

Parent/Student Handbook



2020-2021

FRANKLIN SCHOOL OF INNOVATION

1315 Horseshoe Drive • Pueblo, CO 81001

(719) 549-7540

Web site: franklin.pueblocitieschools.us

Dana DiTomaso-Junkman, *Principal*

Tia Fields, *Assistant Principal*

Kristi Arko, *Secretary*

PUEBLO SCHOOL DISTRICT 60 2020-21 Instructional Calendar

| August 2020 | | | | | | |
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| February 2021 | | | | | | |
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| April 2021 | | | | | | |
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| June 2021 | | | | | | |
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| July 2021 | | | | | | |
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PUPIL CONTACT DAYS

| | |
|------------------|----------------------|
| August 1 | February.....16 |
| September.....17 | March.....15 |
| October.....17 | April.....17 |
| November.....13 | May.....16 |
| December.....11 | June.....3 |
| January.....16 | July.....0 |
| | Total.....142 |

DAYS PER SEMESTER

| | |
|-------------------------|--------------------------|
| 1st Grade Period.....27 | 3rd Grade Period..... 44 |
| 2nd Grade Period...32 | 4th Grade Period..... 39 |
| 1st Semester.....59 | 2nd Semester..... 83 |
| | Total.....142 |

KEY

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



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Franklin School of Innovation

VISION STATEMENT

The vision of Franklin School of Innovation is to develop and enhance academic, social, and personal skills that prepare students to be ready to enter the next level of their education. We will accomplish these three components by creating a safe, rigorous, and engaging learning environment through blending learning, extended learning opportunities, and Advancement through Individual Determination (AVID). Franklin scholars will be college or workforce ready to meet the demands of the 21st century.

MISSION STATEMENT

At Franklin School of Innovation, our mission is to provide the highest quality of education for all students fostered by a cooperative effort between home, school, and community.

Innovation Zone Mission and Vision

The VISION of Pueblo School District 60 Innovation Zone is to create culture of learning that develops all students into tomorrow's extraordinary citizens. In order to achieve this vision our MISSION is to engage students in authentic learning that empowers them to reach their highest potential in a changing global community.



Franklin School of Innovation

1315 Horseshoe Dr.

Pueblo, CO 81001

(719) 549-7540

To: All Parents
From: Franklin School of Innovation
Date: August 17, 2020
Re: Parent Right to Know Letter

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

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

Please contact us at (719) 549-7540 if you would like to receive any of this information.

School Hours

School begins each morning at 7:45 (Monday through Thursday). School is dismissed at 3:05 p.m. Monday through Thursday.

Grades Pre-K thru 5

- 7:35 Students permitted on grounds there is no supervision until 7:35 a.m.
K - 5th Grade report to gym and 2nd - 4th report to cafeteria
- 7:45 Bell Rings—Students are taken to class by teacher. After 7:45 a.m. student will be marked as tardy.
- 3:05 School dismissed

School Personnel Schedule

7:00 to 4:30 School Office—Secretary/Principal/Assistant Principal

Early Release or Late Arrival

Please be aware an early release or late arrival does count against attendance. All early releases or tardies will be unexcused unless a doctor's note is provided. Every minute your child is late or leaves early counts towards their attendance. Parent must be present in the office in order for the student to be called out of class.

Tardy Policy

All students are expected to be at school on time. If a student arrives after 7:45 he/she is counted tardy and must report to the office for check in. *Students who are tardy will be excused for the following reasons only:* any medical appointment with a note from the Doctor's Office or attending a funeral. All other reason for being tardy will be recorded as unexcused. Getting up late, parent running late, flat tire, ran out of gas, etc. are not considered excused.

Please respect and follow the drop off and pick up "Do and Don't" Guidelines

DO:

- Use the drop off and pick up zones
- Legally park before allowing children to get out of the vehicle
- Use the crosswalks to cross the street
- Report suspicious or unsafe activity
- Drop your child off in the designated area
- Pick up your child on time. Teachers are off duty at 3:15

DON'T:

- Block crosswalks, speed or make U-Turns
- Call students to cross the street between cars
- Park and leave car unattended in drop off zones
- Walk your child to classroom. Parents are not allowed without checking with office

Please be aware and follow parking rules

The front parking spaces from Yorktown to handicap parking in front of school is now **DROP OFF NO PARKING**. If you want to walk your child into the school in the morning please park after bus parking or around the sides of the school. Please do not park or drop off students in staff parking lot.

What Does “Innovation” Mean at Franklin?

EVERY CHILD, COLLEGE READY — Regardless of whether every student chooses to go to college, every child ought to have college as an option. AVID (Advancement via Individual Determination) builds a culture of high expectations that sets students on a rigorous path of learning. Teachers utilize consistent instructional strategies across all grade levels that help students to organize, analyze, and collaborate in their content areas.

