



# **EAST HIGH SCHOOL Student Handbook**

**2023-2024**

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

Susan L. Pannunzio.....President  
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## 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 60  
*Educating for Purpose and Impact*

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, [andrew.burns@pueblod60.org](mailto:andrew.burns@pueblod60.org), Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, [OCR@ed.gov](mailto:OCR@ed.gov); or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

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

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

**SCHOOL MISSION** The mission of East High School is to engage students in an active process of acquiring, analyzing, and applying information, in order to become productive citizens.

## **BELIEF STATEMENTS**

- Students learn best when they, their instructors, administrators, family, and community actively share the responsibility.
- Students learn best when they are in attendance and actively engaged in the learning process.
- Instruction should accommodate learning styles, provide technological support, and apply knowledge to relevant situations.
- Assessment measures student knowledge and serves as a guide for the development and evaluation of student performance as related to national, state, and/or district standards.

## **SCHOOL SONG** ***“COME ON YOU EAST HIGH EAGLES” by*** ***Rosco Booth***

Come on you East High Eagles, You  
always fight; you always fight Until you  
win

Come on you East High Eagles, Not in  
the day, not in the night will you give in.

Come on you East High Eagles You're in  
the right; you've got the Might; they're in  
a spin.

Come on you golden Eagles firm and strong and  
lead us to victory.  
Come on you East High Eagles, Let's soar up high into the sky to victory

Come on you East High Eagles. The  
SPIRIT'S here from year to year. You'll win  
again.  
Let's go you East High Eagles For you're the best, you'll beat the  
Rest, just wait and see.

Come on you GOLDEN EAGLES on your way To win  
this game today.

## ADMINISTRATION

Andy Clementi ..... Principal  
 Elly Naill ..... Asst. Principal/ Athletic Director  
 Jennifer Farias ..... Asst. Principal  
 James MacIndoe..... Dean of Students  
 Dora Davis ..... IB Coordinator

## East High School Faculty and Staff

<p><b>Language Arts</b>          Dusty Baca          Steve Gradisar          Heidi Larson          Terri Pacheco - Dept. Chair          Cheri Purcell          Joe Romero          Tiffany Simony          Jessica Arriaga - ESL          Veronica Romero-Romo - ESL</p> <p><b>Social Studies</b>          Craig Fabec          Dave Henderson - Dept. Chair          Christy Kurtz          Ray LeMasters          Mike Lonsberry          Maya Webb</p> <p><b>Math</b>          Elena Allen          Chad Arguello          Lori Cothran          Kareen Lopez          Rochelle Maes - Dept. Chair          Mary Ruff          Andrew Tafoya</p> <p><b>Science</b>          Camille Brown          James Derr          Mark Feltner          Brandon Montoya          Emma Turner</p> <p><b>World Language</b>          Clarissa Feliciano Maldonado          Michelle Garcia          Yesenia Mendias-martinez          Maritza Villalobos</p>	<p><b>CTE</b>          Jacqueline Armenta          Patrick Laughlin          Janae Passalacqua          Gina Smith</p> <p><b>Art/Music</b>          Chris Herron          Lori Macias          Andrew Watson</p> <p><b>PE</b>          Reginald Cox          Naomi Reyes          Nick Marfitano          Mike Massaro          Tony Valdez          Roberto Vissepo</p> <p><b>ESS</b>          Samantha Antonioni          Terri Baker          Charles Blagg          Jeremiah Blaha          Amy Jimenez</p> <p><b>APEX</b>          Leonardo Gomez</p> <p><b>Media</b>          Deb Jackson</p> <p><b>Freshman Seminar</b>          Amanda Coatney          Wendy Derr</p>
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# East HS Bell Schedules 2023-24

## Monday - Thursday BELL SCHEDULE

(Lunches are determined by 5th hour)

Period	Start	End	Time
1	7:30	8:27	57
2	8:32	9:35	63
3	9:40	10:37	57
4	10:42	11:39	57
1st Lunch	11:44	12:14	30
5	12:19	1:16	57
5	11:44	12:41	57
2nd Lunch	12:46	1:16	30
6	1:21	2:18	57
7	2:23	3:20	57

### Assembly Schedule - Late

Period	Start	End	Time
1	7:30	8:18	48
2	8:23	9:15	52
3	9:20	10:08	48
4	10:13	11:01	48
1st Lunch	11:06	11:36	30
5	11:41	12:29	48
5	11:06	11:54	48
2nd Lunch	11:59	12:29	30
6	12:34	1:22	48
7	1:27	2:15	48
ASSEMBLY	2:20	3:20	60

### Assembly Schedule - Mid-Day

Period	Start	End	Time
1	7:30	8:18	48
2	8:23	9:15	52
3	9:20	10:08	48
ASSEMBLY	10:13	11:13	60
4	11:18	12:06	48
1st Lunch	12:11	12:41	30
5	12:46	1:34	48
5	12:11	12:59	48
2nd Lunch	1:04	1:34	30
6	1:39	2:27	48
7	2:32	3:20	48

### Two Hour Delay

Period	Start	End	Time
1	9:30	10:10	40
2	10:15	11:00	45
3	11:05	11:45	40
4	11:50	12:30	40
1st Lunch	12:35	1:05	30
5	1:10	1:50	40
5	12:35	1:15	40
2nd Lunch	1:20	1:50	30
6	1:55	2:35	40
7	2:40	3:20	40

# EAST HIGH SCHOOL ATTENDANCE POLICY

**RATIONALE:** Regardless of a child's age, the basic responsibility for attendance at school lies with the student and his / her parents or guardian. The intent of the attendance policy at East High School is to require students to attend class to maximize learning opportunities to achieve district and state goals, requirements, and standards.

**DISTRICT 60 BOARD POLICY** School Board  
Policy JH Title: Student Absences and  
Excuses/Tardiness

Regular and punctual attendance is a significant factor in a student's ability to succeed in school. 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.

Procedure to address unexcused absence and excused absence attendance issues:

The schools shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences, and excused tardies. Teachers will monitor the student's absence. Should the student begin to fall behind in his/ her work because of absences, **the teacher will** contact the parents by phone or letter to inform them of a possible failure and contact the student's counselor.

**ABSENCES-ASSEMBLY DAYS** On days when assemblies are held, students with pre-arranged appointments must present a note to the attendance office for the pre-arranged absence no later than 8:00 a.m. Absences on assembly days will be considered unexcused unless a doctor's note is presented. Our attendance office has been overwhelmed on assembly days with last-minute requests to excuse absences.

**ABSENCES-SCHOOL APPROVAL FOR EXTRACURRICULAR EDUCATIONAL EXPERIENCES** A student's request to participate in extracurricular educational experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused. Approval shall be left to the discretion of the school's principal. The principal shall use the following criteria in determining whether a student is permitted to engage in said extracurricular educational experiences:

- The student is in good academic standing (passing all classes with a grade of C);
- The student has no unexcused absences and no unexcused tardies;
- The student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year
- The student who is pursuing a work-study program under the supervision of the school.
- The student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

Regular and punctual attendance is expected EVERY day of EVERY STUDENT in EVERY class in accordance with the East High Attendance Policy. Excessive absences may result in failure if work is not made up.

**ABSENCES-EXCUSED** To excuse your student please call the attendance secretary at 549-7222. This phone is available 24 hours a day if you need to leave a message; please notify the school as soon as you know your child will be absent. Please refer to DISTRICT 60 BOARD POLICY JH under Student Absences and Excuses/Tardiness in the Student Conduct & Discipline Code Book for a list of acceptable excuses.

