

PARAGON LEARNING CENTER



**2016-2017
STUDENT HANDBOOK**

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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MISSION STATEMENT

Pueblo City Schools – World-Class

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

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

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

PUEBLO CITY SCHOOLS

Current as of February 23, 2016

2016 – 2017 TRADITIONAL INSTRUCTIONAL CALENDAR

August 2016							September 2016							October 2016							November 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28*	29	27	28	29	30				
														30	31												

December 2016							January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31*	

April 2017							May 2017							June 2017							July 2017									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1					1	2	3	4	5	6							1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	16	17	18
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	23	24	25
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	30	31	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	30	31									
30																														

IMPORTANT DATES TO REMEMBER

Teachers Begin.....	August 23
Classes Begin.....	August 29
Principal Led Professional Dev./Bldg. Meetings	August 23
District Professional Development Day (full day)....	August 24; October 14; February 17
Teacher Work Days (full day).....	August 25, 26; October 31; January 23; April 3; June 7
Labor Day	September 5
Thanksgiving	November 21, 22, 23, 24, 25
Winter Vacation.....	December 19, 20, 21, 22, 23, 26, 27, 28, 29, 30
Holiday.....	January 16; February 20
Spring Vacation.....	March 20, 21, 22, 23, 24
Early Release	All Fridays
Memorial Day	May 29
Graduation: Central	Friday, June 2, 7:00 p.m.
South	Saturday, June 3, 8:00 a.m.
East	Saturday, June 3, 12:30 p.m.
Centennial.....	Saturday, June 3, 5:00 p.m.
Classes End	June 6
Teachers' Last Day	June 7

SEMESTER / NINE WEEKS

1st Semester Begins	August 29
1st Grade Period Ends	October 28
2nd Grade Period/Semester Ends.....	January 20
2nd Semester Begins	January 24
3rd Grade Period Ends.....	March 31
4th Grade Period Ends	June 6

KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- * Grade Period End
- ⌋ Semester Ends
- Teacher Work Day (full day) – Students Excused
- ⬡ District Led Professional Development (full day) – Students Excused
- ▲ Principal Led Professional Development/Building Meetings
- Kindergarten Testing
- Parent/Teacher Conference Window: 1st semester
Second semester conferences scheduled by each school
- IB Articulation Day – IB Schools Only – Students Excused
- ⋮ Graduation

PUPIL CONTACT DAYS

August	3	February	18
September	21	March.....	18
October.....	19	April.....	19
November.....	17	May.....	22
December.....	12	June.....	4
January.....	20	July.....	0
		Total.....	173

DAYS PER SEMESTER

1st Grade Period.....	43	3rd Grade Period	42
2nd Grade Period	43	4th Grade Period.....	45
1st Semester	86	2nd Semester	87
		Total.....	173



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APPROVED BY THE BOARD OF EDUCATION 02/23/2016

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

WELCOME TO PARAGON LEARNING CENTER

Paragon Learning Center is home to Pueblo City Schools' personalized online learning and blended learning programs. Started in 2015 as a flexible program to assist students, administrators, and parents, it serves students in grades 6-12. 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:

- Thoughtfully reading the current week's assignments and materials to identify main points and supporting details
- Interacting with teachers and fellow classmates to discuss course related topics
- Completing and sending assignments to be graded by the instructor
- Communicating with advisors to evaluate progress and success in the program

TRAITS OF SUCCESSFUL ONLINE AND BLENDED LEARNERS

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

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

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

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

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

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

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

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

VISION DECLARATION

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

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

OUR PURPOSE

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

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

PARAGON STAFF

Yolanda Ortega.....	Principal
Bradley Gerler.....	Online/Blended Learning TOSA
Anita Pando-Sanchez.....	Counselor
Kathy Santersero.....	English
Juanita Kitchen.....	English
Cheryl Clinger.....	Math
Dr. James Derr.....	Math
Ryan Harr.....	Social Studies
Amy Anderson.....	Social Studies
Jason Turner.....	Science
TBD.....	Science
Myles Meserve.....	PE/Health
Barbara Matuzak.....	Attendance Secretary
Michelle Madrid.....	Educational Assistant
Rueben Casaus.....	Security

