



**1203 Palmer Avenue
Pueblo, CO 81004
(719) 549-7525**

Michelle Alcon-Montoya, Principal

Parent/Student Handbook 2016-2017

Absence Reporting Line (719) 549-7525

PUEBLO CITY SCHOOLS

Current as of February 23, 2016

2016 – 2017 TRADITIONAL INSTRUCTIONAL CALENDAR

August 2016							September 2016							October 2016							November 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28*	29	27	28	29	30				
														30	31												

December 2016							January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31*	

April 2017							May 2017							June 2017							July 2017											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1		1	2	3	4	5	6							1	2	3	4	5	6							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8					
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15					
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22					
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29						
30																				1	2	3	4	5	6							

IMPORTANT DATES TO REMEMBER

Teachers Begin.....August 23
 Classes Begin.....August 29
 Principal Led Professional Dev./Bldg. MeetingsAugust 23
 District Professional Development Day (full day)August 24;
 October 14; February 17
 Teacher Work Days (full day)August 25, 26;
 October 31; January 23; April 3; June 7
 Labor Day September 5
 Thanksgiving November 21, 22, 23, 24, 25
 Winter Vacation..... December 19, 20, 21, 22, 23,
 26, 27, 28, 29, 30
 Holiday.....January 16; February 20
 Spring Vacation.....March 20, 21, 22, 23, 24
 Early Release All Fridays
 Memorial Day May 29
 Graduation: Central Friday, June 2, 7:00 p.m.
 South Saturday, June 3, 8:00 a.m.
 East Saturday, June 3, 12:30 p.m.
 Centennial..... Saturday, June 3, 5:00 p.m.
 Classes End June 6
 Teachers' Last Day June 7

SEMESTER / NINE WEEKS

1st Semester BeginsAugust 29
 1st Grade Period EndsOctober 28
 2nd Grade Period/Semester Ends.....January 20
 2nd Semester BeginsJanuary 24
 3rd Grade Period EndsMarch 31
 4th Grade Period EndsJune 6

KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- * Grade Period End
- ⌋ Semester Ends
- Teacher Work Day (full day) – Students Excused
- ⬡ District Led Professional Development (full day) – Students Excused
- ⬠ Principal Led Professional Development/Building Meetings
- Kindergarten Testing
- Parent/Teacher Conference Window: 1st semester
 Second semester conferences scheduled by each school
- IB Articulation Day – IB Schools Only – Students Excused
- ⋮ Graduation

PUPIL CONTACT DAYS

August	3	February	18
September	21	March	18
October.....	19	April.....	19
November.....	17	May.....	22
December.....	12	June.....	4
January.....	20	July.....	0
		Total.....	173

DAYS PER SEMESTER

1st Grade Period.....	43	3rd Grade Period	42
2nd Grade Period	43	4th Grade Period.....	45
1st Semester	86	2nd Semester	87
		Total.....	173

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.

COLUMBIAN ELEMENTARY
CALENDAR OF EVENTS
2016-2017

August

25 Meet and Greet 2:00 – 3:00 p.m.
29 First Day of School for Kindergarten – 5th grade

September

5 Labor Day
13 Open House
21 PTSO Meeting

October

14 No School (District Led PD)
26 PTSO Meeting
31 No School (Teacher Work Day)

November

1 No School (Parent/Teacher Conference) 11:00 a.m. – 6:30 p.m.
16 PTSO Meeting
21-25 Thanksgiving Break

December

19 – 30 Winter Break

January

1 New Year's Day - Winter Break
16 No School – Dr. Martin Luther King Jr. Day
23 No School (Teacher Work Day)

February

17 No School (District Led PD)
20 No School – Presidents' Day

March

20 – 24 Spring Break

April

3 No School (Teacher Work Day)
4 No School (Parent/Teacher Conference) 11:00 a.m. – 6:30 p.m.

May

29 No School - Memorial Day

June

2 Awards Assemblies
5 Field Day – Yearbook signing
6 Last Day for students

Columbian Elementary is a Positive Behavior School

Mission

Our highly qualified staff at Columbian Elementary School is committed to providing a safe and secure learning environment which allows for differentiated instruction, character education, technology, and high order thinking skills for all students.

Continuous monitoring of student progress and open communication with students, parents, and community members will ensure program effectiveness.

Our goal is to prepare all students to be productive, responsible citizens in a competitive world.

Vision

The Columbian Elementary staff will focus on increased student achievement through continuous improvement of instruction, curriculum, standards and positive behavior using measurable data to support accountability and high expectations.

Our goal is to have every child at or above grade level.