PERSONALIZED, 21st CENTURY LEARNING — Students come to school with a wide range of knowledge and skills, even when they’re in the same classroom. By adopting a blended learning model, schools within the zone will utilize technology and online learning to customize learning for students during their day. Blended learning doesn’t replace the teacher, but rather allows them to use technology to meet the specific needs of each of their students. Students that are behind will benefit by being able to catch up more quickly, and students who are ahead won’t be slowed down! As a result, learning becomes more meaningful and more relevant for students.

HELP STUDENTS TO DREAM — We want our students to discover more about their community and more about their world! The creation of an Extended Learning Opportunities Program will allow them to learn a new skill, pursue a passion, and connect with the community through unique and exciting programs. Extended Learning Opportunities will be offered in an after school or end of day format and we’ll be working with the community to find people willing to share their interests.

STRENGTHEN OUR COMMUNITY — Today’s students are tomorrow’s citizens. We want to ensure that our community thrives and is revitalized by our students. Through a partnership with CSU-Pueblo, we’ll create a special program for teacher candidates to partner with master teachers within the innovation zone. This will ensure that our future teachers have the skills necessary to succeed in our schools.



School Attendance

(See SC and DC File: JH and File: JH-R and Enrollment Commitment form)

The Colorado State Legislature passed Senate Bill No. 140, which deals with school attendance. This bill was signed into law by Governor Roy Romer on April 19, 1993. The law stipulates that annually, at the beginning of the school year and upon any enrollment during the school year, the parent of each child enrolled in the school district be notified in writing of the parent's obligations with regard to compulsory school attendance.

Excused absences are categorized as illness, substantiated by a doctor's statement, death in the immediate family, or religious activity. Unexcused absences are considered to be anything not covered above. Severe attendance problems will be referred to the Community Advocate and may result in action being taken in regard to your child attending an iZone School, or possible legal action.

Student Absences and Tardies

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

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

Tardy Policy

All students are expected to be at school on time. **If a student arrives after 7:45, he/she is counted tardy.** If a student arrives after 7:45 a.m., the student must report to the office and receive a tardy slip before entering the classroom. Excessive tardies (five or more) are considered an attendance concern. Unexcused tardies and absences will be excluded from extra-curricular activities, such as extended learning opportunities offered throughout the year.

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

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

ALL other tardies will be recorded as unexcused.

Did you know that every day in school your child is:

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

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

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

- Attendance policy
- Enrollment Commitment

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

School Choice

Please see School Choice information on the District website www.pueblocitieschools.us

Student Information Packet

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

Change of Address/Telephone

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

Custody Changes or Name Changes

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

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

Student Records

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

Student Safety

Emergency – Crisis Management Procedures

Lockdown Procedures

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

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

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

Tornado Warning Procedures

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

Emergency Drill Procedure

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

Parking, Drop-off and Pick-up

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

Parking other than for drop off and pick up, is not allowed in drop-off zones. This will be enforced by the Pueblo Police Department.

Before school supervision is provided from 7:35 (bell rings) until school starts at 7:45 (bell rings). *Students may not enter the building until 7:35. After school supervision is provided until 10 minutes after the bell (3:05 p.m.).*

Students should be dropped off where they can proceed directly to their area of supervision. Students may enter the building through the front door or cafeteria doors.

THE SCHOOL PARKING LOT IS NOT A SAFE STUDENT LOADING OR UNLOADING AREA AND IS NOT TO BE USED FOR DROP-OFF OR PICK-UP. THIS PARKING IS FOR STAFF PARKING ONLY.

School Visitors

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

Birthday Parties

Birthday parties for each month will be celebrated on the last Thursday of every month at 2:45. Parents may send in treats to celebrate their child. Please do not send in balloons or flowers to the school, as they are a distraction to the learning environment. If these items do arrive, they will be given to the child at the very end of the day as school is dismissing.

Lunch Visitors

Visitors wishing to have lunch with their student may contact the office on the date of the lunch and will use the Media Center to enjoy a quiet lunch with their child. Parents are not allowed to attend recess with their child or bring younger siblings to their child's recess due to liability concerns. Families are always welcome to check their child out for lunch and recess as long as the child returns on time to class after the 35 minute lunch/recess period is over.

Dress Code

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

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

- Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in.
- Shirt shoulders must be three finger widths wide; no spaghetti straps, muscle shirts, halter tops, or tanks with racer backs.
- Shirts hanging longer than fingertips when arms fully extended or pants sagging below the waist are unacceptable dress.
- Spandex shorts, see-through shirts, long belts, apparel with illustrations or writing on them which may be interpreted to be offensive, and bandanas are an inappropriate dress for a school setting.
- Jeans with excessive holes must have leggings worn underneath.
- All attire should be sized to fit without exposing undergarments.
- Shorts and skirts must be appropriate length, longer than fingertips when arms are fully extended.
- Shoes are required at all times. This includes activities in and out of the building. Students must wear some type of gym shoe or soft-soled shoes for gym classes. Flip flops are not allowed. Shoes with wheels built in are also not allowed. Students should wear appropriate shoes on gym days.
- Body piercing will not be allowed. Excessive piercing of the upper ear or the wearing of barbell or spear ear jewelry is not permitted; nor will excessive jewelry around the neck, ears, arms, or hands be permitted.
- Jewelry that creates a safety hazard such as jewelry with spar edges, large hoop earrings, and safety pins will not be allowed.

