

# Heroes Academy

*A school of Innovation*



715 West 20<sup>th</sup> St.  
Pueblo, CO 81003  
719- 549-7410

<http://heroesk8academy.pueblocitieschools.us>

## *Family Handbook*



HEROES  
Academy



Purposeful  
Teaching and  
Learning

Leadership

Academies

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# Heroes Academy

**Please sign and return this page that you have received and read the Student Handbook for the 2018-2019 School Year. Please be aware that the Handbook is also available on our school website at [heroesk8.pueblocitieschools.us](http://heroesk8.pueblocitieschools.us).**

NAME OF STUDENT (S): \_\_\_\_\_ Grade: \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF STUDENT (S): \_\_\_\_\_ Grade: \_\_\_\_\_

NAME OF STUDENT (S): \_\_\_\_\_ Grade: \_\_\_\_\_

NAME OF STUDENT (S): \_\_\_\_\_ Grade: \_\_\_\_\_

NAME OF STUDENT (S): \_\_\_\_\_ Grade: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

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# Heroes Academy

715 West 20<sup>th</sup> St. Pueblo, Colorado 81003  
(719) 549-7410

**Principal: Mrs. Julie A Shue**

**Assistant Principal: Ms. Richelle Nava**

**Assistant Principal: Mrs. Megan Pacione**

**Innovation/AVID Coordinator: Ms. Kristie Lopez**

**Instructional Coach Dr. Heather Wellman**



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# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Barbara Clementi..... President  
Frank Latino..... Vice President  
Robert Gonzales..... Board Member  
Dennis Maes..... Board Member  
Taylor Voss..... Board Member

## Non-Voting Members

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

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

August 2018

### Mission

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



Pueblo 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

**PUEBLO CITY SCHOOLS**

315 W. 11<sup>th</sup> Street  
Pueblo, Colorado 81003

***School days are busy days for all. If you wish to see a teacher, a counselor, administrator or any member of the school staff, our office staff is happy to set up an appointment. Appointments will ensure prompt attention and avoid waiting and class interruptions.*** Below are some numbers, which may be helpful to you. When you are confronted by a problem that needs a specific answer, the following information may assist you.

**Who to Contact at Heroes Academy for Assistance:**

Reporting student absences, immunizations, Parent Portal, student enrollment	Attendance Secretary: Ms. Gonzales 549-7411
Family Advocacy: Operation School Bell, uniform support, attendance support, school supply needs	Community Advocate: Mrs. Lou Ann Romero 549-7417
Breakfast or lunch questions	Cafeteria Manager 253-6298
<b>Assistant Principals</b>	
Student behavior 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> (Green)	Asst. Principal: Ms. Nava 549-7410
Student behavior 7 <sup>th</sup> , 8 <sup>th</sup> , and 6 <sup>th</sup> (Gold)	Asst. Principal: Mrs. Pacione 549-7410
<b>Student Success</b>	
Questions about student progress, conflict resolution, crisis intervention, RTI's, and 504's, scheduling	Counselor: Milton Gilbert 549-7410
Questions about student progress, conflict resolution, crisis intervention, RTI's, and 504's, scheduling	Counselor: Tina Gurule 549-7410
Athletics, clearing, student fees/fines, scheduling appointments, general matters of school operations	Principal's Secretary: Mrs. Gallegos 549-7595 or 549-7410
Transportation Bus Questions	549-7214

\*For information concerning school closings due to inclement weather or emergencies, check the PCS website: <http://www.pueblocitieschools.us>



Office Staff		CORE Plus Teachers	
Principal	Julie Shue		
Principal's Secretary	Valerie Gallegos	ELA Extension-Technology	Matt Pierce
Attendance Secretary	Jeannette Gonzales	Music	TBD
School Administration		Physical Education	Mathew Vertovec
Principal	Julie Shue	Physical Education	Jason Gillette
Asst. Principal	Megan Pacione	Literacy Interventionist	Kristin Shumaker
Asst. Principal	Richelle Nava		
Teacher Support		Student Support	
Instructional Coach	Kristie Lopez	ESS Specialist- S.E.D.	Shari Houser
Instructional Coach	Heather Wellman	ESS Generalist	Wesley Geyer
Student Support		ESS Specialist-Autism	Tiffany Vialpando
Counselor	Milton Gilbert	ESS Generalist	Carolyn Dunsmoor
Counselor	Tina Gurule	ESS- Special. Generalist	TBD
Community Advocate	Lou Ann Romero	ESS- Specialist I.D.	Terri Baker
School Resource Officer	Officer Wyberg	ESS- Specialist S.E.D.	Candice Trujillo
Campus Security	Joseph Sanches	Paraprofessional	Lu Lu Burgos
CORE Teachers		Paraprofessional	Marjorie Day
Kindergarten	Crystal Fraser	Paraprofessional	Traci Dewey
Kindergarten	Kathleen Jackson	Paraprofessional	Michelle Morgan
1 <sup>st</sup> Grade	Sandra Maldonado	Paraprofessional	Mark Anderson
1 <sup>st</sup> Grade	Tiffany Samuels	Paraprofessional	Kathy Montoya
2 <sup>nd</sup> Grade	Barbara Cooper	Paraprofessional	Tricia Duffield
2 <sup>nd</sup> Grade	Jennifer Martinez	Paraprofessional	Julie Simmons
3 <sup>rd</sup> Grade	Makenzie Smith	Paraprofessional	Rebecca Lafollette
3 <sup>rd</sup> Grade	Samantha Wilson	Behavior Advocate Elementary School ES	Nikki Gist
4 <sup>th</sup> Grade	Debra Johnson- Champ	Behavior Advocate MS	Sara Jacques
4 <sup>th</sup> Grade	Tracie Flowerdew	Innovation/AVID Coordinator	Kristie Lopez
5 <sup>th</sup> Grade	Armanda Carllson	School Psychologist	
5 <sup>th</sup> Grade	Domonique Chavez	Speech Language Pathologist	
6 <sup>th</sup> Grade (Green Team)	Luke Clemmons		
6 <sup>th</sup> Grade (Green Team)	TBD		
6 <sup>th</sup> Grade (Gold Team)	Susan Saurland		
6 <sup>th</sup> Grade (Gold Team)	Sherman Sidewell		
7 <sup>th</sup> Grade ELA	Lynnette Webster		
7 <sup>th</sup> Grade Math	Linda Jacobo		
7 <sup>th</sup> /8 <sup>th</sup> Grade SS	Eliza Davis		
7 <sup>th</sup> Grade Science	Randi Durnham		
8 <sup>th</sup> Grade ELA	Brittney Dziak		
8 <sup>th</sup> Grade Math	Andrea Bowen		
8 <sup>th</sup> /7 <sup>th</sup> Grade SS	Heather Wellman		
8 <sup>th</sup> Grade Science	Susan Sandoval		

