CORWIN INTERNATIONAL MAGNET SCHOOL

A COLORADO SCHOOL TO WATCH & AN IB WORLD SCHOOL

STUDENT/PARENT HANDBOOK
2026-27 SCHOOL YEAR

Corwin International Magnet School

1500 Lakeview Ave. ● Pueblo, Colorado 81004 ● (719) 549-7400

Mrs. Ryan Masciotra
Principal

CORWIN INTERNATIONAL MAGNET SCHOOL

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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Mission

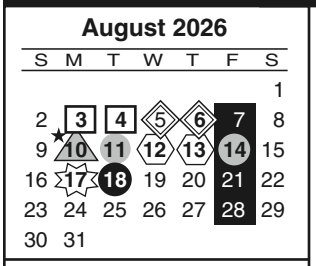
To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

PUEBLO
SCHOOL DISTRICT 60
Educating for 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 individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

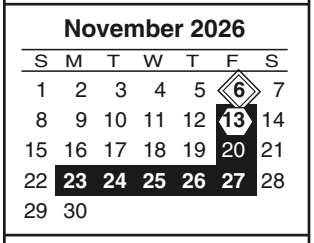
Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

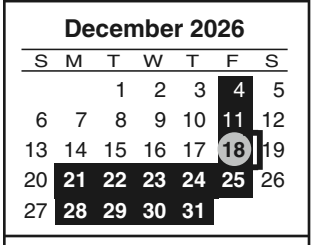
PUEBLO SCHOOL DISTRICT 60 2026-27 Instructional Calendar

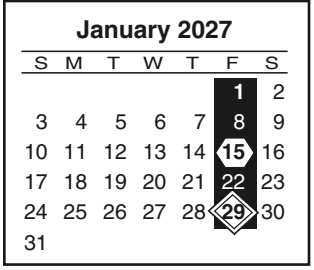












AUGUST

New Teacher Orientation 3, 4
Innovation Professional Development.....5, 6
Teachers Begin.....10
Principal Led Professional Development/
Building Meetings 10
District/Bldg. Professional Dev. Day.....12, 13
Teacher Work Days 11, 14
Assessment/Transition Day K-12 17
Classes Begin.....18
No School 7, 14, 21, 28

SEPTEMBER

No School 4, 11, 18, 25
Labor Day 7
District/Bldg. Professional Development.....11

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

NOVEMBER

No School 6, 13, 20, 27
Innovation Professional Development.....6
(1/2 Day = 3 hours 15 minutes)
District/Bldg. Professional Development.....13
Thanksgiving Break.....23, 24, 25, 26, 27

DECEMBER

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

JANUARY

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

FEBRUARY

No School 5, 12, 19, 26
District/Bldg. Professional Development.....19

MARCH

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

APRIL

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

MAY

No School 7, 14, 21, 28
Teacher Work Day 7
(The hours from this day will be utilized for Spring Parent Teacher conferences.)
Graduation:
Paragon ..... 6 p.m. / Thursday, May 20
East ..... 3 p.m. / Friday, May 21
Centennial..... 7 p.m. / Friday, May 21
Central ..... 8 a.m. / Saturday, May 22
South.....12 p.m. / Saturday, May 22
Memorial Day 31

JUNE

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

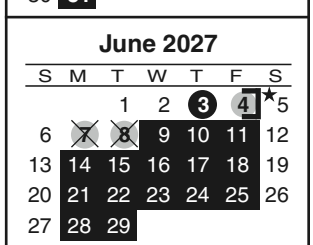
JULY













PUPIL CONTACT DAYS

August 9
September..... 17
October..... 17
November..... 13
December..... 11
January..... 16
February..... 16
March..... 15
April..... 17
May 16
June 3
July..... 0
Total.....150

DAYS PER SEMESTER

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

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 overage)*

PUEBLO SCHOOL DISTRICT 60
Educating for Purpose and Impact

Current as of December 10, 2024

APPROVED BY THE BOARD OF EDUCATION December 10, 2024

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Corwin International Magnet School

Mission + Purpose

CIMS MISSION

Corwin International empowers all students to be globally minded life-long learners through meaningful, rigorous learning experiences that result in academic growth, social-emotional development and success in all future endeavors.

CIMS Purpose Statement

Our students deserve to belong to a distinguished learning environment that inspires agency. We believe that consistency, high expectations, and a sense of pride and community are the cornerstones for student success. The CIMS staff will provide high-quality instruction and support that is differentiated to meet individual needs in order to empower all students to be globally minded, life-long learners.

SCHOOL SCHEDULES

School Office Hours:	7:30 a.m. to 5:00 p.m., Monday-Thursday Closed, Friday
Teacher Hours:	7:30 a.m. to 4:00 p.m., Monday-Thursday
Student Hours:	8:05 a.m. -3:55 p.m., Monday-Thursday
Breakfast:	7:40 a.m. – 8:00 a.m. Monday-Thursday
Lunch:	11:03 a.m. – 12:40 p.m. Daily

STUDENT ARRIVAL/DISMISSAL INFORMATION

School Supervision: 7:30 a.m.-4:30 p.m., Monday-Thursday

We ask for your cooperation in managing the safety of your student. Please do not allow them on school property unsupervised outside of these designated times. In addition, the soccer field, baseball field, and playground west of the school are unsupervised areas.

The school is not responsible for any personal property loss, damage or injury that occurs on a non-supervised school area, outside of school hours.

All students should enter their assigned location upon arrival. Please refer to the arrival map for more specifics.

Red Flag Days: Red Flag days occur when the weather prohibits the students from being outside. We usually remain indoors if the temperature is below twenty-five degrees with a severe wind chill, and we are especially cautious during heavy flu season. Asthmatic students are always allowed to remain indoors during difficult times for them. Students may enter in their assigned doors on bad weather days.

CONTACTING THE SCHOOL-WHERE TO GO FOR ANSWERS AT CIMS:

ROLE	PERSON	CONTACT FOR	PHONE #
Attendance Secretary	Hannah Barlow	Attendance and calling in absences, tardies, continuing enrollment, student transfers and withdrawals, update student information	549-7400
Assistant Principals	Rose Benitez Josh Frost	Student behavior, athletics, grades, and safety	423-3051 549-7403
Counselor	Suzanne Bratina Jackie Campbell	Academic student concerns, academic success needs, behavioral concerns, at-risk students, student recognition, transition, parent education, Operation School Bell, school uniform support, community resources, student success plans, student conflict resolution, SAT, Gifted and Talented, WEB, NJHS, and 504's	549-7406
Exceptional Support Services	Jitka McGivney Monica Richards Veronica Smith Dora Cobian-Klein	Student IEP's and staffing meetings	423-3600
IB Coordinators	Jaime Quinn Cassandra Pate	School tours, IB curriculum information, Parent Volunteer support	253-6212
Nutrition Services/Cafeteria	Aaron Merrill	Lunch charges, menus, and dietary needs	549-7780
RTI (Response to Intervention)	Verla Hutchins	Student intervention	549-7400
CLDE	Chelsea Lindeman	ELL plans and language support	549-7400
Secretary to the Principal	Rochelle Medina	School accounts payable and receivable, student fees and fines, and messages and appointments with the principal	549-7401
Principal	Ryan Masciotra	Contacted through Ms. Medina, Administrative Secretary (See above)	549-7401

IMPORTANT INFORMATION

Student Attendance

CIMS Vision:

- ***We believe that all students should be provided support at all individual learning levels in order to increase their access to rigorous stages of their educational and/or career related aspirations. CIMS commits to provide a schedule that maximizes learning time. Each student's schedule is designed to allow strong primary and secondary support systems that are strategically aligned with ongoing collaboration and communication.***
- ***Every student's consistent full-day attendance at school ensures the student is in a position to successfully receive the quality education that CIMS staff commits to provide.***

Student Absences: Regular and punctual attendance is a significant factor in a student's ability to succeed in school. Frequent absences from the regular classroom disrupt the student's educational process and acquisition and demonstration of learning outcomes. Please refer to the Pueblo School District 60 Student Conduct & Discipline Code Handbook at www.pueblod60.org for a detailed description of the District Attendance Policy (Pueblo School District 60 Policy JH, JH-R) and a guide to excused absences.

