

CENTENNIAL

HIGH SCHOOL

STUDENT / PARENT HANDBOOK
2022-2023



Once a Bulldog, Always a Bulldog

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

Dr. Margaret Wright President
Mr. Tommy Farrell Vice President
Ms. Barbara Clementi Board Member
Dr. Kathy DeNiro Board Member
TBA Board Member

Non-Voting Members

David Horner Treasurer
Geri Patrone Secretary/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.

TABLE OF CONTENTS

1.0	Assemblies	pg. 3
2.0	Attendance	pg. 4-5
	2.14 Excused absences	pg. 4
	2.15 Unexcused absences	pg. 5
	2.16 Tardies	pg. 5
3.0	Building access	pg. 5
4.0	Classroom conduct	pg. 6
5.0	Cheating / Plagiarism	pg. 6
6.0	Contacting teachers	pg. 6
7.0	Dances / Activities	pg. 7
8.0	Discipline code	pg. 7
9.0	Dress Code	pg. 8-9
10.0	Elevator access	pg. 9
11.0	Emergency Drills & Procedures	pg. 9-10
12.0	Extra Curricular Activities	pg. 10
13.0	Fines/Fees	pg. 11
14.0	Graduation requirements	pg. 11
15.0	Homework & make-up work	pg. 11
16.0	Immunizations	pg. 11
17.0	Internet use	pg. 12
18.0	Lockers	pg. 12
19.0	Lunch & lunchroom policies	pg. 12-13
20.0	Media center use	pg. 13
21.0	Medications & Medical emergencies	pg. 13
22.0	Partial Absence (PA) cards	pg. 14
23.0	Student parking	pg. 14
24.0	Textbooks & classroom resources	pg. 14
25.0	PCS Addendum, Policy & Procedures	pg. 14-19
26.0	Colorado Dept. of Public Health & Environment - Immunization Chart	pg. 20

1. ASSEMBLIES

1.1. During the year, Centennial High School conducts assemblies for sports, academics, royalty or special occasions. The majority of assemblies during the year will be “all-school” assemblies (i.e. Bell Assembly) and all students are expected to attend. These assemblies are not optional and are a part of the school day. They are designed as engaging activities to promote school spirit and sense of school community at Centennial. Students are encouraged to participate in order to contribute to and become a part of the rich history of Centennial High School. In addition to imparting important information about the traditions of our school, assemblies provide opportunities for students to learn about appropriate behavior in large-group settings.

1.2. There are some optional assemblies provided throughout the year (specialized and/or pay assemblies) which provide the students the choice to attend the assembly or stay in class and continue their studies. These assemblies provide specialized content (ex: Band, Choir, Drama performances) that may or may not appeal to the entire student body. These assemblies are open to any Centennial student to take advantage of but may be on a first come, first serve basis due to our seating capacity in the auditorium (approximately 466).

Special Assemblies - Interest based assemblies that are offered during the school day but are optional. Students have the choice to attend or stay in class. These are free assemblies and are not limited in attendance unless they exceed capacity numbers of the gym (approx: 1200) or the auditorium (approx: 466).

Pay Assemblies - Are interest based assemblies that also charge admission to attend. They are offered **outside** of the school day and monies collected usually help offset costs incurred or act as a fundraiser for the program putting on the assembly. Students have the choice to attend or not and these assemblies are not limited in attendance unless they exceed capacity numbers of the gym (approx: 1200) or the auditorium (approx: 466).

1.3. We feel that assemblies are vital in the overall education of the student and we do not encourage students being called out of school just to avoid attending the few assemblies we have. With that said, parents seeking early dismissal for students on assembly days should call early in the day, as assembly days can get hectic and phone lines may be very busy. You may be asked to come into the school and get your student during an assembly. Students leaving campus without permission during assemblies will be considered truant and face disciplinary action.

1.4. Students are expected to conduct themselves just as they would in the classroom during assemblies. Disruptions will result in disciplinary action.