Values

- **Quality Education**
We are committed to quality education for all students.
- **Lifelong Learning**
We are committed to education as a lifelong process.
- **Personal Development**
We are committed to developing respect for self, others, property, individual uniqueness, and diversity.
- **Trust**
We are committed to providing a safe learning environment that encourages honesty, risk-taking, innovation, and creativity.
- **Civic Responsibility**
We are committed to teaching the rights and responsibilities of citizenship.
- **Community Involvement**
We are committed to encouraging parents, family, community, business, government, and schools to share responsibility for our youth and their education.
- **Work Ethic**
We are committed to helping students develop a strong work ethic and to become responsible and productive members of society.

School Rules: SPARK

The Columbian Pledge

Our Columbian family will model THUNDERBOLT
Pride and Excellence with SPARK:

- S** Self control
- P** Positive Interactions with others
- A** Appropriate Behavior at all times
- R** Respect for everyone and everything
- K** Keep Safe Boundaries



School Wide Title I

Columbian Elementary School is proud to be a School Wide Title I school under Federal, State and District guidelines. Title I provides resources to help ensure that all children have the opportunity to receive a quality education, resulting in their attainment of high academic standards. Title I targets resources to districts and schools whose needs are the greatest. The program is the largest federal program supporting education, and allocates its resources based upon the poverty rates of students enrolled in schools and districts. Title I focuses on: (1) promoting school wide reform in high poverty schools and (2) ensuring student' access to scientifically based instructional strategies and challenging academic content.

Parents Right to Know

In the federal *No Child Left Behind Law*, parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's classroom teachers. This must be provided in a timely manner to you, and in a language the parent can understand. Specific information that parents may request is:

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

In addition, parents must receive:

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



2016 – 2017 Daily Schedule

Kindergarten – 5th Grade

School Starts8:00 a.m.
School Dismissed3:10 p.m. Monday – Thursday
School Dismissed.....1:35 p.m. Friday

AM Preschool

School Starts.....8:00 a.m.
School Dismissed.....11:00 a.m.

PM Preschool

School Starts.....12:10 p.m.
School Dismissed.....3:10 p.m.

Arrival Time at School

Students are not to be on school grounds until 7:50 a.m. (this includes the playground). There is no supervision for students prior to this time. Parents: Sending your child to school prior to 7:50 a.m. places them at-risk for encountering dangerous situations/problems. Students are expected to leave school grounds by 3:20 p.m. there is no supervision at this time.

Recess and Lunch Schedule

Lunch and Recess sessions for K-5 will be provided in 40 minute intervals. Students will have 20 minutes of recess followed by 20 minutes to enjoy their lunch with their classmates. All students will be expected to learn and utilize their manners and share social time pleasantly with each other.

Attendance

We all recognize that while children learn at differing rates, their chances of formal learning are almost nil if they are not in school. Legitimate excuses for absence are personal illness, religious activity, death in the family, and suspension. After 3 consecutive absences, students will be required to submit a doctor's note in order for absences to be excused. If a doctor's note is not provided all absences will be unexcused. The Colorado School Law is so emphatic on good attendance, that it contains provisions for court hearings against parents who fail to keep their children in school (Colorado School Law). If you want your child excused during the school day for a doctor or dentist appointment, please send a note stating the time you think he/she will return. It will be of great help to the school if you will call at the beginning of the school day when your child is ill. If you have no phone, a note briefly explaining the absence will be of great help in completing records. Parents/guardians are responsible for notifying the school when their child is absent. If we are not contacted, **it is considered an unexcused absence. Any child arriving late or leaving early will be marked unexcused unless a doctor's/dentist's note is provided.** Over sleeping is not an excuse.

Excused Absences

Columbian Elementary School and Pueblo City Schools will continue the following provisions for excused absences for the 2016-2017 school year:

A student who is temporarily ill or injured or whose absence is approved by the administrator of their school of attendance on a prearranged basis may be excused. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours or an out of town educational experience that is prearranged so long as the student is in good standing. Prearranged absences for out of town educational experiences, not to exceed 3 school days shall be considered for students who meet the following criteria:

- a. Student is in good academic standing (passing all classes with a C average).
- b. Student has no unexcused absences and no unexcused tardies.
- c. Student has 5 or fewer excused absences for the school year.

It will be of benefit to students if parents will check with teachers before withdrawing children for vacations during the school year.

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 maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 in any one month and/or 10 during the school year. NOTE: Senate Bill No. 140 - Parents will be required to sign District Memo referring to unexcused absences.

Tardy Procedure

Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, excessive tardiness will be addressed through Pueblo City Schools policies. Students are to be in class by 8:00 a.m. All tardies are unexcused unless the student has a doctor's excuse.

