

SOUTH HIGH SCHOOL

Home of the



HOOF BEATS

Student Handbook

Something Extra for South

1801 Hollywood
Pueblo, Colorado 81005

PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

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Mission

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



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

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

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SOUTH HIGH SCHOOL

2023–2024

MISSION STATEMENT

The mission of Pueblo South High School is to ensure that all those who enter as freshmen graduate with the skills and knowledge required to enroll in college or a technical / professional program, leading to a college degree and/ or a rewarding career.

VISION STATEMENT

The vision of Pueblo South High School is to ensure that all students cultivate a deep sense of academic and social responsibility, thereby preparing them to be strong, productive citizens.

BUILDING FOCUS (PHILOSOPHY)

We are committed to providing rigorous academic, elective, extra-curricular and fine arts programs in an atmosphere of caring which will challenge all students to perform quality work in reading, writing, math, and in all areas that enhance these basic skills, and come prepared to be:

- Creative and critical thinkers
- Lifelong learners
- Productive and responsible international citizens
- Positive and moral leaders

SOUTH HIGH SCHOOL TRADITIONS

A group of charter club faculty members met in 1983 to establish what they considered to be traditions of South High School. Traditions are the foundation of any high school and should not be changed unless for the benefit of all faculty, students, and patrons of our school.

The following list of traditions will be followed:

1. School Colors: Black and White will be the school colors used for all uniforms.
2. Black and White Day will be every Friday and on Homecoming assembly day.
3. Annual cover will be predominantly black and white. The theme will be Remuda.
4. School Song and Alma Mater, written by Martha Gorder, will be the official songs of South High School.
5. Horseshoe will always be displayed with open end up.
6. School emblem/logo will be the horseshoe with torch, scroll, etc. with “Colts” across it.
7. Official mascot will be the COLT.
8. Seniors will be clapped out at the end of each assembly.
9. School motto shall be “Something Extra For South.”

If traditions have been omitted from this list or if you have suggestions, please notify the principal.



Do Right –
Be Kind

THE SOUTH HIGH SCHOOL RING

By Mr. Al Valliant

In the fall of 1963 the students of South High School took dramatic action that was to bring about a change in the nation's concept of the high school class ring. By an overwhelming referendum vote, the student body decided to adopt a custom-styled ring.

After a carefully planned competition among the three most prominent ring manufacturers in the United States, the Josten Company was selected to create our ring. The chief design artist of the winning company worked at the direction of our Student Council to develop the final format of our ring, the only one of its kind. The first junior class to wear the new ring was the Class of 1965. Jostens was extremely pleased with the beautiful design and had their salesmen carry a South ring as a sample. In this way our unique ring influenced the entire country for the next three decades.

Careful consideration and deliberation went into each element of the design, and each has its own symbolic meaning.

Our ring is constructed only in a dark shade of white gold or sterling silver with a black onyx or hematite stone, thus creating the effect of black and white coloring in the appearance of every ring.

At the top of the ring the words ***Pueblo South*** and ***High School*** are separated by two important symbols. The Arabic numeral **1** represents the *dignity and importance* of the individual at South. The mathematical **equal sign** represents the *basic equality of each student in terms of his or her own importance and in terms of the opportunity which is his or hers at South*.

Surrounding all of this is a continuous rope which symbolizes the *unity and loyalty* of all Colts.

The year shank is dominated by our Colt mascot. Some say his name is "Pepper" and that he gave his name to the Pepperettes (the former dance squad that was an important SHS tradition). Behind the Colt are mountains – to the left, the Greenhorn Mountains, to the right, the Pikes Peak range. They are reproduced approximately as they are seen from the rear of our building and remind us of the setting of our school in the Rocky Mountain West. The Colt is leaping over a Yucca plant, across which is wrapped a banner carrying our official slogan: ***Something Extra for South***. Below this is the year of the graduating class and the smaller date *1959*, which was the year of our founding.

Our well-known emblem, the horseshoe and the Colts crossbar dominate the century shank. Set behind the horseshoe are three classical symbols: the ***quill and scroll*** representing academic endeavor, the ***winged foot*** representing extra-curricular activities of all kinds, and the ***torch*** symbolic of academic achievement in both areas. Coming from behind the century mark again are yucca plants, these in bloom. The yucca plant flourishes in the areas all around South. It grows in desert surroundings under the most adverse conditions, bursting into bloom to add a touch of beauty to its barren surroundings. Thus, we use it on our ring to symbolize ***perseverance*** in the face of adversity (we never give up!) and the ***potential*** for good, which we hope will finally come to full flower in every South High Colt. Again, our founding date, 1959, is repeated below the century mark.

These are the symbolic meanings of our official South High Class ring, uniting the present student body and all alumni to those cherished traditions and higher values which set South High School apart in its excellence among outstanding high schools.

PUEBLO SOUTH HIGH SCHOOL HISTORY

History Compiled by Mr. Al Valliant

In 1959 the Pueblo Central High School facility was no longer able to accommodate the growing number of students who attended that school. Thus, according to the design of an ambitious building plan, Pueblo School District 60 divided the student population of Central. One half formed the nucleus for the new South High School, located in southwest Pueblo, an area which had been built largely since the end of World War II. Black and White were the colors of the new school. The mascot was a Colt and the Horseshoe served as the official emblem.