Families are required to notify the office of any absence or anticipated tardy before 11:30 AM on the day the schedule deviation will occur. Parents or guardians can call 719-549-7400 or send an email to corwin@pueblod60.org. It is crucial that families communicate with CIMS. Notification received after 11:30 AM will result in an unexcused absence; the attendance record will reflect the communication received.

Excused and Unexcused Absences: Absences are excused when accompanied by a doctor's note. The office must receive the doctor's note within three school days upon the student's return to CIMS. Doctor's notes received after the third day will be noted in the attendance record and filed; however, the absence will remain unexcused but verified by parent/guardian.

The District understands that not all absences/illnesses may require a doctor's appointment. It is with this in mind that each student is given nine absences, for the school year, when a doctor's note is not required – even though a doctor's note is highly encouraged for all absences. **Absences will be excused when accompanied by parent communication to the school and are within five absences per semester.** If a student has ten or more excused or unexcused absences, State Law considers the student's education at risk and formal steps can be pursued to address 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." JHB, Colorado revised Statue 22-33-107(3)(a)

Prearranged Absences: Absences that are pre-planned will be considered excused for family business with the following factors in mind:

- The absence request is submitted in writing prior to the time period in question.
- The principal provides written authorization for the requested absence(s).
- The student has zero unexcused absences.
- The student has zero unexcused tardies.
- The student is in good academic standing.
- The student does not have more than five excused absences in a semester, or nine excused absences for the school year.

Tardies: No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Students are tardy when they are not in *their classroom* by the scheduled time for each class period.

- **Students arriving at school after the school day has begun, must be signed in by an adult at door 23, on Lakeview.**
- **Students who have excessive tardies, including hourly tardies throughout the day, will be fined Corwin Cash.**

Early Release: To maximize the opportunity for your student to receive instruction directly from their teacher(s), CIMS requests that personal appointments are scheduled outside of school hours. In the event that your student must leave early, the student is still required to make up work that is missed. Students leaving before the end of the school day must be checked out by an adult that is listed on the student's enrollment card. All parties listed on the enrollment card must be at least 18 years old. If necessary, a valid photo identification may be request. Please keep in mind that requests after 3:00pm are difficult to accommodate; your flexibility is appreciated. **Your student will remain in class until you arrive in the office to sign them out.**

Please provide a doctor's note if your student has an appointment during the school day, and returns to school the same day. Alternatively, the doctor's note can be faxed to CIMS at (719)253-5246, or, your child can bring it the next school day.

Make-up Work for Excused Absences: Per PCS policy, there shall be one day allowed for make-up work for each day of absence (excused). In order to promote responsibility, we ask that absent students communicate with teachers and complete make-up work. For extended or long-term absences (more than two days), parents may request the student's work from the office (see appendix). Students who do not complete the make up work will be pulled for Lunch Academic Opportunity.

Bicycles: For students riding a bike to school, a rack is located on the south end of the playground. Bike locks are highly recommended. Bike riders: Please obey all traffic laws and be alert to the movements of cars and buses.

Continued Enrollment: Students who are admitted to Corwin International Magnet School have entered through the PCS choice admission lottery process. Students will not need to participate in the lottery process again. However, each student will be given and must return a completed "letter of intent" to the office each year in February. This notifies CIMS of the family's intentions regarding the next school year.

Current Student Information: It is imperative that the school office be notified **immediately** of a change of address, home or office telephone number, email address or emergency information during the school year. This ensures that communication lines are kept open in case of emergency.

Food/Gifts/Special Deliveries: We love celebrating our students, but delivery drivers and outside food can create major disruptions during the school day. To help us maintain a focused learning environment, please follow these guidelines:

- **Special Deliveries:** Please do not order delivery services to the school. If you want to bring your child a special lunch for a birthday or occasion, a parent or guardian must drop it off. Please note that school staff cannot coordinate these drop-offs.
- **Where to Eat:** Outside food and drinks need to be finished before going to class, or kept in a locker until lunchtime.
- **Classroom Treats:** Planning a class party? Just be sure to coordinate any food or drink with the classroom teacher ahead of time.

HEALTH AND MEDICATION

First Aid/Illness:
Minor injuries (those treatable with washing, TLC, and Band-Aids) are taken care of in the office. We do not have a full-time school nurse, but a sick room is provided for students who need to lie down. Office personnel will take temperatures, provide ice packs, and call parents as needed. We do not make major health decisions, so please keep your child's enrollment card information current. The school will call 911 for all major emergencies. Students should not call or text parents from cell phones to call themselves out of school. If they are ill they need the assistant of office personnel to help them and should go to the office.

Medications (as per Pueblo School District 60 Policy):
The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student.

If under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to administer the medication, only the school nurse or other designee, on behalf of the district, may agree to administer the medication, in compliance with regulations established by Pueblo School District No. 60 and the State of Colorado.

- Written instructions and a form to be signed by the licensed health care practitioner and the parent may be obtained from the school office. Non-prescription medication is included in this policy.
- Students are not permitted to bring medication of any kind to school. Parent(s)/legal custodian(s) are required to deliver medication to the office in the original pharmacy bottle.

The following requirements are to be met before any medication, either prescription or non-prescription, can be given at school.

1. All medications (prescription or not) for student use must be stored in the school office and administered by the office staff. Each medication must be accompanied by detailed instructions (on a District No. 60 instruction sheet) from the parent and doctor giving the child's name, date, name of medication, its purpose, dosage, timing of doses, possible side effects, termination date of dispensing, and waiver. If a medication is continuous, this form must be updated and signed every year. Forms are available in the office and may be faxed from us to the doctor and back.
2. Only parents or guardians may deliver medication to school. Students and teachers are not to store or administer any medications. It is very dangerous to mix medications in children's lunches or drinks due to the possibility of switched lunch boxes or trading of food.
3. Only those school personnel who have received specialized training conducted by a District No. 60 nurse may dispense medication.

Immunizations (see Appendix)
In accordance with Colorado law, all students must have updated proof of immunizations. Failure to provide proof can result in exclusion from any Colorado school. Please contact the Attendance Secretary if you have any questions. Immunization records may be faxed to the main office at 253-5246.

Exemptions from Participation in Physical Education:
Students may be excused from active participation in gym class for up to two days based on the written request of parents. Longer exemptions require a doctor's note. Exempt students will attend gym class without exercising and without disrupting the class. Exempt students are also expected to be inactive during any recesses.

Items Brought to School:

- Personal items, clothing, and school supplies should all be permanently marked with the student's full name.
- Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside.
- Students should not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and bringing them to school creates an unnecessary risk of loss of property.
- Trading, buying, and selling of personal items is not allowed due to the number of students conflicts that may arise from such transactions.
- Fundraising for outside organizations, activities, or charities must be approved by the principal or designee.
- **All personal items that are brought to school are done so with full responsibility on the student. The school is not responsible for loss, theft or destruction of such items.**

Lunches: Please refer to the Outside Food and Drink policy above.

Lunches (cold): Student cold lunches may be brought to school and stored in the student's locker. Students have access to microwaves for heating up lunch.

PARENT PORTAL
Using Parent Portal as a Resource for Parents:
All parents have Parent Portal access for their students. This valuable tool will provide you with immediate, up-to-date information about your child's activities at school. Through the Parent Portal you will be able to:

- see your child's attendance (immediately after it has been entered by the teacher)
- see your child's assignments and grades on completed assignments
- verify your contact information
- verify your child's immunization record
- view and print your child's schedule
- print a "missing assignments" report

Connecting to the Parent Portal:

1. From the Pueblo School District 60 website www.pueblod60.org, choose the 'Infinite Campus Parent Portal' link in the left sidebar under 'Site Shortcuts'.
   https://campus.pueblocityschools.us/campus/portal/pueblo.jsp (A "Help" button is available on the Infinite Campus webpage).
2. Enter your Campus Portal Activation Key which you can obtain from the school's attendance secretary.
3. You will then be prompted to create a username and password for accessing the portal.

Infinite Campus app for Parent Portal:
Smartphones and IOS Apple devices all have the IC app. If you use this app, it is important to log out of the app after each use to ensure new sessions are loaded each time you view the

portal on these devices. Without this important step, it may appear the portal is not being updated and you may not be seeing your child's actual grades.

