

D60 Online

Family Handbook

2021-2022



Pueblo School District 60

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School Information

Principal's Welcome

Welcome D60 Online Families!

As principal of D60 Online, I am excited you have chosen to learn with us! I encourage you to familiarize yourself with this handbook. There is specific information about how our school operates to ensure each student is connected, seen, safe, and successful.

We are a 100% virtual learning option for Elementary and Middle School students who reside within District 60 boundaries. Our program includes both virtual instruction in addition to individualized work time. We will use Edgenuity as our curriculum, and 1st-3rd grade students also use the Wonders curriculum for reading. Providing small group virtual meetings and open "office hours" through Google Meet allows teachers to support students beyond instructional times.

If you are unable to find information about our school within this handbook, you can visit our school website: <https://www.pueblod60.org/Page/67>. Please feel free to reach out via email (stephanie.markert@pueblocitieschools.us) or by phone (719-225-5097).

Thank you for choosing D60 Online. We look forward to having a great year together!

Sincerely,

Stephanie Markert
Principal, D60 Online
719-225-5097
stephanie.markert@pueblocitieschools.us

Mission

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

Vision

To become a high-performing school that inspires community confidence.

Calendar

We will follow the Pueblo School District 60 Board Adopted Instructional Calendar. A copy of this calendar can be found on the district website, pueblod60.org (under "About Us").

Important Dates:

- The first day of school is August 17, 2021.
- First quarter ends October 14, 2021.
- Second quarter/first semester ends December 17, 2021.
- Third quarter ends March 17, 2022.
- Last day of school is June 2, 2022.

PUEBLO SCHOOL DISTRICT 60 2021-22 Instructional Calendar

August 2021

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

September 2021

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

October 2021

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

November 2021

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

December 2021

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

January 2022

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

AUGUST

New Teacher Orientation3, 4
 Innovation Professional Development.....5, 6
 Teachers Begin.....9
 Principal Led Professional Development/
 Building Meetings9
 District/Bldg. Professional Dev. Day.....11, 12
 Teacher Work Days10, 13
 Assessment/Transition Day K-1216
 Classes Begin.....17
 No School20, 27

SEPTEMBER

No School3, 10, 17, 24
 Labor Day6
 District/Bldg. Professional Development.....17

OCTOBER

No School1, 8, 15, 22, 29
 1st Grade Period Ends14
 Teacher Work Day15
 Parent/Teacher
 Conference Window.....18, 19, 20, 21, 22
 Innovation Professional Development.....29
(1/2 Day = 3 hours 15 minutes)

NOVEMBER

No School5, 12, 19
 District/Bldg. Professional Development.....12
 Thanksgiving Break.....22, 23, 24, 25, 26

DECEMBER

No School3, 10, 17
 2nd Grade Period/1st Semester Ends17
 Teacher Work Day17
 Winter Break20, 21, 22, 23, 24
 27, 28, 29, 30, 31

JANUARY

No School7, 14, 21, 28
 District/Bldg. Professional Development.....21
 Innovation Professional Development.....28
(1/2 Day = 3 hours 15 minutes)

FEBRUARY

No School4, 11, 18, 25
 District/Bldg. Professional Development.....18

MARCH

No School4, 11, 18
 3rd Grade Period Ends.....17
 Teacher Work Day18
 Spring Break21, 22, 23, 24, 25

APRIL

No School1, 8, 15, 22, 29
 District/Bldg. Professional Development.....15
(The hours from this day will be utilized for Fall Parent Teacher conferences.)

MAY

No School6, 13, 20, 27
 Teacher Work Day13
(The hours from this day will be utilized for Spring Parent Teacher conferences.)
 Graduation:
 Paragon 6 p.m. / Thursday, May 26
 South 3 p.m. / Friday, May 27
 East 7 p.m. / Friday, May 27
 Centennial 8 a.m. / Saturday, May 28
 Central 12 p.m. / Saturday, May 28
 Memorial Day30

JUNE

Classes End.....2
 Teachers' Last Day3
 Possible Make-up Day6,7
(for inclement weather coverage)

JULY

February 2022

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

March 2022

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

April 2022

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

May 2022

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

June 2022

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

July 2022

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

PUPIL CONTACT DAYS

August 10	February.....16
September.....17	March15
October.....16	April16
November.....14	May17
December.....10	June2
January.....17	July.....0
	Total.....150

