



# **Beulah Heights Elementary School**

**Jonathan Dehn, Principal  
2670 Delphinium  
Pueblo, CO 81005  
(719) 549-7510**

**2017-2018  
Parent-Student Handbook**

# PUEBLO CITY SCHOOLS 2017-18 TRADITIONAL Instructional Calendar

**August 2017**

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 2017**

S	M	T	W	T	F	S
						1
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

**October 2017**

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				

**November 2017**

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		

**December 2017**

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						

**January 2018**

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			

**AUGUST**

Teachers Begin .....16  
 District Professional Development/  
 Building Meetings .....16  
 District Professional Development Day .....17  
 Teacher Work Days .....18, 21  
 Classes Begin .....22  
 Elementary Assessment Day .....31

**SEPTEMBER**

Elementary Assessment Day .....1  
 Holiday (Labor Day) .....4

**OCTOBER**

1st Grade Period Ends .....20  
 District Professional Development Day .....23  
 Teacher Work Day .....24  
 Fall Break – Students .....23, 24, 25, 26, 27  
 Fall Break – Teachers .....25, 26, 27

**NOVEMBER**

Parent/Teacher  
 Conference Window .....6, 7, 8, 9, 10  
 Thanksgiving Break .....20, 21, 22, 23, 24

**DECEMBER**

Elementary Assessment Day .....15  
 Winter Break .....18, 19, 20, 21, 22,  
 25, 26, 27, 28, 29

**JANUARY**

Winter Break .....1, 2  
 Holiday .....15  
 2nd Grade Period/1st Semester Ends .....19  
 Teacher Work Day .....22

**FEBRUARY**

District Professional Development Day .....16  
 Holiday (Presidents Day) .....19

**MARCH**

Spring Break .....19, 20, 21, 22, 23  
 3rd Grade Period Ends .....30

**APRIL**

Teacher Work Day .....2

**MAY**

Elementary Assessment Day .....4  
 Holiday (Memorial Day) .....28

**JUNE**

Graduation:  
 South .....Friday, June 1, 7:00 p.m.  
 East .....Saturday, June 2, 8:00 a.m.  
 Centennial ....Saturday, June 2, 12:30 p.m.  
 Central .....Saturday, June 2, 5:00 p.m.  
 Classes End .....6  
 Teachers' Last Day .....7

**JULY**

**February 2018**

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			

**March 2018**

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

**April 2018**

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					

**May 2018**

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					

**June 2018**

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

**July 2018**

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				

**PUPIL CONTACT DAYS**

August .....8	February .....18
September .....20	March .....17
October .....17	April .....20
November .....17	May .....22
December .....11	June .....4
January .....19	July .....0
<b>Total .....173</b>	

**DAYS PER SEMESTER**

1st Grade Period .....43	3rd Grade Period .....42
2nd Grade Period .....42	4th Grade Period .....46
1st Semester .....85	2nd Semester .....88
<b>Total .....173</b>	

**KEY**

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- ☆ Elementary Assessment Days – *School In Session*
- Teacher Work Day (full day) – *No Students*
- ◊ District Led Professional Development (full day) – *No Students*
- ▲ Principal Led Professional Development/Building Meetings
- Parent/Teacher Conference Window: 1st semester (*Second semester conferences scheduled by each school*)
- ⋮ Graduation
- \* Grade Period End
- ⌋ Semester Ends



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**Vision: Maintain high expectations for ourselves and our students with a commitment to ensuring a positive school culture and successful academic achievement for all students/communities.**

**Mission: To provide high quality learning experiences for every student every day with a strong belief in successful student outcomes.**

**Welcome:**

Dear Parents and Guardians,

I am very excited to continue our mission as the Principal of Beautiful Beulah Heights. It is my pleasure to welcome you to the 2017-2018 school year! Beulah Heights Elementary is excited about supporting and serving the students of the city of Pueblo! Our focus on safety, academics, and providing a high quality learning environment resonates within the Pueblo community. It will be another exciting school year at Beulah Heights Elementary School. I hope everyone had a safe and enjoyable summer. We are excited about the new school year and everything it has to offer.

The staff at Beulah Heights is continually striving to provide your child with the highest quality of education possible. This school has established a solid reputation over the years for providing outstanding education from a highly qualified and dedicated staff. It is my privilege to work with them as we strive to meet the needs of the children at Beulah Heights.