Connecting to the Student Portal as a Resource for Students:

1. From the Pueblo School District 60 website (www.pueblod60.org), choose the 'Infinite Campus Student Portal' link in the left sidebar under 'Site Shortcuts'.
2. A login page will appear.
   - In the User Name box, enter your Student ID.
   - In the Password box, enter your birth date: MMDDYY (M=month, D=day, Y= year) Example: 122993
3. Through the Student Portal you will be able to:
   - see attendance (immediately after it has been entered by the teacher)
   - see assignments and grades on completed assignments
   - verify your contact information
   - verify immunization record
   - view and print schedule
   - print a "missing assignments" report

Parking Lot/Handicapped Parking/Parent Parking:

The parking lot will be locked before and after student pick-up and drop-off times. The parking lot times are posted. Parking in this lot is by permit only unless you are parked in designated visitor parking.

- ❖ The main parking lot is not available for drop offs due to safety issues. Please adhere to drop off and pick up procedures on Lakeview.
- ❖ Parent parking is available on the side streets near Lakeview Avenue.
- ❖ Student drop-off and pick-up areas are clearly outlined with arrows directing the traffic flow.
- ❖ Parents are advised that there is no left-hand turn into the loop. This is designed for student safety and good traffic flow.
- ❖ We have 2 handicapped spaces that are available to handicapped patrons during the school day and an additional space when the lot is locked. If you need access to the school when the lot is locked for handicapped spaces or due to an injury, the office can assist you (549-7400).

Parties/Birthdays: Birthdays and other celebrations may be recognized but deliveries, food items, etc. are not permitted and will be communicated by classroom teachers. See Outside Food and Drink expectations.

Special Considerations: If your child has special needs or requires special considerations (i.e., chronic medical conditions, religious exemptions, dietary needs), please notify the school office in writing. We want to make your child as comfortable as possible at school and minimize attendance issues. In most cases, this will require contact with the school nurse.

Student Office Telephone Use: Students will be permitted to use the office telephone for illnesses and emergencies.

Student Cell Phone Use: Student cell phone use shall be limited to the times before and after school and shall take place outside of the school building. We ask that you limit your communication with your student's cell phone via calls and texts during the school day. Unauthorized student use of cell phones during school hours will result in having their phones confiscated for a period of time. Repeat offenses will require a conference with parent/guardian and parent/guardian retrieval of the cell phone. Further abuse of this can

result in disciplinary consequences and Corwin Cash fines.

Traffic Safety: Safety is our main concern. It is very important for both students and drivers to obey safety rules in the school neighborhood.

- Students should cross in designated crosswalks only after checking traffic in both directions.
- If you drive on the streets around our school, please follow the speed limit and obey all traffic signs. Pueblo Police Officers patrol our area regularly and we are thankful for this service.
- The loop on the west side of the building is a high-traffic area. We request that all drivers in this area follow the procedures given by the adults on duty. Students will wait near the brick building until your vehicle approaches and then the student will get in. Students will not be permitted to walk the entirety of the loop to a parked car.
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind.
- Students should not walk on private property. If you cannot arrive within a few minutes of dismissal, please have your child wait on the school side of Lakeview, not the residential side.

Unpaid Fines: Students with unpaid fines may not be eligible to participate in activities including, but not limited to, athletics and field trips. Payment plans can be requested through the principal's secretary. Students in 12th grade are not permitted to walk the graduation stage if they have unpaid fines from any year in District 60.

Wellness Center: Through a partnership with Parkview Hospital, the Central High School Wellness Center (216 E. Roman Ave., 253-6155) offers special services including immunizations and other short-term medical needs to those without health benefits. Please talk to our school nurse for further information.

ACADEMICS AND LEARNING

CIMS Vision:

- ***We believe that quality education requires deep thinking involving valuable and diverse concepts and are committed to using transdisciplinary learning that incorporates meaningful conceptual learning tied to each unit as well as implementation of all transdisciplinary skills.***
- ***We also believe that inquiry, reflection, and action are essential to true and meaningful learning and are committed to incorporating these learning elements daily and facilitating student agency in exercising them.***
- ***We believe that students are agents of their own learning and are committed to a teaching environment where students are educated, supported, and held accountable for the organization, communication, behavior, assignment completion, and goal setting.***

Academic Acknowledgement: At the end of each quarter all students are eligible for the Corwin International Honor Roll. Letter grades are on a point system and averaged. Students with a 3.2 or higher grade point average (G.P.A.) are listed on the Honor Roll. Academic awards will be given each semester.

Quarterly Honor Roll	3.2-3.49 GPA
Quarterly Principal's Honor Roll	3.5-3.99 GPA
Quarterly Academic Excellence Award	4.0 GPA

The table to the right shows how students will receive feedback on their scores on tasks, assignments, and assessments.



CIMS LEARNING SCALE

Score	Academic Descriptor	Student-Friendly Description	Converted Letter Grade
7-8	Exceeding Standard/Criterion	I have demonstrated deep understanding that goes beyond the learning goal.	A
5-6	Meeting Standard/Criterion	I have met the learning goal.	B
3-4	Developing Toward Standard	I have the foundational skills and knowledge for the learning goal and I am almost there.	C
1-2	Insufficient Progress	The evidence that I've submitted shows I have a long way to go to reach the learning goal.	D
0	No evidence of student understanding in submitted work	The evidence that I've submitted shows that I do not understand any part of the learning goal.	F
M	Missing - Student has not submitted evidence	I have not submitted evidence of learning for the learning goal.	

Assessment: Teachers utilize quarterly data based on Colorado, International, and International Baccalaureate content standards to develop their unit and lesson plans. This data includes information from such assessments as the traditional spelling and unit reading tests. We also participate in state as well as Benchmark and End of Unit Assessments. We strongly believe that data gives us a more complete picture, or "body of evidence," of a student's progress and achievement as well as information to adjust instruction. All CIMS students are expected to take state assessments and/or tests. If you have any questions about the curriculum and/or assessment procedures, please speak with a school administrator.

Book and Material Check Out: All students will receive books and materials needed to be successful in the classroom. Each student will be checked out a numbered book and be expected to return the text in good condition. Fees will be assessed for lost or damaged books from the classroom or the Media Center.

Computers, Damages, and Checkout: Students will be issued technology devices and are accountable for the care and general well-being of the device, just like a textbook. Technology devices are issued to students at the beginning of the school year. The

Technology Use Agreements must be signed within the first week of school for continued use of the device. Students may be responsible for damage fees related to the device and charger.

Grading and Assessment Policy: Please reference the PYP and MYP assessment policies, which are available on the CIMS website.

Grade Reporting: All 4-8 students receive report cards at the end of each quarter. Report cards are sent home with students and can be accessed through the Parent Portal.

International Baccalaureate: As an Authorized IB School, Corwin International Magnet School will operate in accordance with the programs and practices of the Primary Years Program (PYP) and the Middle Years Program (MYP) as expected by the International Baccalaureate Organization (IBO). Corwin International Magnet School's PYP Programme was authorized in spring of 2010. Corwin International's MYP Programme was authorized in the spring of 2011. The school's IB programs are evaluated by the IBO every five years. The PYP Programme will be reviewed again in 2019. The MYP was evaluated in the spring of 2015. Please visit our website for more information about our PYP and MYP Programmes.

PARENTAL INVOLVEMENT

CIMS Vision:

- **We believe that student growth and well-being involves stakeholders beyond the classroom and are committed to providing communication and opportunities for engagement and volunteerism.**

Parent Volunteers: Parents/Guardians are expected to volunteer 18 hours for the year at Corwin International Magnet School or at an event that directly contributes to the CIMS organization. All volunteer opportunities can be found on Parent Booker. Your support in various areas is appreciated.

Parents will register for volunteering opportunities the school-wide system and are responsible for recording their own hours. Information will be shared at the beginning of the school year and families can register at cims.parentbooker.com.

Parent Volunteer Guidelines:

- Eighteen (18) volunteer hours are required per family. It is the parent's responsibility to assure the school is notified of siblings within the school. Hours can be split between FIMS and CIMS for families with siblings.
- Volunteer hours are to be completed by the student's parents, grandparents, or guardians.