Today, South High School has an enrollment of over 1303-210 students with a varied racial and ethnic ancestry which encompasses Native American, Asian, Black, Hispanic, Italian, Slavic, and other backgrounds. In this respect, the school reflects a community where Italian, Spanish, and Slavic languages are not uncommon in homes throughout the city. The students of South are proud of their heritage.

All the elements of a great school are in evidence at South High. The school is located in a pleasant neighborhood on a 40-acre tract of land. The school administration is hard-working and dedicated to youth, its needs and its education. The faculty is dedicated, cooperative, and has an excellence rapport with the students. A large percentage of the faculty has M.A. degrees and many are currently engaged in additional studies for the improvement of learning and teaching.

In essence, the philosophy of South High School emphasizes the dignity of the individual and pledges a concentrated effort to develop his potential to the maximum. It accepts educational responsibility for a long-range effect on human lives and offers full partnership with the home in the endeavor to guide students toward making the most of their educational opportunities and becoming productive citizens. Constant emphasis is placed upon the desirability of striving for excellence. The classroom teacher is placed in a position of central importance in this effort, while the role of administration and guidance personnel is to provide direction and support. A quotation from South High School's Philosophy sums up this purposes: "The personal dignity and potential worth of the individual student remains uppermost in all our efforts..."

The student activities program at South High School is structured to provide the individual with the opportunity to develop socially, culturally, and athletically. Through Student Council and class offices, students are given the opportunity to have a voice in the governing of the school. Girl's Cabinet and Key Club, organizations strongly involved in the planning and implementation of student projects and activities, broaden the base of decision making in the student body as well as provide a link between the school and the community through service.

National Honor Society, Quill and Scroll, and "S" Club are organizations which recognize students for excellence. However, they, too, accept responsibility for service to the school. With Girls Cabinet and Key Club, these groups have contributed much to school pride through beautification and improvement projects which include: landscaping the campus, painting lines in the parking lot, furnishing the student lounge, and the painting of murals and graphics throughout the school.

The remaining clubs and organizations were organized to meet the needs and specific interests of particular groups: Chicano Culture Club, Christian Club, FBLA, DECA, the five foreign language clubs, MESA, Black Student Union, Peace Club, Debate, VICA, Rodeo Club, and Colt Choir Club. In a further effort to meet the needs of our students, the ROTC program for young men was established in the 1972-73 school year. Two years later this program became coeducational and a total of 27 girls participated in the first classes.

South High students have often excelled and their participation in extra-curricular activities. In 1960, the dramatics team was one of the first groups to bring home honors, when they won first place at districts with their presentation of a skit from *Ghosts* by Henrik Ibsen. Dennis Green and Joel Hopko provided South with its first state championship in debate in 1966. “The Gold Seal Chapter Award of Merit” was presented to South’s Future Business Leaders of America for its outstanding achievements in business education at the 1967 National Convention in San Francisco. The South High School Cheerleaders have received numerous excellent and superior citations at the state competitions and have a statewide reputation for the quality of their presentations. In the fall of 1984, the Colt Marching Band capped a history of excellence with a first place victory in the state competition.

The competitive sports program at South is well rounded, offering interscholastic competition for boys and girls in swimming, tennis, track, volleyball, basketball, cross country, golf, and baseball. Football and wrestling are restricted to boys, while volleyball fields a girls’ team only. A real strength of this program lies in the dedication of the coaches who believe that if the athletic program is to be truly successful, it must build character and teach values that will be applicable throughout life. The team sports teach the individual to function as a member of a team under pressure. Through the individual sports (such as swimming, golf, wrestling, and track), the student learns to rely upon himself and to take full responsibility for his own actions.

South High School has been a league power in basketball and wrestling during the first four decades of its existence, and the Colts have often excelled in other sports as well, taking many city championships and league titles. High points of athletic competition have been several individual state titles in wrestling and State Championships in Wrestling, Golf, Tennis, Track, Baseball, Girls Softball, Boys Basketball, and three consecutive titles in Girls Basketball. With the 1997 Knowledge Bowl State Championship and a 1999 Odyssey of the Mind State Championship, South High School has garnered a total of 12 State Championships within this decade, an achievement that no other local high school can match.

Since the autumn of 1976, a revered tradition at South High School has been possession of the Cannon. This relic of the Civil War is passed back and forth to the winner of the annual football game between South and East High Schools. South students are proud of the fact that they were the first to win this prize. South has held the Cannon 15 of the 23 years of the rivalry and established a record from 1983 to 1992 with an unprecedented 10 consecutive possessions known as the **Decade of Dominance**. Our varsity football teams returned *Boom Baby* to South in 1997 and 1998 to maintain the Colts’ lead in the Cannon Series.

During the first 40 years of its history, Pueblo South High School has established a tradition and a reputation for excellence. The success of our school may be attributed in large part to a philosophy which recognizes the value of the individual, the necessity for emphasis on academic achievement, and the importance of an activities program designed to meet the social, cultural, and athletic needs of our students. In a sincere spirit of cooperation, the students, faculty, and the administration of South High School are dedicated to the common goal of striving for excellence.

THE CANNON

Compiled by Mr. Al Valliant

The idea for a cannon originated with the first president of the South High School Key Club, Scott Williamson, in 1970. Scott had wanted the newly chartered organization to purchase a cannon to fire at all South High School football games. The principal did not approve of the proposal at that time and the idea was dropped.