Leaving School Early

We believe that attendance is very important at Columbian, therefore, removing your child from school before the day's end is highly discouraged. However, we understand that sometimes circumstances arise that cannot be avoided. If possible, please schedule appointments after school. Students who leave before the end of the day must be checked out in the office by an adult (over the age of 18) listed on the student's enrollment card. Students leaving prior to the bell will have time reflected on report cards. **Children will not be dismissed early and allowed to walk home. If you want your child early, you must pick them up in person.**

School Choice Checklist

Families who wish to enroll their student(s) in a school other than their neighborhood school must complete a School Choice Application. Follow the 3 steps listed below to choose the right school.

1. Locate and visit your neighborhood school.
2. Discuss and explore other public school choices as a family, and visit schools of interest.
3. Apply for School Choice.

School Choice Application – Visit the School Choice page of the PCS Web site at www.pueblocitieschools.us for information and access to the Pueblo City Schools School Choice Application.

Homework

Prompt return of completed homework is expected of all Columbian students. Much of a student's grade is dependent upon the completion of homework. Homework is selected by teachers to fit the subject area and developmental levels of the students and provides independent practice of skills taught during the day. We encourage parents to provide a homework/study area, study supplies, study schedule and assistance as appropriate. Homework should take an average of forty-five minutes to one hour nightly. Students not completing homework may be kept after school. If you have any questions, please visit with your child's teacher.

Make Up Work

It is the responsibility of the absent student to ask for and complete work missed during an absence. **If a student is going to be absent for more than two days**, the parent should contact the school in the morning to ask for make-up work that will be picked up after school. If you call for homework, please pick it up. Often the teacher goes to great lengths to write special notes and directions for the student and parent. It is your responsibility to see that the work is completed and returned to school. Students not returning make-up work by requested date may not receive credit for the assignments.

Lost and Found/Personal Items

Lost and found items are located outside the office. Students who find items have the responsibility of turning them in. Check with the school secretary for a missing item. Unclaimed items will be turned over to charity organizations at the end of the year.

The personal effects of each student such as clothing, lunches, money, school supplies, etc. are the responsibility of that student. Lost/stolen items are not the responsibility of the school. We encourage you to label items of importance with the child's name.

Cell Phone Policy

Students may have a phone with them for before and after school use *only*. All student-parent contact for messages **MUST** come through the main office. First offense – phone call home. Second offense – phone given to principal for parent pick up.

Health Information



Immunization Requirements

Immunizations are an important part of our children's health care and Colorado law required that children going to school be vaccinated to help prevent disease. **Please see the letter and chart on pages 9 and 10 for requirements.**

IT IS THE PARENT'S RESPONSIBILITY TO FURNISH THE SCHOOL WITH A COMPLETE IMMUNIZATION RECORD. STUDENTS WHO DO NOT COMPLY WILL BE EXCLUDED FROM SCHOOL UNTIL COMPLIANCE (NO GRACE PERIOD ALLOWED).

Health Service

Columbian Elementary in cooperation with parents, physicians, and community health agencies, provide a health program directed towards the protection and promotion of the student's health. Some of the activities include:

1. All Pueblo City Schools students can access wellness centers at several locations throughout the city.
2. We provide a vision and hearing screen in the fall to Pueblo City Schools students. Parents of students being advised for further professional testing are notified by mail as to the results. We encourage parents to pursue further testing to ensure that, if there is a vision or hearing problem, it can be addressed as soon as possible.
3. Parents will be notified promptly in case of any severe illness or accident. If your child becomes ill while at school, we will take their temperature and check for nausea. If your child is vomiting/has a fever, you or your emergency contact person will be notified immediately to pick up your child. Otherwise we will allow your child to lay down for a while, before returning to class.
4. It is the responsibility of the parent to consult with the school if your child requires medication during school hours. The school cannot administer any non-prescription medications (**including cough medication**). We ask that when at all possible, prescribed medication be given before/after school. If your child requires medication during the day, you must come into our office and complete the necessary paper work. **No child should bring medications prior to making arrangements with the school.**

Parties at School

Columbian is a part of Pueblo City Schools Healthy Promotion Team. We provide instruction on healthy choices and healthy life styles. Because of this we would like to encourage parents to provide healthy treats (pudding cups, fruit popsicles, fruit snacks, pickles, fruit, popcorn, raisins, granola bars, ice cream, graham crackers, cereal bars, etc.) when celebrating parties at school. Please make arrangements with your child's teacher when planning class parties. Remember due to Health Department regulations items must be store bought (**no homemade items**). Parties are usually scheduled the last 10 minutes of the day.