- Hoodies and jackets are not allowed on in classrooms or hallways once the school day has started.
- Wearing make-up to school is not permitted for our elementary age students.
- Hats **may not** be worn in the building. Hats must be worn properly, not skewed or backwards when students are outside.
- Students shall not wear distracting hairstyles to school.
- Students may not wear clothing, hats, or any other item that is identified with a particular group/gang.

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

Spirit day is every Wednesday. Students should wear a school T-shirt.

Cell Phones

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

Labeling of Possessions

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

Bicycles at School

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

Care of School and Personal Property

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

Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will face disciplinary actions and/or will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books and school property. Students will have to pay the required amount. Included are textbooks, resource books, and library books.

Student Personal Property

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

Cold Weather Policy

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

Red Flag Procedures

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

Inclement Weather Procedure

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

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

Field Trips

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

Following the rules and displaying proper manners are requirements for students on all field trips. No eating or drinking is allowed on school buses. **Students may be excluded from field trips because of poor behavior prior to the trip.** If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed. Parents are not allowed to ride on the buses with the students. Some field trips may be students only due to limited space. They may follow the bus in their own vehicle and join the group at the destination. Parents/guardians may not transport their child to the field trip destination; the student must ride on the bus. This is a Pueblo School District 60 policy. Parents/guardians who are on the Contact Card (located in the school office) may sign their child out at the end of the field trip. They must sign the child out with the child's teacher. Refer to page 27 for the Field Trip Contract.

School Phone

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls that are not an emergency. **Please make transportation arrangements in advance.**

School Supplies

School supply lists are available on the school website. If you cannot purchase supplies due to financial hardship, please let the office know. We will help you to acquire the needed supplies.

Use of Video Cameras to Monitor Student Behavior

Video cameras may be used by the district school to monitor student behavior in common areas of school facilities and on school vehicles transporting students to and from school.

Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school for further information. Please refer to the volunteer section of this handbook found on *page 27* for further information.

Parent Responsibility

We believe the support and cooperation of our students' parents are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is to be hoped that, by working together the school and home can assist the student in developing the self-discipline he/she will need to function successfully in our society. Again, the parent is extremely important in the educational process. We expect the parents of Franklin students to:

- Display an interest in your child's education
- **See that your child comes to school regularly and on time**
- Maintain an open line of communication with school personnel
- Check and sign your child's planner daily after reviewing contents.
- Give your child support regarding homework and special school activities
- Parent orientation meetings will be held in August.
- Parent orientation meetings are mandatory for all parents.
- All parents are required to sign and abide by a commitment for enrollment. Please see page 32 for a copy of this agreement.
- Student *will*, with parent support, complete and return homework and check student planners daily.
- Student *will*, with parent support, attend after school tutoring sessions if student is below grade-level expectations in reading or math.
- Student *will*, with parent support, maintain an attendance rate of 95% or better throughout the entire school year.
- Students *will*, with parent monitoring and support, complete classroom assignments taking place within the school day.
- Students *will*, with parent support, attend "In-School Tutoring," if available at the school site, when assigned by teachers for missing assignments, academic assistance, or attendance issues.
- Student and parent *will* attend all Parent/Teacher conferences, as well as RtI and IEP meetings.
- Parents *will* monitor student progress weekly by logging into the Infinite Campus Parent Portal.
- Student *will* work to maintain an incident free behavior record.
- Parent/Guardian *will* commit to a minimum of attendance at two Parent Nights.

*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.*

Parents Right to Know

In the federal *Elementary and Secondary Education Act*, 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 about their child's teachers are listed below:

- 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 qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals 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 assessments.
- Timely notice that the parent's child has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Parent-Teacher Organization (PTO)

We have a very active and dedicated parent organization at Franklin School. If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the school office. The PTO meets on a monthly basis to plan how to best support the educational program at Franklin and to address student needs. Our PTO raises funds and assists with the "extras" needed during the school year. Contact president Martha Coleman for additional information. We will meet the 2nd Thursday of each month after school in the Media Center.

Site-Based/Advisory Committee

The Franklin School Site-Based/Accountability Committee meets several times each year to plan and assesses the school's progress in reaching building goals and objectives. The committee members participate in planning and implementing school programs. The building school improvement plan is updated yearly and available in the school office. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our Site-Based/Accountability Committee.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice during the school year. Parent(s) are required to attend. Parents are urged to schedule additional conferences with teachers as needed if concerns arise. Teachers are not to hold conferences during their instructional time. Report cards are distributed every nine weeks and mid-quarter progress reports are distributed every 4-5 weeks.

