

PARAGON LEARNING CENTER



**2017-2018
STUDENT HANDBOOK**

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

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MISSION STATEMENT

Pueblo City Schools – World-Class

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

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

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

PUEBLO CITY SCHOOLS 2017-18 TRADITIONAL Instructional Calendar

August 2017

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

September 2017

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

October 2017

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

November 2017

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

December 2017

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

January 2018

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

AUGUST

Teachers Begin16
 District Professional Development/
 Building Meetings16
 District Professional Development Day17
 Teacher Work Days18, 21
 Classes Begin.....22
 Elementary Assessment Day31

SEPTEMBER

Elementary Assessment Day1
 Holiday (Labor Day)4

OCTOBER

1st Grade Period Ends20
 District Professional Development Day23
 Teacher Work Day24
 Fall Break – Students23, 24, 25, 26, 27
 Fall Break – Teachers25, 26, 27

NOVEMBER

Parent/Teacher
 Conference Window6, 7, 8, 9, 10
 Thanksgiving Break.....20, 21, 22, 23, 24

DECEMBER

Elementary Assessment Day15
 Winter Break18, 19, 20, 21, 22,
 25, 26, 27, 28, 29

JANUARY

Winter Break1, 2
 Holiday15
 2nd Grade Period/1st Semester Ends19
 Teacher Work Day22

FEBRUARY

District Professional Development Day16
 Holiday (Presidents Day)19

MARCH

Spring Break19, 20, 21, 22, 23
 3rd Grade Period Ends30

APRIL

Teacher Work Day2

MAY

Elementary Assessment Day4
 Holiday (Memorial Day)28

JUNE

Graduation:
 SouthFriday, June 1, 7:00 p.m.
 EastSaturday, June 2, 8:00 a.m.
 Centennial Saturday, June 2, 12:30 p.m.
 Central Saturday, June 2, 5:00 p.m.
 Classes End.....6
 Teachers' Last Day7

JULY

February 2018

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

March 2018

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

April 2018

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

May 2018

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

June 2018

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

July 2018

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

PUPIL CONTACT DAYS

August8	February.....18
September.....20	March17
October.....17	April.....20
November.....17	May22
December11	June4
January.....19	July.....0
Total.....173	

DAYS PER SEMESTER

1st Grade Period.....43	3rd Grade Period.....42
2nd Grade Period...42	4th Grade Period46
1st Semester85	2nd Semester.....88
Total.....173	

KEY

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



WELCOME TO PARAGON LEARNING CENTER

Paragon Learning Center is home to Pueblo City Schools' personalized blended and online learning programs. Started in 2015 as a flexible program to assist students, administrators, and parents, it now serves students in grades 9-12 as a stand-alone high school. The main goal of Paragon Learning Center is to meet students where they are ready to learn. The flexible programs allow options for students who may otherwise not be able to fit into the traditional school model. In addition to serving these students, Paragon is able to increase access to electives and alternative areas of study for all students.

A typical week for a Paragon Learning Center student will most likely include:

- Participating in synchronous instruction occurring at the same time as other students, scheduled face to face and in person
- Participating in asynchronous instruction not occurring at the same time as other students, individually scheduled via online access either from a home computer or a computer in Paragon Resource lab.
- Thoughtfully reading the current week's assignments and materials to identify main points and supporting details
- Interacting with teachers and fellow classmates to discuss course related topics
- Completing and sending assignments to be graded by the instructor
- Communicating with advisors to evaluate progress and success in the program

TRAITS OF SUCCESSFUL ONLINE AND BLENDED LEARNERS

To be successful, an online or blended learning student must want to succeed! Online and blended learning requires independence, self-motivation, responsibility, and a certain level of maturity. Online and blended classes are also reading intensive; students are expected to comprehend information from their digital materials to apply to work assigned to them.

Two key advantages of online and blended learning are flexibility and convenience, but online learning is more challenging than it may seem. Online and blended courses require just as much, if not more, time and energy as traditional classroom courses. They also require specific computer skills and learning strategies in order to succeed.

The skills and characteristics below are those that every Paragon Learning Center student should possess prior to enrollment at Paragon:

Goal Oriented: Successful online and blended learning students must be self-disciplined and goal-oriented as they work to complete their weekly assignments, post email messages, and work with their classmates in their classes.

