

at PARAGON LEARNING CENTER

2026-2027
STUDENT HANDBOOK

(Subject to change)

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

William Thiebaut, Jr. ..... President
Thomas Farrell ..... Vice President
Dr. Derion Ibarra ..... Board Member
Judge Dennis Maes ..... Board Member
Susan L. Pannunzio ..... Board Member

Non-Voting Officers

Lana Niehans ..... Treasurer
Geri Patrone ..... Secretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Dr. Barbara R. Kimzey

Mission

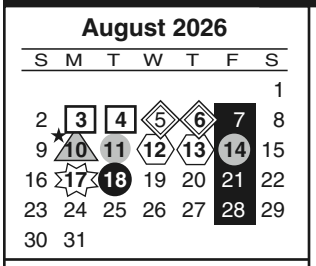
To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact.

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).

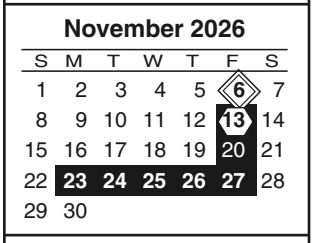
Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

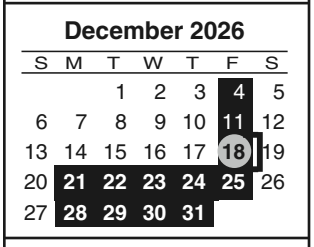
PUEBLO SCHOOL DISTRICT 60 2026-27 Instructional Calendar

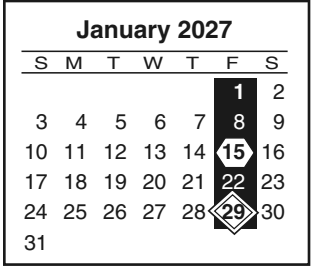












AUGUST

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

DAYS PER SEMESTER

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

KEY

- Classes Begin and End
- Teachers Begin / End
- No School
- Teacher Work Day
- 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

Hexter Schedule 2026-2027

Hexter 1

August 17-September 17

(5 weeks 19 days)

Hexter 2

September 21-October 29

(6 weeks 24 days)

Hexter 3

November 2-December 17

(6 weeks 24 days)

Re-engage Week

January 4- 7

(1 week, 4 day)

Hexter 4

January 11-February 18

(6 Weeks 24 days)

Hexter 5

February 22-April 8

(6 weeks 24 days)

Hexter 6

April 12-June 3

(Mandatory Assessment Days: CMAS- April 5-29 & College Board-April 12-15)

(8 weeks 31 days)

Total 150 days

WELCOME TO DUTCH CLARK DIGITAL/PARAGON LEARNING CENTER

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

A typical week for a Dutch Clark Digital/Paragon Learning Center student will most likely include:

- Participating in asynchronous instruction not occurring at the same time as other students, individually scheduled via online access either from a home computer or a computer in a Dutch Clark Digital Collaboration Zone.
- Participating in synchronous instruction occurring simultaneously as other students, scheduled face-to-face and in person when needed.
- Thoughtfully reading the current week's assignments and materials to identify main points and supporting details
- Interacting with teachers and classmates to discuss course-related topics
- Completing and sending assignments to be graded by the instructor (6 assignments per day, 24 assignments per week)
- Communicating DAILY with Connections 101 Teacher to evaluate progress and success in the program

TRAITS OF SUCCESSFUL ONLINE AND BLENDED LEARNERS

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

Two key advantages of customized learning are flexibility and convenience, but customized learning is more challenging than it may seem. Online and blended courses require just as much if not more, time and energy as traditional classroom courses. They also require specific computer skills and learning strategies to succeed.
The skills and characteristics below are those that every Dutch Clark Digital/Paragon Learning Center student should possess to be successful:

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

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

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

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

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

DUTCH CLARK DIGITAL/PARAGON LEARNING CENTER MISSION

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

DUTCH CLARK DIGITAL/PARAGON LEARNING CENTER VISION

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

PARAGON LEARNING CENTER FACULTY AND STAFF

Rich Mestas ..... Principal
Jennifer Farias ..... Assistant Principal
Bradley Gerler ..... Online/Blended Learning TOSA
Katie Nickelson ..... Counselor
Pamela Trujillo ..... Counselor
Tracy Sands ..... Counselor
Donna Sisneros ..... Principal Secretary
Deanne Sandoval ..... Educational Secretary
Christa Norman ..... Educational Secretary
Rueben Casaus ..... Security
Jerry Portillos ..... Security
Richard Chiconi ..... SRO
TBD ..... School Nurse
Maria Salazar ..... Head Custodian
Kristopher Escobedo ..... Night Custodian
Kelli Gordon ..... Exclusion and Expulsion Teacher
Tiffany Simony ..... English
Julie Armstrong ..... English
Bobbi Belport ..... English
Ashley Carrillo ..... Workforce Success
Michael Webb ..... Workforce Success
Michael Brown ..... CCE Liaison
Cheryl Clinger ..... Blended Intervention Math
Aubrey Martinez-McGraw ..... Math/Department Lead
Katie Wilkerson ..... Math
Sarah Tucker ..... Science/ Department Chair
Richard Roybal ..... SS/Science
TBD ..... Social Studies
Thomas Shepard ..... Electives
Joseph Sanchez ..... Onboarding/Discovery/Life Skills Teacher
Sherry Davidson ..... Exceptional Student Services
Chelsea Pool ..... Exceptional Student Services
Tory Vujhich ..... Exceptional Student Services
Jessica Trujillo ..... ESS Paraprofessional
Kathy Orr ..... ESS Paraprofessional
Samantha Posa ..... ESS Paraprofessional
Noelle Solano ..... Online Advocate
Frank Martinez ..... Online Advocate
Alison Schnoes ..... Online Advocate
Juanita Gallegos ..... Online Advocate
Skyla Maes ..... Online Advocate
Alexis Major ..... Online Advocate
Pete Carrillo ..... Online Advocate
Raelyn Torres ..... Online Advocate
Samantha Urrutia ..... Online Advocate
Brandon Franklin ..... Online Advocate
Laurie Valdez ..... Online Advocate

Bell Schedule 2026-2027

Monday - Thursday

AM Session

Period	*Course*	*Time*
0	Independent Work Session	8:00 a.m. - 9:00 a.m.
1	Core Block	9:00 a.m. - 10:00 a.m.
2	Core Block	10:00 a.m. - 10:30 a.m.
3	Core Block	10:30 a.m. - 11:00 a.m.
4	Elective	11:00 a.m. - 12:00 p.m.

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

PM Session

Period	*Course*	*Time*
5	Independent Work Session	12:30 p.m. - 1:30 p.m.
6	Core Block	1:30 p.m. - 2:00 p.m.
7	Core Block	2:00 p.m. - 2:30 p.m.
8	Core Block	2:30 p.m. - 3:30 p.m.
0	Elective	3:30 p.m. - 4:30 p.m.

Dutch Clark Digital/Paragon Delayed Start 2026-2027

Monday -Thursday

AM Session

Period	*Course*	*Time*
0	Independent Work Session	9:30 a.m. - 10:00 a.m.
1	Core Block	10:00 a.m. - 11:00 a.m.
2	Core Block	Can make up after Lunch
3	Core Block	Can make up after Lunch
4	Elective	11:00 a.m. - 12:00 p.m.

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

PM Session

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

ACADEMIC POLICIES

COMPETENCY-BASED LEARNING

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

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

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

ACADEMIC INTEGRITY

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

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

Honor Code: All students are expected to abide by the Paragon honor code, which states:
I will not give nor receive help that was not pre-approved by my instructor on any assignment. I pledge only to submit work that is completely my own. I also pledge not to:

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

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

DIGITAL LEARNING

APEX is Dutch Clark Digital/Paragon's online digital curriculum. It is used to facilitate learning and enhance individualized instruction. Each student is assigned a unique username and password that works only for their APEX account. Parents and students must participate in an orientation process to become familiar with the components of online learning. Students are encouraged to utilize Paragon's Resource Center, designed to provide one-to-one support for student learning.

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

Student grades are issued at the end of each 6-week grading period/hexter and are entered on the student's permanent record. Student credit sheets are distributed at the end of each hexter. Refer to Paragon's Course Description Guide for details on course grades and credits.

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

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

- Students should discuss the grade with the teacher.
- Parents should discuss the grade with the teacher and/or counselor. Counselors will assist in arranging parent conferences.
- If a parent is unsatisfied after the above two steps have been completed, he/she may submit a written complaint to the principal.
- A meeting will be held with the parties involved (Principal, parent, student, teacher, counselor).

COURSE WITHDRAWAL

- Students dropping a course during the first five days of a hexter will not have the dropped course recorded on the cumulative record.
- Students dropping a course after six days will have WP (withdraw pass) or WF (withdraw fail) recorded on the cumulative record depending on whether the student is passing or failing the course at the time of the drop. All WF's are calculated in the cumulative grade point average.
- Students dropping a course after nine weeks or during the remainder of the term will have a WF recorded on the cumulative record.
- The principal shall have the right to use his/her prerogative to determine unique WF cases on a cumulative record.

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

GRADUATION REQUIREMENTS (Policy: IKF-R)
Effective with the graduating class of 2012, graduation from a Pueblo City Schools high school requires a completion of a minimum of twenty-four credits. All prescribed requirements set forth by the State of Colorado Department of Education and Pueblo City Schools Board of Education must be completed before the student participating in a graduation exercise.

