

# PARAGON LEARNING CENTER

# DUTCH CLARK DIGITAL ONLINE LEARNING



## 2020-2021 STUDENT HANDBOOK

(Subject to change)

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

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

## Non-Voting Members

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

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

### Mission

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



Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and 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 SCHOOL DISTRICT 60 2020-21 Instructional Calendar

**August 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					

**September 2020**

S	M	T	W	T	F	S
					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 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

**November 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					

**December 2020**

S	M	T	W	T	F	S
					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 2021**

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**

New Teacher Orientation .....4, 5  
 Innovation Professional Development.....6, 7  
 Teachers Begin.....10  
 Teacher Work Days .....11, 14  
 Principal Led Professional Development/  
 Building Meetings .....10  
 District Professional Dev. Day.....12, 13  
 Assessment/Transition Day K-12 .....17  
 No School .....21, 28  
 Classes Begin.....31

**SEPTEMBER**

No School .....4, 7, 11, 18, 25  
 Professional Development .....18

**OCTOBER**

No School .....2, 9, 16, 23, 30  
 1st Grade Period Ends .....15  
 Teacher Work Day .....16  
 Parent/Teacher  
 Conference Window.....19, 20, 21, 22, 23  
 Innovation Professional Development.....30  
*(1/2 Day = 3 hours 15 minutes)*

**NOVEMBER**

No School .....6, 13, 20  
 Professional Development .....13  
 Thanksgiving Break.....23, 24, 25, 26, 27

**DECEMBER**

No School .....4, 11, 18  
 2nd Grade Period/1st Semester Ends .....18  
 Teacher Work Day .....18  
 Winter Break .....21, 22, 23, 24, 25  
 28, 29, 30, 31

**JANUARY**

Winter Break .....1  
 No School .....8, 15, 22, 29  
 District Professional Development .....22  
 Innovation Professional Development.....29  
*(1/2 Day = 3 hours 15 minutes)*

**FEBRUARY**

No School .....5, 12, 19, 26  
 Professional Development .....19

**MARCH**

No School .....5, 12, 19  
 3rd Grade Period Ends.....18  
 Teacher Work Day .....19  
 Spring Break .....22, 23, 24, 25, 26

**APRIL**

No School .....2, 9, 16, 23, 30  
 Professional Development .....16  
*(The hours from this day will be utilized for Fall Parent/Teacher conferences.)*

**MAY**

No School .....7, 14, 21, 28, 31  
 Teacher Work Day .....14  
*(The hours from this day will be utilized for Spring Parent/Teacher conferences.)*  
 Graduation:  
 Paragon ..... Thursday, May 27  
 Central, South.....Friday, May 28  
 East, Centennial ..... Saturday, May 29

**JUNE**

Classes End.....3  
 Teachers' Last Day .....4  
 Possible Make-up Day .....7, 8  
*(for inclement weather coverage)*

**JULY**

**February 2021**

S	M	T	W	T	F	S
					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 2021**

S	M	T	W	T	F	S
					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 2021**

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 2021**

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 2021**

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 2021**

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 ..... 1	February.....16
September.....17	March .....15
October.....17	April.....17
November.....13	May .....16
December.....11	June .....3
January.....16	July.....0
	<b>Total.....142</b>

**DAYS PER SEMESTER**

1st Grade Period.....27	3rd Grade Period ..... 44
2nd Grade Period...32	4th Grade Period ..... 39
1st Semester .....59	2nd Semester..... 83
	<b>Total..... 142</b>

**KEY**

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



# **Hexter Schedule 2020-2021**

## **Hexter 1**

August 17 - September 24  
(23 days)

## **Hexter 2**

September 28 - November 5  
(24 days)

## **Hexter 3**

November 9 - January 7  
(24 days)

## **Hexter 4**

January 11 - February 18  
(24 days)

## **Hexter 5**

February 22 - April 8  
(24 days)

## **Hexter 6**

April 12 - June 3  
(31 days)

Total 150 days

## WELCOME TO DUTCH CLARK DIGITAL/PARAGON LEARNING CENTER

Paragon Learning Center is home to Pueblo City Schools' customized 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 Dutch Clark Digital/Paragon Learning Center student will most likely include:

- 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 a Dutch Clark Digital Collaboration Zone.
- Participating in synchronous instruction occurring at the same time as other students, scheduled face to face and in person when needed.
- 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 (6 assignments per day, 24 assignments per week)
- Communicating DAILY with Connections 101 Teacher to evaluate progress and success in the program

## TRAITS OF SUCCESSFUL ONLINE AND BLENDED LEARNERS

To be successful, a customized learning student must want to succeed! Customized 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 customized learning are flexibility and convenience, but customized 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 Dutch Clark Digital/Paragon Learning Center student should possess in order to be successful:

**Goal Oriented:** Successful customized 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:** Customized 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.