Proficient Readers & Communicators: Reading and writing are the primary methods of communicating in online and blended learning classes. Students should be comfortable reading documents on a computer screen and also be able to type. Some tests and quizzes have multiple-choice questions, but many assignments will involve writing short or long answers. Reading interventions support is available.

Ability to Set a Schedule & Keep It: Online and blended learning instructors expect students to be organized in setting a schedule that allows them to meet course deadlines. Students should access their courses daily in order to be successful.

Ability to Maintain a Good Study Environment: Students should complete their assignments in a quiet location, away from distractions (i.e. television, loud music, cell phones, other people). Students are also encouraged to adjust the height of their chair, keyboard, and screen so that they are comfortable. Forearms and thighs should be level and parallel to the floor, while wrists should not be bent while typing. Lighting in the room should also be at least as bright as the computer screen to avoid eyestrain.

Possession of Basic Technical Skills: Online and blended learners need basic technical skills to succeed. These basic skills include the ability to create new documents, send and receive e-mails with attachments, use a word processing program, and navigate the Internet. Paragon Learning Center suggests that students use either Google Chrome or Firefox when accessing their courses.

VISION DECLARATION

Paragon’s graduates are known as remarkable citizens; successful in any sector of our global economy. They are highly sought-after because of their sustained accomplishments, manifested through an approach that balances sound judgment and compassion. They hold their communities in high esteem, strengthen and renew them through dedication their time, talent, and treasure. Paragon alumni demonstrate an “infectious enthusiasm’ for lifelong learning, the essential key to stimulate personal and professional growth.

***Breakthrough Thinkers, Having Fun, Being Successful!
Where Dreams Become Reality!***

OUR PURPOSE

To offer diverse approaches to student learning; providing career and academic preparation; developing capabilities needed for success and resilience through a commitment to lifelong learning...

***Preparing YOU Today for a Successful Tomorrow!
Where Passion Turns into Action!***

PARAGON STAFF

- Roe Ann Collette.....Principal
- Bradley Gerler.....Online/Blended Learning TOSA
- Anita Pando-Sanchez.....Counselor
- Juanita Kitchen.....English
- Cheryl Clinger.....Math
- Michael Webb.....Social Studies
- Myles Meserve.....PE/Health
- TBD.....Secretary
- Michelle Madrid.....Educational Assistant
- Rueben Casaus.....Security

**Paragon Bell Schedule
2017 - 2018
Monday – Thursday**

1st Hour 7:45 am – 8:50 am
2nd Hour 8:54 am – 9:59 am
3rd Hour 10:03 am – 11:08 am
4th Hour 11:12 am – 12:17 pm
Lunch 12:21 pm – 12:51 pm
5th Hour 12:55 pm – 2:00 pm
6th Hour 2:04 pm – 3:10 pm

Friday

1st Hour 7:45 am – 8:33 am
2nd Hour 8:37 am – 9:25 am
3rd Hour 9:29 am – 10:17 am
4th Hour 10:21 am – 11:09 am
5th Hour 11:13 am – 12:01 pm
6th Hour 12:05 pm – 12:55 pm
Lunch 12: 59 pm – 1:29 pm

PARAGON ACADEMIC POLICIES

MASTERY BASED LEARNING

Often mastery-based learning is mistaken for the lack of deadlines; however, this is a fallacy. Mastery-based learning does not under any circumstance mean that a student can complete assignments whenever they want. All teachers have deadlines in place within their courses and students are expected to turn work in by those deadlines. Students who submit no work by a posted deadline will either receive no credit for the assignment or suffer the late penalties listed by the teacher of the course.

What mastery-based learning does mean for students is that there is no penalty for *not understanding a concept the first (or sometimes even the second and third times)*. Students who complete subpar work are coached by the teacher and then allowed to resubmit the assignment (if it is a project that can be revised) or take a *NEW* test if they originally performed poorly on a test or quiz. Please pay close attention to your teacher's guidelines for taking advantage of mastery-based learning within each course.