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

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

It is the responsibility of the student to know the graduation requirements, the number of credits necessary to graduate, and the specific classes needed for graduation. Students and parents should refer to Paragon's Course

Description Guide for detailed information on graduation requirements. Students must be in good standing concerning discipline to take part in the graduation ceremony. Pueblo City Schools Board of Education reserves the right to change the requirements for graduation.

WORKFORCE SUCCESS PATHWAY

Paragon Learning Center High School students 17 years or older who are in 12th grade AND have 12 or fewer credits can apply to the Workforce Success (WFS) pathway. In the WFS pathway, teachers work intensively with students in a blended learning environment. Students in this pathway will have a Student Success Plan, will work toward Career Now graduation requirements, and are required to attend in person for a prescribed number of days each week. The focus of this program is to demonstrate proficiency of overlapping standards that appear across the curriculum and to prepare for the workforce after high school. The student schedule for WFS students will show multiple classes in a period because they will complete up to 12 classes every Hexter. Students in this program will work at an accelerated rate and be encouraged to complete two weekly classes. In addition, the curriculum will be compacted to maximize time spent in classes.

ATTENDANCE POLICY

RATIONALE

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School attendance law. Attendance is the responsibility of the student, parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work.

STUDENT ATTENDANCE EXPECTATIONS

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

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

ABSENCES-EXCUSED

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

ABSENCES-PRE-ARRANGED

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

CHECK OUT PROCEDURE DURING THE SCHOOL DAY

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

- A note or phone call from a parent must be received by the Dutch Clark Digital/Paragon Secretary. On this note, a contact person's phone number shall be listed.

- The school will call the individuals listed on the student's emergency call card to verify a phone call or note received to release a student from school. If an emergency call card is missing on a student, it shall be the responsibility of the student and parent to complete a card and return it to the school.
- Parents listed on the emergency call card are asked to enter the school building to sign out their student. If a student drives to school, permission must be obtained before a student can leave school without a parent. The school shall call parents to inform them that their son or daughter is being released from school.
- If a parent (listed on the emergency call card) cannot be reached, a student s hall not be released from school. A student leaving on his or her own accord shall be considered to be truant.
    - Students must sign out in the Paragon Learning Center Office before leaving campus.

TARDINESS

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

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

EXPECTATIONS OF STUDENT CONDUCT

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

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

Dutch Clark Digital/Paragon Learning Center Student Handbook is available online. In addition, all students are given the Pueblo District 60 Student Conduct and Discipline Code. These booklets outline specific behavioral expectations for all students that should always be adhered to. References to student discipline are to be directed to the district student discipline code**.** Parents/Guardians are encouraged to read these documents and keep them for future reference. Below are some specific guidelines pertaining to Paragon students in compliance with Colorado State law and Pueblo District 60 policies.

GOOD CITIZENSHIP

A school is judged by its students and a student is judged by his/her school. For this reason, every student at Dutch Clark Digital/Paragon is responsible for following rules that promote good citizenship.

CARE OF SCHOOL PROPERTY

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

CLASSROOM CONDUCT

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

LUNCH & CAFETERIA POLICIES

Pueblo District 60 has a 'closed campus' policy for students during lunch. Therefore, students are not allowed to leave campus for lunch. Students leaving campus will be considered truant.

Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.
The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates and cafeteria staff. Please leave your table clean and throw away trash after eating. Food is not allowed in the classrooms unless permission has been granted from the classroom teacher.

COLLABORATION ZONES

Collaboration Zones are areas designated for independent student study. Students are required to sign in and out of the Collaboration Zones. Students not showing responsible behavior or interfering with other student's right to learn will be asked to leave and may be subject to disciplinary action. Computers and printers are for classroom work only. Never share passwords with friends, and always log out of your student account when you leave. Using school computers is a privilege; students abusing the privilege will face disciplinary action and may lose their internet privileges.

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

INTERNET POLICY

Dutch Clark Digital/Paragon is linked with the Pueblo District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a *Pueblo District 60 Student Internet Contract* signed by the student and parent/guardian. By signing the official contract/agreement, students and parents agree to abide by all laws and terms of the agreement. Illegal or unauthorized use of the Internet could result in legal prosecution.

CELL PHONES AND OTHER ELECTRONIC DEVICES
Cell phones and other electronic devices are disruptive to instruction time. District policy states that cell phones and electronic devices, whether for personal, recreational, communication, or instructional purposes, are permitted as follows: In academic settings (classroom, library, labs, etc.), such devices must be in the "off" position and stored out of sight except as permitted by the instructor or the building administrator. Use of any such device can in no way disrupt, pose a safety concern or otherwise violate district policy. Pueblo District 60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for the investigation of such incidents. Please see the Pueblo District 60 Student Conduct and Discipline Code Book for the complete policy – Student Use of Cell Phone and Other Personal Electronic Devices – File JICJ/JICC.