## DUTCH CLARK DIGITAL MISSION

*To engage and empower students through a customized education that leads to a life of purpose and impact.*

## DUTCH CLARK DIGITAL VISION

*To become a dynamic school that supports student success through diverse learning experiences and authentic community partnerships.*

## PARAGON LEARNING CENTER FACULTY AND STAFF

Rich Mestas.....	Principal
Julie Shue.....	Assistant Principal
Bradley Gerler.....	Online/Blended Learning TOSA
Katie Nickelson.....	Counselor
Myles Meserve.....	Counselor/Discovery
Christina Baca.....	Secretary
Rueben Casaus.....	Security
Gary Wyberg.....	SRO
Carol Gerler.....	School Nurse
Chris Miller.....	Head Custodian
Edmund Algien.....	Night Custodian
Kelli Gordon.....	Exclusion and Expulsion Teacher
Juanita Kitchen.....	English
Mary Gansz.....	English
Heather Welleman.....	English
Cheryl Clinger.....	Math
Aubrey Martinez-McGraw.....	Math
Sarah Tucker.....	Science
Kimber Peaker.....	Science
Michael Webb.....	Social Studies
Ryan Harr.....	Social Studies
Ian Martinez-McGraw.....	Exceptional Student Services
Adriana Nava.....	ESS Paraprofessional
Kathy Orr.....	ESS Paraprofessional
Noelle Solano.....	Online Advocate
Frank Martinez.....	Online Advocate
Jazzmine Lopez.....	Online Advocate
Myranda Jones.....	Online Advocate
Courtney Paige.....	Educational Assistant

# Dutch Clark Digital/Paragon Learning Center Bell Schedule 2020-21

## Monday - Thursday

### AM Session

<i>Period</i>	<i>Course</i>	<i>Time</i>
0	Independent Work Session	8:00 am - 9:00 am
1	Core Block	9:00 am - 10:00 am
2	Reading	10:00 am - 10:30 am
3	Elective	10:30 am - 11:00 am
4	Core Block	11:00 am - 12:00 pm

### Lunch (12:00 pm - 12:30 pm)

### PM Session

<i>Period</i>	<i>Course</i>	<i>Time</i>
5	Core Block	12:30 pm - 1:30 pm
6	Reading	1:30 pm - 2:00 pm
7	Elective	2:00 pm - 2:30 pm
8	Core Block	2:30 pm - 3:30 pm
0	Independent Work Session	3:30 pm - 4:30 pm

## Dutch Clark Digital/Paragon Delayed Start 2020-21

### Monday -Thursday

#### AM Session

<i>Period</i>	<i>Course</i>	<i>Time</i>
0	Independent Work Session	9:30 am - 10:00 am
1	Core Block	10:00 am - 11:00 am
2	Reading	Can make up after Lunch
3	Elective	Can make up after Lunch
4	Core Block	11:00 am - 12:00 pm

#### Lunch (12:00 pm - 12:30 pm)

#### PM Session

<i>Period</i>	<i>Course</i>	<i>Time</i>
5	Core Block	12:30 pm - 1:30 pm
6	Reading	1:30 pm - 2:00 pm
7	Elective	2:00 pm - 2:30 pm
8	Core Block	2:30 pm - 3:30 pm
0	Independent Work Session	3:30 pm - 4:30 pm



## **DUTCH CLARK DIGITAL/PARAGON ACADEMIC POLICIES**

### **COMPETENCY BASED LEARNING**

Often competency-based learning is mistaken for the lack of deadlines; however, this is a fallacy. Competency-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 competency-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 Dutch Clark Digital/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 6-week grading period/hexter and are entered on the student's permanent record. Student credit sheets are distributed at the end of each hexter. 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 five days of a hexter will not have the dropped course recorded on the cumulative record.
- Students dropping a course after six 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.

