Heaton Middle School

Student Handbook

2026-2027

"Home of the Hawks"

Main Office: (719) 549-7420

Attendance: (719) 549-7422

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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Mission

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

PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Interim Executive Director of Student Support Services, Cheryl Madrill, cheryl.madrill@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.

Welcome! We are excited to be starting a new school year and are looking forward to working with you. The following information is provided to help make your journey at Heaton Middle School academically challenging as well as enjoyable.

Assemblies

Assemblies take place during the school year. Concerts, guest speakers, academic awards, etc. will be presented for the students' educational and entertainment value. Student behavior is important to the success and value of our assemblies. All students are required to follow these guidelines for assemblies:

- Take your seat quickly and quietly. Fill the auditorium seats front to back (fill each seat).
- Be quiet when the speaker/performers approach the microphone.
- Give your full attention to the speaker/performers.
- Remain seated until dismissed.
- The auditorium will be dismissed back to front (follow adult direction).
- No whistling or other inappropriate behavior.

Attendance

The school day begins at 8:00 a.m. Monday through Thursday and ends at 3:50 p.m.
Absences: Heaton Middle School's staff feels it is extremely important for students to have regular attendance. Attendance directly affects student achievement. The following are acceptable absences, and will be considered excused:

- Illness (Doctor's note required if absent 3 or more consecutive days)
- Death in the family
- Compliance with established religious holidays

As soon as it is evident that a student will be missing school, a call to the attendance secretary should be made by 9:00 a.m. (549-7422-attendance secretary, 549-7420- main office). All phones have voice mail, so messages can be left at any time. If a call to the attendance office has not been made concerning an absence, a note must be presented to the attendance secretary the day the student returns to school. If neither a note nor call is made to the office, the absence will be recorded as "unexcused." In addition, multiple unexcused absences may result in a referral to Truancy Court.

Other absences: If a student is to be absent for reasons other than those listed above, parents need to discuss the situation beforehand with the assistant principal to determine whether or not the absence can be considered excused. Classroom assignments must be completed upon the student's return from any prior approved absence.

Tardies — Students who arrive at school after 8:00 a.m. need to report to the office and then get a tardy slip from the attendance secretary. *Students who are tardy will have an excused tardy for the following reasons only: Doctor, Dental, or Orthodontic appointments/with a note from the Dr.'s office, or attending a funeral.* All other reasons for tardies will be recorded as unexcused. ***Getting up late, parents running late, waiting for a ride, etc. are not excused tardies.***

Tardies to classes throughout the day — If a student is detained by a teacher or the office, the student will need to ask for a written pass to his/her next class. The teacher will record tardies to classes during the school day. Repeated absences/tardies will result in disciplinary action and referral to truancy court. Regular hall sweeps will be conducted to emphasize the seriousness of promptness to class. If your student is collected in a hall sweep, he/she will have his/her tardy documented and the appropriate consequence will be given as outlined in school policy (tardy/sweep policy). Tardy sweeps may be regular or random.

Sequence of Consequences for Tardiness Each Quarter (All tardies are documented in Infinite Campus)

1st Tardy	Student is verbally warned.
2nd Tardy	Student is verbally warned and a call is made home.
3th Tardy	Student is assigned a lunch detention and a call is made home.
4th Tardy	Meet with administration. Consequences shall be determined.
5th Tardy	Meet with administration. Schedule an RTI meeting to determine action plan for tardies.

Athletics

To be eligible to participate in athletics, a student must pass all classes with no F's and must be in compliance with attendance. Students who repeat a grade in middle school for any reason will be ineligible to participate in athletics. All students going out for athletics must have school insurance or documentation of private health insurance. This must be done before participation in the athletic program begins. All students must have a physical examination by a qualified physician prior to participation in athletics. All physicals are only good for 365 days. All district and school-required athletic paperwork must be submitted on the designated "clearing" date (determined by the school prior to the first practice) – if a student does not comply, he/she will be unable to go out for that sport. To be eligible to participate in the first event, the student must have completed five practices. Each student is responsible for athletic equipment issued to her/him. The following sports are offered at Heaton Middle School:

Girls Softball .....fall**	Soccer ..... coed spring and fall*
Girls Volleyball.....fall**	Boys/Girl Track..... spring**
Boys/Girls Basketball.....winter**	Boys/Girls Wrestling .....winter**
Cross Country.....fall**	Football.....fall*
Cheerleading ..... Year-long*	

*These sports are offered through partners of Pueblo School District 60 – they are not district sports. Fees are determined by the organizations running/organizing the sport.