What qualifies for Parent Volunteer Time?
Volunteer time that assists the school, teachers, and classes qualifies to earn parent volunteer hours and includes the following items:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home as specified by the teacher or school staff member
- Assisting a teacher in the classroom
- Acting as a monitor in cafeteria, bus stop, car line, etc.
- Chaperoning field trips (The number of hours given for chaperoning field trips will be based on actual field trip time and will be communicated to parents during the field trip sign-up process.)

- Attending parent classes or workshops
- Attending Parent Teacher Organization General Meetings
- Serving on the Parent Teacher Organization Board/School Accountability Council or District Accountability Committee
- Working on Parent Organization events
- Working athletic events for the school (score keeping, line judge, running the clock, etc.)
- Organizing special events (performances, auctions, fundraisers, etc.)
- Working to improve school building and grounds
- As directed by Pueblo School District 60' Administration, Fountain International and Corwin International will no longer accept money donations or purchased items connected to dollar amounts as volunteer hours; however, volunteer service credit will be given for time taken to purchase, drop-off, and pick-up items for schools. Please work with volunteer coordinator for approval of hours.

  Keep in mind, activities where parents may be attending as an observer would not count toward volunteer hours. For example, the following activities do not count toward parent volunteer hours: conferences, performances, awards assemblies, and Back-to-School Nights. If you are unsure whether or not a certain activity will allow for volunteer hours, please contact the school or use the table below as a reference.

Type of Opportunity	**Specifics**
Classroom Snacks & Other Donations	30 minutes travel/shop time
Uniform Donations	30 minutes travel time
Uniform Laundering	2 hours/load
PTO Meetings	2.0 hours per parent, two parent max
Field Trips	Length of Event per parent, two parent max
Volunteering for Specific Events Such as: • Crosswalk • Before and After School Supervision • Lunch and Courtyard/Recess Supervision • Committee • PTO Events • School Activities	Time determined by length of event/activity

PTO: Our PTO is the driving force behind the fundraisers that raise money for our school. We try to keep school-wide fundraising to a minimum, so your participation is imperative. Funds raised by PTO help to fund field trips, furniture and technology purchases, classroom and teaching supplies. Meetings are announced in our weekly update and will also be shared on social media.

School Accountability Committee: This group consists of parents and teachers who meet quarterly to discuss the school's goals and objectives and the state and national standards for education. The team also discusses how well we are achieving them. We must also have a representative from this committee to meet at the district level each month. District-level

meetings are held at 7:00 p.m. and all schools are represented. Please contact the Principal for more information or to serve on these committees.

STUDENT UNIFORM

CIMS Vision:

- **We believe in developing an equity based and IB-focused learning environment that caters to the broadest range of students and are committed to providing multi-tier support and multicultural perspective when developing our curriculums.**
- **The goal of the student uniform is to create a sense of community that is accessible to these aspects.**

School uniforms limit distractions and support the development of personal character. Violations of the dress code may result in disciplinary action and/or loss of privileges.

STUDENT UNIFORMS

- CIMS is a uniform school. The goal is to provide a balanced playing field among students and to instill a sense of pride through a "dress for success" experience.

CIMS DAILY UNIFORM

Casual Dress Day (Monday to-Thursday):

- Students are required to wear a Corwin polo with a Cyclone logo or official Corwin spirit shirt.
- Students are required to wear black or khaki colored dress pants, shorts, or denim. Girls may wear a black, khaki, or plaid skirt that is no shorter than four inches above the knee.
- Students are required to wear tennis shoes only.

CIMS LOGO

The CIMS Cyclone logo must be included on the these items:

- Polo Shirts & Cardigans
- Logo may be embroidered or silk screen variety.

PE UNIFORMS

Corwin International PE uniforms:

- All MYP grades will dress for PE
- Optional for PYP students
- CIMS logo T-Shirt and Shorts can be purchased from the CIMS PE department.
- Athletic shoes are required for physical activity.



UNIFORM DON'TS

- Any items that are not mentioned in the dress code, that are torn, have vulgar messaging, or advertise drugs, tobacco or alcohol are not permitted. If a facial piercing is deemed to be dangerous or a distraction to the learning environment the student will be asked to remove it.
- Sweats, leggings, yoga pants, cargo pants, and hoodies are not allowed.
- The CIMS staff reserves the right to restrict student dress and add additional parameters on student dress requirements as needed.

DISCIPLINE GUIDE

CIMS Vision:

- **We believe that students are agents of their own learning and are committed to a teaching environment where students are educated, supported, and held accountable for their organization, communication, behavior, assignment completion, and goal setting.**

IB Learner Profile Attributes: The attributes and descriptors of the learner profile define the type of learner the IBO hopes to develop through its programmes. In all aspects, learners strive to be:

- Balanced
- Communicators
- Reflective
- Open-minded
- Caring
- Knowledgeable
- Thinkers
- Risk-takers
- Inquirers
- Principled

ISEEIB: is a phrase that will be used at Corwin International to identify the positive behaviors of the IB learner profile.

Student Reflection Process: Students at Corwin International are taught to reflect upon IB Learner Profile Attributes and follow the positive lifelong behavior expectations that they represent. Depending upon the specific behaviors shown, students will be required to reflect in written form on the profiles which were not portrayed. This will be done in the classroom, office, and/or home environment depending on the situation.

Student Expectations:

- Students at Corwin International are caring, inclusive, mindful, and safe.

General Guidelines:

- Corwin International Magnet School is a "G" rated environment.
  - **Language**: Students are to use appropriate language at all times in all areas of school property and at school events such as sporting events. Profanity and name-calling will not be tolerated. Name-calling of any sort is considered harassment and will be disciplined as such.
  - **Content of Conversations**: Students are to avoid discussing questionable or offensive topics in person during school, on social media, and at school events. (Examples would include topics of an intimate nature, racially and/or sexually offensive, bullying, threatening, illegal, or habit-forming substances.)
  - **Building Care**: Littering, graffiti, vandalism, and other behaviors that may ruin our building environment are not allowed. Students who are referred to the office for displaying disrespect for the school property may be given Corwin Cash fines and assigned restorative practices.

- **Playground**:
  We request that students follow game rules, show good sportsmanship, and share equipment. Students should refrain from engaging in the following unsafe activities:
  - **Chasing, pushing, shoving, wrestling, fighting, pulling others' clothing**
  - Throwing rocks, dirt, or snowballs
  - Standing on picnic tables and benches, jumping off equipment
  - Playing in or near window wells, climbing on the building or fence
  - Any game or sport specifically prohibited

  Students are to put equipment away and line up immediately when the bell rings or the recess ends.

- **Student Interaction with Others**: Students should respect the personal space of others. **Physical contact of any kind between students is prohibited** in hallways classrooms, and on the playground. Middle Years students, in particular, will be asked to call home, parents will be involved, and natural consequences will be put into motion to enforce this rule.
- **Restrooms**: Restroom behavior is to be quiet and orderly. Restrooms are to be left in good condition if restrooms are damaged or misused it will result in that restroom being closed for a period of time.
- **Academic Honesty**: Students are expected to complete their own work, and follow the academic guidelines for ethical academic behavior. Students found in violation of submitting someone else's work as their own, or plagiarizing from the internet or some other author's work will be subject to serious scrutiny and will be required to produce the work in a way that is free from outside influence under the conditions determined by the school. In addition, behavioral consequences will be enforced for the unethical behavior. CIMS will follow the procedures as outlined in the CIMS Academic Honesty Policy (found on our website).
- **Technology Usage:** Technology devices are meant to be a learning tool. Computers and Chromebook usage is a privilege and is granted at the discretion of the school administration. Computers can be taken away for short or permanent reasons depending on the situation. Any piece of technology checked out to a student is the student's responsibility. Please refer to the Technology Usage Agreement in the appendix for information regarding technology-related discipline situations.

SCHOOLWIDE DISCIPLINE PROCEDURES

Classroom Behavior Intervention

Classroom behaviors such as disruptions, defiance, opting out, and being off-task will result in a CIMS Tax. This Tax equates to a Corwin Cash fine. Students receive an office referral after receiving eight taxes.

Student Reflection Process:

Students at Corwin International are taught to reflect upon IB Learner Profile Attributes and follow the positive lifelong behavior expectations that they represent. Depending upon the specific behaviors shown, students will be required to reflect in written form on the profiles which were not portrayed. This will be done in the classroom, office, and/or home environment depending on the situation.