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

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

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

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

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

GANGS AND GANG-RELATED AFFILIATION and ACTIVITIES
Dutch Clark Digital/Paragon administration and staff shall provide a safe learning environment for all students. By this policy, Dutch Clark Digital/Paragon prohibits gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the school or District's rules and regulations.
No student:

- Shall possess, use, distribute, display, or wear any clothing, jewelry, emblem, badge, symbol, sign, or color which is evidence of membership or affiliation with any gang:
- Shall draw gang graffiti or distribute gang-related literature on any personal possession within the school including equipment, books, backpacks, papers, etc.
- Shall use any speech or act in furtherance of gang activity:
- Shall solicit others for membership in any gang:
- Shall request any person to pay protection or otherwise act to extort any person:
- Shall commit any other illegal act or other violation of school district policies:
- Shall incite other persons to act with physical violence upon any other person:
- Shall attend any activity that could be interpreted as relating to gangs or gang activity.

Students who violate this policy are subject to the rules and regulations of Dutch Clark Digital/Paragon Learning Center and Pueblo District 60 as it applies to gang-related misconduct. All gang-related paraphernalia or materials will be confiscated. PCS District policy: JICF

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

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

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

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

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

DUE PROCESS
Dutch Clark Digital/Paragon and Pueblo District 60 adhere to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary situation which might result in suspension, expulsion, or other disciplinary action. The minimum constitutional requirements of due process mandate the student be given:

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

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

GENERAL STUDENT INFORMATION

STUDENT INJURY & MEDICATIONS

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

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

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

IMMUNIZATIONS

See the immunizations letter and chart on the following pages.

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)
Paragon Learning Center	97.8%	0%

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**

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.

NUTRITION SERVICES BREAKFAST/LUNCH

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.

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

B**reakfast 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 on-line 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.

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

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

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

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

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

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

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

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

RELEASE OF INFORMATION TO MILITARY
Federal and State legislation, in addition to policy established by the Pueblo District 60 School Board of Education, authorize the release of names, addresses, and telephone numbers of students to armed forces recruiting officers. We release the information of all seniors unless we have a written request to the contrary. The regulations and procedures clearly specify that the parents' responsible for notifying us in writing if you do not want this information on your son/daughter released. Forms for such requests will be given to students at the beginning of the school year or are available in the Counseling Office.

STUDENT GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

Student complaints alleging discrimination based on race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled promptly and equitably. The procedure to follow is listed below:

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

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

Students wanting to participate in clubs, extracurricular activities, and Career and Technical Education opportunities not offered at Paragon Learning Center may participate in programs being offered in other District 60 Comprehensive High Schools. To participate in these programs, counselors must be notified.

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

CARE

Concise Actionable Redirection of Effort
SHOW UP DATA
(Attendance)
Subject to Updates

Teachers and Students:	Communicate daily
Students are:	Completing 6 assignments per day/3 units per week Logging into Canvas

Teachers will:	Continue communication efforts with students and families to get students engaged
Advocate will:	Make contact with student and family to set up a Student Success Plan Meeting
Students will:	Contact Paragon immediately to discuss completion of work Work with Teacher/Advocate to get back on track

Teachers will:	Continue communication efforts with students and families to get students engaged Work with Online Advocates to inform Tier 2 interventions
Advocate will:	Make contact with student and family to set up a Student Success Plan Revision
Students will:	Contact Dutch Clark Digital/Paragon immediately to discuss completion of work Work with Teacher/Advocate to get back on track

Teachers will:	Continue communication efforts with students daily
Administration will:	Conduct administration interventions
Student will:	Contact Paragon immediately to discuss completion of work Work with Teacher/Advocate to get back on track

A

ctively Participate in Student Success Plan

CARE

Concise Actionable Redirection of Effort
CONNECT DATA:
(Completion of Courses/Earning of Credit)
Subject to Updates

Catching Up

Teachers and Students: Communicate and complete school work daily

Students are: Completing more than 2 course per Hexter more than 2 units per week

All Student Courses have no late assignments

Teachers are: Communicate and complete work daily

Students are: Completing 2 classes per Hexter 2 units per week

Teachers will: Continue communication efforts with students and families to get students engaged
Work with Interventionists and Online Advocates to inform Tier 2 interventions Notify amilies about academic probation status

Advocate will: Make contact with student and family to set up a Student Success Plan Meeting

Students will: Contact Dutch Clark Digital/Paragon immediately to discuss completion of work
Work with Teacher/Advocate to get back on track

Complete 2 units per week resulting in completion of 2

Teachers will: Continue communication efforts with students daily Notify student and family of academic status including probation when needed.

Administration will: Conduct administration interventions

Student will: Contact Paragon immediately to discuss completion of work
Work with Teacher/Advocate to get back on track

Actively Participate in

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. *See 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).*