**To participate in Sports through Pueblo School District 60, a fee of $50 will be charged.

***Students who are recognized for Free and Reduced Lunch will have the fee waived.

AVID

Heaton Middle School is an AVID school. AVID stands for *Advancement via Individual Determination.* All students are eligible to be in AVID but must apply and interview to be in the class. AVID is an elective class that students take during the course of the school year. The AVID elective class is designed to help students succeed in both honors and on-grade level classes by teaching students different strategies that will help them in their classes, such as organized note-taking and intense reading strategies. The AVID elective is also geared towards helping students prepare for college and learn about career pathways. AVID applications will be available each spring for the following school year. Please see the counselors or Mrs. Loseke, our AVID coordinator for more information.

Band

If you play an instrument or would like to, you can sign up for a band. The band is involved in parades, performances, and other programs in and out of school.

Bicycles/Skateboards

Bicycles are to be parked in the bike racks upon arrival at school and locked up. Bicycles and skateboards are not to be used during school hours and must be walked on school property. **Skateboarding is not allowed on Heaton Middle School grounds and must be immediately stored upon arrival at school!**

Breakfast Program

Heaton Middle School is involved in a federally funded breakfast program. Breakfast is provided each morning for students at no charge. We encourage everyone to participate in this program.

Bullying

Bullying behavior is defined as cruel or hostile behaviors involving a student who is the bully towards another child who is the victim. The State Legislature has taken a strong stand on preventing bullying behaviors in our schools. Examples of physical bullies are those acts using physical aggression, or taking the victim's property. Verbal bullies use words to hurt or humiliate another child, with the bully often saying, "I was only joking." Relational bullies try to control relationships by persuading some children to reject others. Relational bullies commonly spread hurtful rumors. Cyberbullies use any type of technology or social media to intimidate, and humiliate, etc. others.

Heaton promotes a culture of kindness and support for all students. We **DO NOT** condone hatred, violence or bullying at any time on or off campus. We absolutely **DO NOT** condone the use of social media to promote these ugly acts. Please monitor your child's social media accounts and report to the proper authority. Reporting bullying is a social responsibility and benefits the victim, the bully and the entire school community. *There will be disciplinary measures taken towards acts of bullying at Heaton Middle School.* **Reports of bullying can also be made online at www.safe2tell.org**

Bus Policy

- In the morning, students will board their assigned bus only at the proper loading stop and get off only at Heaton Middle School. In the afternoon, students will board their assigned bus only at Heaton Middle School and get off only at their proper bus stop.
- When a bus is late, or if a student misses a bus, telephone calls to home from the office telephone will be permitted. The line for phone use will be in the lobby, with only one student at a time allowed in the office.
- All school conduct rules apply to students while riding the bus, and waiting for the bus at the bus stop**.**
- *****Bus privileges may be suspended for violations of the rules!***

Cafeteria

Students may bring their lunches from home or they may eat the food provided to students by our nutrition department. Each child is assigned a student number that the student codes in when purchasing items in the cafeteria. Students are not to share their student numbers with anyone. The following rules apply in enjoying lunchroom privileges:

- Deposit all trash in wastebaskets.
- Leave the table and floor around you in a clean condition for others.
- Be sure to purchase all food items as you go through line.
- When finished with lunch, students are to remain at their tables. Students are not to be in the halls.
- There will be no "cutting" in the cafeteria lines. Students cutting, will be assigned to the end of the line.
- Any student violating the cafeteria rules will be assigned lunch in a detention area.

NUTRITION SERVICES BREAKFAST/LUNCH

Universal Meals

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

Community Eligibility Provision Participating Schools

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

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

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

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

Families are encouraged to submit an application

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

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

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

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

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

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

Food Charge Policy

PROCEDURES

Food Pre-Payments

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.

Change of Address/guardianship/Emergency Information

Please notify the office of any changes that would affect the school's ability to contact parents in an emergency. All students are required to have an emergency information card on file. This card should have accurate and up-to-date information about the student's guardian; address, phone numbers and persons authorized to pick up your child. If you should move, change phone numbers, or guardian information has changed, it is imperative that the school gets this information. We need to have this vital information in case of emergencies to contact parents in a timely manner. Parents are encouraged to keep information updated by logging into the Parent Portal in Infinite Campus or coming into the office.

Clubs/Activities

Heaton Middle School offers many opportunities for students to become involved in activities. Listen to the daily announcements regarding the following clubs and activities:

Code of Conduct

A handbook that explains the Pueblo District 60 student code of conduct will be given to each student at the beginning of the school year. A parent/student signature page will need to be signed by both parties and returned to the school. This item is also on the district and school website. Please see that for all Colorado School Laws and District Board-adopted Board of Education policies.