If a student feels he/she can complete their assignments very quickly, they are encouraged to speak to their teacher as soon as possible to set up an *accelerated* pacing guide. Students who procrastinate until the end of a course because "they are fast learners" will most likely fail the course due to missed deadlines.

ACADEMIC INTEGRITY

Cheating involves a student providing questions, answers, and/or work to another student. Cheating also includes receiving questions, answers, and/or work from another student. Plagiarism includes copying and pasting items from the Internet and presenting it as one's own work. Copying any other work and not properly citing its author/source is also a form of plagiarism.

Logging in to another student's account is absolutely unacceptable under any circumstances; therefore, students should be certain to keep their username and password private. If a student logs into another's account, it can be considered identity theft. Identity theft is illegal, and the consequences for this infraction may involve law enforcement.

Honor Code: All students are expected to abide by the Paragon honor code, which states:

I will not give nor receive help that was not pre-approved by my instructor on any assignment. I pledge to only submit work that is completely my own. I also pledge not to:

- Copy another student's work.
- Allow another student to copy my work.
- USE another student's account.
- Allow another student to use any of my accounts.
- Misuse any content from the Internet.
- Involve myself in any form of cheating and/or plagiarism.

Violation of Honor Code: If the honor code is violated, students may receive one or more of the following consequences: Learning intervention, parent contact, loss of credit, proctored examinations, removal of course with a grade of WF, other as designated by school administration.

DIGITAL LEARNING SUPPORT

APEX is Paragon's online curriculum used to facilitate learning and enhance instruction. Each student is assigned a unique username and password that works only for their APEX account. Parents and students are required to participate in an orientation process to become familiar with the components of online learning. Students are encouraged to participate in Paragon's Digital Learning labs designed to provide one to one support for student learning.

REPORT CARDS

Academic reports are issued every nine weeks to inform the student and parent of academic progress in each class.

Progress reports are issued half way through each grade period. Grade cards are issued four (4) times a year with only semester grades entered on the student's permanent record.

GRADE POINT AVERAGE

The maximum grade point average (G.P.A.) that shall be reported to colleges shall be 4.0. G.P.A. for all courses shall be determined on a 4.0 scale as follows: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0. The total points shall be divided by the total number of classes to determine G.P.A.

GRADE APPEAL PROCEDURE

If a parent/and or student has a concern about a grade they should follow this procedure

- Student should discuss the grade with the teacher.
- Parent should discuss the grade with the teacher and/or counselor. Counselor will assist in arranging for parent conference.
- If parent is not satisfied after the above two steps have been completed, he/she may submit a written complaint to the principal.
- A meeting will be held with the parties involved (Principal, parent, student, teacher, counselor).

COURSE WITHDRAWAL

- Students dropping a course during the first seven days of a term for block courses or 14 days for year long courses will not have the dropped course recorded on the cumulative record.
- Students dropping a course during the second through the fourth week of a term will have WP (withdraw pass) or WF (withdraw fail) recorded on the cumulative record depending on whether the student is passing or failing the course at the time of the drop. All WF's are calculated in the cumulative grade point average.
- Students dropping a course during the fifth week or during the remainder of the term will have a WF recorded on the cumulative record.
- The principal shall have the right to use his/her prerogative in determining unique cases concerning the WF on a cumulative record after the fourth week in a term.

Class drops for Post Secondary Options Program, Senior to Sophomore (STS), AVEP, or Early College, must be made in accordance with the university/college and Pueblo City Schools policies and procedures. If a student drops one or more of these classes after the designated drop period, the student and/or parent will be responsible to pay Pueblo City Schools for the respective class(es). Refer to Pueblo City Schools High School Course Description Guide for program details.

GRADUATION REQUIREMENTS (Policy: IKF-R)

Effective with the graduating class of 2012, graduation from a Pueblo City Schools high school requires a completion of a minimum of twenty-four credits. All prescribed requirements set forth by the State of Colorado Department of Education and Pueblo City Schools Board of Education must be completed prior to the student participating in a graduation exercise.

Graduation requirements are designed to give each student a well-balanced and comprehensive high school education. Classes, when carefully selected, will help students explore their own interests and develop their abilities. In planning a course of study, students should consider the following:

- Before selecting a course, students should read the course description to be sure it fits their needs, interests, and abilities and supports their plans after high school.
- College entrance requirements and/or career and technical plans for the future should be considered in selecting courses.