DAYS PER SEMESTER

1st Grade Period.....35	3rd Grade Period 44
2nd Grade Period ...32	4th Grade Period39
1st Semester67	2nd Semester.....83
	Total.....150

KEY

- Classes Begin and End
- ★ Teachers Begin / End
- No School
- Teacher Work Day
- New Teacher Orientation
- ◊ District/Building Professional Development
- ◇ Innovation Professional Development
- Parent/Teacher Conference Window
- * Grade Period End
- ⌋ Semester Ends
- ☆ Assessment/Transition Day K-12
- ⋮ Graduation
- △ Principal Led Professional Development/Building Meetings
- ⊗ Possible Make-up Day
(for inclement weather coverage)



Enrollment/Transfer

Guardians of current District 60 students will complete a school choice application on Parent Portal, which is accessed through Infinite Campus. Families new to District 60 can create a Parent Portal account and call registration, or the school for enrollment support. Families needing additional technical support can call the technology department at **(719) 549-7111**. For support with the application, please contact the registration desk at **(719) 253-6014** or email registration@pueblocitieschools.us. For additional information, please visit our school's website.

Orientation

We are excited to meet our students and families! We will have a virtual orientation day prior to school starting. This will include a Staff Meet and Greet, Classroom Open Houses, and an Orientation from Edgenuity. The Edgenuity Orientation will help students and families better learn the online platform we use. Specific information regarding these dates is shared with families.

Parent/Guardian/Learning Coach Guidelines

Learning Coach

Each Elementary learner will have a Learning Coach at home each day. The Learning Coach is an adult designated by the family to support the child through learning experiences. During class times and other Google Meet sessions, Learning Coaches or other family members should not become a distraction to the learning environment. Middle school learners will also need the support of an adult at home. The adult and/or Learning Coach will supervise the child's education at home and provide a physical environment conducive to the child's learning needs. Guardians/Learning Coaches help facilitate communication between their child and the teacher.

Expectations

Families of online students have a unique opportunity and responsibility to participate in the education of their children. The following guidelines will help ensure the success of your child within an online learning environment:

- Parents/Guardians must have both an active email address and phone number on file that are checked weekly (at minimum) to ensure communications sent from the school are received. Guardians need to notify the school immediately of any change in a student's contact information or academic status.
- Families provide encouragement and a positive learning environment for their student(s). Families will monitor the student's attendance and academic progress through both Infinite Campus and the Edgenuity platform to support the student in submitting work on a weekly basis.
- Families assist the student in complying with all school rules, policies, and procedures.
- Families should ensure their student(s) attends required in-person assessments at the location designated by the school.
- Families will support attendance or engagement with any field trip experiences.
- Guardians have a responsibility to monitor the student's computer use to assure that students are complying with the Technology Use Policy.

Student Guidelines

Attributes of an Online Learner

- Growth-minded: “I may not know *yet*, but I will learn!”
- Organized and goal-oriented: Sets a schedule and sticks to it
- Self-motivated and a self-starter: Enjoys meeting own goals and deadlines
- Attentive and engaged: Can focus when it is time to learn
- Advocating for self: “I’m not afraid to ask for help.”
- Committed to maintaining a good learning environment, which includes limiting distractions
- Interest in technology, innovation, and creative thinking

Computer Activity

All use of technology must support learning, follow the law, and be school appropriate. Personal software is not to be loaded onto your district owned device.

- Backgrounds, Screensavers, Profile Pictures: Media used for any of these purposes should be school and district appropriate. Inappropriate media would include anything that contains the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, paraphernalia, or gang related symbols. Use of this type of media may result in disciplinary action.
- Dress Code for Online Instruction: Students are expected to wear appropriate attire that does not distract from the learning environment. *D60 Online follows Board Policy JICA for dress code requirements.*
- Gaming, Movies: Watching movies on your laptop is not allowed during school hours without permission from a teacher. Only media used to complete a school assignment would qualify as educational. Online gaming is not allowed during school hours unless you have been given permission from a teacher. All games must be in support of education.
- Webcams: Each student laptop will be equipped with a webcam. This equipment offers students an opportunity to experience a modern tool to develop modern communication skills. Webcams are to be used for educational purposes only, under the direction of the teacher.