This handbook was prepared to provide information to the Beulah Heights Elementary School Community. We hope it serves as a reference to the learning environment in which students spend a large part of their day.

Please take time to read this booklet carefully. Be sure you understand everything in it. If you do not, please call the school at 549-7510 to discuss any questions you may have. We will be happy to meet with you to provide more information.

We are proud of our school and want to share that pride with our students and families. With all of us working together, our children will be prepared for the future through a quality education!

**Thank you for entrusting your child to us!**

**Jonathan Dehn  
Principal**

**BEULAH HEIGHTS SCHOOL STAFF  
2017-2018**

<b>Name</b>		<b>Position</b>
Lisa	Horton	Dean of Students
Hope	Reilly	Counselor
Chris	Marshall	Community Advocate
Grace	Marquez	PreK
Lina	Montoya	PreK
Kendra	Drury	Kindergarten
Deann	Sisson	Kindergarten
Michelle	Pettis	Kindergarten
Ronda	Reveles	1st Grade
Tiffany	Reno	1st Grade
Crystal	Mirano	1st Grade
Heather	Reardon	2nd Grade
Ursula	Kochenberger	2nd Grade
Adacia	Lira	2nd Grade
Jessica	Diaz	3rd Grade
Monica	Acosta	3rd Grade
Richard	Webster	4th Grade
Annie	Busch	4th Grade
Aislyn	Miell	4th Grade
Karen	Borgstedt	5th Grade
Kristi	Hughes	5th Grade
Madeline	Clark	5th Grade
Markie	Feltault	K-1 Interventionist/Coach
Kerrie	Studen	3-5 Interventionist/Coach
Kathy	Aguilar	ESS- SLD
Heidi	Pasic	ESS-SLD
Patsy	Garcia	Educational Assistant
Dawn	Romero	Paraprofessional
Debbie	Torrez	Paraprofessional
Gabriel	Ortega	Behavior Advocate
Alysia	Trujillo	ELL (.5)
Cameron	Phillips	PE
Beth	Johnson	Music
Chelsea	Lindeman	Media
Robert	Chavez	Head Facilities Caretaker

## GENERAL SCHOOL INFORMATION

**Prior to first bell:** *All students are welcome to take part in Beulah Heights Morning Meetings. Morning Meetings will begin at 7:50 in the Gym*

**8:10 a.m.** First bell -- classes enter school with teachers  
**8:20 a.m.** Classes begin/Tardy bell rings.  
**3:30 p.m.** Students dismissed (Monday - Thursday)  
**Friday Only** Students dismissed at **1:55 p. m.**

### Preschool Information

The Preschool program will be a half day program. Breakfast is served for the AM session, but no lunch is provided.

**No school on Fridays for Preschool.**

**A.M. 8:00-11:00**  
**P.M. 12:00- 3:00**

*Every Friday students will be dismissed at 1:55 p.m.* Please make every attempt to use Fridays for special appointments with doctors, dentists, etc. It is extremely important that your child be in school during the regular school day. **There is no supervision on the playground after 3:40 Monday-Thursday and 2:05 p.m. on Friday. Children are to go home immediately after school.**

### LUNCH TIMES - 35-minute lunches (Lunch times are subject to change without notice depending on school events).

11:00 – 11:35	Kindergarten
11:15 – 11:50	1 <sup>st</sup> grade
11:40 – 12:15	2 <sup>nd</sup> grade
11:40 – 12:15	3 <sup>rd</sup> grade
11:50- 12:25	4 <sup>th</sup> grade
11:55 – 12:30	5 <sup>th</sup> grade

### Custodial Parent Issues

The Beulah Heights Staff, as per district policy, will release a student and pertinent information only to the parent(s)/guardian(s) with custodial rights to the child. Problems arise when parents inform us that they have sole custody of their child(ren) but fail to provide us with the court documentation that supports it. Please understand that this puts us in a difficult position. Therefore, your wishes will be honored as long as we have updated official court papers in the student's file that detail the direction of the court matters of custody, restraint, and/or visitation.

### PARENTS RIGHTS 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;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## FORMS

The following forms are being sent home the first day of school. Please complete the information and return the forms to school by Friday, September 2, 2016.