Conflict

From time to time, students might have a conflict with another student. In most cases, students might resolve the problems on their own. On some occasions, students cannot resolve problems or conflicts on their own. **If this is the case, students are expected to report the conflict to the school office to have an ADULT help resolve the problem.** We believe that students should not be labeled when they are faced with conflict with another student(s). Heaton Middle School is not an environment in which children should fear being labeled a "tattle tale", "snitch" or "informant." Instead, Heaton Middle School will be an environment in which we model the appropriate and mature means of seeking conflict resolution. Students who take matters into their own hands and engage in behaviors that are not acceptable may be subject to consequences including suspension. Heaton Middle School believes that students who report the issues to school officials are modeling appropriate behavior. Students who take matters into their own hands, which results in a fight, escalated drama, advocating the disruption of the school environment, or turn to social media to escalate the drama/problem, could face school consequences such as but not limited to conflict resolution, detention, in school or out of school suspension.

Deliveries for Students

Unless items are school-appropriate or school-related, we will not accept delivery items for students. This includes but is not limited to flowers, food company deliveries (UberEats, etc.), etc.

Discipline Policy

The staff at Heaton Middle School believes in the philosophy that students are responsible for their own behavior. Rules are necessary to keep Heaton Middle School a safe, respectful environment in which learning takes place. An important part of education is learning to get along with others.

All school rules apply at:

- School-sponsored activities regardless of location
- Going to and from school, including waiting for the bus

The staff, administration, and the school board have developed a discipline code, which emphasizes student responsibility for behavior and consistent consequences of rule violations.

If a student violates classroom rules, that student may be isolated from other classmates until an acceptable plan is devised.

One or more of the following violations will result in disciplinary action. Consideration will be made for the situation and degree of infraction. Disciplinary options will include a talk with the student, a letter or telephone call to parents, a parent conference/meeting, an Office Referral, referral to an outside agency, detention before school, at lunch, or after school, community service, out of school suspension or alternative to suspension) or other appropriate consequences. *Disciplinary records are kept on file.*

Type I Behavior	**Type II Behavior**
Alcohol Violation	Absenteeism
Assault	Bullying
Dangerous Weapon	Cheating
Destruction of School Property	Class Disruption
Detrimental Behavior	Fight (Minor Incident)
Disobedient or Defiant	Forgery
Drug Violation	Hourly Truancies
Habitually Disruptive (3rd Type I)	Insubordination
Repeated Interferences	Lack of Class Participation
Robbery	Leaving Campus without Proper Checkout
Loitering	Lying/Cheating
Tobacco Violation	Minor Theft
Other Felonies (Crimes of Violence)	Profanity
Other Violations of Code of Conduct	Other Inappropriate Behavior

***Interventions for Behavioral Issues**
To assist students and staff in providing optimal educational opportunities for all those at Heaton Middle School, the following interventions are in place:

First offense — The main responsibility for classroom discipline lies with the teacher. When a student misbehaves in class for the first time, the instructor will counsel the student and document what he/she has done to improve the student's behavior.

Second offense — The teacher calls the student's parents.

Third offense — Principal/Assistant Principal meets with the student to review past discipline infractions and interventions. At this point, parents will be contacted by the Principal or Assistant Principal to determine appropriate disciplinary action.

Habitual Disruptive Behavior
Any student who has been suspended three times during the course of the school year for causing material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child, is a "habitually disruptive student". A student who is habitually disruptive may be suspended or expelled. This is in accordance with Colorado State Law.

Detention
Heaton Middle School may assign detention to students in lieu of other punitive consequences. Lunch detentions are held during the student's assigned lunch period (Monday through Thursday). Students may be assigned detention for various infractions.

In School Suspension
In-School Suspension (ISS) is a disciplinary consequence that allows students to remain at school while being temporarily removed from their regular classes and school activities. ISS is intended to provide a structured setting where students can complete academic work, reflect on their behavior, and prepare to return successfully to the classroom.

Disruptive Devices
Students should not bring items from home that disrupt the class or school environment

As a reminder regarding our policy: Students should not bring to school that have NO educational value and do not contribute to the learning environment. Heaton is an educational facility. We expect that students come ready to learn for school with the requested school supplies. Disrupting the learning environment and creating school disruptions will be considered a violation of the Code of Conduct. Items will be confiscated and parents will be required to come to the school to pick up the item. Consequences may be given based on the level of disruption to the learning environment.

The following items should not be brought to school OR used to disrupt the learning environment.