# HEROES K-8 ACADEMY DRESS CODE POLICY

## *2018-2019 School Year*

Heroes K-8 Academy uniform dress policy is designed with the intent of supporting positive student culture, safety and pride for students. Standardized dress policy improves academic achievement, safety, student focus, discipline, self-esteem and school spirit. **All Heroes students must attend classes in uniform and be outfitted in appropriate apparel. Students are required to DRESS FOR SUCCESS. Parents/guardians are key to the success and effectiveness of the policy.** Dress code will be checked throughout the day by all school staff. If you need help with your child's school uniform, our community advocate can help. **Please call ahead on a day when your child is being sent to school out of uniform so we can support your child.** When needed the school has washer and dryer services for washing school uniforms, uniform items for purchase, and in some sizes, items for loan. **Please see Pg. 14 of the Family Handbook for more information.**

### SHIRTS

- **Short-sleeved polo shirts or t-shirts worn by Heroes K-8 Academy students must be in a solid forest green, gold, black or navy blue with a Heroes logo. The polo shirts MUST have the Heroes logo.**
- Students may wear designated Heroes t-shirts, sold at designated vendors such as Embroidery Plus, Sonny's, and the Spirit Store. Shirts shall not be altered in any way (i.e. tied in back, rolled up, marked on, etc.).
- Shirts must be sized to fit. (No over or undersized shirts)
- Shirt hems must hang lower than the belt line and above the mid-thigh.
- Undershirts-students may wear only solid white, grey, gold, forest green, or black t-shirts (short or long sleeved).
- **DISTRICT POLICY:** Hoodies WILL NOT BE ALLOWED IN THE SCHOOL DURING SCHOOL HOURS AT ANYTIME except as students enter or leave the school, as weather requires. This includes the cafeteria and at lunch recess if the temperature is 70 degrees or above. Some uniform vendors sell hoodies with the Heroes logos, these **are not school authorized** and will not be allowed at school. Hoodies are to be put in lockers and left there for the day or they will be held at the office.
- Students may wear crew-neck sweatshirts in the classrooms in school colors of forest green, grey, gold, or black **WITH** the school logo.

### PANTS/SHORTS (This year Heroes consider if jeans will continue to be worn in 2019-20.)

- Students may wear SOLID, black or khaki pants or jeans. (Sweat pants, gym shorts, yoga pants, are not allowed including pants with patterns or **alternative colors**)
- The school is considering illuminating jeans starting in 2019-20.
- Students may wear jogger pants as long as they are solid khaki or black material (no stripes).
- Pants/shorts should be design neutral, free of holes, rips, tears, logos, zippers, chains, grommets, hooks, clips, design, or lettering.
- Pants/shorts should be sized to fit (No sagging or bagging). Belts should be worn if necessary.
- Shorts will be a minimum of knee length (Bermuda shorts). Athletic style/gym shorts in P.E. Only

### SKIRTS & CAPRIS

- Girls may wear skirts or rompers that are knee length and are either blue denim, khaki, or black.
- Students may wear capris that are blue denim, khaki or black.

### BELTS

- Belts must be neutral colored, sized to fit and remain in the belt loops at all times. No long hanging belts.
- Belt buckles must be free of design and lettering and should not be excessively large.
- Lanyards also may not be left to hang outside of pockets

### OTHER

- No gloves, gauntlets, hats, wristbands, scarves, or combat boots are permitted.
- Shoes must be appropriate/outdoor shoes (no slippers). **Students may wear black, gray or white tennis shoes. (Red is discouraged due to gang affiliation) and if the school has reason to believe that shoe color or other clothing items are being worn to promote gang affiliation, the shoes or item will not be allowed for that student.)**
- No wallets with chains are allowed. Large necklaces/beads must be tucked under the shirt and not visible. Including rosaries, which must be tucked inside the wearer's shirt at all times.
- **Piercings: (Non-ear) are limited to one, and must not pose a safety hazard, such as large loops, hoops, or pointed spikes, NO GAUGES bigger than the size of a pencil are allowed.**
- Jewelry that creates a safety hazard such as large hoop earrings will be removed as directed by school official when deemed unsafe or potentially hazards as defined by administration.
- **Unnatural hair color and/or unnatural colored eye contacts are not allowed.**

Please see pg. 14. for student discipline for dress code infractions.

**HEROES ACADEMY SCHOOL SCHEDULES**  
**2018-19**

**School Office Hours:** 7:15 a.m. to 4:45 p.m.

**Student Hours:**

Monday through Thursday      7:45 am- 3:35 pm  
Friday                                      No School

**Staff Meetings** will be held one time per month on Wednesday from 3:35- 4:20.

**PLC Schedule:** 3:40 p.m. – 4:20 on scheduled days base on Heroes Innovation Plan

**After School: Boys and Girls Club will offer programming daily after school and Friday Sessions**

**Breakfast Daily** 7:45-7:55 a.m.

Student Entry: Students will enter the building starting at 7:30 a.m. Elementary students will enter through the West Gym doors. Middle school students will enter through the main front doors to the cafeteria.

**In Case Of Weather:** Students will be brought into the building early or remain inside for lunch recess if temperatures are below 35° F, or when precipitation is present.