January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are required for school attendance, along with recommended vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS
CDPHE Immunization Branch - Schools and Community Coordinator
303-692-2957 | jamie.damico@state.co.us
www.coloradoimmunizations.com



MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION
Kindergarten through 12th grade: 2016-17 SY - Required for School Attendance

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Diphtheria/Tetanus/ Pertussis <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i>	5 to 6	5 DTaP or DT (if dose 4 was administered on or after the 4 th birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 th grade entry and through 12 th
Tetanus/Diphtheria/ Pertussis <i>For students 7 years of age or older who did not have full series of DTaP or DT</i>	3 or 4	3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 st dose is given before 1 year of age, the student will need 4 doses).
Polio (IPV)	3 to 4	4 IPV (or 3 doses if 3 rd dose is given on or after 4 th birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses.
Measles/Mumps/Rubella (MMR)	2	The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade).
Varicella (Chickenpox)	2	The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i>
Hepatitis B	3	The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose and at least 8 weeks after the 2 nd dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i>

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Influenza (Flu)	1 to 2	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 children 6 months of age and older.
Meningococcal Meningitis (MCV)	1 to 2	Adolescents 11-18 years of age
Human Papillomavirus (HPV)	3	Adolescents 11-18 years of age
Hepatitis A (Hep A)	2	All children 1 year of age and older

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 test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.



Communication

Parent Compact

Each child in Pueblo City Schools will receive a parent agreement to be signed and returned to their teacher. The purpose of this agreement is to involve our parents in the commitment our district is making toward providing a safe and productive school environment.

Telephone

The office is open between 7:30 a.m. – 4:00 p.m. During the school day you may leave a message or a phone number with the secretary for the teacher. **Do not ask to have a child called out of the classroom to take a phone call.** School personnel will see to it that your child gets the message at a time that will not interrupt instructional time. **Please call only for emergencies. We will not take messages everyday for a child. Please make arrangements for your child to be picked up before the child gets to school.** Student use of the telephone is limited to emergencies. After school plans must be made ahead of time.

Reporting to Parents

Students receive report cards at the end of each quarter kindergarten through fifth grades. Report cards are based on academic content standards and the proficiency levels each student reaches during the nine weeks. Columbian will conduct at least two formal conferences with every parent during the school year to discuss school/district expectations and other information relevant to your child's success in our school. Parents/guardians may access student's grades and attendance via the Parent Portal found on the Pueblo City Schools website. If you have any questions, please contact your child's teacher or the principal.

Parent/Teacher Conferences are scheduled at least three times a year to discuss Individual Learning Plans (ILP). Parents and students are encouraged to attend to discuss progress made as well as areas that may need improvement.

At the end of each semester 3rd, 4th, and 5th grade students are eligible for Merit Roll, Honor Roll, or 4.0. Letter grades are on a point system and averaged. Students with a 3.0 –3.4 may qualify for Merit Roll. Student with a 3.5 or higher grade point average (G.P.A.) are listed on the Honor Roll. Students who earn a 4.0 will be recognized at the Honor Assembly.

Resources

Book and Material Check - Out

Students may have two books checked out at a time. The books are checked out for two weeks. Each student will be assigned a numbered book and be expected to return the text in good condition. Many of our textbooks cost as much as \$50.00 each. Parents are responsible for the replacement fees for any lost or damaged books from the classroom and media center. All fines must be paid prior to students' participation in field day activities.

Internet Policy

Columbian Elementary School is linked with the Pueblo City Schools Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a ***Pueblo City Schools Student Internet Contract*** signed by a parent/guardian. By signing the official contract/agreement, students and parents agree to abide by all laws and terms of the agreement. Illegal or unauthorized use of the Internet could result in legal prosecution.

Safety Information

Bad Weather

Children will be outdoors before school, after school and at lunch recess. “Red Flag” signs will be posted on the doors on the playground side of the building to let parents and students know if weather conditions are too severe to be outdoors. On “Red Flag” days the children will report to the gymnasium at 7:50 a.m. for supervision. “Red Flag” days occur when the temperature drops below 30 degrees Fahrenheit or if the weather conditions (rain, snow, etc.) pose a problem for students/staff.

Storm/Emergency

Should inclement weather or emergency situations occur which would result in the closing of schools or an adjustment to the start or dismissal times of district schools, that information will be announced by local media officials and school messenger. Parents are asked to listen to the radio and television and have emergency plans for their children in the event of such a situation.