- Valuable items such as electronic games or tablets
- Earbuds (There is no reason for personal earbuds)
- Food/Food Challenges of any kind
- Makeup (Class time is not the appropriate time to do one's makeup)
- Aerosols (perfumes, offensive order sprays, body sprays, etc)
- Large amounts of money (There is no reason to have large amounts-we are not selling anything)
- Toys (i.e., marbles, yo-yos, Tazos, Pogs, Hot Wheels, dolls, stuffed animals, nee-dohs, etc)
- Trading cards (i.e., Pokémon, Magic, World of Craft, Duel Masters, etc)
- Most importantly, students who bring vapes, cigarettes, other tobacco items, lighters, illegal substances or drug paraphernalia will result in immediate and automatic consequences as these items violate state law and district policy. If you suspect your child needs help with addiction, we have staff available to help. Please feel free to reach out to us to assist your child

District Short Check Collection Procedures
For a personal check to be an acceptable form of payment, it must include the payer's current, full accurate name, address and telephone number. When paying by check, the check writer authorizes checks returned "unpaid" to have fees collected electronically or by draft (as allowed by the State). Alternative forms of payment may be used instead of a check payment (cash or money order). Payment by check may be denied when multiple checks have been returned form the same account and/or check writer.

Dress Code (at all times while on Heaton property)

Heaton Middle School believes that coming to school each day DRESSED FOR SUCCESS supports the vision of the College and career-oriented culture. The dress code for the school year addresses the need for success, safety, and modesty, which helps support the sanctity and consistency of the learning environment.

- All Students will be required to wear the uniform while on campus!
- Sweatshirts, hoodies, and jackets may be worn at lunch, coming to school, and leaving school. No hoodies, sweatshirts or jackets will be allowed in the classrooms/common areas.
- All of these items must be kept in a student's locker (students are **not** permitted to carry them with them during the school day). ***Students are permitted to wear long sleeve shirts and/or undershirts that are uniform approved.***

ALLOWED	NOT ALLOWED
Bottoms **ALL BOTTOMS MUST:** 1. Be **Khaki/Tan or black** in color **ONLY.** 2. Be **Twill** fabric/material **ONLY.** • **Cargo shorts, Bermuda shorts, skorts and Capris may be worn as long as they meet the previous stipulations. Skorts may or may not have pockets or belt loops.** **Tops** **ALL TOPS:** 1. Must be polo shirts **with** Heaton logo (Monday through Thursday)**. Or a Heaton Spirit Shirt** 2. Polos may **ONLY** be gray or maroon in color. 3. Undershirts may be worn but must **ONLY** be **Black** or **White** with no logos or print.	**Bottoms** 1. May **NOT** be made of **ANY** stretch or form fitting material. **NO yoga or sweat pants**. 2. May **NOT** be any color other than Khaki/Tan or black. **Tops** 1. May **NOT** have any logo other than **approved Heaton Middle School Logos.** 2. Must **NOT** be excessively **LARGE** or **SMALL**. This includes both boys and girls shirts. 3. May not be tied or otherwise altered from a natural drape on one's body.

Special Dress Days

- Approved by the Principal first.
- Jean Days: blue or black colored jeans only! Shorts and jeans cannot have any rips, tears, or holes above the knees.

Not Allowed!

- NO Skirts, or short shorts
- NO Yoga pants!!!!
- NO Leggings!!
- Excessive Bracelets **CAN NOT** be worn. Students may wear **one or two** on each arm.
- NO Adding to uniform -
- Such as sunglasses, suspenders, scarves, neckties, bandanas, etc.
- NO Large colored headbands that cover the head.
- NO HATS while on the school campus (before, during or after school)
- NO headbands larger than ½ inch or colors other than black or white.
- NO Oversized clothing of any kind.
- NO Holes, tears, or rips in pants or shorts and shirts/undershirts.
- NO Sagging pants/shorts – below the waistline.
- NO Belts hanging down – the entire belt must be through the loops
- NO Chain belts
- NO Mohawk over 2 inches long/tall and unnatural hairstyles
- NO Gang colors (red, brown, royal blue, etc.), logos (ANYTHING gang affiliated)
- Such as gang-colored shoe laces or belts, bandanas, etc.
- NO Visible tattoos related to gangs, drugs, weapons, etc
- NO Safety pins, rubber bands, or hair ties, etc can be used to tie the front or back of the shirt to show skin.
- NO Bracelets with inappropriate sayings/symbols (ie. Cookies, etc.)
- NO Jewelry resembling weapons of any kind
- Dress code sweeps will be conducted periodically. Students MUST correct any dress code violation before returning to class.

Dress Code Violations

Students must follow the dress code that promotes the need for success, safety, and modesty, which helps support the sanctity, modesty, and consistency of the learning environment. Students who violate the dress code will be conferenced with, parents will be contacted and the dress code violation will need to be rectified as soon as possible.

Repeated refusal to follow the dress code will result in the principal or her designee applying District Policy JK-R and JKD/JKE-E for students who continue to violate expectations.

Drug, Alcohol, Tobacco, Weapons and Battery Policy

Any student who violates the policies set forth by School District #60 in the student conduct codebook could be suspended for up to five (5) days by the Principal or her Designee. A recommendation may be made to the Executive Director of Student Support Services for an extended suspension time, adjustment transfer, or expulsion.