Paragon Bell Schedule

Monday-Thursday

Period	Start	End
1	7:45	8:47
2	8:50	9:52
3	9:55	10:57
4/Lunch	11:00	12:35
5	12:38	1:40
6	1:43	2:45

Friday

Period	Start	End
1	7:45	8:32
2	8:35	9:24
3	9:27	10:15
4	10:18	11:06
5	11:09	11:57
6	12:00	12:45

PARAGON ATTENDANCE POLICY

RATIONALE

Regardless of a child's age, the basic responsibility for attendance at school lies with the student and his / her parents or guardian. The intent of the attendance policy at Paragon is to require students to attend class to maximize learning opportunities to achieve district and state goals, requirements, and standards.

DISTRICT 60 BOARD POLICY School

Board Policy JH

Title: Student Absences and Excuses/Tardiness

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. 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.

Procedure to address unexcused absence and excused absence attendance issues:

The schools shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies. Teachers will monitor the

student's absence. Should the student begin to fall behind in his/her work because of absences, **the teacher will** contact the parents by phone or letter to inform them of a possible failure, and contact the student's counselor.

ABSENCES-EXCUSED

To excuse your student please call the attendance secretary at 423-3570. This phone is available 24 hours a day if you need to leave a message; please notify the school as soon as you know your child will be absent. Please refer to DISTRICT 60 BOARD POLICY JH under Student Absences and Excuses/Tardiness in the Student Conduct & Discipline Code book for a list of acceptable excuses.

ABSENCES-PRE-ARRANGED

- Students will only be allowed to obtain a **Request for Absence Form**, from their Assistant Principal/ Principal.
- **A Request for Absence Form** will be signed "OK", if approved, by an Assistant Principal to the student presenting the request to their teacher.
- The student must return the **Request for Absence** to the main office with proper signatures in order for the absence to be excused. The form must be turned in prior to the absence.
- **Baby-sitting, working, concerts, job interviews, etc. will not be excused.**

ABSENCES-UNEXCUSED

An unexcused absence is an hourly absence which is unexplained or unauthorized and will not be accepted by the school as per District policy.

The student will lose credit points for each class missed, but will be expected to make up work so as not to fall behind in each class. Students will have two (2) days to clear absences before credit can be given. See TRUANCY section for consequences.

ABSENCES-MAKE UP WORK

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. There shall be one day allowed for make-up work for each day of absence. It is the responsibility of the student to pick up any make up assignments permitted on the day he or she returns to class. Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

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.

TRUANCY

*Any absence from a class or an activity of which neither parent, guardian, nor the school is aware of at that time, is considered a truancy. A truancy may be a full day or any part thereof. **All unexcused absences** - Must be cleared through main office.*

TRUANCY-CONSEQUENCES

- Assigned to detention
- Assigned to Friday School or ISE
- Daily Attendance Checks
- Attendance Contracts
- Parent Shadowing
- Suspension
- Court Intervention
- Fail Class

CLASSROOM CONDUCT

All Pueblo City Schools expectations outlined in the District Discipline handbook needs to be adhered to while at Paragon.

Students are expected to be on time and ready to learn.

Students are to be in their assigned classrooms, during their assigned period.

Students are not to leave a classroom without permission or a pass from the classroom teacher. Hall passes are a privilege granted to students by classroom teachers and administration that can be revoked at any time. Students caught wandering hallways, school grounds or in the bathrooms during a class period will be considered truant and face disciplinary action.

Students are not to have electronic devices or related accessories out during class time unless otherwise directed by a teacher or administration. Disciplinary action may be taken if these items become a disruption in a classroom.

Students should not have food in classrooms, unless they have been given permission from the classroom teacher.

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 CIRCUMSTANCES mean that a student can complete assignments whenever they want. All teachers should have deadlines in place within their courses and students are expected to turn work in by those deadlines. Students who submit no work by a posted deadline will either receive no credit for the assignment or suffer the late penalties listed by the teacher of the course.

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

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

ACADEMIC INTEGRITY

Cheating involves a student providing questions, answers, and/or work to another student. Cheating also includes receiving questions, answers, and/or work from another student.