## ABSENCES-PRE-ARRANGED

- Students will only be allowed to obtain a **Request for Absence Form**, from their Assistant Principal/Principal.
- A **Request for Absence Form** will be signed "OK", if approved, by an Assistant Principal to the student presenting the request to their teacher.
- The student must return the **Request for Absence** to the main office with proper signatures in order for the absence to be excused. The form must be turned in prior to the absence.
- **Baby-sitting, working, concerts, job interviews, etc. will not be excused.**

## ABSENCES-UNEXCUSED

An unexcused absence is an hourly absence that is unexplained or unauthorized and will not be accepted by the school as per District policy.

The student will lose credit points for each class missed but will be expected to make up work so as not to fall behind in each class. Students will have two (2) days to clear absences before credit can be given. See the TRUANCY section for consequences.

## ABSENCES – MAKE-UP WORK

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. There shall be one day allowed for make-up work for each day of absence. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. Make-up work shall be allowed following a suspension with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

## TARDINESS

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

- Students who arrive to class late within the first 10 minutes without an approved excuse will be considered unexcused tardy. Accumulation of unexcused tardies is subject to consequences.
- Students who arrive to class more than 10 minutes late without an approved excuse will be considered absent (unexcused) for that class period. Accumulation of unexcused absences is subject to consequences.
- Tardy Sweeps will be held periodically throughout the school year and consequences for being caught in a sweep will be assigned. Consequences for Tardy Sweeps include Detention, Friday School, ISE, and Suspension.

## TARDIES-CONSEQUENCES

The consequences for tardies are referenced per each period for infractions and ACCUMULATE per each nine-week period.

- Tardies 1-5 = detention
- Tardies >5 = ISE
- Tardies 11+ = attendance contract, referral to Truancy court

If a student misses an entire class excused or unexcused and is reporting to school for the first time that day, he/she must report to the main office for a tardy slip.

A student will be counted excused when out of school because of a school activity such as: a field trip, debate trip, music trip, JROTC trip, athletic trip, etc. The student will be required to make up the work missed in these classes.

If a student needs to leave school, he or she **must** contact the attendance secretary, counselor, or assistant principal to obtain an **Excused by the Office Slip**. **IF A STUDENT DOES NOT SIGN OUT, IT WILL COUNT AS AN UNEXCUSED ABSENCE**. If a student leaves school for a **Doctor** or **Court appointment**, he/she is required to bring a signed note from the doctor/court upon return to school.

## TRUANCY

Any absence from a class or an activity of which neither parent, guardian, nor the school is aware of at that time, is considered a truancy. A truancy may be a full day or any part thereof. **All unexcused absences** must be cleared through the main office.

## TRUANCY-CONSEQUENCES:

- Assigned to detention (after school and/or lunch detention)
- Assigned to ISE
- Daily Attendance Checks
- Attendance Contracts
- Parent Shadowing
- Suspension
- Court Intervention
- Fail Class



**IN-SCHOOL EXCLUSION GUIDELINES:** Students will not attend regular classes. Instead, students will be sent to a separate room for the entire day. The student will be required to take his/her lunch in ISE or apart from the other students as designated by the ISE supervisor. The student will be responsible for making up all the “regular” class work missed while in ISE and should meet with teachers prior to ISE to obtain work and explanations of classwork requirements.

- Communication is not allowed with other students in ISE.
- Electronic device and cell phone use is not allowed in ISE.
- Restroom breaks – one in the morning and one in the afternoon.
- Students will be seated at all times in assigned study carrels/desks.
- Students are expected to be engaged and focused on school work during their assigned ISE time.
- Failure to comply with these expectations will result in disciplinary action. .

**DETENTION** One hour **AFTER SCHOOL** or fifteen-minute **LUNCH DETENTION** with academic or school service assignments will be successfully completed during each detention period. **NOTE:** If a student “skips” detention, or fails to complete the detention assignments diligently, Friday School or ISE will be assigned. If a student “refuses” detention, Friday School, or ISE, suspension will result and conditions for readmission to East High will include completion of original Detention and/or ISE.

**DUE PROCESS** School District No. 60 adheres to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary situation which might result in suspension, expulsion, or recommendation for adjustment transfer. The minimum constitutional requirements of due process mandate the student be given:

1. Oral or written notice of the charges against him/her;
2. Explanation of the evidence school authorities have;
3. An opportunity for the student to admit or deny the alleged violation and to give his / her side of the story;
4. The length of time the student will be excluded from school.

**CLOSED CAMPUS** East High School is a closed campus. Students are not allowed to leave school during lunch or any other time during the school day unless authorized by the main office. **Students are not allowed to go to their cars during lunch unless authorized by the main office and are not allowed in the student parking lot at any time during the school day unless authorized by the main office.**

- 1st offense = 1 day Friday School or I.S.E.
- 2nd offense = 2 days Friday School or I.S.E.
- 3rd offense = Out of school suspension and parent conference

## **LUNCHES-APPROVED AREAS**

- Cafeteria
- Learning Stairs
- Enclosed Outside Eating Area off of Cafeteria
- Designated Seating Areas on the 1st and 2nd Floor

## **LUNCHES-PROHIBITED AREAS**

- Academic Wings (Unless authorized)
- Auditorium
- Restrooms
- Halls in the Gym, both Gyms, Music Halls, and Music Classrooms (unless authorized)
- Media Center (unless authorized)
- Student parking lot
- Teacher parking lot

During breakfast and lunch, students will be required to eat food that is prepared in the cafeteria, in the cafeteria. No food or drinks will be permitted in the gym, the media center, or the auditorium at any time. Food is permitted in the classroom only at the discretion of the teacher. Soft drinks are not permitted in the classroom. All food purchased in the cafeteria must be consumed in the cafeteria.

**Notice: Video Security recording devices are present and in operation 24 hours per day throughout this facility, in accordance with School District Board Policy JLIF-R, Use of Electronic Recording Equipment.**

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

### **DRESS CODE-CONSEQUENCES**

- Student required to change clothing - phone call home
- Detention
- Friday School
- ISE
- Suspension

**HATS** Per District Policy, the use of any style of HAT/BEANIE on campus is prohibited. Hats must be stored in student lockers during the entire school day. Consequences for violation include:

- Escort to locker to store hat (1st offense)
- Confiscation for pick up by student after school
- Confiscation for pick up by parent
- See Defiance consequences
- Suspension

### **HALL PASSES**

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

**FIGHTING** is prohibited. Students who are involved in a fight will automatically be suspended for a minimum of 3 days on the first offense and will be referred for a ticket by the School Resource Officer with court action.

### **CELL PHONES, CAMERA PHONES, AND OTHER WIRELESS COMMUNICATION DEVICES**

Student possession and use of cellular phones, camera phones, pagers, and other wireless communication devices on school campuses and school buses, at school-sponsored activities, and while under the supervision and control of school district employees are permitted under the circumstances described herein.

All students may use these devices on campus before school begins and after school ends. Students in high school grades 9-12 also may use such devices during lunch periods.

These devices must be kept out of sight and on off mode during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of devices by school officials, including classroom teachers. For a first offense, the student may pick up his or her device from a school teacher at the end of the class period and the parent/guardian will be notified by the teacher. On a second offense, the device will be confiscated and kept in the principal's office until the end of the school day and the parent/guardian will be notified. Subsequent offenses will require that the parent retrieve the device and consequences for defiance will be initiated. If a student violates this policy during testing, other penalties under district policy will be administered. In addition, criminal penalties may be enforced by law enforcement if the device is used in a criminal act. Threats by text messages, cell phone messages, or internet messages will be considered a violation of the district's anti-harassment and bullying prevention policies.