1. **ENROLLMENT CARD:** Review and adjust the information as necessary for accuracy. Emergency numbers are very important for your child's wellbeing. **Please be advised that your child will not be released to anyone other than those adults that you list on the enrollment card as emergency contacts.**
2. **SCHOOL DISCIPLINE POLICY HANDBOOK**
3. **PARENT PERMISSION & RELEASE FORM**

## SAFETY NOTICES

There is no playground supervision before school hours. **DO NOT** bring your children to school prior to 8:05. We have had too many students wandering school grounds as early as 7:30 a.m. **Parents: Sending your children to school too early places them at risk for encountering dangerous situations because they are not supervised.**

In addition, the school staff is not available to supervise students who stay on school grounds after 3:40 p.m. Students are to attend evening events under parents' supervision.

## **STUDENT DROP-OFF AND PICK-UP AT BEULAH HEIGHTS ELEMENTARY**

Before and after school, the area in and around the school becomes heavily congested with traffic. Please follow these guidelines to assist us in making the school grounds safe:

- Please use the LOOP at the back of school, next to the playground, and off of Easy Street.
- When you enter the LOOP, use the right lane to pick up your child and the left lane to exit after you have picked up your child. PLEASE DO NOT DOUBLE PARK IN THE LOOP nor ask your child to walk across the right hand lane AS THIS CREATES A SERIOUS DANGER FOR STUDENTS.
- Never leave your vehicle unattended in the LOOP. If you plan to enter the building with your student, please park in the parking lot and walk to the front office for assistance.
- Do not use the parking lot as a drop-off for your child.
- Pay attention to signs posted in parking lot and do not park in designated areas.
- Please exercise patience and courtesy when dropping off and picking up your child.
- Please treat crossing guards and playground monitors with respect; they are there to protect our students and your child!
- Monitor your speed in and around the school grounds.
- Drivers that fail to abide by these guidelines may be referred to law enforcement.

Children will not be released to any adult unless authorized by you. This adult's name **must** appear on the student's enrollment card. Proper identification before a student is released will be mandatory. The adult **must** report to the office and sign the student out of school. It is necessary for all concerned that any adult not part of PCS staff report to the office when visiting the school.

## SCHOOL ATTENDANCE

Regular and prompt school attendance is expected of all students. Consistent school attendance is an extremely important factor for student success at school. Absences are considered excused because of illness, death in the immediate family, or when approved by the principal. **All other absences are considered unexcused.** You are required to phone the school each morning before 9:00 a.m. to report your child's absence to the office, if you do not do so and the office calls you to determine why your child is not in school, the absence will be considered **unexcused.** It is highly recommended, and, after five absences required, that you submit a doctor's excuse when a student illness occurs.

Colorado State Law requires enforcement of compulsory school attendance, which means no more than **four unexcused absences** in one month or **ten unexcused absences in one school year.** Students with more than four

unexcused absences in one month or ten unexcused absences in a school year will be referred to the Department of Pupil Personnel for School District No. 60, which will file court petitions in district court for chronic attendance problems.

### **ABSENCES AND ILLNESS AT SCHOOL**

**Absences-** Students are to bring a written excuse upon returning to school from an illness. A parent or guardian should call the office regarding absences or early dismissals. No student will be dismissed from school without parent notification regarding dismissal. Parents are to come to the school office and get their child if they are to be dismissed early from school. Excessive absences, without a doctor's note will result in a referral to the office of Pupil Personnel.

### **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the school year. If a student is ill and all contact phone numbers on the enrollment card are incorrect, the Department of Social Services may be contacted.

**Illness-** Parents will be informed if their child becomes severely sick or hurt at school. Please supply us with the number of another adult in case you cannot be reached. Parent will be contacted if the child has a fever.

**COLD WEATHER POLICY-** Students will enter build at 7:50 when teachers are are bringing students to the gym for morning meetings. Students are not to be dropped off prior to 7:50. Unless the weather is extremely inclement, children will remain outside during recess periods. On these days students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. Parents please be aware that on late start days breakfast will not be served. Please plan accordingly for your student.

### **BICYCLES/SCOOTERS/SKATEBOARDS AT SCHOOL**

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

### **STUDENT HEALTH PROBLEMS**

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

### **IMMUNIZATIONS**

See pages 8 and 9 for immunization information.