Plagiarism includes copying and pasting items from the Internet and presenting it as one’s own work. Copying any other work and not properly citing its author/source is also a form of plagiarism.

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

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

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

1. Copy another student’s work.
2. Allow another student to copy my work.
3. USE another student’s account.
4. Allow another student to use any of my accounts.
5. Misuse any content from the Internet.
6. 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:

- *1st Offense:* Learning intervention, parent contact by teacher, school contact by teacher and/or academic advisor, permission to redo the assignment for 50%-80% credit, other as designated by program coordinator
- *2nd Offense:* Learning intervention, parent contact by teacher, school contact by teacher and/or academic advisor, automatic zero, referral to school administration, other as designated by program coordinator
- *3rd Offense:* Parent contact by teacher, school contact by teacher and/or academic advisor, automatic zero, referral to school administration, proctored examinations, other as designated by program coordinator
- *4th Offense:* Parent contact by teacher, school contact by teacher and/or academic advisor, automatic zero, referral to school administration, removal from the course with a grade of WF, suspension from Paragon Online, other as designated by program coordinator

LUNCH & CAFETERIA POLICIES

Students will be assigned one of two lunch periods as determined by their grade level. Student assigned lunch times are not negotiable.

Pueblo City Schools has a ‘closed campus’ policy for students during lunch. This means that students cannot leave campus for lunch. Students leaving campus will be disciplined accordingly. Students who have to leave for doctor appointments, etc. during lunch must have a parent release them.

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

The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates who will be using the cafeteria after you have eaten. Please leave your table clean and the chair in its proper place when you have finished eating.

The lunchroom is the only place where students may eat or drink. **NO FOOD OR DRINK MAY BE TAKEN INTO THE CLASSROOMS, GYMNASIUM, OR OTHER PARTS OF THE BUILDING.** Students will not be allowed to bring glass bottled drinks onto campus.

Students may use electronic devices during lunch.

LEARNING COMMONS

Students are to have no food or drink in the Learning Commons.

Students should not interfere with other students' right to learn. The Learning Commons is an area that students can study undisturbed. Students not showing responsible behavior will be asked to leave, or may be subject to disciplinary action.

Do not leave the Learning Commons with computers or school materials, unless they have been properly checked out. Leaving with items not checked out is considered theft.

Computers are for classroom work, not for personal use. Students should follow the PCS internet policy.

Printers are for classroom work, not for personal use.

Internet access is not permitted without parent permission; you and your parents/guardian must complete the district internet contract.

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 be carrying any 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.

Please make sure that your student's records and contact phone numbers are up-to-date! We want to be able to make immediate contact in the event of an emergency!

Parents should make sure they share any important medical information, limitations, etc. with school personnel. Please contact your student's counselor or assistant principal.

EMERGENCY DRILL PROCEDURES

During the school year, Paragon is required to hold emergency preparedness drills, which may include fire drills, tornado drills, secure perimeter and lockdown drills.

Fire and tornado drills are conducted so that students and staff know the proper exits 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.

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. If you are picking up a

student, you may be asked to come into the main office, sign them out, and they will walk out with you. This is done for the safety of students and staff. Secure Perimeter is usually implemented because of police activity in the area of the school -- this could mean a robbery or other incident that the Police dept or Pueblo City Schools has determined could pose a possible threat to students. The goal of a Secure Perimeter is to maintain the safety and well-being of all individuals in the building.

A 'Lock Down' is when the entire school and every classroom within the school is locked down. No one is allowed to leave or enter from any room during a lockdown drill. Students and staff are not allowed in the hallways. Students shelter in classrooms or designated areas. The police department is normally involved in lock down 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 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.

DUE PROCESS

School District No. 60 adheres to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary situation which might result in suspension, expulsion, or recommendation for adjustment transfer. The minimum constitutional requirements of due process mandate the student be given:

1. Oral or written notice of the charges against him / her;
2. Explanation of the evidence school authorities have;
3. An opportunity for the student to admit or deny the alleged violation and to give his / her side of the story;
4. The length of time the student will be excluded from school.

