewed and student presentations will be made as applicable.
4. Throughout the school year, areas of concern can be reviewed periodically on Eagle News to ensure that students fully understand expectations. Additionally, any teacher should review areas of concern they may see with their class as necessary.

Heritage Elementary
Bullying Prevention Policy

Heritage Elementary School supports a secure school climate, conductive to teaching and learning that is free from threat, harassment and any type of bully behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Additionally, our school believes in a safe and positive school environment for all students, parents and staff. Our building identifies "Bullying" as follows:

Bullying is defined as a behavior or action that interferes with the safe and civil educational environment. Such a behavior or action can occur on or off school grounds and negatively impacts students', parents', and/or staffs' school performance and wellbeing. Bullying is an unwanted action that creates an imbalance of power can be the result of differences in age, ability, strength, access to resources, social status, peer support/relationships, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying is an action that can leave an individual feeling sad and lonely. Such actions can be:

1) Physical in nature
2) Emotionally harmful
3) Socially embarrassing or isolating
4) Verbally aggressive or threatening
5) Technologically based (including social media)
6) Written or expressed in a visual format

Bullying can be a single event/action or be repeated over time. Bullying is unfair and one-sided. Adults and children are equally capable of exhibiting bullying behaviors. Bullying is prohibited at our school and any of our hosted events. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation by the school staff, parent notification of both the offender and victim within 24 hour, and discipline for the offender under related School Board policies and procedures. Our school's comprehensive program to address bullying incorporates provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

Our principal has adopted a comprehensive program to address bullying at our school, which is called 2nd Steps. The program is aimed toward accomplishing the following goals:

1) To send a clear message to students, staff, parent, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2) To train staff and students in taking pro-active steps to prevent bullying from occurring.
3) To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior, including parent notification and possible disciplinary action, depending on the nature and severity of the situation.
    a) The investigative process will include the principal or an appointed designee(s) to thoroughly interview all students involved in said incident, take statements, and corroborate stories.
    b) Parents of students involved in either an offender or victim role will be notified within 24 hours to ensure they are aware of the situation.
    c) Disciplinary measures will be attended to on a case by case basis, but will include consideration of the severity of the situation, the repetitiveness of the behavior, and the age/maturity of the student. Disciplinary measures will include re-educating students about bullying behavior and how to treat others in a respectful way.
4) To initiate efforts to change and behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5) To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6) To support victims of bullying by means of individual and peer counseling.
7) To help develop peer support networks, social skills and confidence for all students.
8) To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

When students in our school are a victim or witness to bullying, they should take the following actions:

1) Walk away and tell a teacher immediately.
2) Let an adult at home know about the situation when they get home.
3) If they are uncomfortable with reporting to a teacher, they may submit a bullying incident report and turn it in to the secure bullying reporting box located outside the front office. This box is checked daily to ensure incidents are handled promptly.
4) Students may also report bullying incidents to the Safe2Tell.org website or at 1-877-542-SAFE.

Our school will also administer surveys students' impression of the severity of bullying in our school on a yearly basis for grades 3-5. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys are not required and students must voluntarily "opt-in" to participate in the survey. An opt-in/opt-out form will be included in any new student registration packet if that child is in 3rd-5th grades. Also, all 3rd grade students will be asked to fill out the form as part of their beginning of the year information packet.

Parents are encouraged to investigate more about bullying prevention and intervention at the following resources:

https://safe2tell.org/
www.thebullyproject.com/parents
https://www.stopbullying.gov/what-you-can-do/parents/index.html

The Role of Parents/Guardians

Cooperation / Responsibilities

Parents occupy a special place in the Individual Education program. The basic premise that each child is ultimately responsible for his own education has tremendous implications; however, this requires a considerable commitment on the part of parents. Parents should not expect to assume responsibility for their child's behavior and academic progress. Parents are responsible for providing their child with security, support, and encouragement at home. They also become directly involved in the child's schoolwork as part of our educational support system. The child must be given the chance to make his own decisions with appropriate guidance, since the ultimate responsibility to learn remains with the child. Parents should encourage communication from their child as means of reporting school progress. This gives the child a stronger sense of responsibility for his own education. The school requires that students attend all meetings involving their educational progress and socialization skills. This provides all individuals involved with a better communication system when addressing school performance.

We ask that parents give their children home responsibilities. The transition to accepting responsibility at school is generally easier if a child fulfills family commitments on a regular basis. We encourage parents to discuss school information with their children and be a part of their educational experience by sitting down as a family and visiting about the day.

Parent/Student/Teacher Conferences & Student Assessment

Parent/Student/Teacher conferences are scheduled at the end of the first nine-week period and again at end of the third nine-week period. Classroom teachers will schedule appointment times and dates. Report cards are also issued at the end of each nine-week grading period. If there is a need, parents or teachers may request a special conference at any time. Since the student is the most important person at the conference, we request that no conference take place without the child being present. Student learning progress is reported to students and parents using a variety of methods such as skill mastery charts, computer printouts, and student portfolios. All students are tested in September and May on reading, math, and writing skills. Other assessments take place at regular intervals throughout the year. Academic content standards play an important role in the assessment of student achievement.

Parent's Right to Know

Parents of all children in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers.

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

The Role of Parents/Guardians as Volunteers

Parents, grandparents, other relatives and friends of our school are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support they provide our school. Many of our volunteers choose to continue volunteering at Heritage even after their children, grandchildren, or nieces and nephews have gone on to middle school.

Parent Lighthouse Team

We have a very active parent group that helps our school in many different ways. The organization sponsors many school activities such as Book Fairs and fund-raising events to support our many educational activities. The Parent Lighthouse Team meets on a monthly basis to plan how to best support our educational program and address student needs. ***All parents are encouraged to attend these meetings.*** This organization is so busy helping our school, they can always use extra hands. The best part of becoming a member of this organization is that membership is free!!! What a great way to meet other Heritage parents and develop new friendships!

Volunteer Program

Parents have been extremely active in our school program. Mothers, fathers, grandparents and friends assist classroom teachers by tutoring individual students, running the copy machine, organizing materials, supervising students during field trips, decorating bulletin boards, and helping in innumerable other ways. Some parents and other community members also spend time helping in the media center and computer lab. There's always room (and jobs) for volunteers at Heritage.

Effective January 7, 2008 ALL volunteers in classrooms must have a "Volunteer Application" application (IJOC-E2) turned in for background checks by Pueblo School District 60 Office of Human Resources. Please note that this includes individuals working "in the library, classroom, athletics, music, school play, pre-kindergarten programs or **assisting on field trips and similar activities…on an occasional or regular basis…**" Volunteers apply at Pueblo School District 60 Website. Background checks are good for one calendar year.

Title I

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

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. S*ee complete exhibit.**

JKD/JKE: Student Use of Internet and Electronic Communications

TThe 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. S*ee 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).

Detach and return to your child's teacher.

Teacher _____ Grade _____

We have read and understand the Heritage Elementary Parent/Student Handbook for the 2026-2027 School Year.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____