Disciplinary Actions: include but are not limited to the following:

- verbal reprimand
- loss of privileges or participation in certain activities, including field trips
- lunch or after-school detention
- after school detention
- community service
- in-school exclusion (removal from class to work separately for a limited time)
- other consequences adapted to the individual student or to the offense
- parent meeting
- removal from class environment for a short time
- restorative justice practices
- suspension
- development of a behavior plan/contract

Bullying:

Along with the Board of Education, CIMS supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Bullying is prohibited and will be investigated and dealt with according to applicable discipline policy. (See Student Conduct and Discipline Code: JICDE)

Bullying occurs when an individual, or group of individuals, **repeatedly** tries to hurt, humiliate, or get power over another student in any of the following ways.

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

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

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

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

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

CIMS follows a progressive discipline process when dealing with bullying that may lead to suspension.

Bus Violations:
Riding a bus to and from CIMS for field trips and activities is a privilege. Students who choose to engage in any inappropriate behaviors while riding the bus will be subject to progressive disciplinary action. Please keep the following things in mind:

- Inappropriate actions on the bus include (but are not limited to: public displays of affection, bullying, teasing, taunting, throwing, standing, littering, yelling, and so on.

A violation of any bus expectation will result in school consequences. At any time, the CIMS administration and the bus company both reserve the right to permanently exclude a student from bus riding.

Uniform Violations:
Corwin International Magnet School has a very specific student dress code. Repeated violations of the CIMS dress code will result in disciplinary action. All dress code rules and policies are to be followed until students leave the school property including the end of the day. Students must keep shirts tucked, and ties on, and remain in their uniforms while on campus.

Uniform Violation Consequences: may include, but are not limited to the following:
- Verbal Warming
- Parent Communication
- Alter Uniform (so that it is compliant)
- Loss of Privileges
- Detention

Cell Phones: Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices.

Cell Phone Expectations:

- While students may have electronic communication devices in their possession at school, they should remain turned off and out of sight during the entirety of the school day, including on school grounds, on school buses, on school-sponsored activities, and on field trips. (JICJ) Cell phones should be placed inside backpacks and lockers throughout the school day.
- Cell phones and electronic devices must not be used in a manner that is potentially unsafe, illegal or otherwise might violate the District's Code of Conduct for students.
- Prohibited uses for cell phones and other electronic devices include:
  - Use of devices "in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person" (JICJ)
  - Video, record, or photograph students and/or staff, without permission of the student and/or staff member;
  - Using the cell phone or electronic device in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions
  - Using the cell phone or electronic device to receive or possess text, chat, or e-mail messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation, or at a school-related function
  - Using the device to threaten, harass, intimidate, or bully; or
  - Departing a class to activate or operate such devices.

    If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device on a temporary basis, outside the guidelines noted in this policy, such requests should be submitted to the Principal in writing. The Principal's decision shall be final in responding to such requests.

  Typical progression of interventions for violations of cell phone policy:

  - 1 Offense: The device shall be confiscated, secured and transferred to the appropriate school administrator. Device will be returned to the student at the end of the school day.
  - 2nd Offense: The device shall be confiscated, secured and transferred to the appropriate school administrator. The device may be released only to the parent/guardian.
  - At the discretion of school administration, additional misuse may result in other consequences (such as detention and/or suspension).

MYP EXTRACURRICULAR ACTIVITES AND ATHLETIC GUIDELINES

Corwin International Magnet School students have the opportunity to participate in extracurricular activities and athletics in order to increase school pride, school involvement, and quality of life. However, we remind our students and parents that participation is a privilege and students must adhere to guidelines to ensure continued involvement. The following will be enforced:

Student Eligibility:

- Parents and students must following the clearance process.
- **Students must clear by due date in order to participate.**
- A student is eligible to participate by demonstrating an Achievement Level 3 or higher on all assignments and assessments in all subjects. Missing assignments make a student ineligible for the upcoming week.
- Student participation eligibility reports will be run each **Wednesday** for the following week

of athletics/activity events. Eligibility will be based on weekly evidence submitted by teachers.

- During the period that a student is suspended from school, he/she will also be suspended from extracurricular activities and/or athletic participation 20% of the season. If the infraction occurs between seasons, then the student may be ineligible for a portion of the next season.
- All in school rules apply to students who participate in sports or school activities (i.e. music concerts and NAL) including language and makeup policies.
- Students who are absent for more than more than half a day may not practice or compete in extra-curricular activities (i.e. practice, clubs, dances, or special activities.)

Student and Parent Responsibilities:

- Students must act in a way that is becoming to Corwin International Magnet School. Students exhibiting poor sportsmanship will not be allowed to wear a Corwin International Jersey. Corwin International Students are gracious in winning and in losing.
- Sportsmanship should be a concern of the school, its athletes, and its spectators.
- Students and parents are responsible for following a coach's guidelines regarding practices, appearances, and participation.
- Bus transportation will not be provided. Ultimately, parents are responsible for transportation to and from practices, after games, and after meets. School employees are not allowed to transport students.
- If an athlete misses a game /practice due to injury and a doctor's note was given, in order for that athlete to participate again a second doctor's note clearing the athlete must be given to the coach.
- If for any reason you will be late or absent from practice, notify the coach prior to practice. Missed practice and / or games will result in game suspensions.
- Parents may not approach a coach on the playing field or come into the locker room during a game; all discussions with coach will occur 24 hours after game or practice. If violation occurs parents may not be allowed to attend games.
- Corwin International coaches reserve the right to have closed try-outs and practices.
- All parents and students are expected to understand that our coaches are volunteering their time to work with students. Respect for our coaches shall be displayed at all times.
- Parents, students, and coaches are also expected to hold up the same high standards as the students. This includes refraining from disparaging comments toward other teams, profanity and other unsportsmanlike like conduct.
- See parent agreement for more information.

Note: Soccer and Football are not district sports. All concerns and questions must be directed the individual organizations.

APPENDIX

Corwin International Magnet School ~ Homework Request

If a student has been/will be absent for THREE consecutive days (or more), homework may be requested.

Please note that it may take 24 hours for homework to be ready for pick up.

How many consecutive school days has your student missed?		____ Less than three ____ Three or more	
Student's First and Last Name:		Student's Grade:	
First date of student's absence:		Date student will return to school:	
Parent/Guardian Name:			
Parent Phone Number:		Email Address:	
Office Use:			
Received on: _____ by: _____. Sent to teachers on: _____. Due: _____.			
Instructions: Although nothing can replace attendance in class, the following written assignment will assist the student in keeping up with class assignments and assessments.			
Teacher/Course:			
Assignments(s):			
Materials or Other Needed Information:			

PUEBLO SCHOOL DISTRICT 60
BULLYING PREVENTION PROTOCOL
Corwin International Magnet School

Our school's social vision
At Corwin International Magnet School, we are caring, inclusive, mindful, safe.

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

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

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

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

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

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

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

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

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

All students agree to:
- Value student differences and treat others with respect both online and face-to-face.
- Ask bullying students to stop when I or others around me are the target of bullying.
- I cannot safely stop the bullying, I will walk away and seek help by telling a trusted adult on campus or by using the reporting box at my school.
- Never take revenge or ask someone to hurt a student who has reported bullying.

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

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

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

Level 1: We support an inclusive school where everyone is accepted for who they are
- We recognize that our school contains different abilities, body sizes, races, religions, socio-economic status, gender identities, and sexual orientations. All teachers, staff, students, parents, and volunteers support our social vision: At Corwin International Magnet School, we are caring, inclusive, mindful, safe.
- Our school has created a Bullying Prevention Committee to advise the Administration on preventing bullying at this school and to ensure that students receive the relevant education for this to happen. Our committee meets at least once a month and comprises a school administrator, a diverse range of teachers, a parent or guardian (who is not also teacher), a student, and a community member .
- Our school has developed an active partnership with parents and community members to help maintain a school environment free from aggression and violence.
- Students learn through our Second Step curriculum to get smart in managing their emotions and their relationships and to stand up to bullying at our school.
- Each year we administer a survey to students asking their perception of the frequency and intensity of bullying at our schools.

