

PARAGON LEARNING CENTER



2019-2020 STUDENT HANDBOOK

(Subject to change)

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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

Non-Voting Members

David Horner Treasurer
Geri Patrone Secretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

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 Cheryl Madrill, 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.

PUEBLO CITY SCHOOLS 2019-20 Instructional Calendar

August 2019						
S	M	T	W	T	F	S
					1	2
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 2019						
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 2019						
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 2019						
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 2019						
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 2020						
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

Innovation Professional Development.....8, 9
 Teachers Begin.....12
 Teacher Work Days.....13, 16
 Principal Led Professional Development/
 Building Meetings.....12
 District Professional Dev. Day.....14, 15
 Assessment/Transition Day K-12.....19
 Classes Begin.....20
 No School.....23, 30

SEPTEMBER

No School.....2, 6, 13, 20, 27
 Professional Development.....20

OCTOBER

No School.....4, 11, 18, 25
 1st Grade Period Ends.....17
 Teacher Work Day.....18
 Parent/Teacher
 Conference Window.....21, 22, 23, 24, 25

NOVEMBER

No School.....1, 8, 15, 22
 Innovation Professional Development.....1
 Professional Development.....8
 Thanksgiving Break.....25, 26, 27, 28, 29

DECEMBER

No School.....6, 13, 20
 Teacher Work Day.....20
 2nd Grade Period/1st Semester Ends.....19
 Winter Break.....23, 24, 25, 26, 27, 30, 31

JANUARY

Winter Break.....1, 2, 3
 No School.....10, 17, 24, 31
 District Professional Development.....24
 Innovation Professional Development.....31

FEBRUARY

No School.....7, 14, 21, 28
 Professional Development.....21

MARCH

No School.....6, 13, 20
 3rd Grade Period Ends.....19
 Teacher Work Day.....20
 Spring Break.....23, 24, 25, 26, 27

APRIL

No School.....3, 10, 17, 24
 Innovation Professional Development.....10
 Professional Development.....17
(This day will be utilized for Fall Parent/Teacher conferences.)

MAY

No School.....1, 8, 15, 22, 25, 29
 Teacher Work Day.....15
(This day will be utilized for Spring Parent/Teacher conferences.)
 Graduation:
 Paragon.....Thursday, May 28
 Centennial and Central.....Friday, May 29
 South and East.....Saturday, May 30

JUNE

Classes End.....4
 Teachers' Last Day.....5

JULY

February 2020

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

March 2020

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

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 2020

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

June 2020

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	

July 2020

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

PUPIL CONTACT DAYS

August.....8	February.....16
September.....16	March.....14
October.....19	April.....18
November.....12	May.....15
December.....12	June.....4
January.....16	July.....0
	Total.....150

DAYS PER SEMESTER

1st Grade Period.....35	3rd Grade Period.....44
2nd Grade Period.....32	4th Grade Period.....39
1st Semester.....67	2nd Semester.....83
	Total.....150

KEY

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- ▲ Principal Led Professional Development/Building Meetings
- ◊ District Led Professional Development
- ◊ Professional Development
- ◊ Innovation Professional Development
- Parent/Teacher Conference Window
- * Grade Period End
- ⌋ Semester Ends
- ☆ Assessment/Transition Day K-12
- ⋮ Graduation



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, and 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.

PARAGON LEARNING CENTER MISSION

Paragon Learning Center is a non-traditional academic campus. We utilize a blended learning model with a flexible schedule. We are a caring community that fosters learning and student engagement.

PARAGON LEARNING CENTER VISION

Prepare students today for success tomorrow!

PARAGON LEARNING CENTER STAFF

Rich Mestas.....	Principal
Bradley Gerler.....	Online/Blended Learning TOSA
Anita Pando-Sanchez.....	Counselor
Juanita Kitchen.....	English
TBD.....	English
Cheryl Clinger.....	Math
TBD.....	Math
Sarah Tucker	Science
TBD.....	Science
Michael Webb.....	Social Studies
Ryan Harr.....	Social Studies
Myles Meserve.....	Discovery/PE/Health
Ian Martinez-McGraw	Exceptional Student Services
Haley Gansz.....	Online Advocate
Melissa Manzanares.....	Online Advocate
Noelle Solano.....	Online Advocate
Christina Baca.....	Secretary
Michelle Madrid.....	Educational Assistant
Rueben Casaus.....	Security