**Any student who chooses to bring a cell phone, camera phone, or other wireless communication device to school shall do so at his or her own risk. School personnel shall not be responsible for the loss or theft of the device.**

### **DISRUPTIVE OBJECTS**

Glass bottles will not be allowed on campus because of the danger of broken glass. **Radios/MP3 players (including earphones), laser pointers, and other types of electronic devices** will not be allowed unless approved for instructional purposes by the Principal. **East High School will not be responsible for lost or stolen electronic devices.**

## **SKATEBOARDS**

Use of any style of skateboard on campus is prohibited. Skateboards used for transportation to and from school must be stored in student lockers during the entire school day. Consequences for violation include:

- Confiscation for pick up by student after school
- Confiscation for pick up by parent
- See Defiance consequences
- Suspension/loss of privilege
- East High School is not responsible for lost, stolen, or damage to such items.

**Bullying** is one or more of the following behaviors that occur to the point of interfering with the student's educational opportunities: School Board Policy JICDE Title: Bullying Prevention in Student Conduct & Discipline Code book.

- When a person is exposed, over time, to repeated negative actions.
- When one person has more power, the person being victimized feels that he/she can't defend him/herself. When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry.
- Bullying will not be tolerated. Unacceptable behaviors that interfere with the respect, responsibility, and safety of students include all aspects of bullying:
- Physical aggression: pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc. Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of practice of an alternative lifestyle, etc.
- Verbal aggression: mocking, put-downs, using profanity at others, etc.
- Intimidation: threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.

## **CYBERBULLYING**

Willful and repeated harm is inflicted through the use of computers, cell phones, and other electronic devices. The following are examples of cyberbullying, when they are intentional, repeated, and result in harm to another:

- Sending text messages over the Internet or using a cell phone
- Posting text, images, audio, or video to a Web page
- Sending or posting text, images, audio, or video on or over the Internet or through a cell phone network
- Sending a picture or video via the Internet or using a cell phone

Cyberbullying can result in discipline whether it occurs on or off campus, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment as defined in this policy.

Generally speaking, any communication that has been perceived by a student as unwanted, vulgar, obscene, sexually explicit, demeaning, belittling, or defaming in nature or is otherwise disruptive to a student's ability to learn and a school's ability to educate its students in a safe environment, or that causes a reasonable person to suffer substantial emotional distress or fear of bodily injury, will be subject to discipline.

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidents of bullying to a teacher, counselor, assistant principal or principal in their school building.

Any student found to be participating in, contributing to, and/or encouraging acts of cyberbullying and/or harassment toward another student or staff member will be disciplined. Some items that may be considered: how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the number of persons involved; the subject(s) of harassment or discrimination; the situation in which the incident occurred; and other related incidents at the school. Any cyberbullying that has been perceived as a criminal act, such as a threat to one's personal or physical safety should be subject to discipline and result in the notification of law enforcement.

## **SUSPENSION**

A suspension is a disciplinary action taken by a school official, which temporarily prohibits a student from attending class and other school events for a given time. Class time lost due to a suspension will be considered to be an unexcused absence and make-up work will count for no less than 100%. The full purpose of suspension can only be effective if the parents and students make the suspension period something more than a vacation from school.

## SUSPENSION-PARENT CONFERENCE

Specifically, when a parent conference is indicated, it is “mandatory”, and the student will not be readmitted to school until this requested conference takes place (an open-ended suspension will be in effect).

## DISPLAY OF AFFECTION

Relationships between students attending East High will provide for some of the fondest memories. Gestures of congratulations such as embraces and handshakes are examples of appropriate behavior. Kissing, inappropriate touching, and embracing of a personal nature between students are not acceptable. Please do not embarrass other students and staff with these acts of affection.

## SEXUAL HARASSMENT

Acts of sexual harassment will not be tolerated and will be dealt with in accordance with the District Policy. See Pueblo School District 60 Student Conduct and Discipline Code (file JBB and JBB-AC)

## ANTI-HARASSMENT

Reporting, receiving, and the consequences of bullying incidents will follow the same procedures and guidelines as the anti-harassment policies JBA and JBA-R. Any person, student, adult, school personnel, or school visitors will follow the anti-harassment policies set forth by the school board. The school district shall act to investigate all complaints of bullying formal or informal, verbal or written and to discipline or take action against any member of the school community who is found to have violated this policy. Appropriate corrective action includes taking necessary steps to end the behavior, prevent bullying from recurring, and prevent retaliation against anyone reporting the bullying investigation. In addition, the bullying shall be disciplined according to any applicable discipline policy.

## STUDENT IDENTIFICATION CARDS

At the beginning of each school year, all students are required to have a student I.D. card made for their use. This form of identification is used for many functions and activities at East such as pep dances, voting, attending assemblies, annual purchases, and use of the internet. It consists of a picture, a signature, the student's I.D. number, and the year of graduation of each student. The student I.D. will be used for many purposes; therefore, students are expected to carry them at all times. Students will be required to show their school ID to enter dances. At the start of each school year, students will be charged \$1.00 (Class Dues) to be placed in their particular class account to be used for the prom and senior gift. Lost student IDs will be replaced at a cost of \$5

- *Student parking is strictly limited to the Student parking lot located at the front of the school*
- All students must be licensed and the vehicle they drive must be insured. **The school is not responsible for your vehicle or its contents.**
- Loitering in the parking lot is prohibited.
- The speed limit in the parking lot is **10 M.P.H.** and is strictly enforced for the safety of everyone.
- Vehicles parked on school property are subject to search if there are reasonable grounds to believe drugs, weapons, or other such contraband are present.
- It is considered a privilege to park on school property and as parking is sometimes limited; it is on a first come first serve basis.
- Students who violate the parking policy will lose their parking privileges. District policy JK, Student Discipline, and subcodes.

## RELEASE OF INFORMATION TO THE MILITARY

Federal and State legislation in addition to policy established by the Pueblo School District No. 60 Board of Education authorize the release of names, address, and telephone numbers of students to armed forces recruiting officers. We release the information of all seniors unless we have a written request to the contrary. The regulations and procedures clearly specify that it is the parent's responsibility to notify us in writing if you do not want this information on your son/daughter released. Forms for such requests will be given to students at the beginning of the school year or are available in the Counseling Office.

## STUDENT GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

Student complaints alleging discrimination on the basis of race, color, religion, national origin, sex, or handicap must be filed in writing. All complaints will be handled in a prompt and equitable manner. The procedure to follow is listed below:

1. Timely resolution of student complaints is dependent upon prompt reporting of the alleged discrimination. Students should file a written complaint within five school days of the time the student first had knowledge of the alleged discrimination. Acceptance of written complaints filed after the five-day limit will be at the discretion of the principal on a case-by-case basis.

2. The complaint shall be filed with the assistant principal at the high school and middle school levels and directly with the principal at the elementary school level.
3. The principal or principal's designee will render a written decision within fifteen (15) school days from the date a complaint was filed.
4. If the complaint is not resolved at the level of the principal, the student may appeal to the Administrative Assistant to
5. the Superintendent of School District No. 60 at the Administrative Services Center in writing within five (5) days of the principal's decision. The Assistant to the Superintendent shall render a written decision within fifteen (15) school days from the date of the filing of the appeal.

## **NO SMOKING REGULATIONS**

Pueblo School District No. 60 is committed to providing a healthy, comfortable, and productive environment for all students. This goal can only be achieved through ongoing efforts to protect nonsmokers and to help students adjust to restrictions on all forms of tobacco use. Students, patrons, and visitors **SHALL NOT USE TOBACCO IN ANY MANNER, INCLUDING VAPOR DEVICES/E-CIGARETTES.**

## **TOBACCO/VAPOR DEVICE – CONSEQUENCES**

### **Outside On School Grounds**

- **First Infraction:** One-day detention
- **Second Infraction:** ISE
- **Third Infraction:** Suspension. Parent conference upon re-entry.