Homework

Homework is defined as school assignment/task assigned to students by their teacher to be completed outside of the class. At the elementary level, homework fosters positive school attitudes, good study habits, effective time management and personal responsibility. Homework will be excluded from the quarter grade, but will be recorded as a non-academic indicator in the area of effort with the understanding that practice outside the school day will strengthen skills and result in higher grades in the long run. Homework will be standards-based, closely tied to learning objectives, and can be intended for practice, preparation, and fluency. Recently introduced skills will not be assigned as homework to prevent frustration as well as incorrect practice. Students should be able to perform required skills independently (but not necessarily fluently) before those skills are assigned as homework.

Homework Time Guidelines:

| Grade Level | Average Approximate Time |
|--------------------------|--------------------------|
| Kindergarten - 1st Grade | 10 minutes |
| 2nd Grade | 20 minutes |
| 3rd Grade | 30 minutes |
| 4th Grade | 40 minutes |
| 5th Grade | 50 minutes |

*If your child is taking considerably more time to complete homework, please contact your child's teacher.

Homework responsibilities:

Students will:

- Complete homework assignments neatly and on time.
- Write all assignments in the student planner.
- Schedule time wisely to meet assignment deadlines.
- Schedule a time to meet with your teacher if you don't understand your homework.
- Attend school regularly and come prepared.
- Get assignments when absent.
- Turn in homework when it is due even if it is not totally completed.

Teachers will:

- Exclude homework from quarter grades.
- Assign work for academic reasons: to practice, reinforce, and fluently master skills.
- Record all homework assignments in their demonstration planner and give students time to fill out their planner at the end of each day.
- Provide students with timely feedback on homework.

Parents will:

- Provide an appropriate place and atmosphere for homework.
- Set aside homework/reading time nightly.
- Contact teacher if time spent on homework is excessive.
- Sign the student planner nightly after homework has been completed.

*Students who fail to complete homework or classwork due to mismanagement of time, will make this work up either before school, during lunch recess, or after school. These students may also lose the privilege of attending Extended Learning Opportunities on Thursdays or field trips or other special activities until work is completed and turned in.

Home Communication Binder

Communication is the key to your child's success. That is why we have provided your child with a communication binder. This binder will contain a:

- Planner
- Content section
- Any other information your child's teacher deems necessary.

Your child is responsible for maintaining this binder and returning it to school *daily*. Failure to do so will result in disciplinary action. If this binder is destroyed or lost, your child will be responsible for replacement cost. These binders are an important part of our AVID innovation. Please help your child keep track of it as all notes and assignments will be kept in the binder.

Title I

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

General Information

Newsletter and Other Communications

Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the monthly newsletters, notes sent home with students, or School Messenger phone messages. Please discuss with your children the importance of taking home these communications and giving them to parents. School messenger is a key component of Pueblo School District 60' communication. Please make sure your contact information is current and updated.

School Web Site

Up-to-date information, classroom web pages, school calendars, and other information can be found on the Franklin web site at www.franklin.pueblocitieschools.us

Awards Assemblies

Awards assemblies will be held after each quarter. Awards will be given for the following accomplishments:

K-5th Grades

- Perfect Attendance - "Perfect is Perfect" - On the Report Card, the "Days Absent" will be "0" (zero) "PERIODS TARDY" WILL BE "0" (ZERO) and no early releases which will be checked by office.
- Excellence Attendance - Less than 2.0 days absent AND 2 OR LESS TARDIES - On the Report Card, the "Days Absent" will be less than "2.0" AND THE "PERIODS TARDY" WILL BE 2 OR LESS
 - Remember that Infinite Campus calculates each minute a student is late, leaves early or is gone during the day and returns. All of these scenarios are included in the Attendance Award Calculations
- Character Counts - Demonstrates good character (teacher selects 2 student each quarter)

3rd Grade

- Merit Roll - 3.4 Grade Point Average or Above

4th & 5th Grades

- Honor Roll - 3.6 Grade Point Average or Above
- Alpha Rho Theta - Citywide Academic Excellence Award - 3.8 Grade Point Average or Above (Awarded only at semester - GPA must be cumulative for the whole semester) This assembly takes place at the end of the second semester.
- Mileage Club - top miles in each class
- Other academic awards deemed appropriate by grade-level teams.

School Counselor

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

Special Programs

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

Pledge of Allegiance

We will recite the Pledge as a whole school each morning. Please notify your child's teacher if you do not want them to participate.

Food Service Program

Breakfasts/lunches will be provided for all students this year. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. The school reserves the right to alter the breakfast/lunch program for any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.

Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year 2019-2020. 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.

Franklin School of Innovation 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 .

- Families are encourage 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 School District 60.

*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, audiotape, 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, 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. This institution is an equal opportunity provider

Sack/Bagged Lunches

Lunches from home should not include sodas or other sugary drinks. Please keep “junk food” such as candy and large bags of chips to a minimum.

Check Policy

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 \$25.00 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order). Payments by check may be denied when multiple checks have been returned from the same account or check writer.

Student Health

Student Health Problems

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

Emergency Medical Authorization

All students must have emergency information listed on a student information card in the school office. The card must include a current telephone number so that parents may be notified, and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy.

Illness or Injury

If a student becomes ill or is injured, we will reach you by phone; that is why it is so important that we have an updated, working phone number on the emergency card. We have some temporary facilities to help comfort the sick child while he/she is waiting, however, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as conjunctivitis (pink eye), chicken pox, ringworm, or impetigo will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease. Children are not excluded from school for head lice. We will not identify children with head lice to protect their privacy. When head lice is observed on a child, we will contact that child's parent or caregiver.

Immunizations

Please see the immunization information on pages 16 and 17.

Doctor and Dental Appointments

Parents should arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent is required to come to the school office and sign out the student. A STUDENT WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD. Students will not be released to anyone under the age of 18. If necessary, office staff may request that a picture identification be presented. This card must be signed by the parent at the beginning of the school year or at the time of enrollment. All time at school will be recorded on student attendance records. The end of the day is critically important to our program and the academic achievement of your child. Please consider this when checking your child out early.

Medication (District School Board Policy)

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

Please do not send medication to school with your child. This includes cough drops, eye drops, and pain reliever. It is the responsibility of the parent to consult with the school if a child requires medication during school hours. Medication will be administered only if a doctor deems it essential and only then after the parent and doctor have completed the required forms. These forms may be obtained from the school office. In certain situations it will be permitted for a student to carry an emergency medication, such as an inhaler, with them — providing this is authorized by a physician.



COLORADO

Department of Public
Health & Environment

Advancing Colorado's health and protecting the places we live, learn, work and play

Dear parents/guardians of students in Colorado kindergarten - 12th grade schools for the 2020-21 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick. We wish you and your student a healthy school year!

Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more information, visit colorado.gov/cdphe/schoolrequiredvaccines (or cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules for children 0 - 6 years of age at cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf.
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date vaccine record, exemption, or in-process plan for your student on file.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a measles-mumps-rubella (MMR) vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at SpreadTheVaxFacts.com, ImmunizeForGood.com, and colorado.gov/cdphe/immunization-education (or cdphe.colorado.gov/immunization-education).

Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at colorado.gov/cdphe/find-your-local-public-health-agency (or cdphe.colorado.gov/find-your-local-public-health-agency).

Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit COVaxRecords.org for more information.

Exemptions

- 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 only need to submit this form once, unless your student's information or school changes. You can get the form at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1st through June 30th of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at colorado.gov/vaccineexemption (or cdphe.colorado.gov/vaccineexemption).

How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Immunization and exemption rates can be found at COVaxRates.org.

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.

Colorado Immunization Branch | 303-692-2700 | cdphe.dcdimmunization@state.co.us

December 2019

KINDERGARTEN THROUGH 12TH GRADE IMMUNIZATION CHART
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

| VACCINE | Number of Doses | Grades K-12 (4-18 Years of Age) |
|--|-----------------|---|
| | | <i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i> |
| Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i> | 4 to 5 | 5 DTaP unless dose 4 given on or after the 4 th b-day. Final dose of DTaP to be given no sooner than 4 years of age. |
| Tetanus/Diphtheria/ Pertussis (Tdap) <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 st dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 th grade entry. One dose of Tdap is required for 6th through 12th grade. |
| Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i> | 3 to 4 | 4 IPV unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement. |
| Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i> | 2 | The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade. |
| Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i> | 2 | The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider. |
| Hepatitis 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 nd dose 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, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine. |

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

| VACCINE | Number of Doses | Grades K-12 (4-18 Years of Age) |
|---|-----------------|---|
| 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 all children 6 months of age and older). |
| Meningococcal ACWY (MenACWY) | 2 doses | Adolescents 11-18 years of age (11-12, 16-18) |
| Serogroup B Meningococcal (MenB) | 2 doses | Adolescents 16-18 years of age |
| Human Papillomavirus (9vHPV) | 2 to 3 | Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ - three doses 0, 1-2 mos and 6 mos |
| Hepatitis A (Hep A) | 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 Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are 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.