Notice: Video Security recording devices are present and in operation 24 hours per day throughout this facility, in accordance with School District Board Policy JLIF-R, Use of Electronic Recording Equipment.

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 who are involved in a fight will automatically be suspended for a minimum of 3 days on the first offense and will be referred for a ticket by the School Resource Officer with court action.

CELL PHONES, CAMERA PHONES AND OTHER WIRELESS COMMUNICATION DEVICES

Student possession and use of cellular phones, camera phones, pagers, and other wireless communication devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under circumstances described herein.

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during lunch period.

These devices must be kept out of sight and on off mode during the instructional program.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. For a first offense, the student may pick up his or her device from a school teacher at the end of the class period and parent/guardian will be notified by the teacher. On a second offense, the device will be confiscated and kept in the principal's office until the end of the school day and parent/guardian will be notified. Subsequent offenses will require that the parent retrieve the device and consequences for defiance will be initiated. If a student violates this policy during testing, other penalties under district policy will be administered. In addition, criminal penalties may be enforced by law enforcement if the device is used in a criminal act. Threats by text messages, cell phone messages or internet messages will be considered a violation of the district's anti-harassment and bully prevention policies.

Any student who chooses to bring a cell phone, camera phone or other wireless communication device to school shall do so at his or her own risk. School personnel shall not be responsible for loss or theft of the device.

DISRUPTIVE OBJECTS

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

SKATEBOARDS

Use of any style of skateboard on campus is prohibited. Skateboards used for transportation to and from school must be stored in student lockers during the entire school day. Consequences for violation include:

- **Confiscation for pick up by student after school**
- **Confiscation for pick up by parent**
- **See Defiance consequences**
- **Suspension/loss of privilege**
- **Paragon is not responsible for lost, stolen, or damage to such items.**

BULLYING

Bullying is one or more of the following behaviors that occurs to the point of interfering with the student's educational opportunities: School Board Policy JICDE Title: Bullying Prevention in Student Conduct & Discipline Code book.

When a person is exposed, over time, of repeated negative actions.

When one person has more power, so the person being victimized feels that he/she can't defend him/herself. When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry.

Bullying will not be tolerated. Unacceptable behaviors that interfere with the respect, responsibility and safety of students include all aspects of bullying:

Physical aggression: pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc. Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of practice of an alternative lifestyle, etc.

Verbal aggression: mocking, put-downs, using profanity at others, etc.

Intimidation: threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.

CYBER BULLYING

Willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The following are examples of cyber bullying, when they are intentional, repeated, and result in harm to another:

- **Sending text messages over the Internet or using a cell phone**
- **Posting text, images, audio or video to a Web page**
- **Sending or posting text, images, audio or video on or over the Internet or through a cell phone network**
- **Sending a picture or video via the Internet or using a cell phone**

Cyber bullying can result in discipline whether it occurs on or off campus, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment as defined in this policy.

Generally speaking, any communication that has been perceived by a student as unwanted, vulgar, obscene, sexually explicit, demeaning, belittling, or defaming in nature or is otherwise disruptive to a student's ability to learn and a school's ability to educate its students in a safe environment, or that causes a reasonable person to suffer substantial emotional distress or fear of bodily injury, will be subject to discipline.

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidences of bullying to a teacher, counselor, assistant principal or principal in their school building.

Any student found to be participating in, contributing to, and/or encouraging acts of cyber bullying and/or harassment toward another student or staff member will be disciplined. Some items that may be considered: how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the number of persons involved; the subject(s) of harassment or discrimination; the situation in which the incident occurred; and other related incidents at the school. Any cyber bullying that has been perceived as a criminal act, such as a threat to one's personal or physical safety should be subject to discipline and result in the notification of law enforcement.

INTERNET USE

Students are cautioned as to when and how they use any social media. Inappropriate use of any social media pertaining to school, staff, and/or students will be disciplined accordingly.

Do not give out personal information on-line. Do not share your passwords with friends! Please log out of your student account when you leave.

School computers are for school business! They are not to be used for chatting, facebook, instagram, personal email, etc. Using school computers is a privilege, students abusing the privilege will face disciplinary action and may lose their internet privileges.