### **Inside Building**

- **Any Infraction #: Automatic suspension**
- **According to State Law, students found to be in possession or use of tobacco products can be issued a citation by the School Resource Officer.**
- **All Vapor Devices will be confiscated for parent pick-up only.**

## **STUDENT DRUG, ALCOHOL, AND CONTROLLED SUBSTANCE OFFENSES**

See Student Conduct & Discipline Code Book, District Policy JICH-R

## **INTERNET POLICY**

East High School is linked with the District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a School District 60 Internet Contract signed by the student and a parent/guardian. By signing the official contract/agreement, students and parents agree to abide by all laws and terms of the agreement. Illegal or unauthorized use of the Internet could result in legal prosecution. Contracts are available in the East High School Main Office.

## **GANGS AND GANG-RELATED AFFILIATION and ACTIVITIES**

East High School administration and staff shall provide an orderly safe learning environment for all students. By this policy, East High School acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school or District's rules and regulations. District policy: JICF

### **NO STUDENT:**

1. Shall possess, use, distribute, display, or wear, any clothing, jewelry, emblem, badge, symbol, sign, or color that is
  - i. evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang-related literature on any personal possession within the school including lockers, books, backpacks, papers, etc.:
3. Shall use any speech or act in furtherance of gang activity:
4. Shall solicit others for membership in any gang:
5. Shall request any person to pay protection or otherwise act to extort any person: 6. Shall commit any other illegal act or other violation of school district policies: 7. Shall incite other persons to act with physical violence upon any other person: 8. Shall attend any activity that could be interpreted as relating to gangs or gang activity.

## **GANGS AND GANG-RELATED AFFILIATION and ACTIVITIES-CONSEQUENCES**

Any student who violates this policy is subject to the rules and regulations of East High School as it applies to gang-related misconduct. All gang-related paraphernalia or materials will be confiscated. Violation of this policy states that the student will have a three-day suspension. Further violations of school policy will result in severe disciplinary action being taken by the East High School administration.

## **PAYMENT OF FEES OR FINES**

For a check to be an acceptable form of payment, it must include the payer's current, full, and accurate name, address, and telephone number. When paying by check, the check writer authorizes checks returned unpaid and any State allowed fee of \$25 to be recovered electronically or by draft. Alternate forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer.

## **ACADEMIC POLICIES**

Students have a right to:

- be in a safe and supportive learning environment, free from discrimination and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to his/her behavior as it affects his/her education and welfare of the school;
- due process of the law in instances of disciplinary action for alleged violations of school regulations for which he/she may be suspended or removed from class.

### **Student Responsibilities:**

- be responsible for my education
- come to school on time
- complete the community service hours required each year
- complete the personal project (10th grade year)
- be prepared with appropriate materials and assignments for all classes
- appear for each of your classes at the start time, ready to work
- show respect to all members of the learning community ensuring that there is no racism and bullying
- resolve conflicts peacefully, avoid fighting inside or outside of school or at program sites
- behave respectfully, without arguing, and cooperate when a staff member gives a direction or makes a request. Students will be given the opportunity to voice their concerns at an appropriate time if they do not agree with the request
- take responsibility for their personal belongings respect other people's property
- follow the uniform policies
- keep parents/guardians informed about school-related matters.
- follow the District Student Conduct and Discipline Code book and school policies outlined in the East High School Student Handbook.
- share information with school officials that might affect the health, safety, or welfare of the school community

### **Parent Responsibilities**

- encouraging your child to be a respectful and peaceful member of the school community
- discuss the contents of the Discipline Code with your child
- discuss the academic plan with your child
- participating in any discussions and decisions concerning your child's education
- attending scheduled appointments with school staff
- providing the school with current telephone numbers and emergency contact information
- alerting the school if there are any significant changes in your child's health, or well-being that affect his/her ability to perform in school
- assuring that my student is in appropriate dress each day and monitor attendance and grades frequently



# GRADUATION REQUIREMENTS

## COMMENCEMENT

### Class of 2021 and Beyond Graduation Requirements

All graduating students must have earned a minimum of 24 credits. Students must meet the minimum course requirements.

- 4 credits English Language Arts
- 3 credits Math
- 2 credits Social Studies
- 2 credits Science
- 1 credit Physical Education/Health
- 11 credits Electives
- 1 credit Demonstration of Competency
- 5 hours per year or a total of 20 hours Community Involvement Hours

Students with Individual Education Plans or Advanced Learning Plans may have alternate pathways to a Pueblo District No. 60 high school diploma.

### Career Plus Avenue

#### Plan of Course Study

- 4 Credits English Language Arts
- 3 Credits Math
- 3 Credits Social Studies
- 3 Credits Science
- 2 Credit World Language
- 1 Credit Physical Education/Health
- 7 Credits Electives
- 1 Credit Demonstration of Competency
- \*\*Community Involvement Hours – 5 per year = 20 hours total for graduation*

#### 24 Total Credits Required for Graduation

### Career Options Avenue

#### Plan of Course Study

- 4 Credits English Language Arts
- 3 Credits Math
- 2 Credits Social Studies
- 2 Credits Science
- 1 Credit Physical Education/Health
- 11 Credits Electives
- 1 Credit Demonstration of Competency
- \*\*Community Involvement Hours – 5 per year = 20 hours total for graduation*

#### 24 Total Credits Required for Graduation

### Career Now Avenue\*

#### Plan of Course Study

- 4 Credits English Language Arts
- 3 Credits Math
- 2 Credits Social Studies
- 2 Credits Science
- 1 Credit Physical Education/Health
- 11 Credits Electives
- 1 Credit Demonstration of Competency**
- \*\*Community Involvement Hours – 5 per year = 20 hours total for graduation*

#### 24 Total Credits Required for Graduation

## **Demonstration of Competency - Menu of Options**

### **Classic ACCUPLACER**

English - 62 on Reading Comprehension or 70 on Sentence Skills

Math - 61 on Elementary Algebra

### **Next-Generation ACCUPLACER**

English - 241 on Reading or 236 on Writing

Math - 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)

### **ACT**

18 on ACT English

19 on ACT Math

### **ACT WorkKeys**

National Career Readiness Certificate

English - Bronze or Higher

Math - Bronze or Higher

### **ASVAB**

English - 31 on the AFQT

Math - 31 on the AFQT

### **Concurrent Enrollment**

English & Math- Passing grade per district and higher education policy

**District Capstone** - Individualized

**Industry Certificate** - Individualized

### **International Baccalaureate (IB)**

English - 4 Math - 4

### **SAT**

SAT Scores update for new SAT (2016)

English - 470

Math 500

### **Collaboratively developed, standards-based performance assessment**

English and Math - State-wide scoring criteria



## Class of 2022 Grade Point Average/Latin Laude Honor System

Grade point average (GPA) for students graduating in 2022 and thereafter are calculated on the basis of a 4.0 grade point scale. Honors, Advanced Placement (AP), International Baccalaureate (IB), and college-credited courses, will receive additional weight. Grade points are awarded as follows:

Grade	Points Earned	Honors Courses	AP, IB, College	Percent Range
A	4.0	4.5	5.0	100 - 90%
B	3.0	3.5	4.0	89 - 90%
C	2.0	2.5	3.0	79 - 70%
D	1.0	1.5	2.0	69 - 60%
F	0	0	0	Below 60%

S - Satisfactory earns credit but no points

U - Unsatisfactory earns no credit and no points

GPA shall be determined by dividing the total number of points earned by the total number of classes taken in 9th, 10th, 11th, and 12th grade.