Student Safety (Coming to School or Going from School)

Students should leave school immediately after school. They should go directly home after school. Students are to cross streets only at crosswalks and cross with the crossing guard on Northern Ave. An SRDA crossing guard is posted on Northern Ave. before and after school. There is no crossing guard during the noon hour. We will discuss safety rules at school, especially about accepting rides, and talking to strangers. We also require our bus students to follow bus rules and safety procedures. Please talk to your child about stranger safety and walk with them (your child) for a couple of days if you require them to walk home. Parents may want to consider a buddy system to help ensure the safety of all our students.

Emergencies

In cases of serious injury or illness of any child at school, the home is called first. If a parent cannot be reached at that number, the person(s) listed on the Emergency Information Card is/are called next. If no response at this number is found, emergency personnel will be contacted and the student will be transported to the hospital of your choice. Please complete the emergency/enrollment card form very carefully. Complete and accurate information is very important. **It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information so we can contact someone at all times. Your child’s safety is our ultimate priority.**

Emergency Drills

To ensure the safety and welfare of all, Emergency Drills (fire, tornado, bomb) will be held throughout the school year. During an Emergency Drill, walk quickly and quietly to the designated area, and stand quietly during and after the roll call. If the child is not with a class in the event of an Emergency Drill, he/she should leave the building through the nearest exit and report to the nearest adult.

Child Abuse/Neglect

By law, schools are required to report any suspected child abuse or neglect. The Office of Social Services and Law Enforcement have the authority to conduct investigations in the schools and with students. The methods in which such investigations are conducted are within the exclusive authority of law enforcement and Social Services. Notification to parent in such cases will come from law enforcement agencies or Social Services.

Being Involved in our School

Parent Visits

Parents are always welcome to visit the school, whether you wish to visit the classroom or discuss an item with someone in the office. Parents need not restrict their visits to the Parent/Teacher conference weeks. We find students often take an increased interest in their schoolwork when parents and guardians learn more about the school program. By visiting, we can also learn of mutual expectations of the children. Face-to-face meetings also answer many of the questions that arise from children's interpretations of school happenings. Parents are encouraged to schedule a mutually convenient time with their child's teacher to discuss issues concerning their child. **These conferences times may not take place during class time, due to classroom disruption.**

In order to reduce distractions, children not enrolled at Columbian School are **NOT** permitted to visit during school time. When you come into the school, visitors must check-in at the office. We will give you a visitor's badge and ask you to turn off your cell phone. This helps to ensure the safety of our students.

Volunteers

While we welcome and encourage parents and guardians to volunteer at the school, we must insist that our students do not bring other children (relatives or friends) to schools. In accordance with Pueblo City Schools policies all volunteers must complete a "Volunteer Application". All volunteers must undergo fingerprinting procedures and background checks prior to working in Pueblo City Schools. Please contact our counselor Ms. Nickelson for more information.

Communication with the Principal, Ms. Montoya

Ms. Montoya is committed to building strong relationships with the students, staff and community members of Columbian Elementary School. If available, Ms. Montoya will meet with parents at their time of arrival. If she is not available, or out of the office, please leave a message with our school secretary, Mrs. Velasquez and Ms. Montoya will make sure to call you at her earliest convenience.

Nutritional Services

Breakfast and Lunch Program

Columbian Elementary School is a Universal Free Breakfast and Lunch School. Breakfast is provided free for all students. Kindergarten and First grade students will meet their teachers by the north door at 8:00 a.m. and report to the cafeteria for breakfast. 2nd – 5th grades will report to their assigned doors to meet their teachers and breakfast will be served in class.

Lunch is provided free for all students. All students will be required to complete a lunch application. Applications will be sent home with each student the first day of school. Columbian is funded by the state and district based on the information provided on the applications.

Cold Lunches

Cold lunches may be brought to school and stored in classrooms until lunchtime. Please mark names on all bags or lunch boxes. Milk and juice may be purchased in the cafeteria. Milk costs 30 cents and juice costs 25 cents. Students not eating school lunch must purchase milk/juice. **Students are not allowed to bring pop to school.** Students are also not to bring drinks in glass containers.

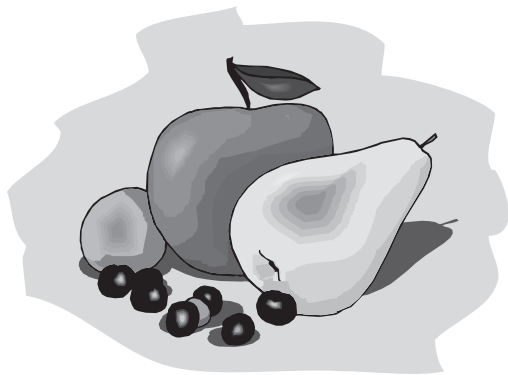
Universal Meals

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year (2016-2017). 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.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”



Dress Code

Students at Columbian Elementary School are required to follow our dress code. Uniforms will be light blue, royal blue or navy blue **polo shirts only and all shirts must be tucked in**. School emblems will not be required, but may be worn. Students **may not wear cargo pants**. Pants must not bag, sag, or have extra pockets.