<b>Bell Schedule</b>	
<b>Student Campus Entry</b>	<b>7:30</b>
<b>Students Start Time</b>	<b>7:45</b>
<b>1st Hour</b>	<b>7:45- 8:45</b>
<b>2nd Hour</b>	<b>8:47- 9:39</b>
<b>3rd Hour</b>	<b>9:41- 10:33</b>
<b>4th Hour</b>	<b>10:35- 11:27</b>
<b>5th Hour</b>	<b>11:27- 12:19</b>
<b>6th Hour</b>	<b>12:19-12:49</b>
<b>7t/8 Lunch (K-6 in class)</b>	<b>12:53- 1:45</b>
<b>7th Hour</b>	<b>1:47-2:39</b>
<b>8th Hour</b>	<b>2:41- 3:35</b>

<b>M-TH</b>	<b>K-6 Lunch</b>	
Kindergarten	11:25	11:55
1st Grade	11:30	12:00
2nd Grade	11:35	12:05
3rd Grade	11:40	12:10
4th Grade	11:40	12:10
5th Grade	11:50	12:20
6th Grade	12:00	12:30
<b>M-TH</b>	<b>7-8 Lunch</b>	
7th Grade	12:19	12:49
8th Grade	12:19	12:49

**Other Annual Events:**

- Fall and Spring Conferences are held in the evenings 2 times per year.
- Parent nights 2 times per year
- Carnival Block Party 1 time per year.

# ***Heroes Academy***

**PURPOSE:** *We purpose to advance social equity by establishing and maintaining a clear focus on authentic student learning where all are accountable to our students, and all students are engaged learners who own their success.*

**MISSION STATEMENT** *Heroes Academy is committed to creating a culture of learning where open-minded students achieve through resilience, strong work ethic, and honorable behavior.*

**VISION STATEMENT-** *Students will leave Heroes Academy empowered to achieve breakthrough results in high school, college and their careers having engaged in collaborative learning, critical thinking and leadership development.*

## **WE WILL ACHIEVE OUR VISION BY OFFERING THE FOLLOWING:**

### **Dignity:**

#### **Treating others ethically and with compassion.**

We believe that educators and students should not devalue each other and remain open-minded to opinions and abilities. Through development of self worth, self-esteem, and pride, student values and sense of dignity will be achieved.

### **Consistency and Adaptability:**

#### **Addressing behaviors equitably.**

Student behaviors should be addressed in a manner that promotes responsibility among the intended outcomes of the Pupil Code of Conduct such that those outcomes encourage a change in oneself or to adjust to future student outcomes.

### **Environment:**

#### **Safe, supportive, and structured classrooms and school.**

We believe a supportive classroom structure is the cornerstone of effective behavior management, and consistent school culture.

### **Quality Engagement:**

#### **Students achieve when they are emotionally, mentally, and physically present.**

We believe teachers are the drivers of engagement and meaningful learning is achieved when they bridge between student interest and ability for all learners

### **Every Day- Every Minute Counts:**

#### **Every minute of every day of instruction counts toward student achievement and success.**

We believe that the work done in class is too valuable to be missed; therefore the methods we use and the decisions we make will value learning first.

### **STUDENT ARRIVAL TIME AT SCHOOL**

The length of the school day at the Heroes Academy is from 7:45 a.m. to 3:35 p.m. Monday, Tuesday, Wednesday and Thursday. There will be no school on Fridays. Students should **not** arrive on campus before 7:30 a.m., as there is no adult supervision before this time. **Students are leave campus by 3:45 p.m.** unless they are participating in an official after school activity under the direct supervision of a faculty or staff member, or official organization. Students staying after school for team practices or club meetings should be with their coach or activity sponsor.

### **ABSENCES or Uniform Challenges– PLEASE CALL by 8:15 549-7411-District Policy**

*Pueblo City Schools • Student Conduct and Discipline Code • 2015-2016 C.R.S. 22-33-107 (enforcement of school attendance laws) C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)*

#### **Student Absences and Excuses:**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences lead to poor academic work, may lead to lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

#### **Excused absences:**

The following shall be considered **excused absences**: 1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. 2. A student who is absent for an extended period due to physical, mental or emotional disability. 3. A student who is pursuing a work-study program under the supervision of the school. 4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration. 5. A student who is suspended or expelled. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

**Unexcused absences:**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out of-school suspensions or expulsion shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. **The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year or 4 in one month.**

**Uniform Issues:** If a student is having uniform issues before school, **we ask that you call the office** and let the school know. We can avoid misunderstandings with an advanced heads up. If you need support the school has resources to help including laundry services. Just like with absences, the occasional uniform infraction is reasonable and understandable. Habitual uniform non-compliance will be considered a disruption and be dealt with as a disruptive behavior. However, the point of school uniform is to reduce conflict, and Heroes academy appreciates your help and support by calling ahead, reaching out as needed, and sending your child in uniform.

When uniform infractions are incurred, the following guideline will be followed.

1<sup>st</sup> infraction: Parents called,

2<sup>nd</sup> Infraction Parents called to bring change of clothes,

3<sup>rd</sup> Infraction student is given schoolwork in an alternative location until he or she can be in class in uniform

Parents will be called the first time and the are required bringing appropriate school clothing when the students comes to school out of uniform. The school will offer items for purchase to support families and avoid unnecessary trips to school. **PLEASE AVOID THIS BY ADHERING TO THE SCHOOL'S DRESS CODE** and calling any uniform issues in to the school prior to the start of the day.