*\* Postsecondary institutions may use either weighted or unweighted GPAs for admissions and scholarships. Check with your counselor or postsecondary institutions early to determine whether a weighted or unweighted GPA is used.*

## Tiered Laude System

Graduating seniors may earn one of the three Laude Honors by meeting the following requirements:

**Summa Cum Laude** ("with the highest honor") – students earning a 3.8 GPA or higher

**Magna Cum Laude** ("with great honor") – students earning a 3.60-3.79 GPA

**Cum Laude** ("with honor") - students earning a 3.4-3.59 GPA

Honors points are to recognize students who have excelled in AP, IB, and/or college-credited courses. Honors designations are added based on the number of Laude points a student earns through their senior year:

## Number of Laude Points Laude Designation Earned by End of Senior Year

with “*Distinction*” 9 or more Laude points

with “*Honors*” 6 to 8.5 Laude points

with “*Merit*” 3 to 5.5 Laude points

## Laude System - Honors Designation

*\*Students enrolled in AP and IB courses will receive both a Laude weighted credit and Laude point with or without sitting for a national exam*

## Honor Roll and Academic Lettering

Students overall GPA will be used to determine Honor Roll and Academic Lettering each semester by using the following criteria:

- Students earning a 3.8 or higher for completing a full course load during the semester will earn an academic letter. After the initial letter, students may earn a bar by earning a 3.8 or higher in following semesters.
- Students earning a 3.4 GPA - 3.79 and completing a full course load each semester shall be recognized on the Honor Roll.

## Graduation Ceremonies

All students graduating with a Laude designation shall be recognized at graduation. The method for selecting the top scholar student commencement speaker(s) shall be determined based upon the following factors in priority order: (i) the student's Laude Designation level earned, (ii) the highest state-administered SAT test score, and (iii) cumulative grade point average.

In order to participate in the commencement exercise, students will be required to have twenty-four (24) credits and 80 hours of Community Service/Interscholastic Activity. These credits are to include all required common courses. A student must be enrolled at least one full semester at East High during their senior year in order to participate in the commencement exercise. **No student will be allowed to go through the graduation ceremony unless he/she has earned twenty-four (24) credits and 80 hours of Community Service/Interscholastic Activity.** Commencement will be held at the Colorado State Fair Events Center. Time for **Mandatory rehearsal** will be announced at a later date. Attendance at graduation rehearsal is required. If not at rehearsal, the student may not participate in commencement.

Students must be in good standing with regard to discipline to take part in the graduation ceremony.

## PRE-COLLEGIATE CURRICULUM REQUIREMENTS

Students who graduate from high school must meet the Colorado Commission on Higher Education's admission standard. The requirements are as follows:

- English 4 credits
- Mathematics 4 credits
- Science 3 credits
- Social Science 3 credits
- Academic Elective 2 credits

## IB/MYP PROGRAMME

East High School is the only high school in Pueblo School District 60 to offer the International Baccalaureate Middle Years and Diploma Programs.

- IB programmes are recognized around the world and ensure increased adaptability and mobility for IB students.
- The curriculum and pedagogy of IB programmes focus on international perspectives of learning and teaching while insisting that students fully explore their home culture and language.
- IB World Schools must undergo an exhaustive authorization process in order to offer one or more of the programmes, which includes a study of the school's resources and commitment to the IB mission and philosophy.
- IB teachers participate in a wide variety of professional development opportunities to constantly update their knowledge and share their expertise with colleagues around the world.
- Many students graduating from the Diploma Programme find that it enhances their opportunities at tertiary institutions. The IB works closely with universities around the world to gain recognition of IB programmes.
- The core components of IB programmes encourage students to participate in creative and service-oriented activities, while at the same time emphasizing the importance of reflection on a personal and academic level.

## REPORT CARDS

Academic reports are issued every nine weeks to inform the student and parent of academic progress in each class.

Progress reports are issued halfway through each grade period. Grade cards are issued four (4) times a year with only semester grades entered on the student's permanent record.

## HONOR ROLL

The purpose of the Honor Roll is to acknowledge academic achievement throughout the year. To qualify, one must have a minimum of five (5) classes, and no less than a 3.4 grade point average consisting of A's and B's. The Honor Roll is tabulated every semester.

## ACADEMIC LETTER REQUIREMENTS

An Academic Letter is determined by achieving a 4.0 WGPA for completing a full course load during a term. Letters will be awarded in the fall and the spring. To be eligible for an academic letter, students must be enrolled in a minimum of five academic courses (2.5 Carnegie units of credit).

Students cannot receive a grade lower than "B", and letter grades in honors classes will receive an additional one point (i.e., A=5, B=4; C=3, D=2, F=0). Stars (pins) will be awarded for repeated accomplishments and worn on the letter (patch).

## GRADE POINT AVERAGE

The maximum grade point average (G.P.A.) that shall be reported to colleges shall be 4.0. G.P.A. for all courses shall be determined on a 4.0 scale as follows: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0. The total points shall be divided by the total number of classes to determine G.P.A. Honor Roll will be determined by G.P.A. as will National Honor Society membership. Anything else not directly related to ranking will be determined by the G.P.A.

## HONOR ROLL

An "Honor Roll" is published in the Pueblo Chieftain at the end of each term, January and June, for students who have earned a 3.4 or better grade point average and have completed a full course load.

## GRADE APPEAL PROCEDURE

If a parent / and or student has a concern about a grade they should follow this procedure: (If dissatisfied with any step, proceed to the next step.)

1. Students should discuss the grade with the teacher. 2. Parents should discuss the grade with the teacher and/or counselor. Counselors will assist in arranging parent conferences. 3. If a parent is not satisfied with the above two steps, he/she may arrange for a conference with his/her child's assistant principal and the teacher. 4. Parents may arrange for a conference with the principal.

## COURSE WITHDRAWAL

1. Students dropping a course during the first seven days of a term for block courses or 14 days for year-long courses will not have the dropped course recorded on the cumulative record.
3. Students dropping a course during the second through the fourth week of a term will have WP (withdraw pass) or WF (withdraw fail) recorded on the cumulative record depending on whether the student is passing or failing the course at the time of the drop. *All WF's are calculated in the cumulative grade point average.*
4. **Students dropping a course during the fifth week or during the remainder of the term will have a WF recorded on the cumulative record.**
5. The principal shall have the right to use his/her prerogative in determining unique cases concerning the SF on a cumulative record after the fourth week in a term.

Considerations used by the principal in determining the WP or WF may include:

- physical disability (temporary or permanent)
- family need
- doctor recommendation
- other valid reason

**Class drops for Post-Secondary Options Program, Senior to Sophomore (STS), AVEP, or Early College, must be made in accordance with the university/college and school district rules. A student who drops one or more of the classes after the designated drop period, the student and/or parent will be responsible for paying Pueblo School District 60 for the respective class(es).**

## POST-SECONDARY OPTIONS PROGRAM, SENIOR TO SOPHOMORE PROGRAM

Students at East High have the opportunity to take college courses under the Post-Secondary Option Legislation. The courses are open to juniors and seniors and proper application procedures are necessary. Application procedures vary and the help of your counselor is necessary.

## **PSEO ENROLLMENT DIRECTIONS:**

1. Counselor will meet with the student(s).
2. Student's needs and most viable programs should be discussed.
3. Post-Secondary (P.S.O.) offers classes on college campus (CSU PUEBLO/ P.C.C.) Senior Sophomore (S.T.S.) classes are in high school.
4. Counselors should discuss the advantages/disadvantages of each program (e.g. transportation, cost of fees, books) with the student.
5. The student should select classes from current college bulletins for PSO Programs or S.T.S. list of offerings with counselor assistance.
6. The student needs to write tentative plans or complete a form (P.S.O.) Parent(s) should endorse the application form. This is important.
7. Forms should be signed by the student's parent(s), counselor, and principal.
8. Student athletes need to be enrolled in 5 classes each of 1/2 Carnegie credits for a total of 2.5 Carnegie credits in order to be eligible for C.H.S.A.A. competition. Only those classes that offer dual (college and high school) credit fulfill the requirement.
9. Students and counselors should discuss which of the above-mentioned programs will best meet the student's needs. Parents should be kept informed by the student.
10. Deadlines for enrollment will be June 15 (for 1st semester) and November 15 (for second semester) of each year.
11. Students failing the class or withdrawing after the deadline will be responsible for tuition costs.