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:
cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf

Last Reviewed June 2020



**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.

Student Expectations

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

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

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

- **Students should follow the directions of adults at all times.**
- **School is your job.** You are responsible for your own learning, your own behavior, your own attitude.
- Students are to use **appropriate language** at all times. Profanity will not be tolerated.
- Students are to **enter and exit** the school through the appropriate doors.
- Students are not to be in the hallways or classrooms before or after school without permission.
- Students are to **respect the property of others** by not taking anything that does not belong to them nor damaging or destroying others' property.
- **Respect for school property** is expected at all times.
- **Toys, electronic devices, large amounts of money, sports equipment, and dangerous objects** are not allowed at school.
- There will be **no tobacco, e-cigarettes, intoxicants, or drugs** used by or in the possession of a student.
- Use of the **telephone** will be limited to emergencies only.
- **Gum chewing** is not allowed.
- **Transparent/clear water bottles** are allowed with water only.

Classroom Expectations

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

Playground Expectations

The playground is not supervised in the morning prior to school. Students must enter the building at arrival. Students will follow stated game rules showing good sportsmanship. Students are to line up immediately when the bell rings or the whistle blows. Use of the front lawn is limited to supervised classroom activities. The following activities will not be allowed.

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

Hall, Restroom, and Assembly Expectations

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

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Students must wash their hands. Trash and paper towels are to be in containers.

In an assembly, student behavior should be courteous. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

Cafeteria Expectations

- Use good table manners in the cafeteria.
- Raise your hand for assistance.
- Leave the table and surrounding area clean and orderly.
- Put trash in the proper containers.
- Do not leave the cafeteria while eating or carrying food or drink.
- Do not throw, flip, or spit food.
- Do not crush milk cartons or pop lunch bags.
- Talking is permitted in normal tones of voice—no shouting.
- Leave the cafeteria and the building in an orderly manner—no running.
- If second portions are served, children will walk to the service counter.
- Children are not to go into classrooms during lunch/recess without school staff permission.
- Students are not allowed to share drinks or food due to health concerns.
- Soda (and other sugary drinks), large bags of chips, all cheetos, candy, and other “junk food” are not permitted at lunch. Please do not send these items with your child.

Franklin Schoolwide Discipline Policy

The Franklin schoolwide discipline policy is organized around the acronym RESPECT.

FRANKLIN CORE VALUES

| | |
|----------|--|
| R | RESPONSIBILITY IS...coming to school on time prepared to learn. Following school and class rules, admitting when wrong and working to fix it. Keeping my hands and feet to myself. Speaking to ALL community members with caring and kind words. |
| E | EFFORT IS...Putting my best foot forward. Having the GRIT to stick with a project even after experiencing failure. Completing all classwork and giving activities the best way that I can. Giving 100% to all that I do. Celebrating our efforts |
| S | SELF CONTROL IS...Being prepared, following directions, paying attention, remaining calm when criticized, not interrupting, and being polite to adults and peers. |
| P | PERSEVERANCE IS...Continuing to try even when something is hard. Never give up. |
| E | EMPATHY IS...Feeling and showing concern for others. Offer to help others when they need it. |
| C | CURIOSITY IS...Eager to explore new things. Ask questions and take an active interest in learning. |
| T | TENACITY IS...Finishing what you start. Staying focused on your goals. Believing that you can do whatever you put your mind to. Work Hard, Get Smart...Work Harder, Get Smarter! |

Rewards and Recognition for Positive Behaviors

Throughout the year, Franklin students are involved in activities, both in and out of school, that often earn them special recognitions. We will acknowledge these students through assemblies, awards, and morning announcements. Please let us know of these special accomplishments if they take place outside of school so we can share them with our Franklin family during morning announcements. Parents will always be notified of assemblies and awards via the website, newsletter, Facebook and School Messenger.

Progressive Discipline Plan

Each teacher will use a progressive discipline plan in their instructional area. The steps on the plan will eventually lead to a referral according to the school wide discipline plan.

At Franklin School of Innovation we have adopted a progressive color system to monitor student behavior.

All classrooms have the color system placed in their rooms. The progressive color system is utilized to reflect student behavior. The teacher, staff member, or principal determines if a student's behavior is inappropriate or exemplary and requires the student to "clip up or down" as a consequence for not following a school rule or for doing an exceptional job. A behavior grade will be recorded each day based on the chart color at the end of the day, and cumulative behavior will be reflected on the report card.

The colors represent the following levels:

- Red Outstanding
- Orange Great job
- Yellow Good day
- Green Ready to learn
- Blue Think about it
- Purple Teacher's choice
- Pink Parent contact

Immediate Referral

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

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

Consequences for Discipline Problems

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

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

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

In-School Exclusion - Pupils may be removed or excluded from the classroom setting for a short period of time. Additionally, pupils may lose the opportunity to go on field trips or have other special privileges if their behavior is harmful to themselves or others, or their actions habitually prevent the teacher from teaching and students from learning.

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

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

Due Process

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

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

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

The No Bully System®

- Build an inclusive culture where every student is accepted for who they are.
- All staff interrupt bullying, check in with ongoing targets and refer them for help.
- Bullying Prevention Coach intervenes and follows up with bully & target.
- Bullying Prevention Coach launches systemic change with problem class.