Polo Shirts	Gold, royal blue, navy blue, light blue with or without Columbian logo	Shirt must be student's current size and not to exceed one size larger.
Undershirt	Turtleneck shirts, long sleeve shirts, or Undershirts can be worn	Undershirts must be tucked in to pants, skirts and shorts.

Board Policy toward student dress is as follows: Students' attire shall adhere to generally accepted standards of decency. Students' dress shall not pose a threat to public or personal health or safety. Personal grooming or dress, which is disruptive or distracting to classroom activity or pupil behavior in or about school, will not be permitted.

Appropriate attire means clean, untattered clothing, which covers the body. Flowing, loose or baggy garments, which cause students to trip or fall, are not allowed. Shoes are required at all times no flip-flops/shower shoes. Students will be allowed to wear shorts (no spandex or Lycra) in the fall until the end of October and again after Spring Break. Unnatural hair colors, hats, sunglasses and bandannas are not permitted. Belts may not hang pass the shirt. **Students are not allowed to wear makeup such as eye shadow, blush, lipstick, etc. No wallet chains, large hoop/dangling earrings or other safety hazards are allowed.**

Clothing with obscene language or symbols, tobacco, alcohol and other drug symbols, or satanic graphics, depictions of violence, and obscene innuendoes on clothing are expressly prohibited.

The presence on school grounds, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior are not allowed. School principal or designee has discretion to make decisions regarding apparel not listed.

Coats are not to be worn during class time. This is a safety and security concern. Coats will be hung on coat hooks in the classroom. If there is a concern about hanging the coat on a hook due to its value we ask that you send the child to school with a coat that is less valuable.

In accordance with School Board policy (JICA), students violating the dress code shall:

- 1st Offense: Warning and education about policy and the student being provided an opportunity to correct the violation.
- 2nd Offense: Sanctions against the student, such as one (1) day in school suspension as well as a requirement that parent/guardian and student review and sign a statement indicating their understanding of the "Student Dress Code" policy.
- 3rd Offense: Referral to the Office of Student Support Services.

Items Brought to School

- * Personal items, clothing and school supplies should all be permanently marked with the student's full name.
- * **Toys are not allowed in school.** If "Show-n-Tell" time is scheduled in the classroom, students will be given specific directions as to the type of item that can be shared. **Live animals are not allowed in school.**
- * Cash (or checks) brought to school should be sealed in an envelope with child's name, room number, amount and purpose written outside.
- * Students should not bring expensive personal possessions or large amounts of cash. Trading, buying and selling of personal items is not allowed due to the number of student conflicts that may arise.

The school will not be responsible for toys that are brought to school and lost/stolen or confiscated.

Field Trips

Field trips provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. However, field trips are a privilege and can be relinquished if a child exhibits unacceptable behavior. For all trips, notes will be sent home in advance to announce the trip and any special preparations that may be necessary.

Students may be excluded from field trips if they do not have a signed permission slip or for inappropriate behaviors in and out of class. Students unable to attend will work in another class for the time the class is gone and they will rejoin their class upon their return.

Field trips are for Columbian Elementary School students in the classes that are scheduled to participate (**siblings may not participate**). **Only Columbian students and staff are allowed to ride on Pueblo City School buses.** If you have any questions or concerns please feel free to call 549-7525.

Our school rules are referred to as "SPARK". We use the acronym "SPARK" to assist our students in learning the school rules.

The Columbian Pledge

**Our Columbian family will model THUNDERBOLT
Pride and Excellence with SPARK:**

- S** Self control
- P** Positive Interactions with others
- A** Appropriate Behavior at all times
- R** Respect for everyone and everything
- K** Keep Safe Boundaries

SPARK Rules for Columbian:

Please note the specific nature of the behavior expectations for each area. Students are instructed in the expectations and staff will continue to instruct the expectations throughout the year.