## K - 12<sup>th</sup> Grade School Required Immunizations - 2017-18 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th-grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DT, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 dose of Tdap vaccine for 6th-grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf).
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the CDPHE non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy if you submit online. You can get online and downloadable versions of the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website beginning in Spring 2017.
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student's healthcare provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)



Kindergarten through 12<sup>th</sup> Grade Immunization Chart  
Immunizations Required for School Attendance 2017-18

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)	
		Vaccines must follow <b>MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</b>	
<b>Diphtheria/Tetanus/Pertussis (DTaP or DT)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP or DT unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP or DT must be given no sooner than 4 years of age.	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Tetanus/Diphtheria/Pertussis</b> <i>For students 7 years of age or older who did not have a full series of DTaP or DT.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required. 4 doses required if 1 <sup>st</sup> dose of DTaP or DT is given before 1 year of age. 1 dose of Tdap is to be given if DTaP series not completed and student is at least 7 yrs of age. <b>Tdap is required at 6<sup>th</sup> grade entry thru 12<sup>th</sup> grade.</b>	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
<b>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening by a health care provider has been performed.</b>	All children 1 year of age and older
<b>Hepatitis B</b> <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 <sup>nd</sup> dose must be administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no sooner than 24 weeks of age. <b>Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.</b>	

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student. Go to [www.colorado.gov/vaccinexemption](http://www.colorado.gov/vaccinexemption)



## **NOTIFICATION TO ACCESS TO 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.

### **MEDICATION (District 60 School Board Policy)**

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

***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 **required forms**. No cough drops, inhalers, or medication of any kind are to be in backpacks or with students unless District permission forms are on file at school.

### **DOCTOR AND DENTAL APPOINTMENTS**

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent must come in the school office and sign out the student. **A STUDENT WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD**, which has been signed by the parent at the beginning of the school year or at the time of enrollment. Adults whose name appear on the enrollment card and are picking up children during the school day require proof of ID

### **NUTRITION SERVICES BREAKFAST/LUNCH**

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year (2017-2018). If your children attend Pueblo City Schools, Pueblo School for the Arts and Sciences or Chavez Huerta Preparatory Academy, breakfast and lunch will be available to them at no charge. All students enrolled at these 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.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create 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.

### **PARENT INVOLVEMENT**

Parents are encouraged to be involved with the different activities of the school to the extent time will permit. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school for further information and complete the appropriate forms.

### **PARENT-TEACHER ORGANIZATION**

If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the school office or Jonathan Dehn.

### **LABELING OF POSSESSIONS**

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. After a reasonable period, unclaimed items are donated to charity.

### **VALUABLE POSSESSIONS**

Students should not be permitted to bring valuable items to school. Often such items are left in a desk or somewhere else in the room and are either stolen or become misplaced. **Collectable cards and other collectibles are not allowed on school grounds at any time and will be confiscated.** Students are discouraged from bringing cell phones to school. If **cell phones** are brought to school they must be **turned off** and left in a backpack **before, during and after school hours.** **The school is not responsible for lost or stolen items.**

### **NEWSLETTER AND OTHER COMMUNICATIONS**

Ordinarily parents will be informed of special events, schedule changes, and other school related news items by means of regular newsletters and notes sent home with students. Please discuss with your children the importance of taking the communications home and giving them to parents. Also, check our school website at: <http://beulahheights.pueblocitieschools.us/>

### **SCHOOL CALENDARS**

Each family will be provided a calendar of events scheduled throughout the year. Please keep the calendar in a convenient place for frequent reference.

### **SCHOOL PHONE**

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls, which are not an emergency. The school office is considered to be a place of business, and without restrictions phone lines may be tied up when a parent is trying to contact the school.

### **FIELD TRIPS**

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

Following the rules and displaying proper manners are requirements for students on all field trips. **Students may be excluded from field trips because of poor behavior prior to the trip.** If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with other students and may be required to remain on the bus or wait in other areas under adult supervision until the activity has been completed.

### **SCHOOL COUNSELOR**

Our counselor, coordinates the guidance/counseling program. The counselor provides services to enhance the development of the social, emotional, and educational growth of the children. The counselor facilitates classroom activities, parent sessions, staff in-services, small groups of children, and resource materials. The counselor is available for individual consultation and concerns. She may be reached through the school secretary at 549-7510.