In the fall of 1975, shortly after the South Key Club had helped the Steel City Kiwanis to organize the East High School Key Club, the three groups were working together at a Halloween party for underprivileged children when Mr. Lou Lazo asked for suggestions as to how Kiwanis might serve both key Clubs. The South sponsor put forth Williamson's idea of a cannon with the added suggestion that it be passed between the two schools as a victory trophy in the manner of the bell shared between Centennial and Central High Schools.

Everyone was enthusiastic about this idea and Mr. Lazo set to work immediately clearing the way with the District 60 administration. Later that year Steel City Kiwanis was successful in locating a suitable cannon at Cedar Falls, Iowa. The carriage and wheels date, supposedly, to the Civil War era, but considering the safety factor, it was decided that a new replica of the original barrel would be more appropriate, and a new barrel was cast from a mold of the original.

The Cannon cost a total of \$800. Each Key Club paid \$263 and Kiwanis paid the balance. In the spring of 1976 the Cannon was delivered to Pueblo. The fact that the barrel was BLACK at the time of delivery was considered a very positive omen by the members of the South High Key Club. Representatives from Kiwanis and the two Key Clubs were given a training session in firing the Cannon at the Pueblo Boy Scout Center, where the Cannon was held until football season.

In the fall of 1976, South and East High Schools challenged one another in the first fight for possession. Contrary to the predictions of the local media, South was the victor and was first to win the right to paint the Cannon in its school colors. South won the Cannon again in 1977, but in 1978 East took possession and held the prize for five years.

With a decisive 43-13 victory, South reclaimed the Cannon and took it home again in 1983. At this point two very important events in the history of the trophy transpired: the members of the South key Club christened the Cannon as "Boom Baby," a name that both schools now use for the cherished prize. Recognizing the historic value of this Civil War relic, the South Key Club also sought immediately to repair and restore the Cannon and to institute a program of regular maintenance. Mr. William Trevithick, the South woodworking teacher, agreed to carve a new axel to replace one that had been damaged in the years at East, and a machinist was commissioned to make a replacement for a special nut which threads counterclockwise.

The Colts easily thwarted all Eagle efforts to reclaim the Cannon and established a record with 10 consecutive years of possession known as the **Decade of Dominance** (1983-1992), and a cumulative total of 12 wins in the 19 years of Cannon rivalry. This is not surprising, for all true Colts know that the Cannon is Black and White at heart.

THE SOUTH SCHOOL SONG

Compiled by Mr. Al Valliant

In the year prior to the opening of South High School, Mr. David Wilkerson, who had been appointed first principal of the new school, approached Miss Martha Gorder about writing a song for South. Miss Gorder had composed the Central school song. It was important to Mr. Wilkerson that the music for the new song should be unique. Sometime later Miss Gorder presented Mr. Wilkerson with her composition, which she played for him on the piano of the Central faculty lounge. Soon thereafter Mr. Sid Rosen, the Central band director, developed an arrangement suitable for the band, and on Recognition Day of 1959, the number was first performed publicly in the Central auditorium. Clapping to the music, those Central students who were to become the nucleus of the first South High student body, received the new song with enthusiasm. There were no lyrics at that time for them to sing.

With the beginning of the 1969-60 school year the South High band director, Mr. Jim Craig, led the Colt Band in its first performance of the school song. There were still no words for the music. To remedy this situation, Miss Gorder, Mr. Vern Cochran (assistant principal), members of the band, Student Council, and Girls Cabinet gathered in the band room to write suitable lyrics. Their efforts resulted in the words that we sing today.

A few years later when a new band director came to South, various parts of the Rosen version had been lost, and the parts had to be played in unison until the second director, Mr. Bill Thomas, commissioned a new arrangement. Unfortunately, in this form the song was written in too high a key, and the students complained that they could not sing it.

At this point, Miss Gorder, who was now a South High counselor, contacted a friend, Don Midgley, a music arranger in the music department of Metro-Goldwyn-Mayer, which was at that time the world's largest and most prestigious movie studio. Mr. Midgley agreed to apply his special talents and create a new arrangement in exchange for a box of Miss Gorder's homemade cookies. The result was an excellent version that thrilled the student body and was a tremendous success.

After several unsuccessful attempts, Miss Gorder was able to secure a copyright for the song, which she presented to student body president, Scott Williamson, at a special assembly in 1970. The copyright assures South High School sole ownership of the song until 1999, at which time application may be made for renewal.

SOUTH SCHOOL SONG

By Martha Gorder

*We're gonna cheer for the Black and White.
Come on let's fight, fight, with all our might.
We'll never lose, No!
We'll always win.
Victory must always be in sight.
Rah! Rah! Rah!
Fight for the Black and White,
South High will always do it right.
S-O-U-T-H! We're the Colts of the Great South High.*

*With a C-O-L-T-S,
With a V-I-C-T-O-R-Y.
Black and White!
Fight
Black and White
Fight
S-O-U-T-H.
Rah! Rah! Rah!*

*We're gonna cheer for the Black and White.
Come on let's fight, fight, with all our might.
We'll never lose, No!
We'll always win.
Victory must always be in sight.
Rah! Rah! Rah!*

SOUTH ALMA MATER

By Martha Gorder

*Below the snow-capped mountains
'Cross the wind-swept prairies wide,
A place that we all cherish
With reverence and pride
We honor those who've served here
And the ones who have their all
With pride and dedication
In vic-to-ry or fall.
As we roam the halls of South High
Our memories will grow
With faith in our traditions
Of family, friend or foe.*

