



715 W. 20th Street • Pueblo, CO 81003
(719) 549-7410

Nicolas Roberts
Principal

2026-2027
Student/Family Handbook

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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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.

2026 – 2027 Nettie S. Freed Staff

Principal	Nic Roberts	Secretary	Dorothy Guerrero
Assistant Principal	DD Duarte	Attendance Secretary	Vikki Graston
Assistant Principal/Athletic Director	Joey Diaz	Community Advocate	Micaela Cook
Counselor	Charity Gallegos	Social Worker	Coral Capritta
Counselor	Kendall Ward	School Resource Officer	Adam Quintana
		School Nurse	Antoinette Aragon
Kindergarten	Cara Noriega	Health Aide	Nicole Palacio
Kindergarten	Sarah Gilbert	Health Aide	Alicia Carrillo
Kindergarten	Alison Russell	Music	Margaret Rudin
First Grade	Kirsten Essien	Physical Education	Brian Falsetto
First Grade	Kory Bond	Physical Education	Nicholas Ponce
First Grade	Michelle Myli	K-4 Science	Francesca Torres
Second Grade	Matt Nava	Media/Technology	Alison Louis
Second Grade	Matthew Ruiz	Art	Jason Trigo
Second Grade	Bri Martinez	Instrumental Music	Aubrey Krengel
Third Grade	Lori Macias	ESS District Coordinator	Bob Lee
Third Grade	Karlee Martinez	School Psychologist	Andrea Baca
Fourth Grade	Wendy Gish	CLDE	Mollie Blackford
Fourth Grade	Kim Barickman	Speech	Faith Show
Fourth Grade	Robin Vazquez	Teacher of the Visually Impaired	Sumer Bellinder
Fifth Grade Math	Allie Maestas	ESS Teacher	Robin Reneau
Fifth Grade ELA	Haley Grein	ESS Teacher	Danae Tucker
Fifth Grade Science	India Mainville	ESS Teacher	Mary Vega
Sixth Grade Science	Jennifer Lickert	ESS Teacher	Yvonne Noble
Sixth Grade Math	Gabe Buracker	ESS Teacher	Kaylin Mares Wilson
Sixth Grade ELA	Michelle Hogan	ESS Teacher	Judy Tripp
Seventh/Eighth Grade Math	Rose Vialpando	Paraprofessional	Maya Koehn
Seventh/Eighth Grade Soc Stud	Ryan Nichols	Paraprofessional	Vivian Pawloski
Seventh/Eighth Grade ELA	Mick Heberly	Paraprofessional	Felicia Ratcliff
Seventh/Eighth Grade Science	Rey Hunt	Paraprofessional	Brian Mata
Seventh/Eighth Grade CTE	Chuck Lickert	Paraprofessional	Krystle Ballou
Head Facility Custodian	Brandon Leon	Paraprofessional	Ian Herrera
Custodian	Eric Esquibel	Paraprofessional	Tara Leos
Custodian	TBD	Nutrition Services Lead	Elisa Dynes
Custodian	David Romero		

Our Mission

At Nettie S. Freed K-8 Expeditionary School we celebrate our diversity. We engage our students' curiosity through real-world topics using authentic learning experiences; challenge them to dig deeply in their learning and persevere; and empower them to become life-long, empathetic learners who impact their community.

Habits of Character and Scholarship

At Nettie S. Freed, our students leave prepared for whatever adventures they may encounter in life.

We strive to have...

CURIOSITY to seek out new adventures, so we:

- ask questions.
- seek new experiences.
- research things that interest us.
- try different ways of doing things.
- create and explore in our learning.

COURAGE to begin the adventure, so we:

- are confident to speak up when we are unsure.
- initiate and engage in courageous conversations to better understand, and grow.
- seek new ideas that take us out of our comfort zone.
- stand up when something is not right.
- grow and learn through constructive feedback.

PERSEVERANCE to continue when the adventure gets tough, so we:

- don't quit if something is hard the first time.
- know that our first draft is not the final draft.
- find things we are passionate about in order to keep us going.
- believe in the power of the "YET(I)".

EMPATHY for the people on the adventure with us, so we:

- actively listen to others when they speak.
- ask questions to gain understanding.
- put ourselves in others' shoes.
- listen to others to understand, not judge.
- understand that our way is not the only way.