### **SCHOOL ACCOUNTABILITY COMMITTEE**

Beulah Heights Elementary has a School Accountability Committee (SAC). The committee is involved with the periodic evaluation of the instructional program and the development of plans for school improvement. The committee is comprised of parents of Beulah Heights' students, members of the school staff, and members of the

## **BEULAH HEIGHTS ELEMENTARY STUDENT DISCIPLINE PROCEDURES**

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

It is the belief at Beulah Heights 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 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 this 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.

### **Student Expectations**

At Beulah Heights Elementary we expect that all students should be able to attend a school that is safe and allows for learning to take place. The following expectations are in place for all students:

Beulah Heights “ROARS”

- Respect
- Ownership
- Attitude of Achievement
- Responsibility
- Safety

Staff will make every effort to help students correct their behavior by using reminders, warnings, think sheets, buddy rooms and other intervention strategies as appropriate. Staff will confer with students and families in an effort to correct behavior. Students that fail to correct their behavior promptly or engage in serious/ major violations of the behavior policy and expectations will be referred to the office.

### **Physical and Aggressive Behaviors (Including Horseplay and Roughhousing):**

- **Types of behavior:** Pushing, hitting, kicking, tripping, biting, inappropriate touching, fighting\*, etc.
- **Possible Consequences:** other consequences as determined by the principal, detention (recess or after school), loss of privileges, suspension out of school for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Ask adults for help in dealing with a problem, move away from the situation, use anger management techniques such as counting to ten.

\*Self-defense occurs when a student must use physical force as a last resort to “get away” from a physical attack to seek the assistance of an adult. Students that start a physical confrontation or continue to fight after “getting away” are not engaging in self-defense.

### **Disruptive and Defiant Behaviors:**

- **Types of behavior:** Interfering with teaching by shouting, excessive talking, distracting others, refusing to follow staff requests in a prompt manner, arguing with staff, using inappropriate language, etc.
- **Possible Consequences:** detention (recess or after school), loss of privileges, shadowing, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Concentrate and complete school work, respond to teacher directions promptly, choose appropriate times to share concerns with staff, etc.

### **Other Behaviors:**

- **Types of behavior:** Vandalism, drug and/ or weapon possession, lying/ cheating, theft, other behaviors as identified by school officials.
- **Possible Consequences:** restoration, detention (recess or after school), loss of privileges, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Be careful with school property and others' property, tell the truth and accept responsibility for your actions, speak with an adult about drug/ weapon issues.

### **DUE PROCESS**

Pueblo City Schools adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. Due process is a procedure to insure a student is treated fairly when involved in a disciplinary situation, which might result in suspension or recommendation for a disciplinary adjustment transfer.

### **BEULAH HEIGHTS IS AN ANTI-BULLYING SCHOOL! PLEASE HELP YOUR CHILD TO UNDERSTAND BULLYING:**

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **Intentional:** Bullying behaviors are unwanted and an attempt to harm physically or emotionally.
- **Types of behavior:** Teasing, intimidation, making threats, physical aggression towards others, limiting the friends that classmates have, forming alliances, gangs, or cliques, pranks or jokes on others, spreading rumors, etc.
- **Possible Consequences:** detention (recess or after school), loss of privileges, suspension out of school\* for serious or repeated offenses, referral to law enforcement as appropriate.
- **Ways to reduce this behavior:** Seek the support of adults when conflicts with peers arise, monitor your child's friendships, promptly report bullying concerns to the administration (549□7510).

*\*Students that engage in bullying behaviors towards others off school grounds, during after school activities or online (cyber bullying) will still be subject to the school's disciplinary policies.*

### **Student Suspension:**

When a student engages in a serious behavior violation such as fighting or defiance, they may be suspended from school following due process procedures noted below. In the event that a child is suspended, parents/ guardians must make arrangements for their student to be picked up from school. The principal may suspend a student for a period not to exceed five calendar school 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. Students are not allowed on school grounds during a suspension.

*When a student is suspended from school, the parent/ guardians must attend a follow up conference to review expectations and establish a plan for student improvement. This meeting will be scheduled at the time of suspension.*

**PROCEDURE FOR DISCIPLINE PROBLEMS** Please refer to the districts website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the districts website.