1.5. Parents are always welcome at our assemblies. Please check in at the main office when you arrive.

2. **ATTENDANCE & ABSENCE PROCEDURES**

- 2.1. One criteria of a student's success in school is regular and punctual attendance. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.
- 2.2. Colorado Compulsory Education Law states that 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.
- 2.3. "Habitually truant students" are those students who have accrued four total days of unexcused absences from school in any month or 10 total days of unexcused absences during any school year. Therefore, any absence beyond the 10 days will only be excused with a formal medical or legal excuse.
- 2.4. Any barriers that negatively impact regular or punctual attendance should immediately be discussed with a school counselor to identify potential solutions. In some cases, partnerships with our Community Advocate may be needed to help support and improve student attendance.
- 2.5. Parents should be aware that the absence and tardy policies followed by Centennial are for student safety as well as academic success. Students demonstrating consistent attendance have an easier path to graduation and success.
- 2.6. Absence Hotline: 549-7335
- 2.7. Parents call the hotline phone number to report an absence or tardy for your student(s).
- 2.8. Students who are absent must have a parent or guardian call the school the morning of the absence to excuse them. Please make every effort to call in your student's absence during the morning. Excessive absences may result in disciplinary actions including truancy court.
- 2.9. A written excuse from the parent or guardian, as well as statements from a medical or legal source if necessary, will be accepted for a period of three days following the absence.
- 2.10. Students are not allowed to excuse themselves from school. Students attempting to do so will encounter consequences. This includes students who have turned 18 years old. Under education law, turning 18 does not mean that you are emancipated.
- 2.11. Parents are asked to make every attempt to schedule appointments, including but not limited to medical, legal, and dental appointments, after the conclusion of the school day, or on Fridays.
- 2.12. Students leaving for appointments must have a parent or guardian excuse them through the front office. Students cannot leave campus without a pass from the front office and students must sign-out in the main office prior to leaving campus. If a student leaves campus without a pass or fails to sign out through the main office it is considered unexcused. Parents, please make every effort to call in early to have your students excused during the day.
- 2.13. 7 period absences = 1 full day absence
- 2.14. **EXCUSED ABSENCES**
 - 2.14.1. Pueblo City Schools recognizes the following as an excused absence: Temporary illness; Extended absence due to disability; Participation in a school-sponsored activity with advance approval by the school administrator; A student who is suspended or expelled; Absences due to court appearances and participation; Appointments/serious circumstances; Family business (i.e. funerals, weddings, etc.) not to exceed three days per school year; Administrative approval on a prearranged basis.

2.14.2. As applicable, the school may require suitable proof regarding the above exceptions, including written statements from medical source

2.15. **UNEXCUSED ABSENCES**

2.15.1. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.

2.15.2. Absences due to vacations and/or travel will be recorded as unexcused.

2.15.3. Students that are absent or tardy without a call from a parent or guardian are considered unexcused

2.16. **TARDY POLICY**

2.16.1. Students who are tardy must have a parent or guardian call the school prior to the tardy to excuse them.

2.16.2. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Teachers determine if a student is tardy to their class.

2.16.3. Tardy students are required to obtain a Sweeps Pass to enter class after the tardy bell rings.

2.16.4. Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

2.16.5. Students that acquire three or more tardies to school in a week, or two or more tardies in a day, will receive an hour of after-school detention for that, and each subsequent tardy infraction.

2.16.6. Students are notified at the time of the infraction, as well as detention reminders, of the date of their detention. In every case, students are assigned detention for the next school day to provide the student an opportunity to make appropriate arrangements to serve their detention.

2.16.7. Students who have multiple hours of unserved detention and who have not made sufficient attempts, or arrangements, to serve their assigned detention can be issued In-School Suspension.