RESPECT for the people we meet on our adventure, so we:

- value others' opinions and thoughts-even if we don't agree.
- are aware of how our words and actions affect others and make choices based on that awareness.
- treat people as we would like to be treated.
- model mutual respect for ourselves to show others how to treat us respectfully.

School Hours

Kindergarten – 8th Grade

- 8:05 a.m. School begins
- 3:55 p.m. School dismissed

Student Arrival Time

- 8:00- 8:05

Breakfast Schedule

- Students will receive breakfast starting at 8:00 in their classrooms.

School Personnel Schedule

- 7:00 a.m. to 4:30 p.m. School Office — Secretary/Principal/Asst Principals
- 7:30 a.m. to 4:00 p.m. Teacher Hours

Students should not be unsupervised on the school playground before school. Before school, there is no adult supervision on the playground. Parent cooperation is appreciated. Students are to report to the school office if they have not been picked up by 4:05. It is vitally important to pick your child up on time from school and after school programs. Failure to comply can result in notification to the Department of Social Services or the Pueblo Police Department.

School Attendance

Student Absences and Tardiness

Regular and prompt school attendance is expected of all Nettie S. Freed students. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular school 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. The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical, mental, or emotional disability.
3. A student who is pursuing a work study program under the supervision of the school.
4. A student is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.
6. Absences due to court appearances and participation in court ordered activities shall be excused. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

It is requested that parents call to inform the school about a student absence by 8:30 a.m. Please call 549-7410 to report your child's absence.

When attendance problems occur, school personnel may make home visits, may require parents to come to the office for a conference, or both. The principal and school/district personnel will be actively engaged in attendance problems. In addition, when a child has missed **ten** or more school days, the parents or guardians will be advised of absences and tardiness in writing. Copies of such notices will be sent to the Office of Student Support Services.

We do realize families take vacations during the school year. If this case should arise, please notify your child's teacher to get assignments for the time missed and notify the office. Specific paperwork should be completed, so we are aware of the absence. Please make every effort to plan vacations during spring break and holidays. Please be aware that students who leave for vacation the last two weeks of school will not be awarded excused absences.

Early Dismissal

Consistent student attendance is vital to their academic success. This includes beginning the school day at 8:05 a.m. and ending the school day at 3:55 p.m. Please try to schedule dentist/doctor appointments after 3:55 p.m. or on Fridays. Please be aware early dismissal affects your child's daily attendance record. Nettie S. Freed K-8 Expeditionary School's expectation is that parents cooperate with the school in maximizing their child's attendance at school.

Tardy Policy

All students are expected to be at school on time. If a student arrives **after 8:10 a.m.**, they must report to the office to receive a tardy slip before entering the classroom. Excessive tardiness (4 or more) are considered an attendance concern and the parent or guardian will be contacted. The community advocate will also be notified and work with the family to reduce the number of tardies.

In accordance with the law, the district may impose academic penalties, which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

1. A court petition shall be filed as soon as possible when the criteria of Paragraph 4 are met. A judicial officer will take action, as he/she deems appropriate. The Court Order shall remain in effect until the student reaches the age of 16. All petitions shall be accompanied by a sworn affidavit of a school person knowledgeable of the child's record, which affidavit shall inform the court

in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.

2. At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the then current unexcused and excused absences and unexcused tardies and excused tardies plus the current grades and behaviors in all classes taken during the school year and a copy of the child's attendance plan referred to in Paragraph 3 and updated since the last Court appearance, as well as an update in tutoring participation.
3. Should a 4th excused or unexcused absence occur in a semester (as differentiated from "one month" per Paragraph 5 for an unexcused absence) the school administrator, by means of an appropriate referral card, shall contact the school representative assigned to the school and order a home visit. Said referral shall receive priority in administrative responsibilities. School representatives shall make a home visit and will record the outcome as well as share the information with the site. Said visit shall take place within 48 hours of receipt of the referral, if possible, but no later than one week. The school shall then monitor the student's attendance and communicate regularly with the parents as well as the child.
4. According to state law, it is the obligation of parents to ensure that every child under their care and supervision receives adequate education and training and, of compulsory attendance age, attends school.