Level 2: We watch out for bullying and refer targets to the classroom teacher, the Principal, or a Bullying Prevention Coach
- Teachers and school staff have been trained to watch out for students who appear to be isolated from other students, who are put down by others behind their back, or who show signs of being bullied.
- If any teacher or staff member sees any student aggression or disrespect, they shall take immediate steps to intervene and redirect the student. Steps may include the following:
  - Name the behavior for what it is, e.g., "That's a putdown."
  - Speak to the intention behind the words or gestures, e.g., "That was meant to hurt."
  - Remind students of our school's social vision and how their behavior is not aligned with this: At Corwin International Magnet School, we are caring, inclusive, mindful, safe.
  - Notify the Principal immediately if there are any concerns for a student's physical safety.
- If any member of staff learns or suspects that a student is the target of continued bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall report the bullying to the school administration within 24 hours.

- If a parent or guardian knows or suspects that their child is being harassed or bullied, we encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school administration within 24 hours. The school can only help you if you reach out and tell us what is happening.
- If a student is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

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

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

Level 4: Implement a classroom or grade-wide action plan

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

Timeline for a bullying report under this protocol

Week One

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

Week Two

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

Week Three

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

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

COLORADO
Department of Public Health & Environment

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

Dear families of students attending Colorado kindergarten through 12th grade schools for the 2026-27 school year:

This letter includes important information and other resources about Colorado's immunization requirements to attend school. There's nothing more important than making sure your child stays healthy and learning all year long. Routine vaccination can prevent the spread of diseases like measles, mumps, varicella (chickenpox), whooping cough, and others, so kids can just be kids. The vast majority of Colorado families choose to protect their children through vaccination.

Colorado law requires students attending school to be vaccinated against many diseases, unless a certificate of exemption is filed. For more information, visit cdphe.colorado.gov/immunization-policy-and-board-health-rules. Before your student's first day of school, you are responsible for providing at least one of the following to each school your student attends:

1. An up-to-date immunization record.
2. An in-process plan (example).
3. A Certificate of Medical or Nonmedical Exemption for any missing doses of school-required vaccine(s).

Vaccines required to attend school (K-12)	Number of valid doses* to start kindergarten and attend school (K-12)
Hepatitis B (HepB)	3 doses
Diphtheria, tetanus, pertussis (DTaP)	5 doses
Polio (IPV)	4 doses
Measles, mumps, rubella (MMR)	2 doses
Varicella (chickenpox)	2 doses
In addition, at seventh grade entry, your child is required to have:	
Tdap (tetanus, diphtheria, pertussis)	1 dose

*If your child is or was behind on routine vaccines, the number of doses may vary. Colorado's school (K-12) immunization table can help you and your child's health care provider determine if your child has the required number of doses.

Colorado requires vaccines to be given following the vaccine schedules outlined in Colorado Board of Health rule 6 CCR 1009-2 for the number and spacing of doses of the required vaccines. View the recommended vaccine schedule for children birth through 6 years and children/adolescents 7-18 years of age. **Get seventh-grade ready:** Beginning in the 2026-27 school year, Colorado law requires adolescents to receive one dose of Tdap **before their first day of** seventh grade. Adolescents who had a Tdap at sixth-grade entry for the 2025-2026 school year do not need another dose for seventh grade. Questions? Refer to the Tdap letter, linked on our school webpage.

There are other vaccines that are not required for K-12 school but recommended, including: COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB).

Vaccination records
Share your student's updated Certificate of Immunization with their school every time they receive a vaccine. Need to find your student's vaccine record? Visit the finding a student's immunization records for school webpage or COVaxRecords.org for more information.

Exclusion from school
If there is an outbreak of a vaccine-preventable disease at your student's school, and your student has not received the vaccine for that disease, they may be excluded from school for many days. That could mean lost learning time for them and lost work and wages for you. For example, if your student is not up to date with their MMR vaccines, they may need to stay home from school for at least 21 days after someone at the school gets sick with measles.

Exemptions from one or more school-required vaccines
Medical Exemption. If your health care provider determines that your student cannot get vaccines for medical reasons, you must submit a Certificate of Medical Exemption to your school.
Nonmedical Exemption. If you choose not to have your student vaccinated for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. There are two ways to obtain a nonmedical exemption:

1. Submit the Certificate of Nonmedical Exemption signed by an advanced practice nurse (APN), pharmacist, physician (MD or DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado.
2. Submit the Certificate of Nonmedical Exemption you will be able to access after completing Colorado's Online Immunization Education Module.

Nonmedical exemptions must be submitted on an annual basis. Find more information about exemptions at cdphe.colorado.gov/exemptions-to-school-required-vaccines.

Have questions?
Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your student needs. Read about the benefits and importance of vaccines at childvaccineco.org, HealthyChildren.org, and cdphe.colorado.gov/immunization-education.

Finding and paying for vaccinations
Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Visit COVax4Kids.org to find free or low-cost vaccines. Dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

How is your school doing on vaccinations?
Annually, schools and child cares must report immunization and exemption numbers (but not student names or birthdates) to the state health department. Colorado law established the Vaccinated Children Standard of 95% for all school-required vaccines, described in §25-4-911, CRS, and schools do not control their specific immunization and exemption rates.

Your child's school's immunization rates from the 2024-2025 school year.
(Find 2024-2025 school year and prior years' data at COVaxRates.org).

School name	2024-2025 MMR immunization rate (required)	2024-2025 MMR exemption rate (required)
Corwin Int'l Magnet School	96.8%	0.2%

Schools may choose to include rates for other school-required vaccines below.

2024-2025 HepB immunization rate	2024-2025 HepB exemption rate
2024-2025 DTaP immunization rate	**2024-2025 DTaP exemption rate**
2024-2025 Tdap immunization rate	**2024-2025 Tdap exemption rate**

2024-2025 IPV immunization rate	2024-2025 IPV exemption rate
2024-2025 chickenpox immunization rate	**2024-2025 chickenpox exemption rate**

COLORADO
Department of Public Health & Environment

A change to Colorado's Tdap (tetanus, diphtheria, and pertussis) vaccine requirement for the 2026-2027 school year

Dear parents or guardians of sixth or seventh grade students,

Starting in the 2026-2027 school year, Colorado law will require students to receive a dose of Tdap vaccine **before their first day of seventh grade.** This is a change from the 2025-2026 school year and before, when Colorado law required a dose of Tdap vaccine before the first day of sixth grade.

What do I need to do as a result of this change?

If you have a student entering seventh grade in the 2026-2027 school year, you do not need to do anything if your student's school has **one** of the following on file:

1. An immunization record showing that your student had an adolescent dose of Tdap vaccine on or after their 10th birthday.
2. An in-process plan, signed by your child's health care provider, showing that your child is catching up on their tetanus, diphtheria, and pertussis vaccine series.
3. A complete Certificate of Medical or Nonmedical Exemption for the Tdap vaccine.

My student's school does not have this documentation. What do I need to do?

Tdap vaccine is recommended for adolescents who are 11-12 years old and required by Colorado law before seventh grade entry, starting in the 2026-2027 school year.

Before your student's first day of seventh grade, their school will require:

- An immunization record showing your student received an adolescent dose of Tdap on or after their 10th birthday. Vaccines are available at no or low cost throughout Colorado, or
- An in-process plan (sample) signed by your student's health care provider showing that your student is in the process of catching up on tetanus, diphtheria, and pertussis containing vaccines, following the minimum intervals between doses described in the catch-up schedule, or
- A Certificate of Medical or Nonmedical Exemption, complete and with the Tdap vaccine selected, using Colorado's process and documented on Colorado's forms.

Students who are not in compliance with Colorado's immunization requirements must be excluded per Colorado Board of Health rule 6 CCR 1009-2.

If you need help finding free or low-cost vaccines, go to COVax4Kids.org, contact your local public health agency, or dial 2-1-1 for information on Health First Colorado and vaccines in your area.

Learn more about diphtheria, tetanus and pertussis: The diseases and vaccines.

Questions? Contact your child's health care provider or local public health agency.