3. BUILDING ACCESS

3.1. The main office is open from 7:00 am until 4:00 pm. The main entrance (east side door 11) will be the only available entrance at 7:00 am. Students in the building before classes begin will remain in the Commons area, unless they are in the building for a supervised activity. (i.e. sports practice, club meeting, etc.) Students are not allowed in classrooms, media center, gym, etc. before classes begin unless they are supervised.

3.2. Students in the building after school must be in a supervised activity. Students should not be loitering in hallways, classrooms or media center, unless supervised. Students who do not have an activity or reason to be in the building after school will be asked to leave. Students who are waiting for a ride can sit in the Commons area.

3.3. For safety purposes, our security, administrators, and staff have the right to question students about their activities in the building or on the school grounds during the school day, after school or at school activities.

- 3.4. To ensure the safety of all our staff and students, all building doors are locked at 7:45 am. Students, parents or visitors wishing to enter the school after this time, should enter through the main doors on the Baltimore side (Door 11).
 - 3.5. For the safety of all building occupants, outside doors will not be propped open. Those caught opening locked doors, will face disciplinary action.
-

4. CLASSROOM CONDUCT

- 4.1. Students are expected to be on time and ready to learn.
 - 4.2. Students are to be in their assigned classrooms during their assigned period.
 - 4.3. Students are not to leave a classroom without permission and a pass from the classroom teacher. Hall passes are a privilege granted to students by classroom teachers and administration that can be revoked at any time. Students caught wandering hallways, school grounds, or in the bathrooms during a class period will be considered truant and face disciplinary action.
 - 4.4. Students are not to have personal electronic devices or related accessories out during class time unless otherwise directed by a teacher or administration. Disciplinary action may be taken if these items become a disruption in a classroom.
 - 4.5. Students should not have food in classrooms unless they have been given permission from the classroom teacher.
 - 4.6. No boutique items (e.g. flowers, stuffed animals, balloons, etc.,) are allowed in class as they are a disruption to the learning environment. Items that are delivered to the building for students will be held at the main office.
-

5. CHEATING OR PLAGIARISM

- 5.1. It is paramount that each student turn in work that is original. No student may turn in another student's work as his own. Intentionally presenting information from a published resource (e.g. encyclopedia, a magazine, a pamphlet, a book, an internet site, etc.,) without appropriate citation will be construed as plagiarism.
 - 5.2. Penalties for plagiarism may include:
 - A grade of zero on the assignment
 - A referral to the assistant principal for cheating/plagiarism and first offense parent contact
 - Administrative disciplinary action
-

6. CONTACTING TEACHERS

- 6.1. Parents/guardians or students who would like to conference with a teacher can call the main office (549-7335), or email the teacher directly. A [building directory](#) is located on the Centennial website, or visit our [Classrooms](#) page for more teacher information.
 - 6.2. Parents are asked to please make an appointment if they desire a one-on-one conference with a teacher.
 - 6.3. Parents are encouraged to attend our Parent Teacher Conferences. These conferences are normally scheduled in November. Please check the [calendar](#) on the Centennial website for dates.
-

7. **DANCES**

- 7.1. During the year, Centennial will sponsor several school dances. Teachers, administrators and security also attend our school dances to chaperone and ensure that everyone has a safe, fun, time. All dances are held at the school, with the exception of Prom which takes place off campus. Please refer to our calendar (on the website) for the dates and times of these events, or call the Activities Office at 549-7339.
 - 7.2. Dress for most dances is semi-formal: dresses, dress pants, dress shirts, no jeans. Dress for Prom is formal: suits, tuxedos, formal dresses, no jeans. Students inappropriately dressed will be turned away.
 - 7.3. Eligibility for dance royalty is open to seniors in good standing only. Seniors must meet the following criteria to be eligible: 2.5 GPA or better, completed 2.5 credits in the most recent semester, no Fs on the most recent progress grade report, and no Type 1 or Type 2 suspensions. Nominees will be screened by administration.
 - 7.4. Appropriate conduct and responsible behavior is expected. Alcohol, drugs, cigarettes, vape devices, and weapons, are not permitted and students caught with these items will face disciplinary action.
 - 7.5. For safety and security purposes, students are not allowed to leave and then return to a dance. Anyone leaving the dance prior to the scheduled end of the dance will not be allowed to return.
 - 7.6. Students who will be bringing a date from another school, are required to get a '[Guest Permission](#)' form, from the Activity Office, complete it and return to Centennial before the date of the dance. These permission forms are for the safety of everyone, and assist in determining who is in attendance.
 - 7.7. Activities such as 'Bell Bash' and 'After Prom' are also attended by administrators, security, and staff. Students are expected to adhere to the student code of conduct at these activities. The same expectations and rules of a dance apply at these events.
-