*Below the snow-capped mountains
'Cross the wind-swept prairies wide,
We'll sing our praise
And our voices raise
All hail the SOUTH HIGH PRIDE
We'll sing our praise
And our voices raise
All hail the SOUTH HIGH PRIDE!*

OFFICE PERSONNEL

ADMINISTRATORS

Mr. Mike Kovac, Principal.....	549-7253
Mr. D.J. Johnson, Asst. Principal	549-7251
Mr. Jeff Wilkerson, Dean of Students	549-7252
Mr. Chris James, Asst. Principal/Activities Director	549-7265

COUNSELORS

Mrs. Ronetta Falletta (O-Z)	549-7259
Mrs. Juli Gennetta (GL-N).....	549-7262
Mrs. Michelle Juno (A-GI)	549-7258

EDUCATIONAL SECRETARIES

Main Office – Janene Dodge	549-7255
Counseling Office Mrs. Pamela Mchaffey	549-7266
Activities Office – Ms. Michelle (Shelley) Swerdferger	549-7264
Principal’s Office – Mrs. Nita Barela-Wheeler.....	549-7253
Data Entry Office – Ms. Donna Zabukovic	549-7260

* * * * *

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.

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

Grievance procedures have been established for students, their parents, and employees who feel discrimination has been shown. Specific complaints of alleged discrimination should be referred to the assistant principals or principal.

Complaints may be filed at the Pueblo School District 60 Administration Building, 5497147. Complaints may also be filed with the Office for Civil Rights U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

Monday - Thursday Reg. Schedule

1	7:30 a.m.	8:26 a.m.	56 min.
Breakfast 2	8:31 a.m.	9:38 a.m.	67 min.
3	9:43 a.m.	10:39 a.m.	56 min.
4	10:44 a.m.	11:40 a.m.	56 min.
Lunch 1	11:45 a.m.	12:15 p.m.	30 min.
5	12:20 p.m.	1:16 p.m.	56 min.
5	11:45 a.m.	12:41 p.m.	56 min.
Lunch 2	12:46 p.m.	1:16 p.m.	30 min.
6	1:21 p.m.	2:17 p.m.	56 min.
7	2:22 p.m.	3:20 p.m.	58 min.

Breakfast/Announcements at the beginning of 2nd hour. Additional minutes added to 7th hour for announcements.

Assembly Schedule

1	7:30 a.m.	8:18 a.m.	48 min.
Breakfast 2	8:23 a.m.	9:22 a.m.	59 min.
3	9:27 a.m.	10:15 a.m.	48 min.
Assembly	10:20 a.m.	11:10 a.m.	50 min.
4	11:15 a.m.	12:03 p.m.	48 min.
Lunch 1	12:08 p.m.	12:38 p.m.	30 min.
5	12:43 p.m.	1:31 p.m.	48 min.
5	12:08 p.m.	12:56 p.m.	48 min.
Lunch 2	1:01 p.m.	1:31 p.m.	30 min.
6	1:36 p.m.	2:24 p.m.	48 min.
7	2:29 p.m.	3:20 p.m.	51 min.

Breakfast/Announcements at the beginning of 2nd hour. Additional minutes added to 7th hour for announcements.

Two Hour Delay Schedule

1	9:30 a.m.	10:10 a.m.	40 min.
2	10:15 a.m.	10:58 a.m.	43 min.
3	11:03 a.m.	11:43 a.m.	40 min..
4	11:48 a.m.	12:28 p.m.	40 min
Lunch 1	12:33 p.m.	1:03 p.m.	30 min.
5	1:08 p.m.	1:48 p.m.	40 min.
5	12:33 p.m.	1:13 p.m.	40 min.
Lunch 2	1:18 p.m.	1:48 p.m.	30 min.
6	1:53 p.m.	2:33 p.m.	40 min.
7	2:38 p.m.	3:20 p.m.	42 min.

Breakfast will not be served on delayed start days. Additional minutes added to 2nd and 7th hours for announcements.

SOUTH HIGH SCHOOL ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Seniors in good standing are eligible to participate in the graduation ceremonies (i.e., senior assembly, baccalaureate, commencement others). Good standing shall be determined by the building principal and shall apply to those students who have made all the necessary arrangements for graduation: clearance, arrangements for payment of fines or assessments, all final academic work completed, final grades issued, no serious disciplinary involvement, and general approval by counselors and administrators. (Seniors involved in serious disciplinary referrals could be excluded from graduation as determined by South H.S. administration.)

It is the responsibility of the student to know the graduation requirements, the number of credits necessary to graduate, and the specific classes they need for graduation. This information is found on page 5 of the Course Description Guide.

EARLY GRADUATION (January Withdrawal)

Early graduation is a matter that should be carefully considered by the student, parents, and counselor. Research shows that for students without a very specific goal and reason in mind, early graduation may be a mistake. *We do not encourage early graduation.*

The following procedure is set forth for students wishing to graduate early:

- Students should consult their counselor for approval. A student who requests early graduation is required to have all graduation requirements before he/she terminates his/her enrollment.
- Prior to actual withdrawal, the student must notify the Guidance Office of his/her intentions to participate or not participate in graduation ceremonies. The student should make sure that his/her correct address is on file in the office.
- Early graduates should check monthly with the Activities Office or make arrangements with a friend to receive information about senior activities and graduation. Seniors desiring scholarship information should continue to contact the Guidance Office.
- Early graduates forfeit their right to be ranked.