**MAKE UP WORK:**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. Students in K-2 shall be given any needed make up work. There shall be one day allowed for make-up work

for each day of absence. Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

If a student is going to be absent for two days or more and would like assignments, a parent or guardian must notify the **Main Office**. Please call one day in advance to allow us to collect all assignments by 3:30 pm. This work may be picked up in the main office between 3:45-4:15 pm. Also, a request for extended absence should be completed when an extended absence is known in advance, (I.e. visiting family out of state)

### **Tardiness:**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.



**Students who arrive late to their first class** after 7:45 a.m. must report to the office and get a pass before going to class. A note from a parent explaining the reason for the tardiness should be brought with the student or a call to Ms. Gonzales (549-7411). Tardiness is defined as being late for school or class, whether it is one minute or one class period late. **Students are expected to be on time for every class.** Students in grades 7-8 have two minutes of passing time between classes, which is ample time to report to class on time. Most classes are a few feet across the hall. Excessive tardiness to any class may result in the student being considered truant and taken to the office. Tardy sweeps will be present in seventh and eighth grades; students who are found tardy between classes will serve lunch detention or afterschool detention. The school will intervene when habitual tardiness interferes with the student's education, the education of others, or is disruptive to the school environment.

### **Student Absences and Excuses File: JH-R**

In accordance with Policy JH, schools shall monitor student absences as follows: The student's parent/guardian shall notify the school of a student's absence before 11:30 a.m. on the day of the absence via telephone, written notification or other verifiable documentation as required by the school administration. If the parent/guardian is unable to provide an excuse before 11:30 a.m. on the day of the student's absence, the school may accept a written excuse from the parent/guardian, including a written

statement from a medical source if necessary, for a period of three days following the absence.

1. **Appointments/serious circumstances:** A student who has an appointment or serious circumstance that cannot be resolved outside of school hours shall be excused if the student's parent/guardian obtains prior approval, when reasonably possible, from the school principal or designee. Such absences shall be considered on a case-by-case basis.

2. **School sponsored activities:** Up to five school days may be approved for students to participate in school sponsored educational activities. Exceptions may be made by the district's student intervention services. Approval for school-sponsored educational activities shall be determined by the school principal or designee on a case-by-case basis in accordance with but not limited to the following criteria:

a. The student must be passing all classes with a grade of C – or better

b. The student must not have any unexcused absences or tardies,

c. The student must not have more than five excused absences in a semester and/or no more than nine excused absences for the school year.

3. **Family business:** A student's parent/guardian may request that the student be excused for family business (i.e. funerals, weddings, etc.). Such absences shall not exceed three days per school year. The principal or designee may make exceptions.

If the parent/guardian has not notified the school of a student's absence before 11:30 a.m., school personnel shall make reasonable efforts to notify the parent/guardian of the student's absence by a personal telephone call to the parent/guardian at work or at home. Recorded messages may be used if the parent/guardian cannot be reached in person.

When a student has two unexcused absences, the school principal or designee shall contact the parent/guardian to discuss the student's absences and to make an effort to resolve the situation. If the parent/guardian cannot be reached, a letter shall be sent. When a student has three unexcused absences, the school shall contact the parent/guardian to discuss the district's attendance intervention options and, if necessary, possible court involvement. If the parent/guardian is contacted by telephone, a follow-up letter shall be sent reiterating the details of the telephone call. When a student has four unexcused absences in any one calendar month or ten unexcused absences during the school year, the school shall immediately contact the district's student intervention services. The school shall provide an attendance report and other appropriate supporting documentation to student intervention services. Student intervention services shall then determine whether a truancy petition should be filed. A representative of student intervention services shall meet with the student and his or her parent/guardian to evaluate the reasons for the student's absences. At the meeting, a plan shall be developed to ensure the student remains in school.

If school officials become concerned about a student's absences, whether excused or unexcused, the school principal or designee may issue a referral and order a home visit by a school representative or community advocate. The school representative shall visit the student's family within 48 hours of receiving the referral, if reasonably possible, but no later than one week after receiving the referral. The school representative or community advocate shall record the outcome of the home visit and share the information with the school principal or designee. After a student has received a referral, the school shall continue to monitor the student's attendance and communicate regularly with the parent/guardian and the student regarding attendance.



**Truancy File:**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitually truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to reengage students with a high number of trancies.

**IF A STUDENT BECOMES ILL OR INJURED AT SCHOOL**

- Student is to report directly to the main office (with a pass from their teacher) when they become ill.
- If a student has a fever or is vomiting, a parent may be notified. Otherwise, the secretary or principal's designee will determine if a parent should be notified. The school nurse, if available, may examine the child.
- Students *will not be allowed to walk home under any circumstance during the school day*. A parent or guardian must pick up an ill child.

- Under no circumstances may a student who is ill leave school without permission of a secretary, counselor or an administrator.

### **LEAVING DURING THE SCHOOL DAY**

Students shall not leave the school building at any time during the school day for any reason, without clearance through the office. There are to be no exceptions to this rule. Any and ALL adults picking up a child during the school day will be required to provide a picture ID. Students also are not allowed to leave classrooms or the area of the building in which they are being supervised without permission. Students should always have a pass when traveling from one destination to another in the building.

### **VISITORS**

Because of certain legalities, student visitors are not permitted. All other visitors should telephone before coming to the school, and **visitors must report directly to the main office when entering the building. Visitors to the building must sign in at the office, wear a visitor's badge on their upper left or right front shoulder, and remove all head gear, hoods, and/or sunglasses during their time in the building. Visitors may be required to present picture ID's when signing in.**

### **TELEPHONE CALLING BY PUPILS and PARENTS**



Office telephones are available for pupil use in emergencies only! You must always check with office personnel and obtain permission to use the office phones. Students may not make calls, nor use cell phones for texting or calling during class time. Pupils who participate in after-school activities should make arrangements in advance to keep parents informed and to help limit the number of calls made.

Staff ability to deliver messages to students is limited to emergencies during the school day. This is compounded in the last 30 minutes of the day. If you call in the last 10 minutes of the day, it is possible that the message may not arrive to your student(s) before the end of the day. If you have an emergency, we will make every effort to communicate with your child. However, please make the necessary arrangements for pick up, and other non-emergency communication before and after the school day. Your cooperation is appreciated.