It is the responsibility of the student to know the graduation requirements, the number of credits necessary to graduate, and the specific classes needed for graduation. Students and parents should refer to the High School Course Description Guide for detailed information on graduation requirements. Students must be in good standing with regard to discipline to take part in the graduation ceremony. Pueblo City Schools Board of Education reserves the right to change the requirements for graduation.

PARAGON ATTENDANCE POLICY

RATIONALE

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School attendance law. Attendance is the responsibility of the student, parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

STUDENT ATTENDANCE EXPECTATIONS

Paragon students are required to attend classes two days a week and every other Friday. On the remaining weekdays, students are required to engage in online instruction via the internet from either a home computer or a computer in Paragon Resource lab.

- Freshmen and Sophomores attend classes on Monday, Wednesday, and every other Friday.
- Juniors and Seniors attend classes on Tuesday, Thursday, and every other Friday.

Attendance is verified and monitored by Infinite Campus attendance records as well as Apex student login records. Parents will be notified of unexcused absences. Student attendance requirements are enforced in accordance with district and state attendance policies. Judicial proceedings may be initiated for more than four unexcused absences in any one month or ten unexcused absences during any school year occur. Refer to the Pueblo City Schools website for detailed district attendance policies.

ABSENCES-EXCUSED

To excuse your student please call Paragon secretary at 423-3570. This phone is available 24 hours a day. Notify Paragon as soon as you know your student will be absent. Refer to *Pueblo City Schools Student Conduct and Discipline Code* handbook for additional attendance policies and procedures.

ABSENCES-PRE-ARRANGED

On occasion, students know in advance of a forthcoming necessary absence of over a period of two or more days. In this instance, students are expected to request from Principal a "*Student Request for Absence*" form. Each teacher will check "yes" or "no" in the appropriate column indicating whether or not the teacher feels that this leave may be taken without significantly hindering the student's progress. The teacher is not giving or denying permission to be absent with this form - this decision is to be made by the parent alone. Failure to get prior approval from the principal for the forthcoming absence will result in the absence being unexcused.

CHECK OUT PROCEDURE DURING THE SCHOOL DAY

If it becomes necessary for a student to leave school, the following procedure must be followed:

- A note or phone call from a parent must be received by the Paragon Secretary. On this note, a phone number of a contact person shall be listed.
- The school will call the individuals listed on the student's emergency call card to verify a phone call or note received to release a student from school. If an emergency call card is missing on a student it shall be the responsibility of the student and parent to complete a card and return it to the school.
- Parents listed on the emergency call card must come into the school building to sign out their student. If a student drives to school, a written permission form must be on file before a student will be allowed to leave school without a parent. The school shall call parents to inform them that their son or daughter is being released from school.
- In the event a parent (listed on the emergency call card) cannot be reached, a student shall not be released from school. A student leaving on his or her own accord shall be considered to be truant.
- Students must sign out in the Paragon Office before leaving campus, even if they have received a pass excusing them from class. Failure to sign out is cause for disciplinary action.

TARDINESS

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins.

- Students who arrive to class late within the first 10 minutes without an approved excuse will be considered unexcused tardy. Accumulation of unexcused tardies is subject to consequences.
- Students who arrive to class more than 10 minutes late without an approved excuse will be considered absent (unexcused) for that class period. Accumulation of unexcused absences is subject to consequences.

PARAGON EXPECTATIONS OF STUDENT CONDUCT

The staff at Paragon believe that every student has the right to attend school in a safe and orderly environment, free from threats and physical violence. When a student misbehaves or breaks a rule, our approach considers:

- What is the best interest of protecting the educational process at Paragon?
- What is the best way for the student to learn from his or her mistake?

Paragon Student Handbook is available online. In addition, all students are given the Pueblo City Schools Student Conduct and Discipline Code. These booklets outline specific behavioral expectations for all students that should be adhered to at all times. References to student discipline are to be directed to the district student discipline code. Parents/Guardians are encouraged to read these documents and keep them for future reference. Listed below are some specific guidelines that pertain to Paragon students in compliance with Colorado State law and Pueblo City Schools policies.