GRADE POINT AVERAGE (Calculations)

Weighted and unweighted, G.P.A. 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 are 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 and anything else not directly related to ranking.

Laude System for all other graduating classes after 2021.

HONOR ROLL

An "Honor Roll" is published at the end of each semester (January and June). Students who have a 3.4 grade point average and are enrolled in classes totaling at least 3 Carnegie Units of credit per semester are included on the Honor Roll.

- **Academic letters are awarded after each semester. To receive a letter at South a student must earn a grade point average of 4.0.**

PROMOTION POLICY

- Class designation is determined by the number of years the student has been enrolled at South. First year – Freshman, second year – Sophomore, etc.
- **To participate in graduation exercises, a student must have completed at least 24 credits including all required classes.**

CLASS DROP PROCEDURES DURING SEMESTER

- Students dropping a course during the first 15 days of a semester will not have the dropped course recorded on the cumulative records.
- Students dropping a course during the fourth through the eighth week of a semester will have WP (withdrawn pass) or WF (withdrawn fail) accorded 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.
- Students dropping a course during the ninth week or during the remainder of the semester will have a WF recorded on the cumulative record.
- The principal has the right to use his/her prerogative in determining unique cases concerning the WF on a cumulative record after the fourth week in a semester. Considerations used by the principal in determining WP or WF may include:
 - a. physical disability (temporary or permanent)
 - b. family needs
 - c. doctor recommendation
 - d. other valid reason(s)
- Class drops for Post Secondary Education Options Program, Senior to Sophomore, and Fast Track must be made in accordance with university/college rules.

NOTE: Before considering a drop from an honors, post secondary, or senior-to-sophomore course students must meet with their counselor for approval.

AUDITING COURSES

A student will not be allowed to audit a class (take a course for “no credit”).

GRADE APPEAL PROCEDURE

STEP 1: The complaint shall be submitted in writing to the school principal and the involved teacher.

STEP 2: A meeting shall be held with the parties involved (principal, teacher, parent, counselor, and/or student.)

STEP 3: If necessary, an appeal may be made by the teacher, parent, or student to the Assistant Superintendent of Learning Services or designee.

STUDENT PROGRESS REPORTS

Official progress reports will be sent home with students every 4 ½ weeks. Should parents desire additional grade checks, it will be the responsibility of the student to attain the grade checks from their teachers. Forms are available in the counseling office for this purpose.

Report card grades issued at the end of the first and third nine weeks are progress reports only and are not recorded on the cumulative record. Only semester grades become part of the permanent transcript.

In addition to report cards/grade checks, parent-teacher conferences will be held twice a year – in the fall and again in the spring. Parents are encouraged to take advantage of this opportunity to speak personally with each of your child's teachers.

MAKE-UP WORK

In keeping with our focus on academic achievement, the following is the policy of South High School regarding 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. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. There shall be two days allowed for make-up work for each day of absence. 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.

PRE-ASSIGNED WORK

Pre-assigned work may include writing assignments, projects, labs, or any other assignment that students are given several days to complete. Pre-assigned work is not considered make-up work. Students are responsible for turning in homework that is assigned prior to a student being absent. In such cases, pre-assigned homework may be due on or before the deadline whether a student is in class or not and excused or not. The goals of meeting strict deadlines is to reduce failure rates and help develop in students the independence, responsibility, and discipline necessary to succeed in life, work, or college.

ASSESSMENTS

It is the position of the Pueblo School District 60 Board of Education that all students take required assessments including the SAT and PSAT assessments as directed by the state. A copy of this policy (ILBAA) is available in the Office of the Principal at South High School.

As one indicator in a body of evidence to demonstrate student achievement and effective classroom instruction, district-wide assessments shall be conducted at designated times at South High School during each school year. During these periods, students shall participate in the assessments unless they have an approved exemption waiver. This approved exemption waiver is available only through the Office of the Principal at South High School.

HONORS AND ADVANCED PLACEMENT COURSES

Students who take honors courses are expected to work beyond the standards of the “regular” high school curriculum. For their efforts, they receive “quality points” toward class rank for the class of 2021 or Laude recognition for future classes. Honors courses include: A.P. Calculus, Psychology, Spanish III, French III, Honors Eng. 9 and 10, AP Biology, AP Chemistry, AP Literature and Lananguage, AP Environmental Science, AP Physics, AP Statistics, Italian III and others as per the District Curriculum guide. A student enrolled in AP courses will be required to take the AP final test, or his/her grade will be affected.

SENIOR-TO-SOPHOMORE PROGRAM (STS)

The STS program has been developed for juniors and seniors wishing to earn college credits while still attending high school. The following classes are designed as Senior-to-Sophomore classes: AP Biology, Composition 101 STS, World History STS I and II, and United States History STS I and II. The student must complete the Senior-to-Sophomore application form and request a copy of his or her official transcripts to be sent to CSU-Pueblo. Applications must be completed at the beginning the semester for each class. Once a semester is in progress, the student may not apply for credit. Parents pay tuition directly to CSU-Pueblo on time; late fees may be administered, as is the policy for all students who do not meet university deadlines. Students should be aware that all grades are permanently recorded on their college transcript.