8. **DISCIPLINE CODE**

- 8.1. Centennial High School's disciplinary processes and expectations are in accordance with all district policies located in the Student Conduct & Discipline Code. Students will be held accountable for behavior that does not comply with school district policies and expectations.
 - 8.2. Parents are asked to review these policies and procedures with their children to help ensure they obey all Pueblo District 60 policies outlined in the Student Code of Conduct and Discipline Handbook.
 - 8.3. After-school detention may be assigned to students who violate school or district policies and expectations. It is the responsibility of the student to satisfy the assigned detention as directed. In most cases, after-school detention assignments will be made for the next scheduled school day to provide students with the opportunity to arrange for transportation or other scheduling considerations. If students do not satisfy the assigned detention, additional consequences may be applied such as In-School Suspension or additional days of detention.
-

9. **DRESS CODE** (these policies are also covered in the District Code of Conduct)

9.1. **Student Dress Code Policy**

9.1.1. 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.

9.2. **Students must abide by the following general guidelines:**

9.2.1. Students must wear a top, bottom, and hard-sole footwear while on school premises

9.2.2. Students may not wear gloves or sunglasses while inside a school building.

9.2.3. Students may not wear head coverings except for religious or documented medical purposes.

9.2.4. Whether standing or sitting, items must cover underclothing, shoulders, back, genitals, buttocks, stomach, and chest.

9.2.5. Items must be opaque

9.3. **Students may not wear:**

9.3.1. Items that make the student unidentifiable (except as a religious observation)

9.3.2. Items that contain sexually suggestive language or messages that are prohibited by the student code of conduct.

9.3.3. Items that could be used as weapons, including items with spikes or chains, or items that could be used to conceal weapons.

9.3.4. Items that promote illegal activity for students including drugs, alcohol, tobacco, weapons and/or gang affiliation, or violent conduct.

9.3.5. Items that depict hate speech, intimidation, or intolerance toward protected groups that is prohibited by the student code of conduct.

9.4. **Penalties for violations of this policy shall be as follows:**

9.4.1. **1st offense:** The student shall be warned, educated about this policy and provided an opportunity to correct the violation.

9.4.2. **2nd offense:** One day of in-school suspension may be imposed. The parent/guardian and student shall be required to review and sign a statement indicating their understanding of this policy.

9.5. **Exceptions**

9.5.1. Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

9.5.2. Hair restraints, gloves, goggles, or other protective attire necessary for safe participation in vocational programs are permissible as approved by staff.

- 9.5.3. Protective hairstyles, per C.R.S.22-32-110 (1)(k), are permissible.
- 9.5.4. Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.
- 9.5.5. School uniforms may be required as designated by individual schools or the superintendent.
- 9.5.6. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific school uniform dress codes that are consistent with this policy.
- 9.5.7. Students who violate or are suspected to be in violation of this policy may be referred to school administration for investigation.