The No Bully System® is a step-by-step process and set of interventions to prevent and stop bullying and cyberbullying in school and after-school programs. It guides school leaders, teachers and staff through a series of interventions for responding to bullying and harassment, depending on the severity of the incident. When severe or persistent bullying occurs, teachers facilitate Solution Teams®, where the target's peer group and the bully come together to stop the bullying.

FRANKLIN SCHOOL OF INNOVATION

BULLYING-PREVENTION PROTOCOL

Our school's social vision

Respect Myself, Respect Others, Respect My School

Why we implemented a school wide system to stop bullying

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

What is bullying?

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

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

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

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

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

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

How students can end bullying

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

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

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- Tell bullying students to stop, using “I” statements, when I or others around me are the target of bullying.
- Walk away and seek help by telling a trusted adult on campus or using the BOBCAT NO-BULLY BUDDY BOX located right outside the School Counselor, Ms. Hall’s, office, if I cannot safely stop the bullying.
- Never take revenge or ask someone to hurt a student that has reported bullying.

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

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

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

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

We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision:

Respect Myself, Respect Others, Respect My School.

- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member.
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to Implementation Coach, Assistant Principal or Student Success Coach

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

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

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

Level 4: Implement a classroom or grade wide action plan

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

Timeline for a bullying report under this protocol

Week One

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

Week Two

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

Week Three

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

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

SCHOOL WIDE STUDENT DISCIPLINE REFERRAL PLAN

Statement of Purpose

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

Expectations

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

Non-Discrimination Complaint Procedures (Compliance with Title VI, Title VII, Title IX, Section 504)

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

Procedure

- Level 1:** Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.
- Level 2:** Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

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

E. E. O. Compliance Officer
Pueblo School District 60
315 West Eleventh Street
(719) 549-7162

Pueblo School District 60 does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Pueblo School District 60' compliance with Title IX, Section 504, Title VI, Title VII, Americans with Disabilities Act - 1990, and Affirmative Action may be referred to the Equal Employment Opportunity/Affirmative Action Compliance Officer for Pueblo School District 60, 315 West 11th St., Pueblo, CO (719-549-7162).

Si hay preguntas sobre esta informacion por favor de llamar la escuela de su niños.

Volunteers

Volunteers are welcome throughout the year at Franklin School of Innovation. As stated in School Board Policy IJOC, school volunteers provide an invaluable service by supporting district instructional programs and extra-curricular activities. The purpose of the Pueblo School District 60 volunteer program shall be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in total education process.
3. Strengthen school/community relations through positive participation.

Volunteering with our students is not a right, but a privilege. Assuring as much as possible the well-being of our children in their learning environment is the paramount consideration of background checks. The following procedure is used in making background checks for volunteers:

- The volunteer applicant obtains an application/agreement from the Coordinator at the Administrative Services Center.
- The applicant fills out and submits the application to the Coordinator.
- The Volunteer Coordinator submits the application to the Office of Human Resources for the background check. The application is processed through the Colorado Bureau of Investigation website at District expense.
- The results of the background check are returned to the Coordinator.
- The Coordinator notifies the appropriate principal(s) of the names of individuals that have been approved or denied to work as a volunteer. No other information is released.
- No applicants with felonies on their records will be approved. Those with charged felonies that are dismissed will also not be approved.
- Applicants with misdemeanors will be approved on a case-by-case basis.
- Falsification of applications will constitute an automatic denial of the volunteer privilege.

ALL community members, parents, or family members *must meet with the principal prior to volunteering*. Please refer to board policies KI and KFA for clarification (pages 24-26).

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at: <http://boe.pueblocitieschools.us> or from the school office.**

All District policies and regulations apply regardless of whether they have been specifically highlighted in this handbook

See also the District's Student Code of Conduct also available on the District's website at: www.pueblocitieschools.us.

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records (Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.**

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

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

JKD/JKE: Student Use of Internet and Electronic Communications

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. *See complete policy.**

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a

drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less. *See complete regulation for procedures.**

JEA: Compulsory Attendance

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. *See complete policy.**

JH: Student Absence/Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. *See complete policy.**

JHB: Truancy

"Habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See complete policy.**

JLCB: Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: July 16, 1996

Revised: June 25, 2013

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)
C.R.S. 25-4-901 et seq. (school entry immunizations)
6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

JLCB-R: Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated Students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
 - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
 5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
 6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation, not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

KFA: Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

LEGAL REFS.: 21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
C.R.S. 18-9-106 (*disorderly conduct*)
C.R.S. 18-9-108 (*disrupting lawful assembly*)
C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. 18-9-110 (*public buildings – trespass, interference*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct
GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
KI, Visitors to Schools
JLCDB, Administration of Medical Marijuana to Qualified Students