POST-SECONDARY EDUCATION OPTIONS (PSEO)

The PSEO program is offered to juniors and seniors wishing to take classes at the CSU-Pueblo and Pueblo Community College. Pueblo School District 60 pays the tuition for PSEO courses. The parent and student shall be responsible for course fees, all books, laboratory fees, and transportation costs. The deadline for PSEO applications is in May of each school year. Since the date varies, check with our counseling department for the exact date; no applications will be given out or accepted after this date. The classes taken by a student at either CSU-Pueblo or PCC carry regular quality points (no honors points), unless the class has been designated honors beginning in the fall (see your counselor for list of courses.) All grades earned in PSEO classes become a permanent part of a student’s file at the high school and college. The high school will not grant credit for any college class of less than 3 semester hours; classes carrying 3 semester hours or more shall be given .5 Carnegie credits. A student can take a maximum of two PSEO classes per term, and those classes must satisfy a high school requirement. If a student fails or receives an incomplete in one or more the classes or withdraws from one or more of the classes after the designated drop period, the student and parent will be responsible to the district for the payment for the respective class(es).

ADVANCED VOCATIONAL EDUCATION PARTNERSHIP (AVEP)

The AVEP classes are designed for juniors and seniors wishing to earn college credits or career training at Pueblo Community College. Pueblo School District 60 pays for PCC’s assessment examination, tuition, fees, books and a portion of course laboratory fees – transportation is the responsibility of the student and parents. AVEP classes are open to only those students who pass the assessment examination conducted by PCC prior to enrollment in the classes – NO exceptions. The assessment examinations are conducted only the spring of each school year for the following year. Please check with the Guidance and Counseling Department for examination dates and times. Students must complete a student interest application with their counselor when planning a class schedule for the next school year. All grades earned in AVEP courses become a permanent part of a student’s records. Credit will be given for classes of 3 semester hours or higher at college level, and the high school shall grant .5 Carnegie credits for each class.

One and two credit classes may not be combined for credit at the high school. AVEP classes may not be used as a substitute for classes required for graduation. Students who receive a letter grade of a “D”, “F”, or “W” (withdrawal), receive an incomplete in one or more of the AVEP courses, or drop after the refund period will be responsible to the district for tuition, fees, and for any books not returned.

PREREQUISITE COURSEWORK TEST-OUT PROCEDURES

1. Students wishing to test out of a prerequisite course in order to have the opportunity to enroll in advanced coursework will complete a written request form.
2. The counselor and principal shall review the request, and if approved, shall sign the request and make arrangements for the student to take the appropriate end-of-course final exam.
3. Opt-out testing for meeting prerequisite requirements shall not exceed two (2) for any one student.
4. Such successful prerequisite “test out” of a course will NOT be calculated in the student’s G.P.A, quality points, or credits for graduation. The opted-out coursework test will only be listed as “satisfactorily waived prerequisite for (name of subject) based on successful opt-out score.”
5. “Successful Opt-Out” shall be interpreted to mean that the student received a letter grade of “B” (80%) or higher as evidence of subject proficiency.
6. Parents, students, and the principal shall agree to these conditions. A copy of the signed document will be placed in the student’s cumulative file until graduation.

WAIVER OF P.E. OR HEALTH CREDIT

- A student must participate for an entire season on any competitive CHSAA sponsored athletic team or activity (cheerleading, etc.) in high school to receive a “waiver” of ½ credit of physical education for each year he/she remains a member of that team. Students DO NOT RECEIVE physical education credit for this, but may take these 1.5 required credits in a subject other than physical education.
- To request that a P.E. class be waived for any reason, the student’s parent must contact the principal and make the request in writing. The principal will review the request and may ask for further documentation (such as a doctor’s report, etc.)
- Parents wishing their child to be exempted from all or part of a health offering must contact the principal and make the request in writing. A conference will be held at which time the parent, the principal, and the teacher will discuss your request.
- JROTC may be counted as a physical education credit.

INTERNET POLICY

South High School is linked with the Pueblo School District 60 Net, which allows access to unlimited information. Every individual using school equipment and networks must submit a ***Pueblo School District 60 Student 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 South High School Media Center.

SOUTH HIGH ACTIVITIES/ATHLETICS INFORMATION

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. A loyal student supports South High School and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level. School spirit falls into three categories:

1. Courtesy and respect toward teachers, students, administrators, and officials of school activities.
2. Pride in our school and the achievements of our students.
3. Sportsmanship – the ability to win and lose gracefully.

BLACK AND WHITE DAY

Thursday is designated as ***Black and White Day*** by the Student Council at South High School. Members of the student body and faculty are requested to wear ***black and white*** attire on Thursdays to show their school spirit.

CLUBS/ACTIVITIES

South High School makes available a wide variety of clubs and activities in which a student can participate. Involvement in a variety of school functions will help contribute to a richer high school experience. All Colts are urged to take part in activities and join the clubs where they can contribute as well as benefit. The following is a sample list of clubs that are sanctioned at South High School:

Annual Club	FBLA	Math Club
Cheerleaders	Fellowship of Christian Colts	MESA
Colts in Action	French Club	National Honor Society
Crime Watch	German Club	Pegasus
Dance Club	Girls' Cabinet	JROTC
Debate	Italian Club	Chess Club
DECA	Key Club	Spanish Club
English Club	Knowledge Bowl/ Matchwits	Student Council
Entertainers	LEGOS	

COLORADO HIGH SCHOOL ATHLETIC ASSOCIATION GUIDELINES FOR STUDENT

The following information is provided to you by the Colorado High School Activities Association (CHSAA). It spells out the **minimum** requirements for eligibility. Students must abide by these minimum requirements in order to be eligible to participate in any extra curricular activities sponsored by CHSAA including speech, music, and cheerleading. (Cheerleaders have opted to have higher standards than required by CHSAA, and therefore have a different set of grade requirements – see below).