Students must have a signed internet permission form on file, before they will be able to use a school computer.

Students may not upload pictures, games, or any other software or programs onto a school computer!

Students may not remove computer accessories from the computer - speakers, mouse, keyboards, etc. or damage and computer accessories Removal of these items is considered theft and will result in disciplinary action.

APEX SUPPORT

APEX is the online curriculum we use for instruction. Each student will have a username and password that works only for their APEX account.

Students will go through an orientation process with teachers so they are able to maneuver through their classes. They will learn how to turn in assignments, email teachers, and check their grades.

All of the information students need for APEX will be given during the orientation.

CLASSROOM RESOURCES

Textbooks are provided by the school at no cost to the student. Normal use of textbooks will result in no fine. Students are expected to pay for lost or damaged books while the books are in their custody.

Other resources such as calculators, chromebooks, slide rulers, lab equipment, etc. given to students to use while at Paragon, are the property of Paragon and Pueblo City schools. Theft or damage of this property will result in fines and/or disciplinary action.

Students are responsible for all books, computers and other equipment checked out to them. Fines will be assessed for items not returned or returned damaged.

SUSPENSION

A suspension is a disciplinary action taken by a school official, which temporarily prohibits a student from attending class and other school events for a given time. Class time lost due to a suspension will be considered to be an unexcused absence and make up work will count for no less than 100%. The full purpose of suspension can only be effective if the parents and students make the suspension period something more than a vacation from school.

SUSPENSION-PARENT CONFERENCE

Specifically, when a parent conference is indicated, it is "mandatory", and the student will not be readmitted to school until this requested conference takes place (an open-ended suspension will be in effect).

DISPLAY OF AFFECTION

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

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 (file JBB and JBB-AC)

ANTI-HARASSMENT

Reporting, receiving and the consequences of bullying incidents will follow the same procedures and guidelines as the anti-harassment policies JBA and JBA-R. Any person, student, adult, school personnel and school visitors will follow the anti-harassment policies set forth by the school board. The school district shall act to investigate all complaints of bullying formal or informal, verbal or written and to discipline or take action against any member of the school community who is found to have violated this policy. Appropriate corrective action includes taking necessary steps to end the behavior, to prevent bullying from recurring and to prevent retaliation against anyone reporting the bullying investigation. In addition, the bullying shall be disciplined according to any applicable discipline policy.

STUDENT PARKING REGULATIONS

- *Student parking is strictly limited to the West parking lot.*

- All students must be licensed and the vehicle they drive must be insured. **The school is not responsible for your vehicle or its contents.**
- Loitering in the parking lot is prohibited.
- The speed limit in the parking lot is **10 M.P.H.** and is strictly enforced for the safety of everyone.
- Vehicles parked on school property are subject to search if there are reasonable grounds to believe drugs, weapons or other such contraband are present.
- It is considered a privilege to park on school property and as parking is sometimes limited; it is on a first come first serve basis.
- Students who violate the parking policy will lose their parking privileges. District policy JK, Student Discipline, and sub codes

RELEASE OF INFORMATION TO MILITARY

Federal and State legislation in addition to policy established by the Pueblo School District No. 60 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:

1. 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.
2. The complaint shall be filed with the assistant principal at the high school and middle school levels and directly with the principal at the elementary school level.
3. The principal or principal's designee will render a written decision within fifteen (15) school days from the date the complaint was filed.
4. If the complaint is not resolved at the level of the principal, the student may appeal to the Administrative Assistant to the Superintendent of School District No. 60 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.

SMOKING REGULATIONS

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 INCLUDING VAPOR DEVICES/E- CIGARETTES**

TOBACCO/VAPOR DEVICE-CONSEQUENCES OUTSIDE ON SCHOOL GROUNDS

INSIDE THE BUILDING

Any Infraction #: Automatic suspension

According to State Law, students found to be in possession or use of tobacco products can be issued a citation by the School Resource Officer.

All Vapor Devices will be confiscated for parent pick up only.