Revised: December 14, 1993

Revised: July 16, 1996

Revised: October 14, 1997

Revised: June 22, 2010

Revised: August 6, 2011

Revised: June 25, 2013

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (*board duty to adopt student dress code*)

10. ELEVATOR ACCESS

- 10.1. Students have 4 stairways to access the upper floor at Centennial. If a student has been injured, and the use of the stairway is not possible, an elevator key can be obtained from the main office.
 - 10.2. Students obtaining an elevator key, will sign a very short contract of responsibility for the key. Additionally, a doctor's note is required stating the injury and how long they will need the key. If the key is lost or not returned at the appropriate time, a \$25.00 fine will be assessed to the student. Students are responsible for returning the elevator key or paying the fine.
 - 10.3. Students who need to use the elevator are not to abuse the privilege. Peers may be assigned to help with books, backpacks, etc. Abusing the use of elevator privileges can result in disciplinary action.
-

11. EMERGENCY PROCEDURES AND DRILLS

- 11.1. During the school year, Centennial is required to hold emergency preparedness drills, which may include fire drills, tornado drills, secure perimeter and lockdown drills.
- 11.2. Fire and tornado drills are conducted so that students and staff know the proper exit procedures and places to shelter in the event of one of these emergencies.
- 11.3. We are required to time many of these drills in order to make sure that procedures are followed as quickly and safely as possible. Parents or visitors in the building during any drill will follow procedures with the rest of the students and staff.
- 11.4. A 'Secure Perimeter' is when the building is locked and secured from the inside with security posted at main doors. When a Secure Perimeter is in place, no one is allowed to enter or exit the building until such time as the Secure Perimeter is lifted. Parents who need to pick up students will be addressed on a case-by-case basis, depending on the situation. This is done for the safety

of students and staff. Secure Perimeter is usually implemented because of police activity in the area of the school that the Police Department or Pueblo District 60 has determined could pose a possible threat to students. The goal of a Secure Perimeter is to maintain the safety and well-being of all individuals in the building.

- 11.5. A 'Lock Down' is when the entire school and every classroom within the school is locked down. No one is allowed to leave or enter from any room during a lockdown drill. Students and staff are not allowed in the hallways. Students will shelter in classrooms or designated areas, or attempt to safely leave the building if that is their safest course of action (Run, Hide, Fight). The police department is normally involved in lock down drills to ensure procedures are followed and the safety of students is being met.
- 11.6. **We ask that all parties be patient during these situations or drills**, as we often will not be answering phones or doors in order to direct students, or to comply with the drill. These procedures are in place for the safety and well-being of the Centennial High School students, staff and community.
-

12. EXTRA CURRICULAR ACTIVITIES

- 12.1. Every student is encouraged to participate in after-school or extracurricular activities such as athletics, music, drama, clubs, student council, etc. When students commit to an activity, they owe it to themselves to give their best effort.
- 12.2. When considering extracurricular activities, you should plan your schedule carefully so as not to become overloaded.
- 12.3. Activities will be scheduled during the day or after school at times convenient to the group or team and its members, advisor, and/or coach. Students are not to remain after school unless requested or participating in activities supervised by an advisor. Only officially recognized school groups may use the school building or its facilities. Students may not use facilities without staff supervision.
- 12.4. Students participating in activities during or after school will be held to the same code of conduct and academic standards and behavior as they are during the normal school day. Problems with behavior during activities will be managed in the same manner as problems during the school day -- this may include detention, suspension or expulsion.
- 12.5. Students participating in sports sanctioned by CHSAA, are under all eligibility and sportsmanship rules as governed by CHSAA. Questions regarding specific athletic rules should be addressed to the Activities/Athletic Director at 549-7339.
- 12.6. **Extracurricular Activity Eligibility (District Code of Conduct)**
- 12.6.1. JJJ: 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.**
-

13. **FINES/FEES**

13.1. JQ: Student Fees, Fines, and Charges ([District Code of Conduct](#))

- 13.1.1.1. 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.**
-

14. **GRADUATION REQUIREMENTS**

- 14.1. Students or parents who have concerns or questions regarding graduation requirements should contact their assigned school counselor to ensure they are getting accurate information that will best fulfill the academic requirements.
- 14.2. Current PCS Graduation Requirements are available on the PCS website. <https://www.pueblod60.org/Page/3949>
- 14.3. Parents / Students can also access the Centennial Pathways document, (on the Centennial website) for an overview of class selection and academic pathways.
-