## **POST-SECONDARY OPTIONS PROGRAM (Programs at CSU-PUEBLO and P.C.C.)**

1. Post-Secondary Options classes which are acceptable will grant both high school and college credit.
2. Post-Secondary classes must satisfy a student's graduation requirement(s) in order for payment by District No. 60. A Post-Secondary Options class should help satisfy the number of credits needed for graduation or substitute for a required class, such as a core course (e.g. Language Arts, Math, Science, or Social Studies).
3. Students must be 20 years of age or less and an 11th or 12th grader.
4. District No. 60 will pay tuition only. Tuition costs are subject to change.
5. The student must pay fees and other class costs.
6. Students will be responsible for buying their books (approximate cost \$50.00 per book). Some classes require more than
  - a. one book.
7. Students are to provide their own transportation to the College or University.
8. Counselors need to help students complete applications (using the current college bulletin). Please include prefix, course
  - b. number, course title, and times offered. Applications without this information will not be processed.
9. Applications must include a copy of the student's transcript (or completed class list) and a copy of the current or last class
  - c. schedule.
10. Enrollment is on the basis of space availability in each class.
11. The college/university can deny enrollment because of class requirements.
12. The student must complete a CSU-PUEBLO application (blue form) for admission and include a parental signature.
13. If the counselor feels good about the student's application, the student does not need to go to CSU-PUEBLO and meet with the admissions officer. Questions will be gladly answered for the counselor and student over the telephone, at 549-2434.
14. Parents will be billed (initially) for tuition and fees by the CSU-PUEBLO Business Department because the post-secondary option is a small part of their transitions. Parents need to pay the fees and there is a late charge of \$10.00.
15. If the student has participated in the Post-Secondary Option Program in the Fall Semester, he/she does not need to complete a CSU-PUEBLO application form again.
16. Students failing the class or withdrawing after the deadline will be responsible for tuition costs.

## **GENERAL STUDENT INFORMATION**

### **ILLNESS, ACCIDENT, OR INJURY**

**In case of illness, accident, or injury, a student should go to the main office or to the Wellness Center. The secretarial staff will then notify the parent/guardian. Students who leave the building without following this procedure will be counted as unexcused.**

**MEDICATION** Students who have been prescribed medication by a doctor and need to receive it during the school day should make arrangements with their counselor or the Wellness Center. This will help with the student's safety and avoid suspicion of substance abuse. Medication will be dispensed in accordance with School District No. 60 policy.

To the parent/guardian of students that have/had an IEP or IFSP

### **Colorado Department of Education School Health Services Program Notification to Access Benefits**

The Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. This program helps our district to maximize federal funds for support of additional health services in our schools.

The Colorado Department of Education and the District will request parental permission to provide health-related services to each child and to release and exchange medical and other confidential information, as necessary, to the Department of Health Care Policy and Financing (Medicaid), whether directly or through a contracted billing agency, for health services provided to each child after the date of this notification. Information released may include personally identifiable information, records, or information about the services that may be provided to each child. The purpose of the disclosure is to access the child's public benefits to receive Medicaid reimbursement for said services.

The District, the Department of Health Care Policy and Financing, and the contracted billing agency, if any, require my permission to send claims to Medicaid and receive payment from Medicaid for health-related services as set forth in my child's IEP or IFSP.

Medicaid reimbursement for health-related services provided by the district and the Colorado Department of Education will not affect any other Medicaid services for which a child is eligible. Each child will receive the services listed in the IEP regardless of whether or not a child is enrolled in public benefits. If a parent refuses to allow access to the Department of Health Care Policy and Financing, it does not relieve the District of its responsibility to ensure that all required services are provided to the child at no cost to the parent.

The granting of consent is voluntary and may be revoked at any time. If a parent later revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

The District and the Colorado Department of Education will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding each child's treatment and provision of health-related services.

### **IMMUNIZATIONS**

See the letter and chart on the following pages.



## Dear parents/guardians of students attending Colorado kindergarten - 12<sup>th</sup> grade schools for the 2023-24 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning.

### Required and recommended vaccines:

- Colorado law requires students who attend a public, private, or parochial Kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent unless a *Certificate of Exemption* is filed. For more information, visit [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
  - Diphtheria, tetanus, and pertussis (DTaP, Tdap).
  - Hepatitis B (HepB).
  - Measles, mumps, and rubella (MMR).
  - Polio (IPV).
  - Varicella (chickenpox).
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: [www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html) (birth through 6 years) or [www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html](https://www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html) (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

### Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or an in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

### Have questions?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at [cdphe.colorado.gov/immunizations/get-vaccinated](https://cdphe.colorado.gov/immunizations/get-vaccinated). You can read about the safety and importance of vaccines at [www.cdc.gov/vaccines/parents/FAQs.html](https://www.cdc.gov/vaccines/parents/FAQs.html), [childvaccineco.org](https://childvaccineco.org), [ImmunizeForGood.com](https://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education). Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at [www.cdc.gov/vaccines/adults/rec-vac/index.html](https://www.cdc.gov/vaccines/adults/rec-vac/index.html).

### Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](https://COVax4Kids.org), contact your local public health agency (find LPHA contact information at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency)), or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

### Vaccination records

- Share your student's updated *Certificate of Immunization* with their school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://ColoradoImmunizationInformationSystem.org). Visit [COVaxRecords.org](https://COVaxRecords.org) for more information, including directions for how to use the CIIS Public



Portal to view and print your student's vaccine record.

### Exemptions

- If your student cannot get vaccines because of [medical reasons](#), you must submit a *Certificate of Medical Exemption* to your school, signed by a physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
  1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
  2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).

### How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at [COVaxRates.org](http://COVaxRates.org).

School name	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2021-2022 DTaP/Tdap immunization rate	2021-2022 DTaP/Tdap exemption rate
	2021-2022 HepB immunization rate	2021-2022 HepB exemption rate
	2021-2022 IPV immunization rate	2021-2022 IPV exemption rate
	2021-2022 Varicella immunization rate	2021-2022 Varicella exemption rate

**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2022-23**

VACCINE	Number of Doses	Grades K-12 (4-18+ Years of Age)
	<i>Vaccines must be given no earlier than the MINIMUM INTERVALS &amp; AGES in order to be valid. A 4-day grace period applies in most situations.</i>	
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP doses unless dose 4 is given on or after the 4 <sup>th</sup> birthday. Final dose of DTaP is to be given on or after the 4th birthday.
<b>Tetanus/Diphtheria/ Pertussis (Tdap)</b> <i>For students 7 years of age or older.</i>  <b>One dose of Tdap is required for students in 6th through 12th grades</b>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. Students, ages 7-10 yrs that did not complete a series of pertussis-containing vaccine before their seventh birthday should receive a single dose of Tdap. If needed, they are to complete their series with Td or Tdap. An additional Tdap is required at 6th grade entry regardless of when the previous dose of Tdap was given <b>and</b> the student is at least 10 years of age.
<b>Polio (IPV)</b> <i>With a combination of OPV &amp; IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Final dose of IPV is to be given on or after the 4th birthday.
<b>Measles/Mumps/Rubella (MMR)</b> <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 valid doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>If 2 live vaccines are not given on the same day, there must be a 28 day interval between the 2 doses.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider.</b>
<b>Hepatitis B</b> <i>Administration of 4 doses is permitted when a combination vaccine containing HepB is used after the birth dose.</i>	3 or 4	The 2 <sup>nd</sup> dose must be administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no earlier than 24 weeks of age. <b>Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.</b>

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE**

VACCINE	Number of Doses	Grades K-12 (4-18+ Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Influenza (Flu)</b>	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
<b>Meningococcal ACWY (MenACWY)</b>	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
<b>Serogroup B Meningococcal (MenB)</b>	2 doses	Adolescents 16-18 years of age
<b>Human Papillomavirus (9vHPV)</b>	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 – two doses 6-12 mos apart Series initiation 15+ - three doses 0, 1-2 mos and 6 mos
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older, minimum interval of 6 months between doses.