### **STUDENT CELL PHONE USAGE**

The district has a very specific policy that does not allow cell phone use by students in the school building. Therefore, **students are not allowed to have cell phones on during the school day, including lunch and recess.** Students who do not adhere to this policy will be required to turn phones in to the office for the remainder of the day. Phones that are being held, may be **picked up in the office after 3:45 p.m.** Refusal to comply with cell phone rules will be considered a form of insubordination and will lead to consequences that reflect the disruption to the learning environment including but not limited to in school and out of school suspension. Additional offences will require a parent to be present for phone pick up by appointment after 4 p.m. Continued abuse of this rule may require a student to check his or her phone at the office at the start of each day or other more serious suspensions.

## **WRITING 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.

## **STUDENT SUCCESS TEAMS: Assistant Principal, Counseling, and Community Advocate**

Students and parents are encouraged to seek the help with personal, social, and vocational plans or problems, as well as other issues that are impacting their child at school to access the team at Heroes, students may complete a request online which will be reviewed and routed to a person who is equipped to support the specific concern or need. Parents/guardians may call the school at any time to access their child's support team for information or for a school conference.

## **REPORT OF STUDENT PROGRESS**



**Mid-term and progress reports are the student's responsibility to take home.** The best way to monitor your child's progress is through Infinite Campus using the parent portal. Progress reports will be given out halfway through each quarter (4 ½ weeks). Parents are encouraged to contact individual teachers regarding student performance concerns in their class. A more continuous check on classroom grades may be necessary for some students. Contact your student's counselor if you do not receive it. Contact the school attendance secretary at 549-7411 for information about Parent Portal accounts.

## **STUDENT ACTIVITIES and ACADEMIES**

The majority of student activities currently offered are for students in grades 6-8. The innovation plan allows for the development of academies in grades 6-8 and for Academies to be explored for adoption in grades K-5. Students in K-4 will have art academies during the school year. Details about the Innovation Plan will be made available on the school website and shared at our first parent night.

Students are encouraged to become involved in student activities offered at Heroes Academy. Each group has eligibility requirements and guidelines, so check with the activity's sponsor. This list continues to grow.

- Boys and Girl's Club
- Student Government
- Yearbook
- National Academic League
- Athletics
- My Life
- AVID
- United Way
- Junior Achievement
- Cub Scouts
- Boy Scouts
- Junior ROTC

### **PHYSICAL EDUCATION CLASS**

Dress Out is Semi Optional: In order to perform one's best, appropriate attire is needed. However, dressing out can be a challenge for some students. The school will make every effort to make dressing out as accessible for as many students as possible. If a student does not dress but still participates, he or she will receive a passing grade.

Appropriate attire Includes:

- A change in shirt for PE class.
- A change of shorts for PE class.
- Students must wear appropriate athletic (tennis) shoes, laced up in class. Choosing not to dress out will result in a lower grade. Failure to dress out may result in a required alternate assignment, or lost participation points which will result in a lower grade.
- Students who participate in misbehavior of any kind in the locker room, will lose the locker room access.

### **HEROES ACADEMY ATHLETIC PROGRAMS**

The value of participating in extracurricular activities has been well documented. The interscholastic program is for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls. Participants will be competing against other middle schools in the district in the following sports:

#### **GIRLS**

1<sup>st</sup> quarter – Softball  
1<sup>st</sup> quarter – Cross Country  
1<sup>st</sup> quarter – Soccer (Rangers\*)  
3<sup>rd</sup> quarter – Wrestling  
3<sup>rd</sup> quarter – Basketball  
4<sup>th</sup> quarter – Track  
4<sup>th</sup> quarter – Soccer (Rangers\*)

#### **BOYS**

1<sup>st</sup> quarter – Soccer (Rangers\*)  
1<sup>st</sup> quarter – Cross Country  
2<sup>nd</sup> quarter – Basketball  
3<sup>rd</sup> quarter – Wrestling  
4<sup>th</sup> quarter – Track  
4<sup>th</sup> quarter – Soccer (Rangers\*)

\*Require participation fees different from the PCS \$45 fee

**There is a \$45 fee for participation in Pueblo City Schools middle school athletic programs. Partial scholarships are available with demonstrated needs or in some cases full scholarships may be granted. A meeting with the principal or athletic director is part of the scholarship process.**

**ALSO - students must submit a CHSAA physical card signed by a doctor and all district/school paperwork prior to trying out for any district extracurricular athletic activity. Physicals may be obtained in one of the district's Wellness Centers. For questions or concerns, please contact your child's assistant principal or the school secretary.**

### **ACTIVITY ELIGIBILITY**

Students participating in any extracurricular activity, including clubs, must maintain eligibility. Students who are failing one or more subjects during weekly grade checks are on probation or ineligible for that week's activities. In addition, students must be in good standing regarding citizenship at school – poor citizen reports and/or behavior referrals may result in ineligibility. If you are interested in joining a particular team or club, contact the faculty advisor or listen to the announcements for time and place of the first meeting. For other questions, contact the main office at 549-7410.

### **PARTIES/BIRTHDAYS**

The individual teachers schedule class parties and other special events. Traditionally, some students have chosen to bring treats for their classes on their birthdays. **Please check with the teacher in advance. Please do not drop in with treats that require the planned learning to stop.** We encourage elementary teachers to have one birthday celebration per month to preserve time dedicated to learning. We encourage healthy snacks and disposable utensils and dishes. Please



limit your treats to **individually wrapped cookies or Little Debbie-type snacks**. Please bring only **clear drinks** (i.e., lemonade). Red or purple drinks damage carpet when spilled. Birthday treats are usually shared at lunchtime.

**We do not allow exclusive party invitations to be distributed at school.**

### **FIELD TRIPS**

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. It is our hope that all students participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary. The School Activity Fund, supported by our fundraisers partially funds the buses for field trips.

Parents/guardians are allowed to chaperone on most field trips to promote safety and to enrich the learning experience. For liability reasons, however, parents may not bring other children along on the trips. Parents who are not district employees must provide their own transportation.