A copy of the District 60 conduct code will be distributed to each student at the start of the school year, Parents and students should read and understand the policies set forth. It is the responsibility of students and parents to be knowledgeable of the rules. If you do not understand any part of the rules, please contact the school for clarification.

Elective Classes

We offer a variety of elective classes for students to choose from that help them explore different career options as part of our CTE programs. The Elective courses provide students with hands-on opportunities, which require the purchase of materials and supplies. Generally, there is a fee that will not exceed $25 fee for most of our electives. This fee covers the year.

Emergency and Disaster Plan

Safety drills are held at regular intervals. It is essential that everyone take immediate, appropriate action when emergency signals are given. The evacuation site for students and staff of Heaton Middle School is Belmont Elementary or Colorado State Fairgrounds. If evacuation of our school becomes necessary, we will relocate to one of those locations. Each classroom teacher will provide specific instructions for students.

Enrolling and Withdrawing from School

Please see the attendance secretary if you are enrolling/or withdrawing from school.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Because of FERPA, schools are not allowed to provide information to parents about OTHER students including their attendance, grades, behavior or academic performance, etc. Please be aware that school officials will not disclose other student information to non-parents/guardians.

Field Trip Policy

Field trips are considered ***"good student"*** activities. Any student that has been suspended out-of-school once, or has had two separate instances of in-school suspension, or three instances of detention will not attend "good student" activities for those nine weeks. Grades and attendance may also be considered when determining if a student is allowed to attend a field trip. When students are out of class due to a field trip, they need to check with their classroom teachers to see what assignments they will miss and will be required to make up.

Food from Home

Food brought from home needs to be eaten in the cafeteria during student lunchtime. This includes lunch items, snacks like chips, drinks, etc. Students are allowed to have water with them during the day. Disrupting the learning environment with food is not permitted. Classrooms are workshops where students work, explore, demonstrate, collaborate, and prepare for their future. The opportunity to relax and eat can be done during their lunchtime.

Fund-Raisers

The only fundraisers students may solicit for at school are those specific to the programs at Heaton Middle School. ***Any outside group or agency fundraiser will not be allowed at Heaton Middle School.*** Fundraisers are to raise money for the programs at HMS and involvement in the fundraiser is optional. If a student wishes to be involved, the responsibility for the product and the money lies with the student. Students cannot sell items for personal gain no matter the product. (Food, gum, candy, drinks, Croc charms, etc.)

General Rules

- Before school, the earliest a student should be dropped off is 7:30 a.m. (there will be no adult supervision before that time). Students will not be allowed into the building until 7:50 a.m. Students will stay in the cafeteria /auditorium until the first bell rings. Students may not loiter in the hallways until the bell rings. If students are here for tutoring, they are to report immediately to their destination**. No students are allowed to wander the hallways!**
- After school, the latest student should be picked up is 4:15. Security staff is available until that time.
- Excused from class: teachers may excuse a student from attending their class to access the media center or computer lab. Only the teacher of the class that the student will be missing may grant this permission. Students who fail to secure permission in ADVANCE will be considered truant, will have the absence recorded as unexcused, and will be subject to disciplinary action/loss of "good student" activities.
- ***QUALIFYING STUDENT ACTIVITIES:*** Examples of these are dances, assemblies, and field trips. Students are encouraged to participate in these fun activities. Any student suspended out-of-school during those nine weeks will not be eligible to participate in the "qualifying student" activity. If a student has two instances of 2 or more referrals, he/she also will not be involved in any "qualifying" activities for those nine weeks. One unexcused absence or truancy will also make the student ineligible for those activities for the nine weeks. Excessive tardies will also prohibit a student from attending the activity. Academics will also be considered when determining eligibility for these activities. Alternative activities will be provided for students who are not eligible.
- Locks and lockers are issued to each student. If a student loses a lock, a new one will be issued for $10.00. Only school-issued locks will be allowed on lockers. Students are not to share their lockers or combinations with any other students! Students are also not allowed to share lockers. Lockers are owned by the school and can be revoked if student abuse their opportunity to use the locker.
- Students may not leave school during the day without permission from the office and signing out (a parent must come to the main office to sign out his/her student before leaving).
- Students should always be prepared and have materials for class.
- Textbooks will be assigned to students. If they are lost or damaged, the student will be required to pay for them. Students may only have their assigned book(s) in their lockers or in their possession**.**
- Unexcused absences: These account for the number of days a student is allowed to be absent from school. Students with multiple excused absences could be in jeopardy of being filed for truancy. Please call your child's absence into the office.