NOTE: *The exceptions in state law that permit possession of a deadly weapon on school property are that the person:*

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
 - b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
 - c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5(1).*
 - d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
 - e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
 - f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*
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The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
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8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
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- c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5 (1).*
- d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
- e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
- f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*

Field Trip Behavior Contract

At Franklin School of Innovation, we have high expectations for student behavior. We expect students to follow the policies and procedures of our school. If a field trip is planned, we expect students to maintain their behavior and follow our high expectations. If students would like to attend a field trip, then they must agree to the following contract and refrain from getting consequences. This has been explained to students what the consequences of choosing not to meet these expectations are, and we want parents to be well aware of these consequences as well. Our goal is to use 100% of classroom time to better prepare your child for the future. Please read the following document and discuss this with your child. Your student has been instructed to read it with you and to return it signed to school prior to a field trip or special event.

1. Warning (Blue on Clip Chart): Student will Clip down. This is the student's first warning, therefore there is no consequence attached. However, the expectation is that the student is now aware that they were not meeting the desired behavior, and they need to correct themselves and get back into appropriate behavior mode.
2. Teacher's Choice (Purple on Clip Chart): This is the second redirect from the teacher, and the consequence is that the student will sit out at lunch at a side table.
3. Parent Contact (Pink on Clip Chart): The student will fill out a second Making Better Choices slip, which will be attached to in their planner. Parents: please take the time to discuss why your child had to bring these slips home. We appreciate your support, and hope that you will encourage your student to take their education seriously. We are preparing students to be successful in fifth grade and middle school, but, more importantly, we are teaching them to be successful in life.

We have explained these expectations to all students. We also want to make some more severe consequences clear if students are not complying with these expectations, privileges such as field trips and special events are on the line. Beginning on _____(date), students who receive three days on pink will not be attending the closest to date activity, no exceptions. If that student receives another day on pink in the time in between activities, he/she will lose the privilege of attending the next activity. This carries over to special events as well. Students with a referral to the office will miss the closest to date activity.

Again, we want our students to be successful. Positive behavior within the classroom is necessary in order to maintain an environment focused on learning, and, as we have communicated with all students, we are at school to learn and we will be learning all the way up to last day of school. Thank you for supporting us in this, and we look forward to starting and finishing the year off positively with you and your child!

Sincerely,

The Franklin School of Innovation Staff

Student Signature: _____

Parent Signature: _____

Enrollment Commitment Form

Elementary School

Innovation Zone – Pueblo School District 60

Student Name _____ Grade _____ Date _____

_____ is an innovation school of choice. When students and families “choose” to attend an Innovation School, they understand and support the expectations listed below. Every student has the opportunity to receive a quality education in Pueblo School District 60. To facilitate this opportunity, our school is committed to providing a positive learning environment that emphasizes rigorous academic coursework focused on standards and promotes an orderly and safe environment. In order for students to benefit, they must attend regularly. It is recognized that parents/guardians and students must share the responsibility and accountability in meeting these goals.

Therefore, my child and I will accept responsibility and be held accountable for following the goals and expectations outlined below.

Please initial ALL items below. Both parent and student must initial each line item.

| Parent | Student | EXPECTATIONS |
|--------|---------|---|
| | | Student <i>will</i> , with parent support, complete and return homework and check student planners daily. |
| | | Student <i>will</i> , with parent support, attend after school tutoring sessions if student is below grade-level expectations in reading or math. |
| | | Student <i>will</i> , with parent support, maintain an attendance rate of 95% or better throughout the entire school year. |
| | | Students <i>will</i> , with parent monitoring and support, complete classroom assignments taking place within the school day. |
| | | Students <i>will</i> , with parent support, attend “In-School Tutoring,” if available at the school site, when assigned by teachers for missing assignments, academic assistance, or attendance issues. |
| | | Student and parent <i>will</i> attend all Parent/Teacher conferences, as well as RtI and IEP meetings. |
| | | Parents <i>will</i> monitor student progress weekly by logging into the Infinite Campus Parent Portal. |
| | | Student <i>will</i> work to maintain an incident free behavior record. |
| | | Parent/Guardian <i>will</i> commit to a minimum of attendance at two Parent Nights. |

Signing this success plan signifies that I agree to the items listed above and understand that my plan will be revisited each nine weeks to monitor my progress. I am expected to review progress a minimum of twice per year with school official.

Student Signature

Parent Signature

School Signature

**Detach and
return to your child's teacher.**

Teacher _____ Grade _____

We have read and understand the Franklin School of
Innovation Parent/Student Handbook for the 2020-21
School Year.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Taylor Voss.....President
Dr. Margaret WrightVice President
Barbara Clementi Board Member
Tommy Farrell Board Member
Judge Dennis Maes..... Board Member

Non-Voting Members

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

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

Mission

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



Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Aaron Bravo, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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