## **CLASSROOM EXPECTATIONS**

Students are to be in the classroom each day **on time**. Each classroom will provide an environment where learning can occur. *No student has the right to interfere with another students' opportunity to learn.* Classroom rules will be posted regularly for students to see. Student work areas are to be orderly and clean prior to dismissal each day. Assignments and homework are to be completed when they are due.


### **Supporting Positive Behavior:**

Students that demonstrate positive behavior and are not referred to the office will be recognized with a positive reward activity on a regular basis. These activities may include extra recess, special assemblies, etc. Please support your child's positive behavior at home.

**Quarterly PRIDE Parties will be held for students demonstrating exceptional citizenship by adhering to the PBIS school-wide expectations.**



# Beulah Heights ROARS

	Media Center	Hallways & Common Areas	Bus	Cafeteria	Bathrooms	Playground	Assembly	Office
<b>Respect</b>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 1</li> <li>-Hands, feet, body to yourself</li> <li>-Say excuse me</li> <li>-Raise your hand</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 0</li> <li>-Keep to the right</li> <li>-Hands, feet, body to yourself</li> <li>-Say excuse me</li> <li>-Hold doors for others</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 1</li> <li>-Keep hands, feet and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 1</li> <li>-Wait your turn</li> <li>-Follow directions</li> <li>-Use sanitizer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 0</li> <li>-Knock on door (1 time) before entering stall</li> <li>-Allow privacy</li> <li>-Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns</li> <li>-Voice Level 3</li> <li>-Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 0</li> <li>-Show appreciation</li> <li>-Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Voice Level 1</li> <li>-Wait behind counter for adult assistance</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>-Participate</li> <li>-Do your best work</li> <li>-Make good choices</li> <li>-Use hand signals</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Show pride (pick up trash)</li> <li>-Use hand signals</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Follow driver instructions first time - every time</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up your area</li> <li>-Use hand signals</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up your mess</li> <li>-Flush the toilet</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for line up signal</li> <li>-Line up promptly</li> <li>-Apologize for mistakes</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Use hand signals</li> <li>-Own consequences</li> </ul>	<ul style="list-style-type: none"> <li>-Wait patiently for assistance</li> <li>-Own consequences</li> </ul>
<b>Attitude of Achievement</b>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Believe in yourself</li> <li>-Work together</li> </ul>	<ul style="list-style-type: none"> <li>-Silent greeting</li> </ul>	<ul style="list-style-type: none"> <li>-Using kind words</li> <li>-Greet driver</li> <li>-Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>-Use manners (please, thank you, may I, excuse me)</li> <li>-Appropriate conversations</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Return promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Be a good sport</li> <li>-Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Be engaged</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Return promptly</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>-Ask permission</li> <li>-Use and return materials</li> <li>-Turn in found items</li> </ul>	<ul style="list-style-type: none"> <li>-Turn in found items</li> <li>-Go to your destination quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Immediately and accurately report problems</li> <li>-Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>-Remain at assigned table</li> <li>-Immediately and accurately report problems</li> </ul>	<ul style="list-style-type: none"> <li>-Return promptly</li> <li>-Use 1 paper towel</li> </ul>	<ul style="list-style-type: none"> <li>-Follow playground rules</li> <li>-Stay in designated area</li> <li>-Immediately and accurately report problems</li> <li>-Use Kelso's choices to solve small problems and report big problems</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and leave quietly</li> <li>-Face forward</li> <li>-Listen and enjoy</li> </ul>	<ul style="list-style-type: none"> <li>-Bring your pass</li> <li>-Enter and leave quietly</li> <li>-Wait your turn</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>-Chair legs on the floor</li> <li>-Hands, feet, and body to self</li> <li>-Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Eyes forward</li> <li>-Hands at side</li> <li>-Keep to the right</li> </ul>	<ul style="list-style-type: none"> <li>-Bottom in the seat</li> <li>-Walking feet coming and going</li> <li>-Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Eyes forward</li> <li>-Bottom on seat</li> <li>-Eat your own food</li> <li>-Wait your turn</li> <li>-Hands, feet, and body to self</li> </ul>	<ul style="list-style-type: none"> <li>-Keep water in the sink</li> <li>-Wash hands with soap and water</li> <li>-Hands, feet and eyes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment properly</li> <li>-Walk to line up</li> <li>-Call an adult for help</li> <li>-Hands, feet, and body to yourself</li> <li>-Rocks, sticks, and snow stay on ground</li> </ul>	<ul style="list-style-type: none"> <li>-Sit on bottom</li> <li>-Walk up and down stairs</li> <li>-Follow instructions quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Walking feet</li> <li>-Hands, feet, and body to yourself</li> </ul>