Grading System

Heaton Middle School students receive grades of A, B, C, D, F or S, U. Our teachers also give students grade checks at the mid-term of each nine-week section. If parents would like grade checks any other time, please contact your child's teacher (request teacher's phone number or email address from the office). Students are responsible for picking up grade checks to take home to parents. To access the Parent Portal through Infinite Campus, which gives up-to-date student grades, call 719-549-7422.

Hall Courtesy

Walk on the right side. Help to maintain efficient movement through the halls. Avoid congregating in clusters that block traffic. Use quiet conversational voices and avoid any noise louder than quiet conversation. A "delayed-passing" is instituted for students who have problems adhering to the social norms at Heaton Middle School.

Hall Passes

All students will make a pass and use our electronic hall pass system to have access ot other areas of the building. If students are doing an errand for a teacher, they may use the "teacher designated hall pass". Students are given 3 passes per day. Hall passes are not to be abused or forged by students. Students are to use hall passes to go to the approved location quickly and then return to class. Failure to comply with these expectations may result in an unexcused truancy and/or school consequences

"Hands-off" Policy

Students are to refrain from pushing**,** grabbing, pulling, tripping or otherwise touching other students. Students are also not to hold hands, hug, or show any display of affection toward other students. Violators of this policy will be referred to the office and parents will be contacted.

Hawk of the Month-"I AM the Triple Threat!"

Every month, deserving students are nominated Hawk of the Month. Teachers nominate and vote on students that display good citizenship, helpfulness, honesty and integrity within our school. Helping someone who needs it - helping a student who has dropped his/her books - would be an example of a worthy "Hawk of the Month." It is an honor to be a "Hawk of the Month," and many of our students strive for this award and honor.

Homework Policy/Missing Work

If a student is absent due to illness and is absent more than two days, parents are to call and request homework on the third day. One-day makeup for each day absent will be allowed. Homework may be picked up after 4:00 on the day it was requested. Please call 549-7420 to make a homework request. It is the student's responsibility to request missed homework and assignments.

Honor Roll

Heaton Middle School recognizes students for outstanding academic achievement each semester. Students who earn a **3.0–3.49 GPA** (Hawks Award) or a **3.5–3.99 GPA** (Honor Roll) for the semester will be recognized. Students who earn a **4.0 GPA** for the semester will receive special recognition and be awarded a **Heaton "H."** Honor Roll assemblies will be held each semester to celebrate students who demonstrate academic excellence and achievement.

Hours for Students

Students are admitted into the building at 7:50 a.m. on most days. The First Hour begins promptly at 8:00 a.m. Monday through Thursday. School is dismissed at 3:50 Monday through Thursday. **Students are expected to arrive on time to school.**

Immunizations

All students are required by state law to have certain immunizations to attend school. If you have questions about immunizations, you should contact the attendance secretary. All students must have up-to-date immunizations and records. If you do not have your immunizations, you will not be allowed in school, or at school activities, until your records are up-to-date. This includes not attending the "good student" activities until immunization records reflect that a student's immunizations are current. (see attached letter)

Required Immunizations

- **Hepatitis B (Hep B)** – Three doses are required for all students in K through 12th grades.
- **Tetanus/Diphtheria/Pertussis** (DTaP/Tdap/DT/Td) – Five doses of DTaP or DT are required for children under 7 years of age and one dose of Tdap is required for students in 6th through 12th grades. Td is required for children 7 to 10 years of age who have not completed the DTaP or DT series.
- **Polio (IPV)** – Up to 4 doses of the vaccine are required and protect against paralysis.
- **Measles/Mumps/Rubella (MMR)** – Two doses of this vaccine are required to protect against three diseases, Measles Mumps and Rubella
- **Varicella or Chickenpox (Var)** – Two doses are required for children in kindergarten through 4th grade. One dose is required for children in 5th through 11th grade. This vaccine protects against chickenpox disease. To read about each disease, please visit the following website: http://www.ImmunizeForGood.com/vaccines

See the letter and chart on the following pages.

COLORADO
Department of Public Health & Environment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

School name	2024-2025 MMR immunization rate (required)	2024-2025 MMR exemption rate (required)
Heaton Middle School	95.1%	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**

COLORADO
Department of Public Health & Environment

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

Dear parents or guardians of sixth or seventh grade students,

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

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

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

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

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

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

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

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

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

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

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

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

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

Inciting a Fight

Unfortunately, some students find it "entertaining" to start a fight by relaying negative communications between individuals or starting rumors. To tell another student that "someone wants to fight you," or "watch your back" or any other variation of negativity, would be considered an attempt at inciting a fight, and grounds for suspension. If a student hears that an individual wants to fight one of our students, he/she must immediately tell an administrator or teacher. The person reporting this will be kept anonymous.