Email Communication

The primary means through which students will communicate with teachers is through their district-issued email account, primarily in grades 3-8. Email allows students to safely and effectively communicate and collaborate with district staff and classmates. All email accounts and the contents contained within are property of the district and therefore monitored by the district.

Email accounts should be:

- Monitored daily (M-Th).
- Used for educational purposes only.
- Used to interact with teachers, school staff, and other students as appropriate.
- Only used by the authorized owner of the account.
- Password protected. Students must keep their passwords confidential. Any suspected breach of a student’s assigned District 60 account should be reported immediately.

Acceptable and Unacceptable Uses of Technology

Students shall use district technology in a responsible, efficient, ethical, and legal manner. Activities that are permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education

Because technology and its use are constantly evolving, every unacceptable use of district technology or personal technology cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, those listed immediately below and in subsequent sections of this policy. Students shall not use district technology or personal technology to:

- Harass, threaten, demean, bully or promote violence or hatred against another person or group of persons, or to promote or advocate the destruction of property, including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- Knowingly or recklessly transmit or post false or defamatory information about a person or organization
- Transmit personal information about others, including home addresses, phone numbers, images, or other personal information protected by confidentiality laws
- Violate the privacy of others by taking or transmitting unauthorized photographs or videos
- Disclose, use or disseminate personal information regarding minors without authorization from the appropriate administrator
- Transmit or post information that, if acted upon, could cause damage or disrupt the educational programs or operations of the district
- Disrupt school operations (including obtrusive ringing or buzzing of devices during instructional time or other school-sponsored activities)
- Commit plagiarism, represent the work of others as one's own, use copyrighted ©, registered ® and/or trademarked ™ materials without attribution, or assist others to do any of the preceding
- Attempt to cheat on homework, quizzes, or tests, or to assist others in cheating
- Access fee services without specific permission from a supervising staff member
- Use district technology for purposes not related to district education objectives, including financial gain, advertising, entertainment, commercial transactions or political purposes
- Transmit or post criminal speech or speech in the course of committing a crime, including threats to individuals or groups, instructions on breaking into computer systems or networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- Illegally transmit or store copyrighted material and material protected by trade secret
- Perform any activity that violates Board policy, a school rule, or a local, state or federal law

See Board Policy JS: Student Use of Technology, the Internet and Electronic Communications

Code of Conduct

D60 Online exists to educate students and, therefore, expects all students to behave appropriately for an educational environment. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with student misconduct. The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any student who engages in inappropriate activities while in school buildings, in online courses, on district property, when being transported in vehicles dispatched by the district, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

See Board Policy JIDCA: Code of Conduct

Bullying

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

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

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

Bullying may, at times, amount to harassment. It is harassment to target a student online or face to face because of his or her academic performance or any basis protected by federal and state

law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

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

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

D60 Online uses the following system for addressing bullying:

- Level 1: We support an inclusive school where everyone is accepted for who they are.
- Level 2: We watch out for bullying and refer targets to the Counselor.
- Level 3: Solving the bullying and using progressive discipline or other responses when appropriate.

Reporting

Maintaining a safe school environment is everyone's responsibility. If you see, hear, read, or otherwise know something that presents an unsafe or uncomfortable situation, you have a responsibility to say something. Harassment, intimidation, bullying or other unsafe/uncomfortable situations should be reported to school staff. Another means to report information, anonymously, is by calling Safe2Tell at 1-877-542-7233, accessing safe2tell.org, or downloading the Safe2Tell app and submitting an anonymous report.

Academics

Curriculum

Edgenuity has been selected as the online Board-approved curriculum and learning management system. Most academic curriculum materials (core and electives) will be housed on the Edgenuity platform. Edgenuity social and emotional curriculum components have been purchased to support students. Edgenuity can be accessed on Chromebooks, laptops, desktops, and mobile devices. The curriculum is aligned to Colorado Academic Standards, which ensures rigor. All courses can be completed within a 4 day school week. Differentiated supports include: translation, audio, transcripts, closed captioning, instructional videos, online dictionary, calculator, and annotation tools.