**Immunization requirements are strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902. There are three ways to be in compliance with the school immunization law:**

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s).  
Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Certificate of Medical Exemption signed by a healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization education module. Visit [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

Please refer to the ACIP Immunization Schedule, Table 1, 2 and notes:

[cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf)

**Last Reviewed 9/2022**



## **GUIDANCE DEPARTMENT AND CAREER CENTER**

East High School offers many guidance services. The counselors will call a student periodically to discuss his / her high school program, vocational interests, and capabilities; however, a student is welcome to discuss, at any time, any problem that may arise. Information and advice about high school courses of study, graduation requirements, college entrance requirements, scholarships, and test results may be obtained from a counselor. The counselors will assist any student, so desiring, in the solution to his or her personal problems. Parent conferences with counselors are encouraged.

## **TEXTBOOKS**

All textbooks are furnished by the school district free of charge; however, if a book is lost or damaged during the time it is checked out to a student, that student will be assessed a fine for loss or damage. All fines not paid by the end of the year will be placed on the student's clearance card. **Senate Bill 68 signed into law by Governor Owens on April 14, 1999, states:** To require the replacement of damaged textbooks or the return of loaned textbooks by withholding the diploma, transcript, or grades of any student who fails to return or replace any such textbooks at the completion of a semester or school year. The school district shall make a reasonable effort to obtain payment for lost or damaged textbooks. If the school district determines that a student is unable to pay, the school district may obtain payment through other methods, including but not limited to payment plans or services within the school in which the student is enrolled. The school district may also refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to return or replace any such textbooks prior to the date of the graduation or continuation ceremony.

## **LOCKERS**

Hall lockers are optional for students. Locks are supplied by the school free of charge to the students. Locks may be checked out from the Security Staff in the security office at the student's convenience. Students are responsible for the return of the lock issued when they check out of school. Students unable to produce the lock that had been checked out to them originally will be assessed a fine of \$5.00.

Lockers are the property of the School District and are subject to search by school officials at any time.

## **STUDENT ACTIVITIES – SALES POLICY**

In order to promote unity and provide the broadest support possible for the students of East High School, the following fundraiser policy will be implemented.

1. The Activities/Athletic Director will approve all fundraisers undertaken by any club, organization, or athletic team.
2. All fundraiser requests must be submitted on the approved form.
3. The Activities Director will review and approve all requests in order to prevent duplication of sales and expand the support base for the fundraiser.
4. Any club, organization, athletic team, or parent group that raises funds must have a participating member in the Booster Club.
5. In order to provide unity, sales at events will be sold under the auspices of Booster Club.
6. Individual clubs, organizations, or athletic teams will keep all funds raised.

## **STUDENT ACTIVITIES – VOTING POLICY**

Voting and nominations will be held in the student lounge area. It will be attended by no more than eight (8) and no less than two (2) student council members. Voters must present I.D.'s and then their name will be checked off the ballot to a worker.

Voting will take place during lunch and/or after school. The sponsor of the organization or group conducting the election will supervise all elections. The last work shift will take ballots to a designated area to be counted. Student council members appointed by the student body president will tally votes. Tallying of the ballots will have adult supervision. Voting will take place during lunch and/or after school. No workers will sanction or show favoritism to any candidate or nominee.

## STUDENT ACTIVITIES – ROYALTY GUIDELINES

The following guidelines will be used to determine if a student is eligible to be a member of a royalty court (Homecoming, Mr. and Ms. “Double E”, and Prom):

1. He/she must be a student in good standing in his/her class and must have earned enough credits to be a member of that class. Homecoming and Prom candidates must be seniors, while Mr. December and Winter Sports have a senior court and a freshman, sophomore, and junior attendant.
2. Any student who has been suspended for Type I or Type II behavior in the current or previous school year will be considered ineligible for royalty court. Type I and Type II behaviors are defined in the PCS Student Conduct & Discipline Code book.
3. He/she must be eligible according to the CHSAA eligibility rules.
4. He/she must be considered a student in good standing by the school administration. A student may be considered not in good standing due to truancy or rude or disrespectful behavior.
5. A student may only be a member of one royalty court per year.

**Homecoming** takes place during the fall sports season. **Winter Sports** take place during the winter sports, and **Prom** is a traditional dance given by the juniors for the juniors and seniors at the end of the school year.

## STUDENT ACTIVITIES – CLUBS AND ORGANIZATIONS

**Band:** East’s band consists of three groups: Concert, jazz, and orchestra. Each band performs in various concerts during the year. The pep band plays at the pep assemblies and athletic events. The Marching Band performs at half-time shows, and parades and competes in both.

**Chess Club:** Chess Club is an organization open to all students of East High. It encourages on and off-season athletes to participate. The school organization meets weekly for pure enjoyment and to derive more expertise in the game. Novices are encouraged to participate. Citywide and statewide competitions are set up as often as possible. A district tournament is held at the end of each year.

**Distributive Education Clubs of America (DECA):** Marketing Education is a business class offered to juniors and seniors. The students not only get an idea of the business world in class but also run a school store obtaining experience in salesmanship and cashiering. Competition in a district and state conference in all aspects of business takes place annually.

**Fellowship of Christian Eagles:** The Fellowship of Christian Eagles is a nondenominational group of Christians that meets once a week to study the Bible and have fellowship with each other. Anyone is welcome to attend.

**Flags and Rifles:** Flags and Rifles perform with the band at various activities such as halftime shows, parades, and games. Flags and Rifles audition for the band director at the end of each school year. Incoming interested freshmen may contact the band director.

**Foreign Language Club:** The purpose of this club is to gather interested students who want to learn more about the language they are taking and the customs and the way of living of the people. The languages include German, Italian, French, and Spanish This is a social club for those students studying a language and few of their activities include foreign language festivals that take place during the year, the annual culture picnic, and other various learning activities.

**Family Career and Community Leaders of America (F.C.C.L.A.):** F.C.L. is a club that provides opportunities for self-development and preparation for family and community living. This national vocational youth organization provides students a chance to become involved in local, state, and national competitions in areas of home economics such as child development, money management, and nutrition. F.C.L. members get involved in community projects and develop social and leadership skills.

**Theatre Arts Program:** The Theatre Arts Program has the primary purpose of promoting interest in the theatre as well as providing opportunities for participation in dramatic work. Membership is open to all interested students. The program produces two plays annually, for which parts are received through open tryouts. Crew work is available for anyone who is interested.

**Golden Theatre (Drama Club):** The Golden Theatre has the primary purpose of promoting interest in the theatre as well as providing opportunities for participation in dramatic work. Membership is open to all interested students. The club produces two plays annually, for which parts are received through open tryouts. Crew work is available for anyone who is interested.

**Key Club:** Key Club is a service organization made up of boys and girls of the tenth, eleventh, and twelfth grades. These students are recommended for participation by teachers. They perform many outstanding projects for East High School and the community.