GOOD CITIZENSHIP

A school is judged by its' students and a student is judged by his/her school. For this reason, it is the responsibility of every student at Paragon to follow rules which promote good citizenship.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all technology devices, books, supplies, and furniture as well as the building, itself. Textbooks are provided by the school at no cost to the student. Normal use of textbooks will result in no fine. Students are expected to pay for lost or damaged books while the books are in their custody. In cases of vandalism, police will be called and restitution will be required. Students involved in graffiti incidents will be prosecuted to the full extent of the law.

CLASSROOM CONDUCT

Classroom conduct is one of the most important keys to your success in school. Students are expected to be to be in their assigned classroom, during their assigned period. Teachers expect students to be prompt, use time wisely, and complete all assignments and do their best at all times. Bring paper, book, pencil, and positive attitude to class daily.

LUNCH & CAFETERIA POLICIES

Pueblo City Schools has a 'closed campus' policy for students during lunch. Therefore, students are not allowed to leave campus for lunch. Students leaving campus will be disciplined accordingly.

Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.

The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates who will be using the cafeteria after you have eaten. Please leave your table clean and throw away trash when you have finished eating. Food is not allowed in the classrooms, unless permission has been granted from the classroom teacher.

LEARNING COMMONS

The Learning Commons is an area designated for independent student study. Food and drink are not allowed in the Learning Commons. Students not showing responsible behavior or interfering with other students' right to learn, will be asked to leave and may be subject to disciplinary action.

Computers and printers are for classroom work only. Never share passwords with friends and always log out of your student account when you leave. Using school computers is a privilege, students abusing the privilege will face disciplinary action and may lose their internet privileges.

Students may not remove computers or other materials from the Learning Commons or classrooms unless they have been properly checked out. Leaving with items not checked out is considered theft.

INTERNET POLICY

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

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are disruptive to instruction time. Any student who is caught using a cell phone or other electronic device during class time will have the cell phone or electronic device confiscated. This policy will be enforced during class time. A parent or guardian will be required to come in to the office before the item will be returned. The district policy states that cell phones and electronic devices, whether for personal, recreational, communication, or instructional purposes, are permitted as follows: In academic settings (classroom, library, labs, etc.) such devices must be in the "off" position and stored out of sight except as permitted by the instructor or the building administrator. Use of any such device can in no way disrupt, pose a safety concern or otherwise violate district policy. Pueblo City Schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents. Please see the Pueblo City Schools Student Conduct and Discipline Code book for the complete policy – Student Use of Cell Phone and Other Personal Electronic Devices – File JICJ/JICC.

DISPLAY OF AFFECTION

Relationships between students attending Paragon will provide for some of the fondest memories. Gestures of congratulations such as embraces and handshakes are examples of appropriate behavior. Kissing, inappropriate touching and embracing of a personal nature between students is not acceptable. Please do not embarrass other students and staff with these acts of affection.

DRESS CODE

Students are required to wear appropriate school attire based on District policy.

HALL PASSES

Teachers issue Hall passes to students who must pass through the halls while classes are in session. A student who is in the halls while classes are in session must have a hall pass.

FIGHTING

Fighting is prohibited. Students involved in or provoking a fight will be suspended from school. Students who continue to provoke fights are subject to serious disciplinary actions. Fighting and assault behavior will result in police involvement and the issuance of a ticket.

DISRUPTIVE OBJECTS

Glass bottles will not be allowed on campus because of the danger of broken glass. IPODs/MP3 players (including earphones), laser pointers, other types of electronic devices, will not be allowed unless approved for instructional purposes by the Principal. The use of any style of skateboard on campus is prohibited. Paragon will not be responsible for lost or stolen electronic devices.

GANGS AND GANG-RELATED AFFILIATION and ACTIVITIES

Paragon administration and staff shall provide an orderly safe learning environment for all students. By this policy, Paragon acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the school or District's rules and regulations.