STUDENT DRUG, ALCOHOL AND CONTROLLED SUBSTANCE OFFENSES

See Student Conduct & Discipline Code Book, District Policy JICH-R

INTERNET POLICY

Paragon is linked with the District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a **School District 60 Internet Contract** signed by the student and a 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. Contracts are available in the Paragon Main Office.

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. District policy: JICF

NO STUDENT:

1. 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:
2. Shall draw gang graffiti or distribute gang-related literature on any personal possession within the school including lockers, books, backpacks, papers, etc.:
3. Shall use any speech or act in furtherance of gang activity:
4. Shall solicit others for membership in any gang:
5. Shall request any person to pay protection or otherwise act to extort any person:
6. Shall commit any other illegal act or other violation of school district policies:
7. Shall incite other persons to act with physical violence upon any other person:
8. Shall attend any activity that could be interpreted as relating to gangs or gang activity.

GANGS AND GANG-RELATED AFFILIATION and ACTIVITIES-CONSEQUENCES

Any student who violates this policy is subject to the rules and regulations of East High School as it applies to Gang Related Misconduct. All gang-related paraphernalia or materials will be confiscated. Violation of this policy states that the student will have a **three day suspension**. Further violations of school policy will result in severe disciplinary action being taken by East High School administration.

PAYMENT OF FEES OR FINES

For a check to be an acceptable form of payment it must include the payer's current, full and accurate name, address and telephone number. When paying by check the check writer authorizes checks returned unpaid and any State allowed fee of \$25 to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

ACADEMIC POLICIES

Students have a right to:

- be in a safe and supportive learning environment, free from discrimination and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;

- be counseled by members of the professional staff in matters related to his/her behavior as it affects his/her education and welfare of the school;
- due process of the law in instances of disciplinary action for alleged violations of school regulations for which he/she may be suspended or removed from class.

Student Responsibilities:

- be responsible for my education
- come to school on time
- complete the community service hours required each year
- complete the personal project (10th grade year)
- be prepared with appropriate materials and assignments for all classes
- appear for each of your classes at the start time, ready to work
- show respect to all members of the learning community ensuring that there is no racism and bullying
- resolve conflicts peacefully, avoid fighting inside or outside of school or at program sites
- behave respectfully, without arguing, and cooperate when a staff member gives a direction or makes a request. Students will be given the opportunity to voice their concerns at an appropriate time if they do not agree with the request
- take responsibility for your personal belongings and respect other people's property
- follow the uniform policies
- keep parents/guardians informed about school-related matters.
- follow the District Student Conduct and Discipline Code book and school policies outlined in the East High School Student Handbook.
- share information with school officials that might affect the health, safety or welfare of the school community

Parent Responsibilities:

- encouraging your child to be a respectful and peaceful member of the school community
- discussing the contents of the Discipline Code with your child
- discussing the academic plan with your child
- participating in any discussions and decisions concerning your child's education
- attending scheduled appointments with school staff
- providing the school with current telephone numbers and emergency contact information
- alerting the school if there are any significant changes in your child's health, or well-being that affects his/her ability to perform in school
- assuring that my student is in appropriate dress each day and monitor attendance and grades frequently

GRADUATION REQUIREMENTS (Policy: IKF-R)

Effective with the graduating class of 2012

Graduation from a Pueblo School District 60 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:

1. 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.

2. College entrance requirements and/or career and technical plans for the future should be considered in selecting courses.

Course Requirements	Diploma	Diploma With Advanced Academic Endorsement*	Diploma With Career & Technical Endorsement
MATHEMATICS			
Required enrollment each year.	3	4	4
Algebra	1	1	1
Geometry	1	1	1
Algebra II / Trigonometry		1	
Math course(s)	2	1	2 <i>(curriculum may be embedded)</i>
LANGUAGE ARTS*			
Required enrollment each year.	4	4	4
2 years must emphasize writing, grammar, and composition skills	2	2	2
Language Arts Courses	2	2	2 <i>(curriculum may be embedded)</i>
SCIENCE*			
	3	4 Required enrollment each year.	4 Required enrollment each year.
Natural/Physical Science (2 yrs. lab-based)	2	2	2
Science Courses	1	2	2 <i>(curriculum may be embedded)</i>