Adopted March 12, 1985 Revised June 27, 2000 Revised May 25, 2004 LEGAL REFS: C.R.S. 22-32-109(1)(n),(w) C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)	CROSS REFS: IVICA, School Year/School Calendar JEA, Compulsory Attendance Ages JHB, Truancy JK, Student Discipline JKD/JKE, Suspension/Expulsion of Students JLIB, Student Dismissal Precautions
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Note: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of non-attendance and report the findings to the board.

Student Information Card

During the first week of school, the teacher will send home an information packet for the parent/guardian to complete. Having this information returned promptly and correctly is very important. The information is kept in the office in case you need to be contacted or in the event your child must be released to someone you have designated on the information card. **Please assure all telephone numbers and addresses are accurate and clearly written.**

Change of Address/Telephone

It is extremely important that every student maintain an **up-to-date** address and working telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

Custody Changes or Name Changes

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

- A restraining order issued by a court against that parent
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation

Student Records

Student records are kept in all elementary schools and are available for examination upon parental request. If a parent/guardian wishes to discuss their child's records, notify the principal and an appointment will be made for you to see the records and receive appropriate explanations.

Health Concerns

If your child has a health issue, parents should report that issue to the office. If every parent makes sure that the office is aware of any special health considerations, major or minor, we will have the necessary information to support those needs. Pueblo City Schools houses several Community Health Centers who are also to provide health benefits such as immunizations, physicals, and other short-term medical services. Please talk to our school nurse for further information.

Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments **before** or **after** school whenever possible.

- If a student must be taken from school early, the parent is required to come to the school office and sign out the student.
- **A STUDENT WILL BE RELEASED ONLY TO AN ADULT WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT CARD.**
- Office staff may request that a picture identification be presented. This card must be signed by the parent at the beginning of the school year or at the time of enrollment.

Student Safety

The staff at Nettie S. Freed K-8 Expeditionary School strives to provide a safe environment for the students. One of our major concerns is the dangerous situation resulting from the traffic around the school at dismissal time. If you pick up your child, utilize our parent pickup and drop off areas, so the child does not have to cross the street in the middle of the block. If this is not possible, teach your child to go to the nearest corner and cautiously cross to the side of the street on which you are parked.

- We also request parents not to double-park while waiting for a child to be dismissed, as this also creates a dangerous situation.
- Please abide by all posted traffic safety signs (one way signs, no parking, etc.).
- Parents are asked to be courteous and responsive to the staff members' directions. We work with all students' safety in mind. Please refrain from using offensive language or gestures when driving around the school, especially when students are present. This can result in undesirable consequences. In addition, parents should never act aggressively toward teachers, staff, or school volunteers.
- *Disrespectful behavior from parents or other drivers will be reported to our School Resource Officer who is employed by the Pueblo Police Department.*

School Visitors

Parents, grandparents, and community members are always welcome to visit the school. Visitors are asked to sign in and out at the office. All visitors are required to wear a visitor's badge provided by the school during school visits. If you wish to conference with a teacher, please notify the teacher at least one day ahead to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the information card in the school office indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Visitors are reminded to maintain adult behavior conducive to an elementary school setting. Visitors may be required to leave the school should their behavior be deemed not appropriate to an elementary school setting. Visitors are asked to be appropriately dressed and turn off cell phones to avoid distractions. PARENT REQUESTING TO OBSERVE THE CLASSROOM SHOULD BE SCHEDULED WITH THE TEACHER AHEAD OF TIME AND SERVE A SPECIFIC PURPOSE.

School Volunteers

Background checks are required for all school volunteers. School volunteers must sign in at the office and will wear a volunteer badge.

Dress and Appearance Standards

Please see the district Student Conduct and Discipline Code handbook for student dress code policy, File JICA.

- Headwear that is considered disruptive (headbands with ears, horns, large poof, etc.) may not be worn.
- No winter coats may be worn inside the building.
- Hoodies are permitted but hoods should not be worn over the head inside the school building.
- Shoes should be flat and have a closed toe for safety.
- No artificial nails that interfere with the student's learning.

Please be sure that your child is dressed appropriately for the type of weather our area is experiencing. Parent/Guardians should support their child by assuring that they come to school in appropriate attire. Shorts and other spring/summer clothing are not appropriate for winter. Students should always bring a jacket to school during winter months as the weather may change quickly.

Labeling of Possessions

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each quarter, unclaimed items are donated to one of the many community organizations that serve the needy.