No student:

- Shall possess, use, distribute, display or wear, any clothing, jewelry, emblem, badge, symbol, sign or color which is evidence of membership or affiliation with any gang:

- Shall draw gang graffiti or distribute gang-related literature on any personal possession within the school including lockers, books, backpacks, papers, etc.:
- Shall use any speech or act in furtherance of gang activity:
- Shall solicit others for membership in any gang:
- Shall request any person to pay protection or otherwise act to extort any person:
- Shall commit any other illegal act or other violation of school district policies:
- Shall incite other persons to act with physical violence upon any other person:
- Shall attend any activity that could be interpreted as relating to gangs or gang activity.

Students who violate this policy are subject to the rules and regulations of Paragon Learning Center and Pueblo City Schools as it applies to gang related misconduct. All gang-related paraphernalia or materials will be confiscated. PCS District policy: JICF

BULLYING

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports IN good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement. School Board Policy JICDE.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment. Acts of sexual harassment will not be tolerated and will be dealt with in accordance with the District Policy. See Pueblo School District 60 Student Conduct and Discipline Code JBB. Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal.

TOBACCO USE (Students, Employees, Patrons, Visitors)

Pueblo School District No. 60 is committed to providing a healthy, comfortable, and productive environment for all students. This goal can only be achieved through ongoing efforts to protect nonsmokers and to help students adjust to restrictions on all forms of tobacco use.

Students, patrons, and visitors shall not use tobacco in any manner to include the use of electronic cigarettes/vapor pens, any time inside or outside a District facility or while in a District-owned vehicle. Penalties range from suspension to issuance of a citation by law enforcement. All Vapor Devices will be confiscated. See Student Conduct & Discipline Code Book, District Policy JICH-R

DUE PROCESS

Paragon and Pueblo City Schools adhere to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary situation which might result in suspension, expulsion, or recommendation for adjustment transfer. The minimum constitutional requirements of due process mandate the student be given:

- Oral or written notice of the charges against him/her
- Explanation of the evidence school authorities have
- An opportunity for the student to admit or deny to the alleged violation and to give his/her version of events
- The length of time the student will be excluded from school and conditions of readmittance.

Notice: Video Security recording devices are present and in operation 24 hours per day throughout Paragon Learning Center, in accordance with School District Board Policy JLIF-R.

PARAGON GENERAL STUDENT INFORMATION

STUDENT INJURY & MEDICATIONS

Students injured during the school day, on school grounds are normally attended to by administration, the school resource officer and/or the school nurse. A student accident report will be filled out and filed with the district office. It is standard procedure to call the parent or guardian when a student has been injured or is in distress. 911 Rescue may be called if administration thinks it is necessary for the safety, health, and well-being of a student.

If a student is required to take medication during the school day, the parent or guardian on record must come to the school, and fill out the necessary paperwork. Staff members cannot give medication without these proper permission forms. Students should not carry medication with them. Parents may come in to the school and give their students medication if they choose. Please check in at the main office when you arrive.

It is imperative that parents make sure student records and contact phone numbers are up-to-date. We want to be able to make immediate contact in the event of an emergency! In addition, parents should share important medical information, limitations, etc. with appropriate school personnel.

IMMUNIZATIONS

See immunization information on the next two pages.

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.



Dedicated to protecting and improving the health and environment of the people of Colorado

K - 12th Grade School Required Immunizations - 2017-18 School Year

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

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

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

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

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcdimmunization@state.co.us



Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe
John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer



Kindergarten through 12th Grade Immunization Chart
Immunizations Required for School Attendance 2017-18

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-
PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)	
		Vaccines must follow <i>MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP or DT) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP or DT unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP or DT must be given no sooner than 4 years of age.	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Tetanus/Diphtheria/ Pertussis <i>For students 7 years of age or older who did not have a full series of DTaP or DT.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required. 4 doses required if 1 st dose of DTaP or DT is given before 1 year of age. 1 dose of Tdap is to be given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6th grade entry thru 12th grade.	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).
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. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
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 doses are required for students entering Kindergarten & through 12 th grade.	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
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 by a health care provider has been performed.	All children 1 year of age and older
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 must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, 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.	