Self Control	Positive Interactions	Appropriate Behavior	Respect for Everyone & Everything	Keep Safe Boundaries
RESTROOM				
<ul style="list-style-type: none"> • Quiet voice. Level 2 • Only go when you need to • Please be mindful of time 	<ul style="list-style-type: none"> • Privacy please • Greet each other with a smile 	<ul style="list-style-type: none"> • Pick up after yourself • Always carry your hall pass 	<ul style="list-style-type: none"> • Aim in toilet • Flush toilet • Wash your hands • Use hand driers • Keep mirrors clean 	<ul style="list-style-type: none"> • Keep hand, feet and all other objects to self • One person per stall at a time
HALLWAY				
<ul style="list-style-type: none"> • Voices off. Level 0 • Walk with hands to self • Stop at intersections and corners • Keep the floors clean, free from marks and trash • Keep the floors shining at all times 	<ul style="list-style-type: none"> • Greet each other with a smile • Let adults pass • Keep hands to self • Be courteous to others • Patiently keep your place in line • Stay to the RIGHT • Use Mall Rules 	<ul style="list-style-type: none"> • Look ahead of you • Keep your eyes open and on the person in front of you 	<ul style="list-style-type: none"> • Keep hands to self • Be respectful of the items on the walls or ceiling 	<ul style="list-style-type: none"> • Leave a space between you and the person in front of you • Always carry your hall pass if you are not with an adult
BUS				
<ul style="list-style-type: none"> • Quiet Voice. Level 2 • Stay in assigned seat • Raise your hand when you want the bus driver's attention • Keep the windows closed unless you have permission 	<ul style="list-style-type: none"> • Greet each other with a smile • Speak politely to everyone on the bus and when exiting the bus • Level 2 voice 	<ul style="list-style-type: none"> • Stand in line while waiting for bus to arrive • Stay seated when bus is moving • Cross the street near the front of the bus so the driver can see you • Always keep a safe distance from bus and watch for other moving vehicles 	<ul style="list-style-type: none"> • Treat others the way you want to be treated • Keep the bus clean • Enjoy your food and drinks before you board the bus • Leave crayons and pencils in your backpack • Keep your toys at home 	<ul style="list-style-type: none"> • Keep hands, feet and all other objects to self • Stay within eyesight of the bus driver • Watch for other vehicles when exiting the bus
CAFETERIA				
<ul style="list-style-type: none"> • Quiet Voice. Level 2 • Stay in your assigned seat • Don't talk with food in your mouth • Chew with your mouth closed • Eat your own food • Make healthy food choices 	<ul style="list-style-type: none"> • Raise your hand when you want to get out of your seat or get the teacher's attention • Quiet voice. Level 2 • Say please and thank you • Be courteous to the lunch room staff and the adults in the lunchroom 	<ul style="list-style-type: none"> • Sit in your assigned seat with feet in front of you • Stay in your assigned set unless you have permission to get up • Practice patience 	<ul style="list-style-type: none"> • Keep our cafeteria clean • Clean up your area and pick up trash around you • Wipe tables • Notify an adult immediately if an accidental spill occurs 	<ul style="list-style-type: none"> • Keep hands, feet and all other objects to self • Be careful and courteous while standing in line • Walk carefully with your food tray • Stay in your assigned seats until lunchroom staff give you permission to line up • Walk proudly when dismissed
PLAYGROUND				
<ul style="list-style-type: none"> • Outside voice is allowed. Level 4 • Safe play only • Keep rocks on the ground • Slides are for people only • Keep your toys and equipment at home 	<ul style="list-style-type: none"> • Share school equipment with each other • Practice good manners on the slide • Practice patience while waiting for your turn • Safe play only 	<ul style="list-style-type: none"> • Show good sportsmanship • Speak kindly to each other • Ask the teacher for hall pass and permission when you need to go inside to the restroom 	<ul style="list-style-type: none"> • Practice patience while waiting for your turn • Line up immediately when whistle blows • Help pick up equipment • Enjoy your food inside • Keep our playground clean 	<ul style="list-style-type: none"> • Hands, feet and all other objects to yourself • Always keep safety in mind while playing • Watch out for others when playing with playground equipment
DROP OFF LOOP				
<ul style="list-style-type: none"> • Level 3 voice • Wait behind the fence until your ride comes • Notify the adults that your ride has arrived • Practice while you watch for your ride to arrive 	<ul style="list-style-type: none"> • Wait patiently while your ride comes to a complete stop • Enter and exit the vehicle carefully.. always watching for other moving vehicles • Enter and exit quickly without wasting time • Enter and exit the vehicle on the passenger (sidewalk) side only 	<ul style="list-style-type: none"> • Please walk to your ride • Refrain from honking • Keep vehicles moving through the loop • Vehicles should always be occupied • Children should always be attended • Wait for staff to acknowledge that they see you leaving with a parent or guardian 	<ul style="list-style-type: none"> • Pull up as far as possible when entering the loop • Keep music at a respectful volume.. Level 3 (max) • Use respectful speech towards each other at all times • Bus parking is for buses only • Park on the side of street or behind the bus 	<ul style="list-style-type: none"> • Enter and exit the vehicle on the passenger (sidewalk) side only • Notify the adults that your ride has arrived • Use crosswalks when crossing a street • Drive cautiously when in loop.. 5 (max) • Keep the traffic flowing • Only drive forward