Items Brought to School

- Personal items, clothing, and school supplies should all be permanently marked with the student's full name.
- The school maintains a lost and found box. Please check with the school if an article of clothing becomes lost. At the end of each school year, unclaimed items are donated to one of the many community organizations.
- Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside.
- Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook).
- We highly recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible. In addition when these items go missing the school does not have the time or resources to investigate their loss. Bringing them to school creates an unnecessary risk of loss of property and loss of time for administrators to handle the issue.
- ***Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that arise from such transactions.*** If children trade or exchange items, it should be done with both parents present outside of school time and off school property.

Care of School and Personal Property

- Our goal is to instill in students' pride in the appearance of their school.
- Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument.
- Students must not tamper with fire alarms, fire extinguishers, electrical systems, and plants at the school.
- Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.
- Students are responsible for lost or damaged books or school property. Students will be required to pay the required amount to cover damages or replacement. Included are textbooks, resource books, and library books.
- Students are not permitted to bring large amounts of money, electronics, toys, skateboards, rollerblades or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Students are not to leave money or other valuables in desks.

Fire Drill/Emergency Exit Drills

Fire drills and emergency drills at regular intervals are required by law and are important safety precautions. It is essential when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the students instructions.

Cold Weather Policy

Unless the weather is extremely inclement, children will remain outside before school and during lunch recess periods. On these days, students should dress warmly so that they are comfortable during brief periods outside. Parents should send notes to school or call for exceptions due to illness. Red Flag dismissals occur when inclement weather is present.

DROP OFF-PICK UP PROCESS

On Red Flag Dismissal Days, students will be released a little differently due to the weather. Students will gather indoors to be picked-up. Students whose parents are picking them up in the loop will also gather in their designated areas and listen for their names to be called on the Two-way radio to meet their parents in the loop.

For a Red Flag Release, parents should look for a red flag displayed on the main entrance of the school doors. This process will only be used in extreme weather cases.

Please help us keep students safe and make drop off and dismissal run smoothly by picking up your student in their designated drop off/pick up loop location. We are fortunate enough to have 3 drive loops to help alleviate traffic congestion and make drop off/pick up times shorter.

IF YOU HAVE STUDENTS IN MULTIPLE GRADES, please drop off/pick up your students in the YOUNGER students' loop location. We will send the older students to the younger students' teacher for dismissal.

Loop Locations for drop off and pick up:

Grade	Kindergarten, 1st and 2nd grade	3rd, 4th, and 5th grade	Middle School
PLEASE DO NOT PARK IN THE LOOP. STAY IN YOUR VEHICLE.			
Location	Back Loop- Enter through West and 20th Street- Turn Right and go behind the school. Exit by turning RIGHT (North) on Blake Street to avoid traffic from Montezuma. ***Students must enter/exit vehicle on Driver Side	Front Loop- Enter through West St and 20th street. Keep left when entering the school campus. Exit out 20th street and turn RIGHT (south) onto West Street to help with traffic flow.	Gym Loop- Enter from Montezuma Rd turn onto 20th Street. Turn into the parking lot using the first entrance and loop around by gyms. Exit out 20th Street and turn RIGHT (North) on Montezuma to help with traffic flow.

Doors open and breakfast starts at 8:00 a.m. If students arrive after 8:10 a.m., they must enter through the main doors and will receive a tardy slip.

PLAYGROUND SUPERVISION: Students should not be playing on the playground equipment in the morning before school. We will not have supervision on the playgrounds before school starts.

FIRST DAY OF SCHOOL ONLY

Teachers will be outside in the area closest to their loop to greet their students and walk them into their classroom. All other days, students will enter and walk to their classrooms where their teachers will be waiting for them and supervising breakfast.

WALK UPS:

We will have students waiting with their teacher in these areas, so if you aren't utilizing the loop and are walking up to pick up your child, these are the locations they will be at for dismissal. Please **DO NOT PARK IN THE LOOP.** We have two parking lots for parents to park their cars.