- Elementary:
 - The Wonders Board approved elementary literacy curriculum will be utilized in grades 1st-3rd in order to comply with State approved curriculum early literacy requirements.
 - Students will receive consumable workbooks in Core subjects in addition to online materials.
 - Students will be enrolled in Language Arts, Mathematics, Science, Social Studies, and special(s) courses.
 - Specials courses may include: art, physical education, health, and social-emotional learning.
 - Online lessons are interactive and contain videos and games.
 - There are a variety of online assessments to measure both content and skills.
- Middle School:
 - Students will be enrolled in English Language Arts, Mathematics, Science, and Social Studies and assigned to elective classes.
 - Assigned electives may include: health, physical education, art, technology, and social-emotional learning.
 - Each course is composed of multiple units. Each unit contains the following: a warm-up activity, instruction (video), a summary and application of instruction, an assignment, and an assessment.
 - There are a variety of online, CMAS-aligned assessments to measure both content and skills.

Virtual Support/Help Sessions

Students will have access to virtual support sessions for additional support as they work through the Edgenuity curriculum. These offerings will vary by grade level and will happen via Google Meet. Students may also be invited or assigned to small group help sessions for targeted support. These will also be virtual and hosted through Google Meet. All links for Google Meet sessions and class times will be posted in Google Classroom.

Assessment Requirements

Within the coursework, there will be a variety of assessments. In addition to these daily and weekly assessments, D60 Online learners will have district and state assessments they are required to complete. Some of these assessments will require students to attend in-person to complete them in a standardized environment.

Grading Policy

We are NOT a “work at your own pace” program. While there is flexibility with the times in which coursework is completed, there is a specific timeframe in which lessons must be completed. Students must follow deadlines established by their teachers in each course/class. There are portions of the Edgenuity coursework that are autograded and appear on the dashboard immediately. Other open-ended assignments and assessments will be graded by the classroom teacher within one to two working days. Projects will be graded within a week of their due date. Your Edgenuity dashboard will provide the most current and updated grades for students. Report cards will be posted quarterly in Infinite Campus.

Celebrations

Each quarter, D60 Online will recognize students that have earned Student of the Month, Honor Roll Attendance Awards, and/or other classroom or school awards.

Academic Honesty

D60 Online students are expected to conduct themselves with the highest levels of honesty and integrity. Students are expected to create original work and only use one’s own work, words, or ideas. Students are encouraged to discuss any questions related to this policy with a school staff member. Actions qualifying as plagiarism, cheating, falsifying information, and duplication/distribution of materials in a way that violates copyright law are not allowed.

Student Support Services

At D60 Online, supporting students is very important to us. We recognize that an online environment is different from that of a brick and mortar school. We are here to help your children while partnering with you. Intervention and special education services are provided in accordance with student plans and district policy. Parents have the right to inspect and review a child’s education record maintained by the school (FERPA). Please contact the school if you have questions about your child’s education and/or educational record. If you are in need of additional support due to factors related to being housing insecure (homeless), we have resources available to assist you. Please contact the school office or the school counselor and we are happy to help you. We can be reached at 719-225-5097.

Attendance and Engagement

Daily Schedule

Specific daily schedules will vary for each student. There will be daily virtual class times, independent work time, and additional online support offered. Every student will have daily class meetings (Elementary) or advisory class (Middle School) which will be a time for students to connect to their teacher and each other. Each day, all students will have virtual class time with teachers (approximately 2-4 hours). They should also be completing work independently in Edgenuity (or with Wonders for 1st-3rd grade). Each week, teachers will assign the work that should be completed in Edgenuity. It will be critical to each student's success to keep up with this work each week. Total instructional time may include teacher instruction, class discussion, independent work, small group collaboration, and additional support offerings.

Online Attendance

Attendance and engagement matter at D60 Online. We love seeing our students every day! Regular attendance in class and engagement with learning is closely linked to success in school and in life. Infinite Campus is the system where attendance will be tracked each week. Students must demonstrate both synchronous and asynchronous participation weekly by completing weekly tasks. Parents should notify the school if a student must be absent from any of the following by calling (719) 225-5097.