TO STUDENTS: High School interscholastic competition is a once-in-a-lifetime opportunity, which is dependent on eligibility – protect your eligibility! Read the following summary of Colorado High School Activities Association rules, which govern your participation. Review the rules with your parents, and ask questions of your coaches and school administrators for clarification.

TO PARENTS: The value of participating in extra-curricular activities has been well documented. Participants earn better grades, have better attendance and have a greater chance for success in later life than non-participants. Review the following rules with your son or daughter. Your role in stressing the value of students meeting certain standards in order to maintain the privileges of competition cannot be overestimated.

ACADEMIC ELIGIBILITY

1. A student must be enrolled in 5 classes (or the equivalent) that total a minimum 2.5 Carnegie units per semester.
2. A student failing a class will be considered ineligible. **Failing is defined as receiving less than a 60% in any non-Honors course or receiving less than a 70% in any Honors/AP/STS course.**
3. A student must have been eligible in accordance with No.'s 1 and 2 during the previous 9 weeks.
4. Make-up work shall not be permitted after the close of the semester for the purpose of becoming eligible. (Cases involving special circumstances should be referred to the principal.)
5. Summer school credits may be used to regain eligibility.

6. Students failing more than the equivalent of one-half Carnegie credit at the close of a semester may regain academic eligibility following a period of nine weeks (at the quarter) at which time the student must successfully meet the general academic eligibility.
7. A student shall be eligible to represent his/her school in an activity sanctioned by Pueblo School District 60 and his/her high school if such student meets the following specific requirements:
 - a. Academic eligibility shall be determined by a weekly check of the student's grades in progress from the beginning of the grading period for each class, as determined by the policy of the student's school or school district, to the close of certification day for the activity in question. The period of eligibility and ineligibility must be equal and at no time may the two groups become eligible on the same day.
8. Eligibility check (weekly) shall be conducted on Thursday of each week. (District policy)
Eligibility checks will start on the 3rd Thursday of September and run until the end of the school year.
 - a. Student/athlete eligibility for extracurricular activities/athletic competition will be determined by a weekly grade check by Thursday, 4:00 p.m. If a student/athlete receives a failing grade(s) in any class, then he/she will be placed on an academic probationary status until the next Thursday's grade check. If the student raises that grade(s) to a passing grade(s) then he/she is eligible to participate in his/her sport/activity, unless he/she receives a failing grades(s) in any class at which time that student/athlete becomes ineligible until the next grade check.
 - b. Students who are ineligible for that period of time (weekly) shall not compete in any contest, scrimmage, or activity during ineligible period of time (practice is permitted).
 - c. Students participating in athletic and non-athletic activities, however, may not be given special consideration and must be graded on the same basis as all members of the student body.
 - d. Student must be under Plan A or Plan B of the CHSAA General Eligibility.
9. Participation in activities as part of a school's educational program is a privilege and not a right.

ELIGIBILITY REQUIREMENTS FOR CHEERLEADERS

Members of these student organizations have upgraded their requirements for tryouts/participation. The following guidelines will apply:

1. Must be enrolled in three classes per semester.
2. **Cheerleaders are subject to the same weekly pass/play rule that applies to all athletes.**
3. Cumulative 2.5 G.P.A. & 2.5 at 9 weeks.
4. Teacher recommendation.

CITIZENSHIP

A student must be approved by their principal as being a representative of the school's standards of conduct and sportsmanship.

UNDERGRAD

A student may not be a graduate of any high school.

AGE

A student's 19th birthday must fall on or after August 1st of the current school year.

SEMESTERS

Upon entering high school, eligibility will continue only until a student's original class grades. A student has eight consecutive semesters of eligibility.

NOTE: If a student drops out of school, he/she will not receive additional eligibility.

SEASONS

Students are granted a maximum of 3 seasons if they attend a 3-year high school; 4 seasons if they attend a 4-year high school.

PHYSICAL EXAM

No pupil shall participate in formal practice or represent his/her school in interscholastic athletics until there is a statement on file with the principal or athletic director signed by his/her parents or legal guardian and practicing physician, nurse practitioner under the supervision of a physician or physician's assistant working under the supervision of a physician certifying that:

- a. He/she has passed a physical examination within the past 365 calendar days;

- b. In the opinion of the examining physician, nurse practitioner under the supervision of a physician or physician's assistant under the supervision of a physician, he/she is physically fit to participate in high school athletics; and
- c. The student has the consent of his/her parents or legal guardian to participate.

PARENT PERMIT

Parents or legal guardian must sign a form acknowledging the risks involved with participation in interscholastic athletics and granting their permission for students to participate.

PRACTICE

A total of 9 days of practice are required before participating in an interscholastic game or scrimmage. Exception: Golf and tennis players and participants in the state playoff games completed less than 9 days before the start of the next competitive season.

TRANSFER RULE

If a student changes schools without an accompanying change of domicile by the parents or legal guardian he/she will be subject to CHSAA guidelines.

AWARDS

1. Applies to sports and activities sanctioned by the CHSAA.
2. Students may not accept awards except those presented by the school, a group approved by your school, or the CHSAA.
3. Awards must be limited in value to \$20 (exclusive of engraving.)