Inclement Weather Procedure

- In the event school is canceled for the day, Pueblo District 60's staff (superintendent or designee) will make inclement weather decision(s) based on student, parent, and staff safety by no later than 6:00 a.m. A School Messenger will be sent out to parents/guardians, and this information will also be posted on the Pueblo District 60's Website. Local TV stations, radio, and newspapers will also be notified.
- The District will check with the following: the Weather Bureau, the Pueblo Police Department, and district transportation department and others.
- The District will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling local radio stations, TV stations, and the newspaper.
- The District will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on days of inclement weather.
- The District will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.
- If the decision is made to hold school, school will remain open until the regular scheduled time. The District will make every effort not to cancel school once the regular school day has begun. Only extraordinary conditions will be considered.
- Parents are expected to be responsible for custody of students, listen to the news broadcasts on stormy mornings, and decide whether or not to send students to school on threatening, stormy days.
- In the event a delayed/safety school start occurs for the day, Pueblo District 60's staff will make the decision to delay school by two hours. The District will follow procedures as stated above.

Field Trips/Field Work

The purpose of field trips and field work is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary.

Parents and guardians are invited to accompany the students on most field trips to promote safety and to enrich the learning experience. ***For liability reasons, parents may not bring other children along on the trips.*** The teacher will ask for and/or accept volunteers of legal age and guardianship to attend field trips.

Nettie S. Freed students are expected to exhibit responsible behaviors in academics, attitude, and attendance. Most field trips require District bus transportation. Therefore, all bus rules and regulations apply. In addition, when a child rides the bus on a field trip, they must return to school on the bus. This is a Pueblo School District 60 policy.

School Supplies

We're asking each family to donate \$20 at the beginning of the school year to cover the cost of most school supplies. Students will also need a backpack and a pair of corded headphones.

Use of Video Cameras to Monitor Student Behavior

Video cameras may be used to monitor student behavior in school facilities and on school vehicles transporting students to and from school.

Parties/Birthdays

Birthday celebrations will be scheduled on the first Thursday of each month. Please check with your child's teacher regarding allergies in the classroom. Please keep treats simple and store bought. **To avoid hurt feelings, we do not allow party invitations to be distributed at school.**

Gifts/Special Deliveries

These items can take up considerable space, and it is the preference of the office and teachers that these items are not delivered to school. In the event that flowers, balloons, and other special items are delivered to school, the gift will remain in the office until after school, as there is no place for these items in classrooms. If food is delivered by a parent/guardian, it will remain in the office until lunch time. The school will NOT accept food deliveries for students during any other time of the day unless it is for a class party.

Parent and Guardian Involvement

Parent and Guardian Responsibility

We believe the support and cooperation of our students' parents and guardians are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is our hope that, by working together, the school and home can assist the student in developing the self-discipline they will need to function successfully in our society. Again, the parent is extremely important in the educational process. We strongly encourage the parents and guardians of Nettie S. Freed students to do the following:

- Display an interest in your child's educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at Nettie S. Freed and your child's success in it
- Keep in mind: we care about your child and desire a high-quality program that will meet your child's individual needs
- Give your child support regarding special school activities

School Accountability Committee

Nettie S. Freed's School Site-Base/Accountability Committee will meet at least three times a year to plan and assess the school's progress in reaching building goals and objectives. The committee members participate in an advisory role in the planning and implementation of school programs. The School Improvement Plan will be available in the school office and updated yearly. The committee is composed of principal, parents, community members, and staff representatives.

Parent-Teacher Conferences and Student-Led Conferences

Required conferences are scheduled at least twice during the school year. Parents are urged to conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every student work to the best of his/her ability at all times.

Homework

At Nettie S. Freed, there will be no formally assigned nightly homework assignments. There is no research that proves the effectiveness of homework assignments improving student performance. Rather than spending time doing homework, we suggest your child spend time doing things that have been proven to help them be more successful such as eating dinner together, reading alone or together, playing outside, and getting a good night's sleep.

Parent Portal

Using Parent Portal as a Resource for Parents:

All parents have Parent Portal access for their students. This tool will provide parents with immediate, up-to-date information about your child at school. The Parent Portal will allow parents/guardians to do the following:

See your child's attendance (immediately after it has been entered by the teacher)

- Verify your contact information
- Verify your child's immunization record
- View and print your child's schedule

Here is how you can connect to the Parent Portal

1. From the Pueblo District 60's website (www.pueblod60.org), choose the **Parents** drop down menu, and then **Technology**, and then the **Infinite Campus—Parent Portal** link. (<https://campus.pueblocitieschools.us/campus/portal/pueblo.jsp>). Parents can select the **Help** page under the Technology Link on the webpage for a training tutorial and FAQ section.
2. Click on the option for a First Time Campus User.
3. Enter your Campus Portal Activation Key which you can obtain from the school attendance secretary.
4. You will then be prompted to create a username and password for accessing the portal.
5. You will find that the Infinite Campus Parent Portal will be a valuable tool.