15. **HOMEWORK / MAKE-UP WORK**

- 15.1. Students who are out for 1 or 2 days should check the Centennial website for links to their teachers' classroom pages, or information to email their teachers regarding homework or make-up work. Take advantage of these electronic lines of communication! They are the most convenient and quickest means of obtaining make-up work after an absence.
- 15.2. Students are allowed 2 make-up days per absence day. For instance, a student absent one day will have two days to make up the work that was assigned. Two days absent will mean four days for a student to make up the work, etc. Students should check their Google Classroom for assignments or email teachers, and make every effort to finish uncompleted work.
- 15.3. A student with an unexcused absence may receive a '0' on work assigned during that unexcused absence. Please speak to your administrator and/or teacher if this problem arises.
-

16. **IMMUNIZATIONS**

- 16.1. All Pueblo City Schools students are required to have the proper immunizations. Please review the immunization chart and information to make sure your student is up-to-date and in compliance. Students who do not have current immunizations may be sent home until their immunizations are up to date.
- 16.2. ***Please read the 'Colorado Dept. of Public Health and Environment' letter on pages 17 & 18.***
-

17. **INTERNET USE**

- 17.1. School computers are for school business. They are not to be used for social media platforms and personal use. Using school computers is a privilege, students abusing the privilege will face disciplinary action and may lose their internet privileges.
 - 17.2. Students must have a signed [internet permission form](#) on file, before they will be able to use a school computer.
 - 17.3. Students may not upload pictures, games, or any other software or programs onto a school computer!
 - 17.4. Students may not remove computer accessories from the computer - speakers, mouse, keyboards, etc. Removal of these items is considered theft and will result in disciplinary action.
 - 17.5. Students are cautioned as to when and how they use any social media. Inappropriate use of any social media pertaining to school, staff, and/or students will be disciplined accordingly.
 - 17.6. Do not give out personal information online. Do not share your passwords with friends! Please log out of your student account when you leave.
-

18. **LOCKERS**

- 18.1. Students will be provided with their own lockers at no charge and upon their request. Students are given the opportunity at the beginning of each school year, to obtain a locker. New students or students who have decided that they need a locker can check in the security office to have one assigned to them.
 - 18.2. The student must occupy the locker assigned and it is the responsibility of the student to see that the locker is kept locked at all times. The school is not responsible for any loss or theft of items from lockers. School officials reserve the right to search lockers when there is suspicion of a threat that could endanger the health and safety of other students. Your locker is adequate for your books and other school supplies and should be kept clean and neat in appearance at all times. If the combination lock issued to you is lost or stolen you will be charged \$5.00 to replace the lock.
 - 18.3. Vandalism to lockers will result in disciplinary action and restitution for damages. Students are not to share their locker with other students.
 - 18.4. Locker thefts/break-ins must be reported to the Assistant Principals or Security Personnel. A written report will be filed and an investigation will be conducted. Violators will be prosecuted in accordance with the law.
-

19. **LUNCH & LUNCHROOM POLICIES**

- 19.1. Students will be assigned one of two lunch periods as determined by their 5th period class. Student-assigned lunch times are not negotiable.
- 19.2. Pueblo City Schools has a 'closed campus' policy for students during lunch. This means that students cannot leave campus for lunch. Students leaving campus will be disciplined accordingly. Students who have to leave for doctor appointments, etc. during lunch must have a parent call to release them.
- 19.3. Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.