**Paragon Learning Center Bell Schedule
2019 - 2020
Monday – Thursday**

1st Hour 7:45 am – 8:45 am
2nd Hour 8:48 am – 9:48 am
3rd Hour 9:51 am – 10:51 am
4th Hour 10:54 pm – 11:54 am
Lunch 11:57 am – 12:31 pm
5th Hour 12:34 pm – 1:34 pm
6th Hour 1:37 pm – 2:37 pm
7th Hour 2:40 pm – 3:40 pm

**2 Hour Delayed Start
Monday – Thursday**

1st Hour 9:45 am – 10:28 am
2nd Hour 10:31 am – 11:14 am
3rd Hour 11:17 am – 12:00 pm
4th Hour 12:03 pm – 12:46 pm
Lunch 12:49 pm – 1:22 pm
5th Hour 1:25 pm – 2:08 pm
6th Hour 2:11 pm – 2:54 pm
7th Hour 2:57 pm – 3:40 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 may 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 are more likely to fail the course.

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

APEX is Paragon's online digital curriculum. It is used to facilitate learning and enhance individualized 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 utilize Paragon's Resource Center designed to provide one to one support for student learning.

PROGRESS REPORTS AND GRADING PERIODS

Academic progress reports are emailed to parents weekly. A current parent/guardian email address must be on file in the main office to ensure delivery.

Student grades are issued at the end of each 12-week grading period/trimester and are entered on the student's permanent record. Student credit sheets are distributed at the end of each trimester. Refer to Paragon's Course Description Guide for details on course grades and credit.

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 ten days of a trimester will not have the dropped course recorded on the cumulative record.
- Students dropping a course after 11 days 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 after nine weeks 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.

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 Paragon's 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.

STUDENT ATTENDANCE EXPECTATIONS

Paragon Learning Center Blended Pathway students are required to attend classes two days a week. On the remaining weekdays, students are required to engage in online instruction from either a home computer or a computer in Paragon Resource Center.

- Freshmen and sophomores attend classes on Monday and Wednesday (Purple Days).
- Juniors and seniors attend classes on Tuesday and Thursday (Silver Days).

Paragon Learning Center Dutch Clark Digital Pathway students are required to attend classes daily via home on a computer, or on a computer in the Paragon Resource Center, South Collaboration Zone, East Collaboration Zone, Central Collaboration Zone or Centennial Collaboration Zone.

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 Learning Center 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 are asked come into the school building to sign out their student. If a student drives to school, permission must be obtained 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.

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 LEARNING CENTER EXPECTATIONS OF STUDENT CONDUCT

The staff at Paragon Learning Center 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 Learning Center?
- What is the best way for the student to learn from his or her mistake?

Paragon Learning Center 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. Computers and textbooks are provided for student use while at school. Normal use of computers and textbooks will result in no fine. Students are expected to pay for lost or damaged materials and devices while they 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 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, pencil, and positive attitude to class.

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 considered truant.

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 and cafeteria staff. 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.

RESOURCE CENTER/COLLABORATION ZONES

The Resource Center and Collaboration Zones are areas designated for independent student study. Students are required to sign in and out of the Resource Center and Collaboration Zones. Food and drink are not allowed in the Resource Center. 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 Resource Center 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. 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 inappropriate 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 items.

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 equipment, 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 other disciplinary action. 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.

VIDEO SURVEILLANCE

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 LEARNING CENTER 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.

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. 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 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.



K - 12th Grade School-required Immunizations for the 2019-20 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, DTP, Tdap)
 - polio (IPV)
 - measles, mumps, rubella (MMR)
 - hepatitis B (HepB)
 - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6th grade must receive one dose of Tdap vaccine, 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 current versions of the 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/schedules/downloads/teen/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 only need to submit this form once, unless your student's information or school changes. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available 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 immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data.
- You may want to talk to a health care provider licensed to give vaccines or your 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 health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,

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

VACCINE	Number of Doses <i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>	Grades K-12 (4-18 Years of Age)
Diphtheria/Tetanus/ Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP given no sooner than 4 years of age.
Tetanus/Diphtheria/ Pertussis <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 given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6th grade entry 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. 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 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) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Influenza (Flu)	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
Meningococcal Meningitis <u>MenACWY</u> <u>MenB</u>	2 doses Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
Human Papillomavirus (9vHPV)	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 6 mo
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 Section 25-4-902, C.R.S. There are three ways to be in compliance with the school immunization law:

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

Last Reviewed January 2018



Policies and Procedures (Pueblo City Schools)

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: Student Use of Internet and Electronic Communications

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

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

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

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