Internet Policy

As required by School District 60 Policy, any student using the Internet must have a district Internet permission form on file in the media center. These can be obtained from the media specialist. Students who do not return this form will be blocked from using the computers. Misuse of computers, software, and/or the internet, will result in a student losing computer privileges.

Kind Words or No Words

At Heaton Middle School, we expect students to treat one another with the utmost respect. We ask the student to pledge their support to treat one another with respect by signing a pledge to stamp out bullying. We don't expect everyone to be the best of friends, but we do expect students to treat each other with dignity, respect, and consideration. "If you don't have anything nice to say, don't say anything at all." We want students to use "kind words or no words."

BULLY PREVENTION

1. Students will not bully other students.
2. Students will help others who are being bullied by speaking out and by getting adult help.
3. We will use extra effort to include ALL STUDENTS in activities at our school.

TYPES OF BULLYING BEHAVIOR

1. Physical Aggression — hitting, kicking, destroying property
2. Social Aggression — spreading rumors, excluding others from a group
3. Verbal aggression — Name calling, teasing, threatening, mean phone calls
4. Written aggression - Note writing, graffiti, slam books
5. Cyberbullying – Use of technology or social media to intimidate, humiliate etc.

Lockers

Lockers are the property of the school. Students will be issued a lock and locker. We strongly urge students not to share their locker combinations as this is how things get stolen. Locker privileges are just that, a privilege not a right. Locker privileges can be revoked based on the situation. Students will have access to their lockers before and after school and before and after lunch ONLY.

Lost and Found

Please check in the office if you have lost something, or if you have found something and are turning it in. The lost and found is located in the office.

Medication

All medication is to be brought to the office in the actual container it was prescribed in. Parents need to give the attendance secretary the medication with the Doctor's note for dispensing. Parents must also fill out a district form for dispensing of medications. The container should give specific directions for dispensing. Over-the-counter medications for headaches, coughs, etc. are not be carried at school by students. Also, over-the-counter medications cannot be given to students by staff. Parents are welcome to come to the school to dispense these medications to their children.

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

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.

Morning Announcements
Announcements will be made over the intercom or classroom TV's each morning. It is important that students pay attention to the information given in the announcements. Most school information is communicated through the announcements.

Office/Teaching and Support Staff
The staff is here to support our goal of academic achievement for all students. As professionals working together toward this goal, the staff is to be treated with respect and courtesy at all times.

Parent Conferences
Parent conferences will take place twice during the school year. Parents are encouraged to meet their child's teachers and discuss their student's academic achievement. Exact dates and times will be listed in the monthly newsletter.

Parent/Grandparent/Guardian Volunteers
Heaton Middle School always welcomes parent and grandparent volunteers. Please contact the office if you wish to volunteer in any number of ways to support our goal of academic achievement for all students.

Parent's Right to Know
Parents of all children in Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching; Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and Whether the child is provided services by paraprofessionals and, if so, their qualifications.

PHONES — NO SHOW – NO USE CELL PHONE POLICY:
Although we recognize the benefit of technology or other items that might enhance the learning environment, we also recognize it can be a distraction to the learning environment. Students will NOT be permitted to use cell phones (or any electronic device) throughout the school day. Students are also not permitted to bring electronic items or others to sell or trade. HMS and its staff members are not responsible for lost, stolen, and/or damaged items. *If a student needs to call home to speak with a parent, the student will always be allowed to use the phone in the school office.*

Please see the Pueblo D60 Student **Policy JICJ - Student Possession and Use of Cell Phones and Other Electronic Communication Devices** for further information.

Physical Education
Physical education classes require a PE uniform. Uniforms consist of a gray T-shirt and maroon shorts. If you need more information, please talk with a PE teacher. PE uniforms are $20.

Report Cards/Mid-Term Reports
Quarter/semester report cards and mid-term reports are available on the Infinite Campus portal after the end of each grading period. Mid-term reports are issued every $4^1/2$ weeks. Please refer to the district calendar for grading periods. Please call 549-7111 for

School Counselor
If you have an issue you would like to discuss with the School Counselor, please schedule an appointment in the office (#719-549-7420).

School Closures
If the school must be closed because of inclement weather, or other circumstances, information will be given over social media, television stations that serve the Pueblo area. In addition, school closures will be reported on the district website: www.pueblod60.org

School Resource Officer
Heaton Middle School has a Pueblo Police Department officer in the building full-time. This officer can help students with issues as well as enforce the law within our school community.

Social Media
Most social media sites require individuals to be at least 13 years of age to participate. Social media websites like Facebook, Twitter, Snapchat etc. are not acceptable forms of communicating a conflict that a student might have with another student(s). Students who engage in drama, antagonizing, harassment or bullying via social media may face school consequences IF THE ISSUES TRANSFER TO SCHOOL which may include suspension. Also, students may face consequences from law enforcement. Heaton Middle School believes that students should NOT use social media as a means to solve problems. Please report issues to the school administration.