- 19.4. The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates who will be using the cafeteria after you have eaten. Please leave your table clean and the chair in its proper place when you have finished eating.
 - 19.5. The lunchroom is the only place where students may eat or drink. NO FOOD OR DRINK MAY BE TAKEN INTO THE CLASSROOMS, GYMNASIUM, OR OTHER PARTS OF THE BUILDING.
 - 19.6. Students will not be allowed to bring glass bottled drinks onto campus.
 - 19.7. Students may use their electronic devices during lunch.
-

20. MEDIA CENTER USE

- 20.1. Students are not allowed in the Media Center during their lunch, morning break or after school, unless they are directly supervised by a teacher.
 - 20.2. Students should not interfere with other students' right to learn. The media center is an area that students can study undisturbed. Students not showing responsible behavior will be asked to leave, or may be subject to disciplinary action.
 - 20.3. No student should be in the Media Center without a pass from the classroom teacher. Administration/Security will sweep the Media Center for students without passes.
 - 20.4. Do not leave the media center with media center materials, unless they have been properly checked out. Leaving with items not checked out is considered theft.
 - 20.5. Students are not allowed to exit/enter classrooms via the Media Center. Students must utilize the hallway when passing between classes.
 - 20.6. Printers are for classroom work, not for personal use.
 - 20.7. Internet access is not permitted without parent/guardian permission, you and your parents/guardian must complete the district Internet Contract. Contracts are available on-line or from the Counseling Office.
-

21. MEDICATIONS & EMERGENCIES

- 21.1. If a student is required to take medication during the school day, the parent or guardian on record must come to the school, and fill out the necessary paperwork. Staff members cannot give medication without these proper permission forms. Students should not be carrying any medication with them. Parents may come into the school and give their students medication if they choose. Please check in at the main office when you arrive.
 - 21.2. Parents should make sure they share any important medical information, limitations, etc. with school personnel. Please contact your student's counselor or assistant principal.
 - 21.3. Students seriously injured or in medical distress during the school day, on school grounds, are normally attended to by administration, the school resource officer and/or the school nurse. Parents/guardians will also be notified of the situation. Please make sure that your student's contact information is up-to-date, so that we can reach you.
 - 21.4. 911 Rescue may be called if administration determines it is necessary for the safety, health, and well-being of a student.
-

22. PARTIAL ABSENCE / 'PA'S

- 22.1. Students who are on track for graduation, and not enrolled in 7 classes, must have a scheduled 'Partial Absence' (PA) card. PAs are reserved for seniors, and some juniors, on a case-by-case basis. These cards are given in the main office once the student has had their PA approved counselor and administration and when it has been officially entered on the student's schedule. Students should carry this card and make it in case administration or security asks to see it. PA cards can alleviate confusion when a student is in the hallway, arriving late or leaving early.
 - 22.2. Having a PA is a privilege, not a right. Students may not abuse the privilege by missing other classes. Students who have a PA, but fail another class, may have their PA privileges revoked in order to ensure that their academic standing is not jeopardized, and they remain on track for graduation.
-

23. STUDENT PARKING

- 23.1. All students, parents, and guests are to use the East parking lot (off Baltimore) only. Once cars are parked, students are not allowed to sit in cars or loiter in the parking lot during the school day. Cars are to be parked between the lines marked on the lot. Students should not be speeding or driving recklessly through the parking lots! Violators will be prosecuted in accordance with the law. Moreover, disciplinary action will be imposed by school officials.
-

24. TEXTBOOKS & CLASSROOM RESOURCES

- 24.1. School issued chromebooks are the responsibility of the student. Student fines will be assessed appropriately for damaged or lost chromebooks/cords.
 - 24.2. Most textbooks are provided by the school at no cost to the student. Normal use of textbooks will result in no fine. Students are expected to pay for lost or damaged books while the books are in their custody.
 - 24.3. Other resources such as calculators, lab equipment, etc. given to students to use while at Centennial, are the property of Centennial High School and Pueblo District 60. Theft or damage of this property will result in fines and/or disciplinary action.
 - 24.4. Students are responsible for all books, locks and other equipment checked out to them.
 - 24.5. Fines will be assessed for items not returned or returned damaged. <http://boe.pueblacityschools.us/policies-and-procedures>
-

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