**MEChA Club (Movimiento Estudiantil de CHicano De Actian (MEChA)):** “The Chicano Student Movement of the Southwest” is an organization that is trying to promote Chicano Activity, culture, history, and language, as an important and proud heritage within the total American culture. It serves as a forum for voicing the problems that are confronting the Chicano today. They work on community issues and also take part with the other Chicano clubs; for example, having a Chicano banquet and a citywide Chicano dance. They have great pride in their school and want to share their customs and pride with East High School.

**Mathematics, Engineering, and Science Achievement (M.E.S.A.):** (Sponsored by Colorado Minority Engineers Association) The purpose of M.E.S.A. is to interest minority students in science and engineering.

**National Honor Society:** NHS is an organization that honors and promotes academic excellence. There are requirements that must be met in order to be eligible for membership in the National Honor Society. The minimum grade point average is 3.4. The other requirements are outstanding characteristics of leadership, service, scholarship, and character. Juniors and seniors are eligible for membership in this organization.

**Speech Club:** East High is a charter member of the National Forensic League. The greatest value of NFL membership is the encouragement and incentive it gives a student to become an effective speaker and hence, a more successful and influential citizen. NFL trains the student for leadership, providing him an opportunity through interscholastic competition to develop public speaking ability, logical thinking, and research techniques. The club participates in meets in the city and at various colleges throughout the state where students debate to speak in competition with other schools. Scholarships are awarded to outstanding speakers.

**Student Council:** Student Council is an organization, and class, that coordinates activities at East. Its purpose is to plan activities to involve the student body, and to provide a communication line between the students and the administration. All members are elected before the coming year, except for incoming freshmen. Offices include Study Body President, Vice-President, Secretary, Treasurer, and member-at-large. Class offices include a class president and four representatives. Activities include making policies, providing community services; improving the school building, fund implementing projects, sponsoring dances, and many more activities benefiting our school and community. Student Council members receive one credit per year in this leadership class.

## **STUDENT ACTIVITIES-TRADITIONS**

Special traditions to individualize East High School have been established. Some of these traditions are:

- Homecoming Festivities
- Cannon Week
- Winter Sports Dance
- Junior-Senior Prom
- Clapping the seniors out of assemblies by the underclassmen

These are the major traditions at East High School, but the most important tradition at East High is having the best school spirit, the best student body, and being PUEBLO'S PRIDE. Remember to stand for the playing of our school song.

## **STUDENT ACTIVITIES-ATHLETICS**

**School policies and procedures supersede any requirements of any extracurricular or school-sponsored activity.**

### **SPORTS AVAILABLE**

There are many sports available for both boys and girls at East High School. Boys' sports include football, tennis, cross country, golf, swimming, basketball, wrestling, track, soccer, and baseball. For girls, there is swimming, volleyball, track, and soccer, basketball, cross country, tennis, golf, and softball.

There will be a \$75.00 Student Participation fee for all athletics at the senior high school level.

**NCAA Division I and II colleges** have eligibility requirements which may be more than high school graduation requirements. If you are planning to enroll in college as a freshman for the school year 2018-2019 in Division I or II athletics, you must be certified by NCAA Initial-Eligibility Clearinghouse. Forms may be obtained from your counselor or you may register online and **must be completed during your senior year.**

IN COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972: AND SECTION 504 OF THE REHABILITATION ACT OF 1973:

**EAST HIGH SCHOOL** does not unlawfully discriminate on the basis of sex, race, color, national origin, or handicap in admissions, or access to, treatment, or employment in educational programs or activities in which it operates.

It is the intent of **EAST HIGH SCHOOL** to comply with both the letter and spirit of the laws in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown. Specific complaints of alleged discrimination should be referred to:

Mr. Andy Clementi, Principal EAST HIGH SCHOOL 9 Mac Neil Road Pueblo, CO 81001 Phone: (719) 549-7222

Complaints may also be filed with the EEO/Affirmative Action/Title IX/Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

## **HAZING**

SSB-196 makes “hazing” a Class 3 misdemeanor. Hazing means any activity that recklessly endangers the health or safety of or causes a risk of bodily injury to another person, for the purpose of initiation or admission into a student organization. The District 60 activities contract will be enforced.

# SCHOOL MEAL PROGRAM

## Universal Meals

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

## Community Eligibility Provision Participating Schools

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

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



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

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

## Families are encouraged to submit an application

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

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

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

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

# FOOD CHARGE POLICY

## PROCEDURES

### Food Pre-Payments

Breakfast and lunch are provided free of charge to all District 60 students. This is the benefit of the Community Eligibility Provision. Any additional foods chosen by students **MUST** be paid for either prior to service or at the time of service. **NO CHARGES WILL BE ALLOWED AT ANY GRADE LEVEL.** Please be sure your student has a payment method *prior to purchases or the sale will not be completed.* Prepayments may be made online by clicking on the link, [www.myschoolbucks.com](http://www.myschoolbucks.com), or scanning the QR code to the right.



*Charging Foods is NOT allowed in any D60 School*

### District meal charge policy goals are:

*Students who wish to purchase additional foods beyond those provided at no charge under the Community Eligibility Provision must pay for those foods.*

- To encourage parents to assume responsibility of meal payments and to promote the self-responsibility of the student;
- To treat all students with dignity in the serving line regarding meal accounts;
- To establish policies that are age-appropriate;
- To establish a consistent district policy regarding charges and collection of charges.
- Charging is not allowed at any grade level

## MEAL PROGRAM COMPUTER SYSTEM

Nutrition Services uses the MCS computerized Point of Sale System that operates like a debit account. Students must prepay into their account and access their money by entering an account code into a pin pad. The Manager can also help the child look up their account at the computer terminal.

### Students must prepay for additional foods

- **No cash will be accepted on the serving line in grades K-5**
- Prepayments are accepted via cash or check in the school cafeteria before 10:00 am.
- Make checks to ***Nutrition Services*** and write your child's name on the memo line
- This process has been established so that all students are using the same method of exchange
- Receipts are available on request

### Parental Control

Parents may control how money is spent. Parents may designate if their child is not allowed to spend account money on a la carte food items.

As an additional courtesy to parents, they may request a report showing when deposits were made and when the student ate meals.

# Policies and Regulations (School District 60)

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**\*District Policies and Regulations are available on the District website at:**

**[www.pueblod60.org/policies](http://www.pueblod60.org/policies)** or from the school office.

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*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](http://www.pueblod60.org).*

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## **JJJ: Extracurricular Activity Eligibility**

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

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

## **JQ: Student Fees, Fines, and Charges**

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

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

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

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

### **JRA/JRC-R – Student Records, Notification to Parents and Students of Rights Concerning Student Education Records**

(Review, Amendment and Hearing Procedures): This regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records. *See complete regulation.\**

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

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

Issued: June 25, 2013

## **JS: Suspension/Expulsion of Students**

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

**JS-E:** Acceptable Use Agreement. *See complete exhibit.\**

**JKD/JKE: Student Use of Internet and Electronic Communications**

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

**JKE-E: Grounds for Suspension/ Expulsion**

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

**JKE-R: Suspension/ Expulsion of Students**

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

**JEA: Compulsory Attendance**

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

**JH: Student Absence/Excuses**

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

**JHB: Truancy**

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

**JICA: Student Dress Code**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size *See complete policy.\**

**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  
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)  
JKD/JKE, Suspension/Expulsion of Students  
JRA/JRC, Student Records/Release of Information on Students

### **JLCB-R: Immunization of Students**

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization 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 hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)  
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)  
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)  
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)  
C.R.S. 25-14-103.5 (*boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property*)  
C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

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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