Parent Teacher Organization (PTO)

Please reach out to DD Duarte for more information at Darlene.Duarte@pueblod60.org

General Information

Communications

Ordinarily parents/guardians will be informed of special events, schedule changes, and other school-related news items by means of the school/district website, school telephone messenger, school newsletters, and notes sent home with students. Please discuss with your children the importance of these communications. We will also utilize *Class Dojo*. *Class Dojo* is a free application for your phone or computer. There is a paid version called *Class Dojo Plus*- but everything we will send will be available through the free version. Also, please check the school/district website regularly. Please discuss with your children the importance of these communications.

Special Programs

Pueblo School District 60 offers many education programs throughout the district. A wide variety of services are available to meet the needs of students and include Preschool, Exceptional Student Services, Child Find (0-21 years), Gifted/ Talented, English Language Learners, and many others. Further information is available at the school.

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.

Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches at no cost to our students. **If your child has special dietary restrictions or needs, please see the school nurse to arrange accommodations.**

- Pueblo School District 60 is participating in the Regular National School Lunch program for the school year.
- Breakfast and lunch will be offered to all students at no cost. Studies have shown that children who eat breakfast and lunch do better in school.
- The elementary school menus are posted on the district website and at the school.
- Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior.
- The school reserves the right to alter the breakfast/lunch program from any child who fails to comply with these standards. Parents may be asked to make other arrangements for their child if, in the school's judgment, the child's conduct warrants exclusion from the breakfast/lunch program.
- Parents, grandparents, and family members are also welcome to eat lunch with their children periodically and for special occasions (biweekly or monthly). Family members should not eat lunch daily with their students as a level of independence must be established by the student. Adult meals are \$5.00- cash only.
- School lunches must be eaten at school. School lunches cannot be taken home. Due to federal regulations, cafeteria food is not allowed to be taken out of school premises.
- The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals.

Nutrition Services Breakfast and Lunch Program

Nettie S. Freed K-8 Expeditionary is a Universal Breakfast and Lunch School. Every student will receive a free breakfast and lunch at school. If you have any questions regarding this program, please call the school for more information. It is vital to the continuation of the program that every student has a lunch application completed and on file with the nutritional services department. Lunch application forms must be completed each year. If you need assistance in completing this form, please call the school at 719-549-7500.

Universal Meals

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

Community Eligibility Provision Participating Schools

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

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



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

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

Families are encouraged to submit an application

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Food Charge Policy

PROCEDURES

Food Pre-Payments

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

Student Health

Student Health Problems

A parent should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student.

Emergency Medical Authorization

All students must have emergency information listed on a student information card in the school office. The card must include a current telephone number so that parents may be notified, and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy.

Illness

If a student becomes too ill to remain in class, we will reach you by phone. For that reason, it is very important that we have an updated, working phone number on the emergency card. Transportation cannot be provided for sick children. If your child is ill, please do not send them to school. A student who contracts a contagious disease or condition, such as conjunctivitis (pink eye), chicken pox, ringworm, or impetigo will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious disease. We encourage you to utilize the District Wellness Centers as necessary.

Administering Medication to Students

No prescription or non-prescription medication shall be administered at school by the school nurse or other school designee as determined by the principal without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of drug, dosage, time for administering, name of prescribing practitioner and current date shall be printed on the container.
2. The school shall have received written permission from the prescribing practitioner to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication.

All medication shall be safeguarded at school to avoid any risk that it may be improperly ingested. The exception to this practice would be those medications that need to remain with the student at all times as directed by the licensed prescribing practitioner. Medication may be given legally only by personnel whom a registered nurse has trained and delegated the task of giving such medication. All persons, principal and their designees, administering medication must complete a required yearly in-service training conducted by a registered nurse.