SOCIAL STUDIES*			
	3	4 Required enrollment each year.	4 Required enrollment each year.
US History	1	1	1
Social Studies Courses	2	3	3 <i>(curriculum may be embedded)</i>
Physical** and Health *** Education	2.0	2.0	2.0
Foreign Language*	1.0	2.0	1.0
Arts / Electives	7	4	2
Career & Technical Ed (Sequenced program of study)	–	–	3

Inter Scholastic Activity (Noncredit requirement (Linked to Seminar courses)) (Community Service, Club, or Service Learning approved project.	20 hours per year	20 hours per year	20 hours per year
TOTAL CREDITS	24	24	24

*Course offerings shall meet the CCHE course criteria for pre-college requirement(s).

**A waiver of requirement for one-half PE credit may be granted for participation in an entire season of any interscholastic sport included in the district athletic program. The designated one-half credit would then be added to the elective credits.

***A waiver of requirement for one-half Health credit may be granted, by the principal, upon written request by the parent or guardian. The request shall be specific to religious beliefs and/or content contrary to parent or guardian beliefs (refer to Policy IMBB-R(3)). The designated one-half credit would then be added to the elective credits.

Pueblo City Schools Board of Education reserves the right to change the requirements for graduation. In the event that the Board of Education changes graduation requirements, students and parents will be notified.

COMMENCEMENT

In order to participate in the commencement exercise, students will be required to have twenty-four (24) credits and 80 hours of Community Service/Interscholastic Activity. These credits are to include all required common courses. A student must be enrolled at least one full semester at East High during their senior year in order to participate in the commencement exercise. **No student will be allowed to go through the graduation ceremony unless he/she has earned twentyfour (24) credits and 80 hours Community Service/Interscholastic Activity.** Commencement will be held at the Colorado State Fair Events Center. Time for **Mandatory rehearsal** will be announced at a later date. Attendance at graduation rehearsal is required. If not at rehearsal, the student may not participate in commencement.

Students must be in good standing with regard to discipline to take part in the graduation ceremony.

PRE-COLLEGIATE CURRICULUM REQUIREMENTS

Students who graduate from high school must meet the Colorado Commission on Higher Education's admission standard. The requirements are as follows:

English	4 credits		
Mathematics	4 credits		
Science	3 credits		
Social Science	3 credits	Academic Elective	2 credits

REPORT CARDS

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

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

GRADE POINT AVERAGE

The maximum grade point average (G.P.A.) that shall be reported to colleges shall be 4.0. G.P.A. for all courses shall be determined on a 4.0 scale as follows: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0. The total points shall be divided by the total number of classes to determine G.P.A. Honor Roll will be determined by G.P.A. as will National Honor Society membership. Anything else not directly related to ranking will be determined by the G.P.A.

WEIGHTED AND NON-WEIGHTED GRADES

Weighted grades are assigned to Honors, Advanced Placement, International Baccalaureate, and Senior to sophomore courses. Weighted grades will be used to determine class rank, valedictorian, and salutatorian and honor graduates. Calculation is based on a 5.0 scale. Nonweighted grades are assigned to standard curriculum and are based on a 4.0 scale (Policy IKC).

Grade	Weighted	Percent	Non-Weighted	Percent	Description
A	5.0	92-100	4.0	90-100	Outstanding
B	4.0	82-91	3.0	80-89	Very Good
C	3.0	72-81	2.0	70-79	Good
D	2.0	65-71	1.0	60-69	Improvement Needed
F	0.0	Below 65	0.0	Below 60	Unacceptable Progress – No Credit
I					Incomplete
WP					Withdraw Passing
WF					Withdraw Failing
S					Satisfactory
U					Unsatisfactory

GRADE APPEAL PROCEDURE

If a parent / and or student has a concern about a grade they should follow this procedure: (If dissatisfied with any step, proceed to the next step.)

1. Student should discuss the grade with the teacher.

2. Parent should discuss the grade with the teacher and / or counselor. Counselor will assist in arranging for parent conference.
3. If parent is not satisfied with above two steps, he / she may arrange for a conference with his/her child's assistant principal and the teacher.
4. Parent may arrange for a conference with the principal.