Vape/E-Tobacco Devices

Students cannot bring or use vape or electronic tobacco devices on school or district property. Students caught vaping on school property will be given consequences based on District Policy JICDE. Vape devices that have illegal drugs for students to possess will result in possible suspensions, referral to the CERT program, and/or possible referral to law enforcement.

Visitors

If you would like to visit with a teacher, please call ahead and make an appointment during that teacher's planning time. Teachers need 24 hours to schedule an appointment. All visitors to the building will be required to state their name, and the reason for their visit, and present their ID when entering the main office. This is done for the safety of the students and the staff. Parents will be escorted to their designated site. Please sign in at the office, and you will be given a visitor's pass**.** ***School-age visitors (elementary, middle or high schoolers) are not allowed during the day or on campus; this is to ensure the safety of all students.***

Weapons

Using, possessing, or threatening to use a dangerous weapon at school, on district property or at any school-sponsored event shall be grounds for suspension and/or expulsion. If you realize that you have a weapon with you once you get to school, notify the Administrators, the Security Guard or the School Resource Officer immediately. In that case, expulsion is not mandatory. Heaton Middle School is one of the safest middle schools in our area because our students care about the safety of our school and notify us when they see something that isn't right**.** ***Students can remain anonymous when reporting unsafe conditions.***

Weekly Grade Checks/Missing Assignments

Students will begin checking their grades weekly in their advisory classes beginning the 3rd week of each quarter. The grade check will come home for parents to review and sign for a grade in their advisory class. Also, if students are missing assignments in their classes, a call will go home each Friday to inform parents of the missing work. Please contact the classroom teacher for specifics about individual grades.

Yearbook

The yearbook is sold throughout the year and contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included. Students should buy their yearbooks as early as possible. Students are to keep a receipt of their yearbook purchase. Yearbooks will be distributed on the last day of school. No exceptions will be made on early issuing of yearbooks. If a student moves, checks out early, is suspended through the end of the year, he/she will not receive the yearbook early. Yearbooks can be picked up on the last day of school, or mailed if postage has been paid.

Technology

Students will be allowed to use school laptop computers, desktop computers, Chromebooks, iPads and other technology devices throughout the school year. If a student damages any technology device, the student and parent/guardian will be held responsible to pay for the repair or replacement of the device before the end of the current school year.

Technology Student Device Responsibilities, Proper Care, and Terms

Purpose

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

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

Daily Responsibilities

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

Proper Use and Care

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

Terms and Conditions

1. Damage or Loss of the Device: Parents(s)/guardian(s) are responsible for their child/children's use of the device, including any damage to the device. In the event that a student's device is lost or damaged, the District will assess the device for damages and seek reimbursement from the parent(s)/guardian(s) to cover the replacement or repair. The decision to seek reimbursement, as well as the amount of reimbursement, will be determined by the District, but will not be greater than the full replacement value of the device.
2. Hardware of Functionality Problems: If a problem arises with the functionality of a student's device, the student must notify his/her teacher immediately. An attempt will be made to assist with repair or replacement of the device. Under no circumstance may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District technology staff to attempt to fix suspected hardware faults or the device operating system. Do not take the device to any repair shop.
3. Failure to Return the Device: If a student fails to return the technology device or power cord, the district may seek reimbursement from the student's parent(s)/ guardian(s). If the device is reported stolen, the district may file a theft report with local law enforcement.
4. No Right to Privacy: The technology devices are District property; therefore, the District may examine the technology device and access and view their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the technology device or in a cloud-based account to which the technology device connects.
5. Technology device Data as Records: Data saved to the technology device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. Waiver of technology device Related Claims: By accepting this device, you acknowledge and agree to follow all responsibilities outlined in this Agreement, and you waive any and all claims you (and your heirs, successor, and assigns) may have against Pueblo School District 60.
7. Indemnification for Device-Related Claims: By accepting this technology device, you agree to indemnify, defend, and hold harmless Pueblo School District 60, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the technology device or from this Agreement.

STUDENT AND PARENT GOOGLE MEET/CLASSROOM GUIDELINES

Purpose

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

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

Student Expectations

Students have the following responsibilities:

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

Parent Expectations:

Parents of participating students have the following responsibilities:

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

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

Policies and Regulations (School District 60)

***District Policies and Regulations are available on the District website at:**
www.pueblod60.org/policies or from the school office.

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

*See also the District's **Student Code of Conduct** also available on the District's website at: www.pueblod60.org.*

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records (Review, Amendment and Hearing Procedures)**:** This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.**

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

JS-E: Acceptable Use Agreement. *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).