Adopted March 12, 1985

Revised June 8, 1999

Legal Ref.: C.R.S. 12-38-132

C.R.S. 22-1-119

6 CR 1010-6, Rule 9-105

6 CCR 1010-6, Rule 9-106

Chapter XIII of the rules and regulations of the State Board of Nursing, Delegation of Nursing Tasks

Cross Ref.: JLCE, First Aid and Emergency Medical Care

Pueblo City Schools, Pueblo, Colorado

Immunizations

In accordance with Colorado law, immunizations are required for all students enrolled in the district schools. Students will NOT be permitted to enroll in school without meeting the immunization requirements. Children may be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger the child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs.

See the letter and chart on the following pages.



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](https://www.211.org) 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](https://leg.colorado.gov/statutes/0000/0025/0000), 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)
Nettie S. Freed Expeditionary	94.3%	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.

Student Expectations

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with the opportunity of other students by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location. The discipline code at Nettie S. Freed K-8 Expeditionary School is in compliance with Pueblo City Schools Student Discipline code.

Student Expectations

- **School is the students' job.** Therefore, students are responsible for their own learning, their behavior, their own attitude.
- Students are to use **appropriate language** at all times. Profanity will not be tolerated.
- Bullying behavior will not be tolerated and includes physical aggression, verbal aggression, social alienation/ intimidation and cyberbullying.
- Students are not allowed to leave school unless a parent or a person designated by the parent comes for them. Parents must check through the office before a child leaves school.
- Students must leave the school grounds as soon as dismissal from school occurs, unless accompanied by an adult.
- Students are not to write on or under desks and furniture, misuse books, or damage school property.
- Students will keep the school and playground clean by throwing their trash in the trash containers.
- Students are not allowed to bring visitors to school.

Classroom Expectations

Students are to be in the classroom each day on time. Each classroom will provide an environment where learning can occur. No student has the right to interfere with another student's opportunity to learn. Some supplies are provided by the school; however, parents or guardians may be asked by their child's teacher to provide others. Student work areas are to be orderly and clean prior to dismissal each day.

Playground Expectations

The playground is not supervised before school and students should not be on the playground before that time. Students will follow stated game rules showing good sportsmanship. Playground equipment is to be held when students are in line. Students are to line up immediately when the bell rings or the whistle blows. The following activities will not be allowed.

- Pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, woodchips, or snowballs
- Improperly using equipment
- Bouncing balls against the building
- No siblings are allowed to play on the playground during the recess period.

School Wide Behavior and Classroom Management

Nettie S. Freed K-8 Expeditionary School has school and classroom rules and policies. All School District procedures are listed in the District Discipline Code Handbook. Please review these carefully with your child. Our teachers are expected to use firm, consistent, and fair discipline procedures in their classrooms. Classroom expectations will frequently be reviewed with students.

In order to provide our students with the best opportunities to learn, and to prepare them for successful relationships within our building and the community beyond, we create a positive, classroom and school culture. We believe that an approach to classroom culture, behavior, and classroom management should be based on:

- 1) Providing students with the time, skills, and opportunities to build healthy, positive, supportive, trusting relationships with teachers and other students through Crew every day and fostering habits of character all day
- 2) Understanding that troublesome behavior is normal, and does not indicate a failing on anyone's part, but, rather, an opportunity to grow and learn
- 3) Responsibility for the well-being of the community is not on the shoulders of a single expert, or adult authority, but it is the responsibility of the whole community itself
- 4) Using restorative practices to work WITH students and staff to repair harm and restore positive relationships, rather than assign punishment TO students
- 5) A shared sense of accountability for the impact that we have on other in order to reduce and prevent harmful behavior, and create a stronger sense of belonging

Due Process

Pueblo School District 60 adheres to the constitutional principle that a student be guaranteed due process whenever involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. Due Process is a procedure to ensure a student is treated fairly when involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer. The minimum constitutional requirement of due process mandate the student be given:

- Oral or written notice of the charges against them
- Explanation of the evidence school authorities have
- An opportunity to present their side of the story
- Length of time the student will be excluded from school

Parent(s), legal guardian(s), or legal custodian(s) shall be notified immediately that a student has been suspended, the grounds for suspension, the period of the suspension, and the time and place to meet with the principal to review the suspension. No student shall be readmitted to school until such a meeting has taken place or until, at the discretion of the principal, the parent(s), legal guardian(s), or legal custodian(s) has agreed to seriously review the suspension with the principal.