Weekly tasks may include:

1. Synchronous learning contact which requires participation in
 - a. Best first instruction provided through Google Meet class sessions
 - b. Small group instruction
 - c. Office hours (support time)
 - d. Advisory/Class meetings
 - e. Counseling groups or 1-on-1 time
 - f. ESS support
 - g. CLDE support
2. Asynchronous learning requires the completion of classwork
 - a. Assignments
 - b. Quizzes
 - c. Tests
 - d. Projects
 - e. Other Edgenuity/Wonders coursework

Absences

Excused Absences

The following shall be considered excused absences:

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

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate consequences that relate directly to classes missed while unexcused. The administration shall develop a plan to implement appropriate intervention strategies for students with excessive unexcused absences. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year.

See Board Policy JH: Student Absences and Excuses

Technology

Equipment

Students are responsible for the protection and care of technology systems assigned for their use including systems assigned to them temporarily. This responsibility extends to all locations and whether the technology item is presently in their physical possession or not. The parent/guardian of the student will be held financially accountable to repair or replace any system lost or damaged while assigned for their use. This includes but is not limited to loss, theft, vandalism, and accidental damage. Repair or replacement will be accomplished by the district and will be assessed at the same costs normally experienced by the district. General and reasonable wear and tear from extended use is to be expected. Minor scratches and other cosmetic concerns that do not affect the operation, use, or security of the device, other than that resulting from vandalism, will not be financially assessed to the parent/guardian.

See Board Policy JS: Student Use of Technology, the Internet and Electronic Communications

Activities

Extracurricular Participation

All middle school students meeting eligibility requirements are entitled to participate in extracurricular activities. If a D60 Online student meets eligibility requirements, they can participate at their neighborhood school. Please call the office for support if your child is interested in extracurricular activities. (719-225-5097)

To participate in activities students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

Field Trips

D60 Online may offer opportunities for face-to-face gatherings throughout the school year. Such gatherings would be set up to provide social and academic support for our students. Participation is encouraged but not required. For the benefit and safety of all participants, a student should be in good health prior to participating in events sponsored by D60 Online.

Visiting the Office

D60 Online will have a physical location in South High School located at 1801 Hollywood Drive. If there is a need to come into the school for technology support, device maintenance, or to meet with a staff member, please call ahead to make an appointment so we can ensure someone is available when you arrive.

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.pueblocitieschools.us.*

JJ: 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.**

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.

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 a valid exemption for health, religious, personal or other reasons as provided by law.

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 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

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

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 or a completed 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.] A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician 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.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

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.

2. 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.
3. 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 either by telephone or in person. If this is not possible, contact will be by 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 either an authorization for administration of the immunization by health officials or a valid exemption 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.
4. 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.
 5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
 6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 7. 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: June 25, 2013

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, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall 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 school 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, as defined in state law, 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

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 handgun 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*)

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).*
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PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Taylor Voss.....President
Dr. Margaret WrightVice President
Barbara Clementi Board Member
Tommy Farrell Board Member
Judge Dennis Maes..... Board Member

Non-Voting Members

David Horner.....Treasurer
Geri PatroneSecretary/Assistant Treasurer

SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

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 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 individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Andrew Burns, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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

D6o Online Family Contract

As a family, we have read through the information contained in the D6o Online Family Handbook. We agree to work together to ensure this school year is a successful one. We also agree to abide by the guidelines and expectations established within the Handbook. Some specific agreements we are committed to are:

- Parent or other responsible adult acts as the learning coach at home by attempting to minimize distractions, establishing a weekly schedule for online course work access, and monitoring attendance and course work completion. As a guardian, you do not need to provide daily instruction; however, you may need to initially support the child in navigating Google Classroom, Google Meet, the Edgenuity platform or support your child as they complete independent study.
- Students will be on time for virtual class times, prepared for learning with the appropriate materials, dressed for school, and in an environment free from unnecessary distraction. We will use weekly support times or small group meetings to ask questions or seek out support.
- Attendance in virtual class meetings is critical to student success. Students will only miss virtual class if they are ill and “absent” from school.
- Parents/Guardians will have both an active email address and phone number on file that are checked weekly (at minimum) to ensure communications sent from the school are received. Guardians will notify the school immediately of any change in a student’s contact information or academic status.
- Students will practice responsible behavior with technology and online interactions.
- When we have concerns about another student’s safety, we will reach out to the school immediately.
- Students and families will monitor and encourage student progress in the virtual classroom weekly by using the Edgenuity portal and checking attendance in Infinite Campus.

Student Signature

Parent Signature

Student ID Number

Date