Vaccine	Number of doses (routine)	Routine (on time) vaccination and catch-up guidance
Hepatitis B (HepB)	3	**Routine:** Three-dose series at age 0 (birth), 1-2 months, and 6-18 months. The minimum age for the final dose is 24 weeks of age. If Dose 3 is given prior to 24 weeks, a fourth dose is required. Four doses of hepatitis B vaccine are permitted when a combination vaccine is used. **Catch-up:** Three-dose series at 0, 1-2 months, 6 months (minimum intervals of four weeks between Dose 1 and Dose 2, eight weeks between Dose 2 and Dose 3, **and** 16 weeks between Dose 1 and Dose 3). There is a two-dose option (adult Recombivax HB, minimum interval of four months between doses) for adolescents aged 11-15, and a two-dose option for adults aged 18 and older (Heplisav-B, minimum interval of four weeks between doses).
Diphtheria, tetanus, pertussis (DTaP) DTaP products are licensed through 6 years of age.	5	**Routine:** five-dose series at 2, 4, 6, 15–18 months, and 4-6 years **Catch-up:** Dose 5 is not required if Dose 4 was administered on or after the 4th birthday **and** at least 6 months after Dose 3. Use the DTaP catch-up guidance job aid for guidance for children 4 months through 6 years.
Tetanus, diphtheria, pertussis (Tdap) For routine use in adolescents and adults age 11 and older. May be used for students aged 7-10 years for catch up.	1	**Routine:** For students who are fully vaccinated with the childhood series of DTaP (see above), one dose of Tdap is required prior to seventh grade entry. Refer to the Tdap letter on the school (K-12) professionals webpage for more information. **Catch-up:** For children **7-9 years** who are **not fully** vaccinated with the childhood series of DTaP, determine the number of additional doses of Tdap/Td required by using the Tdap catch-up guidance job aid. For children and adolescents **10-18 years** who are **not fully** vaccinated with the childhood series of DTaP, determine the number of additional Tdap/Td doses required by using the Tdap catch-up guidance job aid.
Polio (IPV) Doses of oral polio virus (OPV) administered on or after April 1, 2016, should not be counted as valid.*	4	**Routine:** Four-dose series at ages 2, 4, 6–18 months, and 4-6 years. Regardless of the number of doses a student has received, the final dose must be administered on or after the 4th birthday **and** at least six months after the previous dose. **Catch-up:** Dose 4 is not required if Dose 3 was administered on or after the 4th birthday **and** at least six months after Dose 2. For guidance for children 4 months through 17 years, use the IPV catch-up guidance job aid. *Both IPV and valid doses of OPV may be used to complete a polio series. The total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. For students 18 years and older who are known or suspected to be unvaccinated or incompletely vaccinated against polio, refer to the immunization schedule or Appendix A of 6 CCR 1009-2.
Measles, mumps, rubella (MMR) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	**Routine:** Two-dose series at 12–15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday. Some children will receive Dose 2 before their 4th birthday. This is valid if both doses are given after the 1st birthday and separated by at least 28 days. **Catch-up: Two-doses separated by at least 28 day**
Varicella (chickenpox) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	**Routine:** Two-dose series at 12–15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday. Note: If a child has previous varicella disease **documented** by a health care provider or a **documented** positive antibody titer, the child has met the varicella requirement, and no varicella vaccine is required. **Catch-up:** Age 7-12 years: three months between Dose 1 and 2. Age 13 years and older: 28 days between Dose 1 and 2

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.

D60 Lunch Program

Universal Meals

Pueblo School District 60 is participating in a Universal Lunch and School Breakfast Program for the current school year at all D60 schools. All students enrolled at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

All students will be served breakfast and lunch at no cost. Families should complete a combined application to provide vital data for school funding.

Families should submit a Family Economic Data Survey* in the school office, online at www.pueblod60.org, by visiting https://www.myschoolapps.com/Home/PickDistrict, or scan the QR code to the right.

- Families are encouraged to **fill out the Family Economic Data Survey*.**
- **You only need to submit one application per household, even if your children attend more than one school in** Pueblo School District 60**.**

***This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on the behalf of the student(s). By filling out the form, the parent is ensuring the district will receive the additional state funding to which it is entitled based on the population of students served by the district.**

Families are encouraged to submit an application

Studies have shown that children who are not hungry perform better in school. By providing breakfast and lunch to all children at no charge, we are hoping to support a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Food Charge Policy

PROCEDURES

Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students MUST be paid for either prior to service or at the time of service. NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL. Please be sure your student has a payment method *prior to purchases* or the sale will not be completed. Prepayments may be made online by clicking on the link, www.myschoolbucks.com or scanning the QR code to the right.

Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.

- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to ***Nutrition Services*** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

Technology

Student Device Responsibilities, Proper Care, and Terms

Purpose

Pueblo School District 60 is excited to provide your student with a technology device for use this year. Please note that the device issued to your student has a device-specific serial number which has been recorded at the District level and is associated with your student's name. This will be used to verify the return of the same device at the end of the school year.

This document outlines the daily responsibilities, proper use and care instructions, and terms of being issued a District device. Parents and students are asked to follow all recommendations listed below.

Daily Responsibilities

- Once provided, keep your device in a safe storage container (laptop sleeve, backpack, etc.) when not in use.
- Schools may ask students to take devices home. Plug in and charge your device every night.
- When taken home, bring your device and charger with you every day in your backpack.

Proper Use and Care

- Handle the device carefully and treat it as a valuable object. It should not be thrown, purposely dropped, or otherwise physically abused.
- It should never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- The device should not be used near or in: water, household chemicals, or other liquids that could damage its electronic components.
- The Device should be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold and not left in places of extreme temperature, humidity, or limited ventilation (e.g. in a car) for an extended period of time.
- Do not write or draw on the device or apply any stickers or labels to the device.
- Pencils, pen tips, and other pointed objects should never be used on the screen.
- Use only a clean, soft cloth to clean the screen. No cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not insert objects into any of the openings of the device.
- The device should be used exclusively for the students' educational work.
- Parents and students agree to return the Device and power cord to the issuing school in the same condition that it was issued to the student.

Terms and Conditions

1. Damage or Loss of the Device: Parents(s)/guardian(s) are responsible for their child/children's use of the device, including any damage to the device. In the event that a student's device is lost or damaged, the District will assess the device for damages and seek reimbursement from the parent(s)/guardian(s) to cover the replacement or repair. The decision to seek reimbursement, as well as the amount of reimbursement, will be determined by the District, but will not be greater than the full replacement value of the device.
2. Hardware of Functionality Problems: If a problem arises with the functionality of a student's device, the student must notify his/her teacher immediately. An attempt will be made to assist with repair or replacement of the device. Under no circumstance may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District technology staff to attempt to fix suspected hardware faults or the device operating system. Do not take the device to any repair shop.
3. Failure to Return the Device: If a student fails to return the technology device or power cord, the district

may seek reimbursement from the student's parent(s)/ guardian(s). If the device is reported stolen, the district may file a theft report with local law enforcement.

4. No Right to Privacy: The technology devices are District property; therefore, the District may examine the technology device and access and view their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the technology device or in a cloud-based account to which the technology device connects.
5. Technology device Data as Records: Data saved to the technology device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. Waiver of technology device Related Claims: By accepting this device, you acknowledge and agree to follow all responsibilities outlined in this Agreement, and you waive any and all claims you (and your heirs, successor, and assigns) may have against Pueblo School District 60.
7. Indemnification for Device-Related Claims: By accepting this technology device, you agree to indemnify, defend, and hold harmless Pueblo School District 60, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the technology device or from this Agreement.

Student and Parent Google Meet/Classroom Guidelines

Purpose

Google Meet and Google Classroom provide a safe way for students to connect, share content, access homework, participate in discussions and receive class information. This document outlines guidelines to be used by students when participating in synchronous learning (real-time learning with others) using Google Classroom or when meeting with District 60 staff using Google Meet. We ask that you take a moment to familiarize yourself and your child with the District 60's policies and procedures that outline our expectations for digital citizenship. These policies include:

- JS, Student Responsible Use of Technology, the Internet and Electronic Communications
- JS-E, Student Use of Technology, the Internet and Electronic Communications (Acceptable Use Agreement)

Student Expectations

Students have the following responsibilities:

1. Attend live class "meetings" as required.
   a. Silence/mute your microphone prior to entering the meeting.
   b. Do not present from your screen without the teacher's permission.
   c. Actively participate in the learning. Follow the teacher's directions for responding (either using your microphone or the chat feature to ask/ respond to questions).
   d. All conversations in the chat field should be school related and use classroom appropriate language.
   e. When class/session is over, hang up and leave the meeting.
   f. Camera should be positioned to avoid distractions and movement behind the student.
   g. School appropriate attire should be worn at all times.
2. Complete assignments with integrity and academic honesty, doing your best work.
3. Follow all District 60 and school policies, rules, and Acceptable Use Agreement expectations.