The following behaviors may PROHIBIT a student from participating in a field trip: missing homework, decreased academic performance, excessive absences, or discipline referrals. The conditions of a field trip will be communicated to parents in advance so that students have every opportunity to participate. If a student cannot participate because he or she has not met the participation criteria, parents will be notified ahead of time to make other arrangements. In this case, students are expected to come to school to work on the items that prevented him or her from attending. This will allow the students the possibility of learning the expectations for attendance on the next field trip.

Most field trips require District bus transportation. Therefore, all bus rules and regulations apply.

### **MEDIA CENTER**

The Heroes Media Center hours will be modified this year. Times will be established to allow students the opportunity to read or study, check out books and materials, or use the computers. Students must have a hall pass from your regular classroom teacher to be in the media center. During the school day, elementary students and middle school students have designated entrances. There will be a fine on books and materials that are overdue, so it is important that they be returned on time. Also, lost or damaged materials will result in fines.

### **HEROES IS A SCHOOLWIDE AVID SCHOOL:**

AVID's mission is to close the achievement gap by preparing all students all students for college readiness and success in a global society.



AVID instructional strategies are designed to be embedded into the daily instruction of all core classrooms K-8 across entire grade levels. This ensures consistent instructional methods to school-wide for the benefit and increased achievement of all Heroes students.

AVID implementation resources, trainings, and philosophy are all grounded in the idea that the growth mindset can be taught to students, and it is through the growth mindset that AVID students succeed in following their dreams and fulfilling their aspirations.

AVID takes a systemic approach through the use of Writing, Inquiry, Collaboration, Organization, Reading (WICOR) and an explicit focus on high expectations, rigor, and developing a college readiness culture.

AVID Elective is a component of AVID for grades 6-12. The AVID Elective will be an Academy class offering starting during the 2<sup>nd</sup> nine-week period and is an essential component of the AVID College Readiness System. It is designed to enable school-wide implementation of AVID's proven instructional methodologies and content area best practices to improve outcomes for all students. AVID Secondary goes beyond the AVID Elective course to affect an entire campus or district by creating a college-going culture that increases the number of students who enroll and succeed in higher education and their lives beyond.

ALL students in grades K-8 will be involved with AVID. ALL students in grades K-8 will be required to maintain an AVID binder, or to use the organizational structure designed for students in the students grade level (K-3) with dividers for each subject. A pencil pouch with pencils and sticky notes and student planners will be maintained in the notebook. Students will be required to take STAR or Cornell Notes depending on the grade level and maintain notes and assignments under each subject divider. AVID Organizational tools will be provided to all K-8<sup>th</sup> grade students at the beginning of the year. Students are expected to take care of them. Replacement binders may be purchased for \$10.00 from the main office. If a student cannot pay at the time, a fine will be added to the student's record. The AVID binder is required as part of the school's academic programming.

ALL students will have their AVID notebook at all times. The AVID notebook with is part of each student's grade in Eagle hour.

### **PARENTS – A PARTNERSHIP IN EDUCATION**

Parents/guardians have the opportunity to be directly involved in the school program and activities through the HEROES ACADEMY PTO and the HEROES ACADEMY School Accountability Committee (SAC).

**PTO/TAPHA** (Teachers and Parents of Heroes Academy) is a committee of members consisting of parents, teachers and the Administrators at HEROES. We meet every first Monday of the month at 6p.m. and discuss various items on the agenda. Our big goal is to raise money for Heroes students. Get involved! It's fun! The Site Council meets monthly along with PTO. Information regarding meeting times and dates will be sent home with students and/or relayed over School Messenger calls. We appreciate your support and look forward to seeing at our meetings!

### **BICYCLES and SKATEBOARDS**

Bicycles are encouraged at Heroes Academy! Heroes Academy will be opening a bike repair shop in the fall of 2018. Students will be able to repair and build bicycles in the



area. Access to the repair shop is a privilege that will be earned. When riding bikes to school the bikes must be locked in the bicycle rack during the school day. Students will not be allowed to store bikes in the building during the school day. Students must walk bikes or carry skateboards on the walkways at any time. The school assumes no liability for loss or damage of bikes or bike parts. Students may ride skateboards to school but must carry them once they're on school property. Skateboards need to be locked in student lockers during the day.

#### **ITEMS PROHIBITED AT SCHOOL**

**No personal Mp3 players, IPODS, radios, CD players or cell phones (any electronic devices) are allowed to be out during the school day.** Students must keep these items stored away until after school. Per PCS Board Policy:

- 1<sup>st</sup> Offense: The item will be confiscated. After parent has been contacted, and policy has been reviewed with the student, the item will be returned.
- 2<sup>nd</sup> Offense: The item will be returned only to a parent/guardian by appointment after 4 p.m. The appointment will include a review of the policy with the parent/guardian and the student.
- 3<sup>rd</sup> Offense: The offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served at the discretion of school administration. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent/guardian shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone to school and may be referred to the Office of Intervention Services.



#### **WEAPONS AND DANGEROUS WEAPONS**

**A student shall not possess, carry, bring, or use any object that can reasonably be considered a deadly weapon:**

- On the school grounds before, during or after school hours.
- Off the school grounds at a school activity, function, or event.

This prohibition applies to any firearm, explosive, any knife and other dangerous objects of no reasonable use to the pupil at school. Possession of weapons will result in consequences as per the District Student Conduct and Discipline Code (most cases result in expulsion).

#### **NO TOBACCO, NO ALCOHOL, NO VAPORS/ E-CIGS, AND NO UNAUTHORIZED DRUGS**

No tobacco, alcohol, marijuana, vapors or e-cigs unauthorized drugs or drug paraphernalia are allowed on a school campus, while students travel to and from school, or at a school-sponsored activity. A student possessor or provider of alcohol, marijuana, or unauthorized drugs shall be subject to the consequences and procedures outlined in the District Student Conduct and Discipline Code.