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

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



EMERGENCY PROCEDURES AND DRILLS

It is critical to ensure clear, practiced, and easy to follow procedures are in place during a crisis. Emergency preparedness drills, which may include fire drills, tornado drills, secure perimeter and lockdown drills are conducted throughout the year so that students and staff know the proper exit procedures and places to shelter in the event of one of these emergencies. We are required to time many of these drills in order to make sure that procedures are followed as quickly and safely, as possible. Parents or visitors in the building during any drill will follow procedures with the rest of the students and staff.

The police department is normally involved in emergency preparedness drills to ensure procedures are followed and the safety of students is being met. We ask that all parties be patient during these situations or drills, as we often will not be answering phones or doors in order to direct students, or to comply with the drill. These procedures are in place for the safety and well-being of the entire Paragon Learning Center community.

A 'Secure Perimeter' is when the building is locked and secured from the inside with security posted at main doors. When a Secure Perimeter is in place, no one is allowed to enter or exit the building until such time as the Secure Perimeter is lifted. Visitors will not be allowed to enter. This is done for the safety of students and staff. Secure Perimeter is usually implemented when there is a threat outside the school (i.e. criminal activity in the surrounding neighborhood). The goal of a Secure Perimeter is to maintain the safety and well-being of all individuals in the building.

A 'Lockdown' is when the entire school and every classroom within the school is locked down. No one is allowed to leave or enter from any room during a lockdown drill. Students and staff are not allowed in the hallways. Students shelter in classrooms or designated areas. A 'Lockdown' is used when a violent life threatening person is inside the school, suspected of being in the school, or on school grounds. The purpose of a lockdown is to hide as many students and staff behind locked doors in as little time as possible.

Fire and Tornado drills are examples of evacuate and shelter response actions that are used when there is a need to move students, staff, and visitors from one location to another due to unsafe conditions on the inside or outside of the school. Based on the type of incident, signals and instructions can range from an alarm sounding, intercom announcements, messengers, to two-way radio. Evacuation routes are posted in each room. Other emergency procedures may be given; therefore, staff, students, and visitors should remain calm and listen for and follow instructions.

STUDENT PARKING REGULATIONS

Student parking is strictly limited to the West parking lot. It is recommended that students park in the designated school lot and properly secure their cars. The school is not responsible for theft from or damage to bicycles or autos. The following regulations apply to the use of the student parking area.

- All students must be licensed drivers and the vehicle they drive must be insured.
- Loitering in the parking lot is prohibited.
- The campus speed limit in the parking lot is 10 mph.
- Vehicles parked on school property are subject to search if there is reasonable grounds to believe drugs, weapons or other such contraband are present.
- Student parking is considered a privilege and is limited to first come first serve.

Students who violate the parking policy will lose their parking privileges. District policy JK.

RELEASE OF INFORMATION TO MILITARY

Federal and State legislation in addition to policy established by the Pueblo City Schools Board of Education authorize the release of names, address and telephone numbers of students to armed forces recruiting officers. We release the information of all seniors unless we have a written request to the contrary. The regulations and procedures clearly specify that it is the parent's responsibility to notify us in writing if you do not want this information on your son/daughter released. Forms for such request will be given to students at the beginning of the school year or are available in the Counseling Office.

STUDENT GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

Student complaints alleging discrimination on the basis of race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled in a prompt and equitable manner. The procedure to follow is listed below:

- Timely resolution of student complaints is dependent upon prompt reporting of the alleged discrimination. Students should file a written complaint within five school days of the time the student first had knowledge of the alleged discrimination. Acceptance of written complaints filed after the five-day limit will be at the discretion of the principal on a case-by-case basis.
- The complaint shall be filed with the principal.
- The principal or principal's designee will render a written decision within fifteen (15) school days from the date the complaint was filed.
- If the complaint is not resolved at the level of the principal, the student may appeal to the Administrative Assistant to the Superintendent of Pueblo City Schools at the Administrative Services Center in writing within five (5) days of the principal's decision. The Assistant to the Superintendent shall render a written decision within fifteen (15) school days from the date of the filing of the appeal.

Pueblo City Schools has adopted a Code of Student Conduct and Discipline that is distributed to each student at the beginning of each school year under separate cover and is also available from the District website. All parents and students are expected to be familiar with the Code of Student Conduct and Discipline, which contains all policies that deal with student discipline that have been adopted by the School District No. 60 Board of Education.