Parent Expectations:

Parents of participating students have the following responsibilities:

1. Ensure your child safely engages in online learning opportunities in accordance with District 60's digital citizenship policies referenced above.
2. Create an environment and schedule conducive to remote learning.

3. As necessary, help your child access learning assignments and attend live sessions.
4. Inform teachers of absences for any reason including illness, technical difficulties or hardship.
5. Ensure all members of your household respect the work of peers and adults participating in District 60's synchronous learning, just as you would as a "visitor" to the classroom in accordance with District 60 policy KI, Visitors to Schools. This means ensuring that you and other members of your household act in a manner that is not disruptive to the learning environment or otherwise compromises the safety or security of the staff and students participating in group activities involving live participation, such as video or conference calls.
6. Remember that recording or photographing any students or teachers during remote learning is prohibited.

Communicate to your child's Principal any concerns related to online instructional opportunities.

Policies and Regulations (School District 60)

*District Policies and Regulations are available on the District website at:

www.pueblod60.org/policies 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.pueblod60.org.*

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. S*ee 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.**

JICA: Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size. *See complete policy.**

JICJ: Student Possession and Use of Cell Phones and Other Electronic Communication Devices

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include any privately-owned, portable technology capable of cellular communication, text messaging, data storage, or internet access. This primarily includes smartphones, personal gaming devices, headphones, and any other hand-held equipment with audio, video, or photographic recording capabilities. This definition excludes school-issued or school-approved instructional equipment.

Students may possess electronic communication devices on school property, in school vehicles, and at school-sponsored activities. However, during the instructional school day, meaning the hours between the starting and ending time of the school day as defined by the district, electronic communication devices must be turned off and stored out of sight unless during an emergency, which for the purpose of this policy is defined as an actual or imminent threat to public health or safety that may result in loss of life, injury, or property damage.

This policy does not prohibit a student from using an electronic communication device if the use is necessary as an effective communication accommodation pursuant to the federal "Americans with Disabilities Act of 1990," 42 U.S.C. sec. 12101 et seq.; to comply with the student's individualized education program, as defined in section 22-20-103, C.R.S., or the student's section 504 plan, as defined in section 22-20-123, C.R.S.; or to monitor or address the student's medical condition.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

At no time may students use electronic communication devices in any manner that disrupts the learning environment or otherwise disrupts school or district activities or events, that compromises academic integrity, that violates an individual's right to privacy, or that otherwise promotes or facilitates any conduct that violates the student code of conduct or other district policies.

It is the student's responsibility to ensure that their electronic communication device is turned off and stored out of sight during the instructional day. Violation of this policy and/or use that violates any other district policy will result in disciplinary as prescribed in JICJ-R and applicable district student discipline policies.

Confiscated devices shall be returned to the student at the end of the school day. If the building principal or designee believes a student's possession or use of an electronic communication device may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school or district property or while the student is attending school- or district-sponsored activities or events.

Adopted: June 25, 2013
Revised: August 26, 2025
Revised: June 23, 2026

LEGAL REFS.: C.R.S. 18-7-109 (posting, possession, or exchange of a private image by a juvenile)
C.R.S. 22-1-149 (Board required to adopt policy regarding student communications devices in schools)

CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Interviews and Searches
JK and subcodes, Student Discipline
JS, Student Use Technology, the Internet and Electronic Communications

JICJ-R: Student Possession and Use of Cell Phones and Other Electronic Communication Devices

In accordance with Policy JICJ, schools shall implement the following procedures regarding student possession and use of electronic communication devices.

Students who violate Policy JICJ shall be subject to progressive discipline measures intended to support appropriate student behavior while minimizing disruption to the educational environment. All violations must be reported to the student's parent/guardian.

1. First offense: A student who violates Policy JICJ for the first time shall receive a verbal warning and redirection from school staff. The student shall be directed to immediately turn off and properly store the electronic communication device.
2. Second offense: A student who commits a second violation of Policy JICJ shall have the electronic communication device confiscated by school personnel for the remainder of the school day. The device shall be returned to the student at the end of the school day in accordance with building procedures.
3. Third offense: A student who commits a third violation of Policy JICJ shall have the electronic communication device confiscated for the remainder of the school day and shall be required to participate in a conference with the student's parent/guardian and appropriate school personnel.
4. Subsequent Repeated or serious violations: Subsequent Repeated violations of Policy JICJ or, refusal to surrender an electronic communication device when directed by school personnel, or use of an electronic communication device in a manner that substantially disrupts the educational environment shall result in additional disciplinary action consistent with Board policy and the district's student discipline code.
5. Serious violations: Use of electronic communication devices involving harassment, bullying, academic dishonesty, unlawful conduct, recording individuals without permission, or violations of privacy shall result in more serious disciplinary consequences and referral to law enforcement when appropriate.
6. Refusal to surrender an electronic communication device when directed by school personnel or use of an electronic communication device in a manner that substantially disrupts the educational environment or that violates another Board policy shall result in disciplinary action consistent with Board policy and the district's student discipline code.

This regulation shall be implemented consistent with any individualized education program (IEP), Section 504 Plan, health plan, or other legally required accommodation.

School personnel have the authority to implement these procedures at their discretion in exigent circumstances, which must be reported to the school supervisor. Building principals or designees shall establish building-level procedures for implementation of this regulation consistent with Policy JICJ and this regulation.

Adopted: June 23, 2026

JICJ-E: Possession and Use of Cell Phones and Other Electronic Communication Devices. S*ee complete exhibit.**

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, the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the school's enrolled student population for the previous school year compared to the vaccinated children standard, and a statement that the school is required to collect and report the information, but the school does not control the school's specific immunization rates or establish the vaccinated children standard.

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 presented one of the following, as provided by law:

1. a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations;
2. a certificate of medical exemption;
3. a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or
4. a certificate of nonmedical exemption

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 certificate of medical or nonmedical 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
Revised: January 25, 2022

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, a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations or a valid certificate of medical or nonmedical 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.]*
2. A student will be exempted from required immunizations only upon submission of:
   a. a completed certificate of medical exemption from a licensed physician, qualified physician assistant, or advanced practice nurse 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 (see paragraph 5, below),
   b. a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment (see paragraph 4, below), or
   c. a completed certificate of nonmedical exemption signed by a parent/guardian or an emancipated student and physician assistant, or advanced practice nurse (see paragraph 4, below).
3. 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.
4. Parents/guardians or emancipated students who assert a nonmedical exemption must submit either a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment or a completed certificate of nonmedical exemption that is signed by a parent/guardian or emancipated student and a physician, qualified physician assistant, or advanced practice nurse on an annual basis. Such submission will occur at the beginning of each school year that the nonmedical exemption is asserted.
5. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason must submit the required medical exemption form to the school one time. The medical exemption form must be maintained on file at each new school the student attends.
6. Each school in the district annually provides the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine [optional: the school may also include immunization and vaccination rates for any other vaccine] for the school's enrolled student population for the previous school year compared to the vaccinated children standard.

7. 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.
8. 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 by telephone, e-mail, or in person. If this is not possible, contact will be by physical 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 one of the following: (i) an authorization for administration of the immunization by public health officials; (ii) a completed certificate of medical or nonmedical exemption; (iii) a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; (iv) 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.

9. 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.
10. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
11. Any suspension or expulsion under this policy will terminate automatically upon compliance.
12. 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: January 25, 2022

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, will not engage in the conduct described below.

Any person considered by the Superintendent or designee to be in violation of this policy will 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 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 or dangerous weapon, as defined in state law or applicable Board policy, 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
Revised: August 26, 2025

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)*
C.R.S. 44-3-901 (1)(i)(1)(A) *(prohibits consumption of alcohol in any public place without a license or permit)*

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).