#### **BULLYING**

**Bullying behavior is defined as cruel or hostile behaviors involving a student who is the bully towards another child who is the victim. The State Legislature has taken a strong stand on preventing bullying behaviors in our schools. Examples of physical bullies are those acts using physical aggression, or taking the victim's property. Verbal bullies use words to hurt or humiliate another child, with the bully often saying, "I was only joking." Relational bullies try to control relationships by persuading some children to reject others. Relational bullies commonly**



spread hurtful rumors. Heroes Academy has a zero tolerance policy regarding bullying behavior. Reporting bullying is a social responsibility and benefits the victim, the bully and the entire school community. *There will be disciplinary measures taken towards acts of bullying at the Heroes Academy.* Cyberbullying that occurs outside of the school day should be handled through the Pueblo Police Department.

### A Student's Guide to Bullying What is Bullying?

When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.

When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.

When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you are upset, that's **BULLYING**.





## **LUNCH & RECESS EXPECTATIONS**

During lunch recess time, students are to adhere to the following rules/expectations:

- No touch policy! No rough games and/or horseplay.
- No bullying or fighting.
- No throwing items.
- No hoodies may be worn in the building or cafeteria during lunch time
- Hoodies may be worn outside when the temperature is below 70 degrees.
- No food or drink allowed outside or in the gymnasium.
- Students are expected to follow the lunch procedures established by the school, including waiting to be dismissed by the supervisors. Students will throw trash when dismissed.
- Students must remain seated once they sit down with their lunch.
- No phones, ear buds, or electronic devices allowed to be used during the school day.
- Students may walk the perimeter of the basketball court when receiving lunch consequences.

**Hallway Expectations:** Hands at your side, All eyes forward, Lips zipped, Low speed.

## **HALL COURTESY**

- Walk on the right side of the hallway/stairs.
- Elementary students are expected to walk on the 2<sup>nd</sup> tile, single file, with voices off.
- Middle school students are required to walk on the right side of the middle line in the middle school hallway. Those walking in the 4<sup>th</sup>/5<sup>th</sup> grade hallway must walk on the left side of the green tape.
- Avoid congregating in clusters that block traffic.
- Use quiet conversational voices and avoid any noise louder than quiet conversation.
- Older students should yield to younger students.
- A “delayed-passing” may be instituted for students who have problems adhering to the hallway expectations at the Heroes Academy.

## **“HANDS-OFF” POLICY**

Students are to refrain from pushing, grabbing, pulling, tripping or otherwise touching other students. Students are also not to hold hands, hug, or show any display of affection toward other students when on campus at any time (before or after school). Violators of this policy will be referred to the office.

## **LOCKS AND LOCKERS (5<sup>th</sup>-8<sup>th</sup> grade students)**

Lockers are assigned for the storage and protection of jackets/coats and other school materials. Here are some other guidelines:

- ***Your combination should not be given to anyone.***
- Only school locks are permitted on hall lockers.
- Each person is assigned a locker. **STUDENTS MAY NOT SHARE LOCKERS.**
- Locks should not be 'set'. (Anyone can open it if it is set.)
- Lockers should be kept neat. (This will help you find materials quickly.)
- Locks are the student’s responsibility - the cost of lost or stolen locks will be charged to the student.

Lockers are the property of the school and NOT the student's private property. They may be opened and searched by school authorities at anytime. Unauthorized items found in a locker may be removed. The school is not responsible for any goods lost or stolen at school. Students will be able to go to their locker in the mornings before class, at lunch (mid-day) and at the end of the day. **NOTE:** Entering another student's locker is a serious offense and will be treated accordingly. This can result in detention, suspension and/or police action.

## **VALUABLES**

Students should not come to school with unusually large sums of money or valuable items.

If you do so, you bring them at your own risk, but we ask that you take the following precautions:

- Items for use in class, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.
- It would be a good idea to jot down and leave at home, a description and any serial number, etc. you might have for your watch or any other valuable article you bring to school.
- Mark your personal items, if possible. Use laundry marking ink. Coats can be marked inside sleeves; gym shoes on the outside, etc.

## **LOST AND FOUND**

Should you lose a book or personal belonging, it is wise to first check with your teacher and friends. If you are unable to locate the item, check in the lockers across from the main office, where "lost and found" is located.

## **SAFETY DRILLS**

Safety drills are held to prepare all students and teachers to leave the building as quickly as possible should any possible emergency arise. Safety drills are held monthly at random times. It is important that students learn the correct procedure to follow in each of their classes. Students should walk quickly and quietly from the building.

## **IMMUNIZATION REQUIREMENTS**

The State of Colorado requires updated immunizations for all students attending public schools in the state unless exempted for medical, religious, or personal reasons:

**\* REMEMBER – NO SHOTS, NO SCHOOL . . .**

**IT'S THE LAW!**

It is the parent's responsibility to furnish the school with a complete immunization record. Please see Ms. Gonzales with questions.

**PLEASE SEE THE LETTER FROM THE DEPARTMENT OF EDUCATION IN THE APPENDIX OF THIS HANDBOOK FOR MORE INFORMATION.**

## **ADMINISTERING MEDICINES TO PUPILS**

As per Pueblo City Schools Board of Education policy, the responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student. If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s), legal guardian(s), or legal custodian(s) cannot be at school to administer the medication, only the principal or his/her designee shall administer the medication in compliance with regulations established by the district. The use of medication in school is discouraged; however, requests for the dispensation of medication may be honored at the discretion of the District. Parents may pick up the necessary forms in the office. Students are not allowed to possess or carry any type of prescribed or non-prescribed medication. A student who violates this code will be subject to disciplinary action. School personnel shall not dispense any non-prescribed medication to students under any circumstances.

## **BUS TRANSPORTATION**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office.



Students riding the bus must comply with the requests of the driver.

- The bus driver is in complete charge and must be obeyed at all times.
- Wait on your assigned corner in an orderly fashion. Show respect for the rights, property, and safety of others.
- Scuffling, fighting, harassment, horseplay, obscene or inappropriate language are forbidden.
- Remain seated when the bus is in motion.
- Open windows with the driver's permission only.
- Keep hands, head and arms inside the bus.
- Throw nothing out of windows.
- No eating, drinking, or smoking permitted.
- Parents will be notified of any misconduct.

The law gives the principal permission to deny student transportation if his/her conduct warrants such action, in which case his/her parents become responsible for providing transport.