**APPROPRIATE ATTIRE---Dress Code Overview**

Beulah Heights Elementary School will be enforcing a DRESS CODE for the 2017-2018 school year. The dress code will be according to District #60 Policy as stated in the “Student Conduct and Discipline Code.” The purpose of the Student Dress Code is to require students to come to school properly attired to participate in the educational process. School District #60 Board policy states “Student attire shall not pose a threat to public or personal health or safety. Personal grooming or dress which is disruptive to student behavior or distracting to classroom activity in or about the school shall not be permitted.”

**All clothing should be sized to fit without exposing undergarments, buttocks, stomach, or cleavage.**  
**Some items Students are NOT to wear:**

- |  |                                      |
|--|--------------------------------------|
| clothing with inappropriate messages                     | shoes with rollers                   |
| tank tops/ muscle shirts (Shirts must have sleeves)      | clothing that promotes drugs/alcohol |
| see-through shirts                                       | slippers and pajamas                 |
| bandannas  | hats                                 |
| sagging & oversized jeans/shorts/capris                  |                                      |
| shorts/skirts that are more than 4 inches above the knee |                                      |

For a full list please see the District Code of Conduct Policy.

We encourage the students to be active during their free time to promote a healthy lifestyle, please help your child to dress appropriately for safety reasons. Please also be aware of modest dress practices that will prohibit a call from the school office asking you to provide additional clothing for your child.

**“STUDENTS WILL DRESS FOR SUCCESS, NOT EXCESS”**

**TECHNOLOGY POLICY**

Beulah Heights Elementary complies with district policy on student use of electronic devices. Cell phones, tablets, and all other electronic devices are not to be used at any time before, during, or after school hours—they are to be turned off and left in backpacks. Violations of the policy will result in disciplinary measures, including but not limited to, warnings, confiscation, parent meetings or other disciplinary actions. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

**SEXUAL HARASSMENT**

Please refer to the districts website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the districts website.

**Truancy Policy**

Please refer to the districts website for all board policy and procedures and the student conduct and discipline code handbook that are posted on the districts website.

- |             |   |
|-------------|---|
| LEGAL REFS: | C.R.S. 22-32-109(1)(n),(w)<br>C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)  |
| CROSS REFS: | IVICA, School Year/School Calendar<br>JEA, Compulsory Attendance Ages<br>JHB, Truancy<br>JK, Student Discipline<br>JKD/JKE, Suspension/Expulsion of Students<br>JLIB, Student Dismissal Precautions |

*Note:*

*The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of non-attendance and report the findings to the board.*

## **CHECKS**

For a check to be an acceptable form of payment it must include the payer's current, full and accurate name, address and telephone number. When paying by check the check writer authorizes checks returned unpaid and any State allowed fee of \$25 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

## **SUMMARY**

Students should never try 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, Beulah Heights 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.***



**Response Form**

**To be returned to Beulah Heights upon receiving the 2017-2018 Student-Parent Handbook and the District No. 60 Student Conduct and Discipline Code.**

Student's Name (please print neatly): \_\_\_\_\_

Grade: \_\_\_\_\_

I have received and had opportunity to review the 2017-2018 Student/Parent Handbook and the District No. 60 Student Conduct and Discipline Code. If I have any questions, I understand that I may contact my child's teacher, the counselor or the principal at 549-7510.

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Phyllis Sanchez ..... President  
Barbara Clementi ..... Vice President  
Robert Gonzales ..... Board Member  
Frank Latino ..... Board Member  
R. Kenneth O'Neal II ..... Board Member

## Non-Voting Members

David Horner ..... Treasurer  
Geri Patrone ..... Secretary/Assistant Treasurer

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso



## MISSION STATEMENT

### *Pueblo City Schools – World-Class*

Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a **“world-class education that prepares graduates to succeed in a global society.”** This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/ Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

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