## **DUTCH CLARK DIGITAL/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**

Dutch Clark Digital/Paragon Learning Center students are required to attend classes four days per week (Monday-Thursday) face to face or virtually. Students are required to engage in online instruction from either a home computer or a computer in a Dutch Clark Digital Collaboration Zone.

Attendance is verified and monitored by Infinite Campus attendance records as well as Apex student login records and daily check-ins with Connections 101 Teachers. 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 Dutch Clark Digital/Paragon Learning Center secretary at 423-3570. This phone is available 24 hours a day. Notify Dutch Clark Digital/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 Dutch Clark Digital/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 Learning Center 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.

## **DUTCH CLARK DIGITAL/PARAGON LEARNING CENTER EXPECTATIONS OF STUDENT CONDUCT**

The staff at Dutch Clark Digital/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 Dutch Clark Digital/Paragon?
- What is the best way for the student to learn from his or her mistake?

Dutch Clark Digital/Paragon Learning Center Student Handbook is available online. In addition, all students are given the Pueblo District 60 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 District 60 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 Dutch Clark Digital/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 District 60 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.

## **COLLABORATION ZONES**

Collaboration Zones are areas designated for independent student study. Students are required to sign in and out of the Collaboration Zones. 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 Collaboration Zones unless they have been properly checked out. Leaving with items not checked out is considered theft.

## **INTERNET POLICY**

Dutch Clark Digital/Paragon is linked with the Pueblo District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a *Pueblo District 60 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 District 60 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 District 60 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 Dutch Clark Digital/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**

Dutch Clark Digital/Paragon administration and staff shall provide an orderly safe learning environment for all students. By this policy, Dutch Clark Digital/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 Dutch Clark Digital/Paragon Learning Center and Pueblo District 60 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**

Dutch Clark Digital/Paragon and Pueblo District 60 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 re-admittance.

### **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.

## **DUTCH CLARK DIGITAL/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 District 60 School 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**

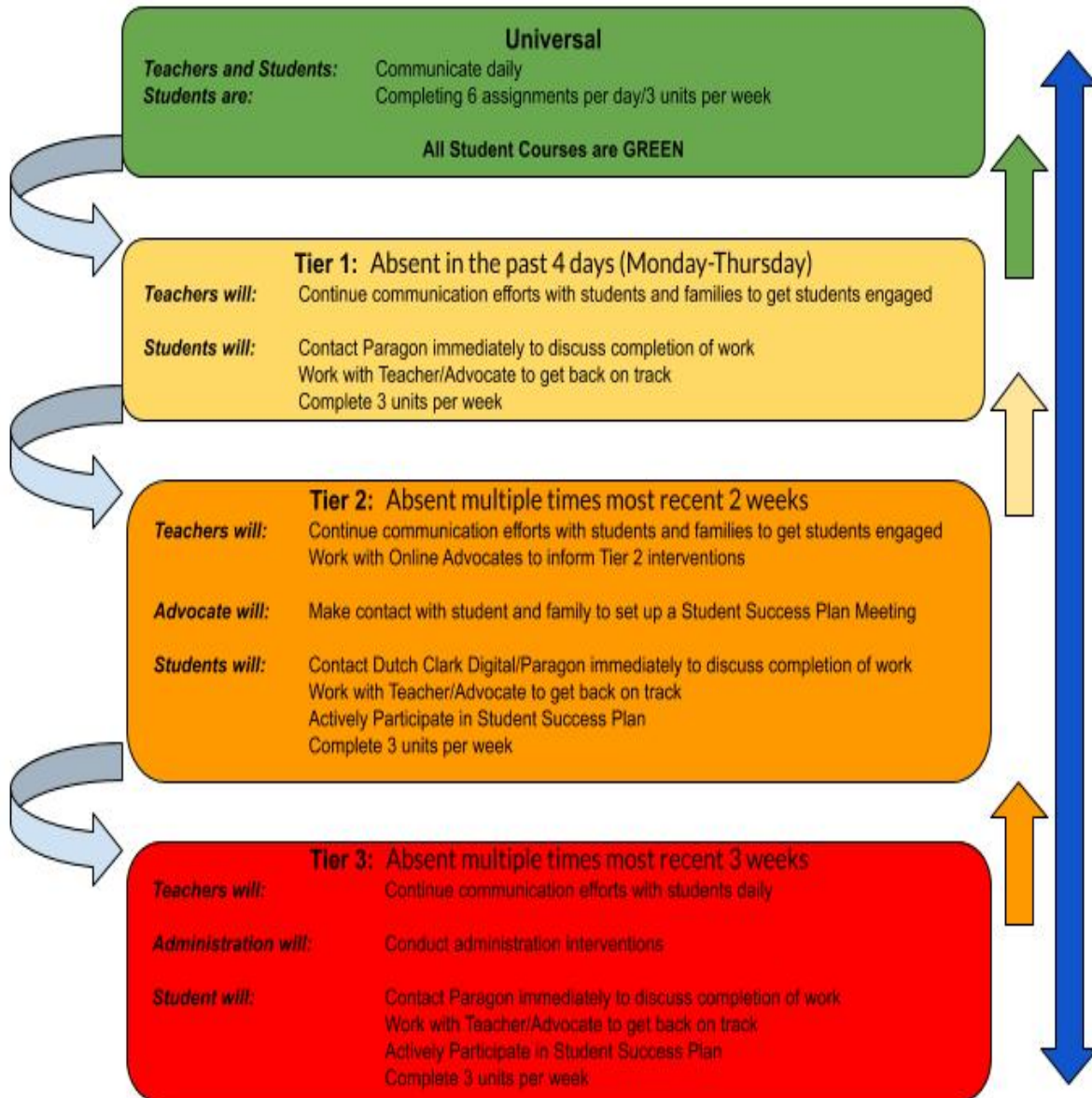
Student complaints alleging discrimination on the basis of race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled in a prompt and equitable manner. The procedure to follow is listed below:

- 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 District 60 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.

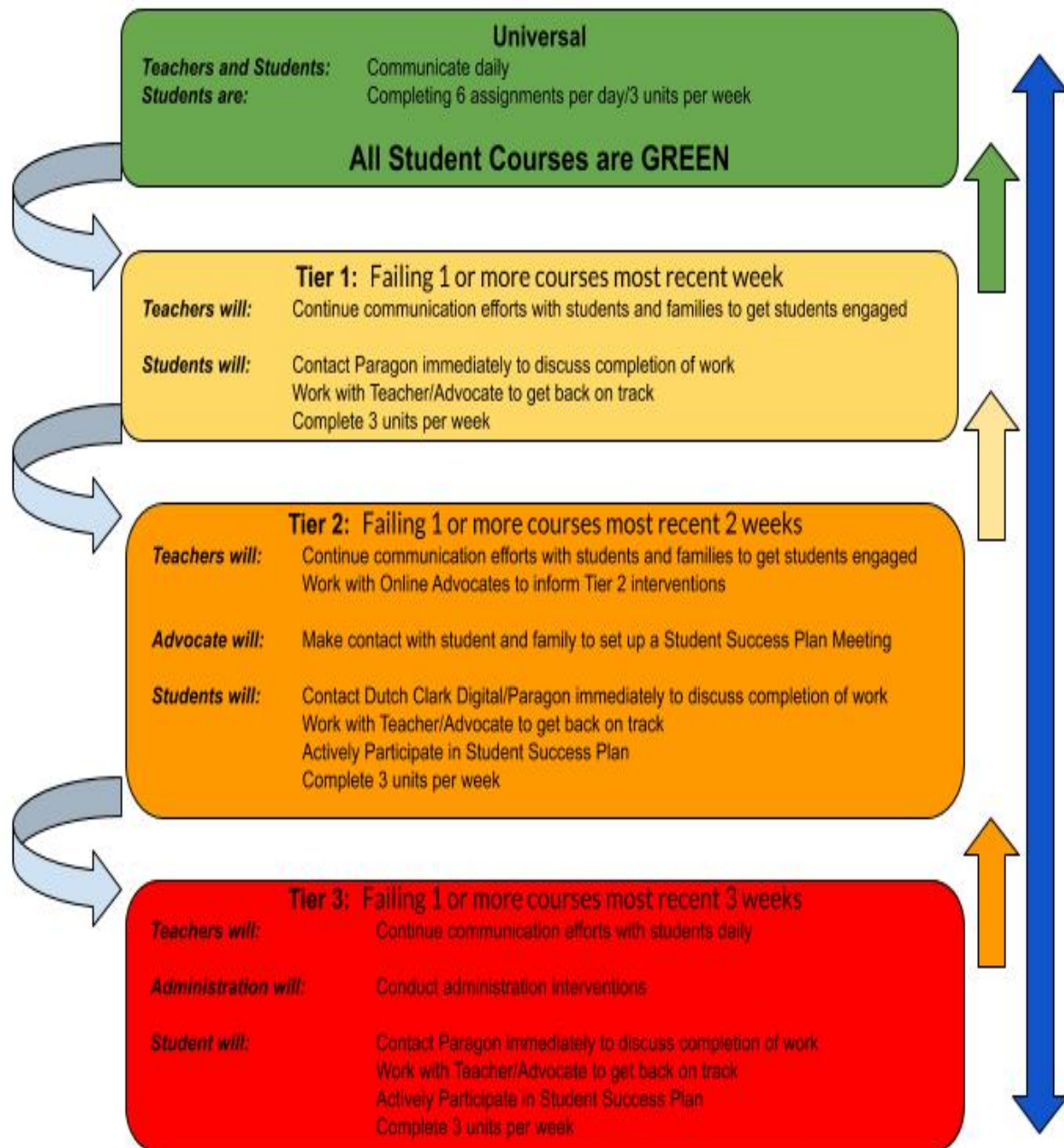
# CARE

## Concise Actionable Redirection of Effort SHOW UP DATA (Attendance)



# CARE

## Concise Actionable Redirection of Effort CONNECT DATA: (Passer Rate/Completion of Courses)



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

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

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.



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

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

#### Required and recommended vaccines

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

#### Exclusion from school

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

#### Have questions?

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

#### Paying for vaccinations

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

#### Vaccination records

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

#### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). The easiest way to file a personal or religious exemption is by using our online or downloadable non-medical exemption form available at [colorado.gov/vaccineexemption](http://colorado.gov/vaccineexemption) (or [cdphe.colorado.gov/vaccineexemption](http://cdphe.colorado.gov/vaccineexemption)).

#### How's your school doing on vaccinations?

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

Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2020-21

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP to be given no sooner than 4 years of age.
<b>Tetanus/Diphtheria/ Pertussis (Tdap)</b> <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 <sup>th</sup> grade entry. <b>One dose of Tdap is required for 6<sup>th</sup> through 12<sup>th</sup> grade.</b>
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 valid doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.</b>
<b>Hepatitis B</b> <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 <sup>nd</sup> dose administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no sooner than 24 weeks of age. <b>Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.</b>

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
<b>Influenza (Flu)</b>	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
<b>Meningococcal ACWY (MenACWY)</b>	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
<b>Serogroup B Meningococcal (MenB)</b>	2 doses	Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ – three doses 0, 1-2 mos and 6 mos
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

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

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

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

Last Reviewed June 2020



# Policies and Regulations (School District 60)

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

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

*See also the District's **Student Code of Conduct** also available on the District's website at: [www.pueblocitieschools.us](http://www.pueblocitieschools.us).*

## **JJJ: Extracurricular Activity Eligibility**

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

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

## **JQ: Student Fees, Fines, and Charges**

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

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

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

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

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

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

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

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

Issued: June 25, 2013

## **JS: Suspension/Expulsion of Students**

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

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

## **JKD/JKE: Student Use of Internet and Electronic Communications**

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

## **JKE-E: Grounds for Suspension/ Expulsion**

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school



property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.\**

#### **JKE-R: Suspension/ Expulsion of Students**

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

#### **JEA: Compulsory Attendance**

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

#### **JH: Student Absence/Excuses**

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

#### **JHB: Truancy**

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

#### **JLCB: Immunization of Students**

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

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

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

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

Adopted: July 16, 1996

Revised: June 25, 2013

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

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

#### **JLCB-R: Immunization of Students**

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:



- a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

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

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

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

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

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

### **Students in out-of-home placements**

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

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

Approved: July 16, 1996

Revised: March 14, 2006

Revised: June 25, 2013

### **KFA: Public Conduct on District Property**

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: May 28, 2015

Revised: August 23, 2016

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

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

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

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