COURSE WITHDRAWAL

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

Considerations used by the principal in determining the WP or WF may include:

- physical disability (temporary or permanent)
- family need
- doctor recommendation
- other valid reason

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 school district rules. A student who drops one or more of the classes after the designated drop period, the student and/or parent will be responsible to pay Pueblo City Schools for the respective class (es).

POST-SECONDARY OPTIONS PROGRAM (Programs at CSU-PUEBLO and P.C.C.)

1. Post-Secondary Options classes which are acceptable will grant both high school and college credit.
2. Post-Secondary classes must satisfy a student's graduation requirement(s) in order for payment by District No. 60. A Post-Secondary Options class should help satisfy the number of credits needed for graduation or substitute for a required class, such as a core course (e.g. Language Arts, Math, Science, or Social Studies).
3. Student must be 20 years of age or less and an 11th or 12th grader.
4. District No. 60 will pay tuition only. Tuition costs are subject to change.
5. The student must pay fees and other class costs.
6. Student will be responsible for buying their books (approximate cost \$50.00 per book). Some classes require more than one book.
7. Students are to provide their own transportation to the College or University.
8. Counselors need to help students complete application (using current college bulletin). Please include prefix, course number, course title, and times offered. Applications without this information will not be processed.
9. Applications must include a copy of the student's transcript (or completed class list) and copy of current or last class schedule.
10. Enrollment is on the basis of space availability in each class.
11. The college / university can deny enrollment because of class requirements.
12. The student must complete CSU-PUEBLO application (blue form) for admission and include parental signature.

13. If counselor feels good about student application, the student does not need to go to CSU-PUEBLO and meet with the admissions officer. Questions will be gladly answered for the counselor and student over the telephone, at 549-2434.
14. Parents will be billed (initially) for tuition and fees by CSU-PUEBLO Business Department because Post- Secondary Option is a small part of their transitions. Parents need to pay the fees and there is a late charge of
15. \$10.00.
16. If the student has participated in the Post-Secondary Option's Program in the Fall Semester, he / she does not need to complete a CSU-PUEBLO application form again.
17. Students failing the class or withdrawing after the deadline will be responsible for tuition costs.

GENERAL STUDENT INFORMATION

ILLNESS, ACCIDENT, OR INJURY

In case of illness, accident, or injury, a student should go to the main office or to the Wellness Center. The secretarial staff will then notify the parent / guardian. **Students who leave the building without following this procedure will be counted as unexcused.**

MEDICATION

Students who have been prescribed medication by a doctor and need to receive it during the school day should make arrangements with their counselor or the Wellness Center. This will help with the students' safety and avoid suspicion of substance abuse. Medication will be dispensed in accordance with School District No. 60 policy.



January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS
CDPHE Immunization Branch - Schools and Community Coordinator
303-692-2957 | jamie.damico@state.co.us
www.coloradoimmunizations.com



MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION Kindergarten through 12th grade: 2016-17 SY - Required for School Attendance

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
		<i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Diphtheria/Tetanus/Pertussis <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i>	5 to 6	5 DTaP or DT (if dose 4 was administered on or after the 4 th birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 th grade entry and through 12 th
Tetanus/Diphtheria/Pertussis <i>For students 7 years of age or older who did not have full series of DTaP or DT</i>	3 or 4	3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 st dose is given before 1 year of age, the student will need 4 doses).
Polio (IPV)	3 to 4	4 IPV (or 3 doses if 3 rd dose is given on or after 4 th birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses.
Measles/Mumps/Rubella (MMR)	2	The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade).
Varicella (Chickenpox)	2	The 1 st dose cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 th grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i>
Hepatitis B	3	The 2 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose and at least 8 weeks after the 2 nd dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i>

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
Influenza (Flu)	1 to 2	<i>Vaccines administered ≤ 4 days before the minimum age are valid</i> 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 children 6 months of age and older.
Meningococcal Meningitis (MCV)	1 to 2	Adolescents 11-18 years of age
Human Papillomavirus (HPV)	3	Adolescents 11-18 years of age
Hepatitis A (Hep A)	2	All children 1 year of age and older

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

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.