If a student receives 2 or more referrals, bus privileges may be suspended or lost completely.

## **SCHOOL WIDE BEHAVIOR SYSTEM**

**Honor**                      *Be Honorable*

**Ethics**                      *Be Ethical*

**Resilience**                *Be Resilient*

**Open Minded**              *Be open Minded*

*Be a Hero!!*

## **AWARDS ASSEMBLIES**

Monthly Awards Assemblies will be help to honor students that demonstrate the character traits of thriving learners and Hero of the Month. Assemblies for Honor Roll and Perfect Attendance will take place twice per year. Parents, guardians, and family members are invited to attend any and all assemblies.

## **HERO OF THE MONTH**

Every month, eighteen (21) deserving students (1 from each class) will be recognized based on Heroes Character Traits. These students are our “Heroes of the Month.” Teachers and/or students will nominate students who display Honor, Ethics, Resilience, or Open Mindedness within our school. It is an honor to be a “Hero of the Month.”

## **HEROES ACADEMY REWARDS AND ACTIVITIES**

Students will be recognized for their positive behavior through the Positive Behavior Support and Intervention system:

- Hero Bucks K-5 – These are tickets of recognition for positive actions and behaviors. Any staff member at Heroes can give tickets to students. Students can redeem tickets every Friday at the PBIS store. Bus students can visit the store a few minutes early.
- 6-8 Heroes Tickets– These are tickets of recognition for positive actions and behaviors. Any staff member at Heroes can give tickets to middle grade students. Students can add their tickets to the drawing box and prizes will be drawn weekly.
- Activities – Age appropriate Quarterly activities such as dances, field trips, movies, or non-uniform dress days) will be planned to reward students that consistently display positive behavior characteristics. These include incident free behavior records, 90% attendance and/or homework turned in, or other positive behaviors as determined by school administration.

## **PARENT TEACHER CONFERENCES AND PARENT NIGHTS**

Conferences will be held twice each school year – one in the fall semester, and one in the spring semester. Parent nights will take place 4 times per year.

## **LOST OR DAMAGED ITEMS (SCHOOL PROPERTY)**

Any school materials or property checked out to students are the full responsibility of that student. If any school property is damaged or lost, it is the student's responsibility to pay the assigned fines for the damage or replacement cost.

## **PARENT COMMUNICATION**

The main modality of communication from school to home will happen through a weekly, automated phone call placed through the district's School Messenger system. The call will be placed from the office each Sunday evening (excluding holidays) including and highlighting important reminders and information. Please be sure your phone number on file at Heroes is current and accurate. Also, announcements can be viewed in the School Welcome Center at the school's main entry, available on our school's Facebook page (like us on Facebook!), and on our school website ([www.heroesk8.pueblacityschools.us](http://www.heroesk8.pueblacityschools.us))



## **SCHOOL MEAL PROGRAM INFORMATION**

### **Universal Meals**

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year 2018-2019. If your children attend one of the schools listed below, 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.

### **Community Eligibility Provision Participating Schools**

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

Families should submit a Combination Application for Free or Reduced Price Meals and Family Economic Data Survey\* in the school office or online at [www.pueblocitieschools.us](http://www.pueblocitieschools.us).

- Families are encouraged to **fill out the combination application for free or reduced price school meals and Family Economic Data Survey\***.
- **You only need to submit one application per household, even if your children attend more than one school in Pueblo City Schools.**

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

### **Families are encouraged to submit an application**

Studies have shown that children who are not hungry perform better in school. By providing 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:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

# **APPENDIX**

**Immunizations Information**

**Notification to Access Benefits**

**Important District Policies**



## K - 12<sup>th</sup> Grade School Required Immunizations - 2018-19 School Year

Dear parents and guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12<sup>th</sup> grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

- diphtheria, tetanus & pertussis (DTaP, 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 students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students must receive one dose of Tdap vaccine for 6<sup>th</sup> 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 state health department's 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 of the non-medical exemption if you submit online. You can get online and downloadable versions of the state health department's non-medical exemption 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 in Spring 2018.
- You may want to talk to a health care 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 health care 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 health care 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)

December 2017

**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2018-19**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP given no sooner than 4 years of age.
<b>Tetanus/Diphtheria/ Pertussis</b> <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. 1 dose of Tdap 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 through 12<sup>th</sup> grade.</b>
<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.
<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.
<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 performed by a health care provider.</b>
<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 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>

**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>
<b>Influenza (Flu)</b>	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 all children 6 months of age and older).
<b>Meningococcal Meningitis</b> <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	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>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Section 25-4-902, C.R.S. 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).

Last Reviewed January 2018





To the parent/guardian of students that have/had an IEP or IFSP

**Notification to Access Benefits**  
**Colorado Department of Education**  
**School Health Services Program**

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services which may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health related services.

# Policies and Procedures (Pueblo City Schools)

## JJ: Extracurricular Activity Eligibility

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance. *See complete policy.* \*

**JJJ-R:** Rules governing participation in all school-approved extracurricular activities. *See complete regulation.* \*

## JQ: Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. *See complete policy.* \*

## JRA/JRC: Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/ guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. *See complete policy.* \*

### **JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records**

(Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.* \*

**JRA/JRC-E-1 – FERPA Notice: The Family Educational Rights and Privacy Act (FERPA)** and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). *See JRA/JRC-R.*
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. *See JRA/JRC-R.*
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. *See JRA/JRC.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. *See JRA/JRC.*
6. The right to request that information not be provided to military recruiting officers. *See JRA/JRC and JRA/JRC-E-2.*

Issued: June 25, 2013

## JS: Student Use of Internet and Electronic Communications

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology. *See complete policy.* \*

**JS-E:** Acceptable Use Agreement. *See complete exhibit.* \*

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**\*District Policies and Procedures are available on the District website at:**

**<http://boe.pueblocitieschools.us/policies-and-procedures>** or from the school office.

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All District policies and procedures apply regardless of whether they have been specifically pointed out or not.