Recommendation for a disciplinary adjustment transfer may be appealed to the Executive Director of Student Support Services. If a parent(s), legal guardian(s), or legal custodian(s) is not satisfied with the decision of that office, the matter may be appealed to the Associate Superintendent for Instructional Services within two school days. The Associate Superintendent shall affirm, modify, or reverse the decision within two school days.

Positive Behavior Intervention Support (PBIS) Matrix

To Reach for the PEAKS, we strive for:

	P erseverance	E mpowerment	A dventure	K indness	S afety
Hallway	• Show Positive Encouragement • Walk with a Purpose	• Clean-up • Be an advocate • Respect Artwork and Bulletin Boards	• Be Responsible • Greet Others	• Be Mindful of Voice Level • Be Aware of Your Surroundings	• Walk Correctly • Respect Personal Space • Be Patient
Restroom	• Encourage Others • Clean Up After Yourself	• Report Issues • Use Resources Thoughtfully	• Respect Privacy • Be Friendly	• Maintain Cleanliness • Wait Your Turn • Keep Noise Down • Hold the Door • Leave No Trace	• Use the Closest Restroom • Practice Good Hygiene • Be a Leader
Cafeteria	• Respect Personal Space • Practice Patience	• Include Others • Clean Up After Yourself • Engage in Positive Conversations	• Try New Foods • Invite Others	• Respect Differences • Express Gratitude	• Mind Your Noise Level • Offer Help • Give Staff Your Attention • Stay Seated
Playground	• Try to Problem Solve • Ask Questions	• Make a Choice • Be an advocate	• Be Courageous	• Play Inclusively • Share • Create Inclusive Games	• Respect Supplies • Be Self Aware • Leave Things Outside
Classroom	• Try Your Best • Spread Positivity • Set Goals	• Communicate • Believe in Yourself	• Be Courageous • Build a Classroom Community	• Use Positive Self-talk • Show Empathy • Support Diversity • Give Compliments	• Use Positive Body Language • Listen Actively • Leave No Trace
Assembly	• Actively Listen • Have a Positive Attitude • Use Positive Body Language	• Participate positively	• Be Courageous	• Clap and Cheer • Leave No Trace	• Be Respectful • Enter and Exit Quietly

Non-Discrimination Complaint Procedures

(Compliance with Title VI, Title VII, Title IX, Section 504)

Any student who believes he or she has been discriminated against in relation to race, sex, religion, national background, age, marital status, or handicap may use the applicable grievance procedure.

Procedure

- Level 1:** Within five days of the student's knowledge of alleged discrimination and prior to filing of a written Level 2 grievance, a student shall discuss the grievance with the District Compliance Officer, who will take steps to resolve the grievance informally. If the grievance is not resolved informally within ten days, the student may prepare a written grievance which includes a detailed description of the alleged discriminatory event, the date, and the full names of the parties involved. The written grievance shall be filed with the district Compliance Officer within twenty days of the date of the student's knowledge of the alleged discrimination.
- Level 2:** Within ten days of the receipt of written grievance by the Compliance Officer, the superintendent or his/her designee shall arrange for and hold a hearing with the involved parties. Following the hearing, the superintendent or his/her designee shall have four days to provide his/her written decision to the interested parties.

Application under State or Federal Law

Any student who has a claim arising out of the alleged violation of District policies of nondiscrimination has any recourse applicable under state or federal law in addition to the procedures contained herein.

E. E. O. Compliance Officer
Pueblo School District 60
315 West 11th Street
Pueblo, CO 81003
(719) 549-7162

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District 60 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 60 Student Code of Conduct also available on the District 60 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. *See complete exhibit.**

JKD/JKE: Student Use of Internet and Electronic Communications

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

JKE-E: Grounds for Suspension/ Expulsion

The following may be grounds for suspension or expulsion from a public school: 1) Continued willful disobedience or open and persistent defiance of proper authority. 2) Willful destruction or defacing of school property. 3) Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. 4) Declaration as a habitually disruptive student. 5) The use, possession or sale of a drug or controlled substance on school grounds, in a school vehicle, or at a school activity or sanctioned event. 6) The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery. 7) Possession of a dangerous weapon. 8) Repeated interference with a school's ability to provide educational opportunities to other students. 9) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. 10) Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). 11) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel. *See complete policy.**

JKE-R: Suspension/ Expulsion of Students

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

JEA: Compulsory Attendance

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

JH: Student Absence/Excuses

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

JHB: Truancy

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

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).