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. Classroom policies and procedures will be established, announced and consistently enforced. When a problem occurs a teacher may:

- * Confer with student
- * Confer with parents and students
- * Use appropriate classroom discipline, which may include, but not limited to, removal from the group without privileges including “no recess”, as well as a conference after school
- * Refer the student directly to the principal or counselor for discipline problems that need further attention

Principal or Designee 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. The disciplinary actions may 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 are not limited to, the following:

- * Physical or verbal assault on a teacher or staff member
- * 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 or possession of tobacco
- * Possession and or use of a deadly weapon
- * Scholastic dishonesty - cheating, copying
- * Substance infractions

**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.**

Behavior Card

Behavior cards may be utilized as appropriate to develop daily communication with parents regarding student behavior. These cards are sent home daily and must be signed and returned the following day. Parents will be notified prior to students being placed on cards.

Due Process

Each student has the right to a fair and just hearing when the student is involved in an infraction, which may warrant disciplinary action, such as suspension or recommendation for a disciplinary adjustment transfer.

The minimum constitutional requirements of due process mandate the student be given:

1. Oral or written notice of the charges against him/her.
2. Explanation of the evidence school authorities have.
3. An opportunity to present his/her side of the story.
4. Length of time student will be excluded from school.
5. An avenue of appeal in the event student or parent does not concur with decision to suspend or transfer. Recommendations for disciplinary adjustment transfers may be appealed to the Director of Student Intervention Services. If a parent is not satisfied with the decision of that office, the matter may be appealed through Pueblo City Schools Discipline Policies.

Sexual Harassment

Sexual harassment is not acceptable behavior. Any student/parent who feels that he/she has been sexually harassed should make a report to the principal/counselor or Director of Student Support Services.

Sexual harassment may include but is not limited to:

- * Repeated remarks to a person with sexual or demeaning implications or verbal kidding, which arises to the level of sexual harassment.
- * Unwelcome touching, such as patting, pinching or constant brushing against another's body.
- * Inappropriate touching of another person's private/body parts in a way, which constitutes sexual contact, whether or not such touching occurs through clothing.

Bullying Prevention

Bullying is one or more of the following behaviors that occur to the point of interfering with a student's educational opportunities. Bullying will not be tolerated. Unacceptable behavior that interferes with the respect, responsibility and safety of students include all aspects of bullying.

If conduct is determined to be bullying, the school will take all reasonable actions to end the bullying, to prevent recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation, and to restore lost educational opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable disciplinary policy. The bully may be suspended, expelled, or excluded according to district policy.

Colorado Parent Information Resource Center (CPIRC)

We create partnerships between schools and families for student success.

Mission

The Colorado Parent Information & Resource Center (CPIRC) a program of Clayton Early Learning builds partnerships between schools and families to increase student achievement.

In Colorado

CPIRC works with Colorado schools, districts, parents and organizations to give parents and education professionals information and resources so that families can participate in their children's academic success.

Purpose

CPIRC focuses on increasing meaningful parent involvement in education. We also support early childhood education. We provide information and resources to help parents support their child's learning at home and about parental rights under No Child Left Behind.

What We Offer

CPIRC offers training and technical assistance to schools, districts and parents. Some of our services are:

- Training of Trainers (TOT) for school staff and parent leaders to present our "Workshops for Parents". All workshops are designed to help parents support their child's education at home
- Professional development for educators on implementing meaningful parent involvement
- Technical assistance to schools and districts to develop parent involvement plans and policies
- Dissemination of parent involvement information to families, school administrators, teachers and the general public
- Training and support for early literacy and kindergarten transition activities
- Parenting support through the Family Support Line

English

- 877-695-7996 Statewide, toll free
- 303-695-7996 Denver Metro Area

Spanish

- 1-866-Las-Familia
- 1-866-527-3264

History

CPIRC was established in 1995 with a grant from the U.S. Department of Education.

We belong to a nationwide network of PIRCs (Parent Information and Resource Centers) that support the work of the U.s. Department of Education, Office of Innovation and Improvement in each state.

Philosophy

We believe that all families can participate in the education of their children and increase student achievement.

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

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TBA



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.