AMATEUR

1. Applies only to sports sanctioned by the CHSAA.
2. Do not compete with or against professionals.
3. Do not accept money or sign a professional contract.
4. Do not compete under an assumed name.
5. Do not accept an award in a non-school activity and convert it to cash.
6. In golf and tennis, the amateur rules of the USGA and the USTA will govern participants outside of the high school sports season.

OUTSIDE COMPETITION

Players certified to participate as members of any high school sport team may not compete on any other team, nor in any non-school activity or even in that sport during the sport season without the express written permission of the principal of the school at which the student participates in the activity, under guidelines adopted by the school district.

NOTE: A student becomes subject to the outside competition rule when he/she reports out for practice and is in contention for a berth on the team.

CONDUCT

If a student is ejected from a contest for unsportsman-like conduct, he/she will be ineligible for the next contest. The student may not participate in any contests at any other level during this period. (A soccer player who accumulates three yellow cards at any point during the season will be ineligible for the next game.)

ATHLETIC FEES AND FORMS

A student must pay a participation fee for each season of his/her competition. This fee is due prior to the beginning of each season along with all required forms. Forms may be obtained at the Activities Office.

10-POINT CHECKLIST
FOR
STUDENT ELIGIBILITY

If you cannot check all 10 items, see your athletic director or principal.

- ☐ Must have passed 2.5 Carnegie units in previous semester.
- ☐ Must be currently enrolled in at least 2.5 Carnegie units.
- ☐ Must meet weekly eligibility requirements (No pass-No play).
- ☐ Physical exam within the last calendar year.
- ☐ Parent permit form on file.
- ☐ A change of high school must be in compliance with CHSAA policy.
- ☐ Will not or have not turned 19 before August 1.
- ☐ Have not dropped out of school.
- ☐ Will not play more than four (three in a 3-year school) seasons in any one sport.
- ☐ Must have the principal's permission to participate in non-school competition.

SOUTH HIGH SCHOOL ATTENDANCE POLICIES

SOUTH HIGH SCHOOL ATTENDANCE/TARDY POLICY

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School attendance law.

Attendance is the responsibility of the student, parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

- **Parent's Commitment to Attendance** – I understand that two of the most important factors in ensuring my child's educational development are parental involvement and parental responsibility. Further, I understand it is my obligation to ensure that my child receives adequate education and training. Therefore, I will make every effort to ensure that my child attends school in compliance with the law concerning **SCHOOL ATTENDANCE**, i.e., no more than four unexcused absences in any one month or ten unexcused absences during any school year.
- **Oversleeping is not an excused tardy or absence. There are no school-sponsored "ditch" days.** High school is a relatively safe time to learn that there are consequences for actions. It is important for students to develop a good work ethic for the future. Students will not be excused from one class to work on assignments for another course.

Students may not miss or be late to another teacher's class for any reason (testing, errands, assembly set-up, etc.) without receiving permission in advance from the teacher whose class the student will be late to or will miss. South High School will continue to honor field trips and other school-related excused activities. The crux of this rule is to deal with situations where there is a consistent disregard for this process. As always, certain situations warrant flexibility.

549-7740 is South's 24-hour number to report student absences.

STUDENT REQUESTS FOR ABSENCE (Refer to Attendance Policy)

When, on occasion, students know in advance of a forthcoming necessary absence of over a period of two or more days, they are expected to request from the Guidance Department a "***Student Request for Absence***" form. Each teacher will check "yes" or "no" in the appropriate column indicating whether or not the teacher feels that this leave may be taken without significantly hindering the student's progress. The teacher is not giving or denying permission to be absent with this form - this decision is to be made by the parent alone.

Failure to get prior approval from the assistant principal for the forthcoming absence will result in the absence being considered a truancy and a zero given for all work missed.

CHECK OUT PROCEDURE DURING THE SCHOOL DAY (Main Office -549-7255)

When it becomes necessary for a student to leave school, the following procedure must be followed:

- A note or phone call from a parent must be received by the Counseling Office. On this note, a phone number of a contact person shall be listed.
- The school will call one or both parents or legal guardian to verify a phone call or note received to release a student from school.
- The school must contact only the individuals listed on the emergency call card filled out by student's parents. A student may be released to or visited only by the individuals listed on the emergency call card. If an emergency call card is missing on a student it shall be the responsibility of the student and parent to complete a card and return it to the school.
- Parents listed on the emergency call card must come into the school building to sign out their son or daughter **in person**. If a student drives to school, a written permission form must be on file before a student will be allowed to leave school without a parent. The school shall call parents to inform them that their son or daughter is being released from school.
- In the event a parent (listed on the emergency call card) cannot be reached, a student shall not be released from school. A student leaving on his or her own accord shall be considered to be **truant**.
- Students must sign out in the Main Office before leaving campus, even if they have received a pass excusing them from class. Failure to sign out is cause for disciplinary action.

Please refer to the District Web Site for the detailed district attendance policies.

TARDY PROCEDURE

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.

- Whether a student is tardy or not is left to the discretion of the teacher.
- How a tardy affects the student's grade in the class is left up to the teacher (a copy of the teacher's classroom rules/contract, with specific consequences for tardies, must be on file in the office).
- On the 4th tardy, ***and each tardy thereafter***, teachers will assign after-school detention.
- Students who fail to attend the assigned detention will be suspended.
- A.P. will decide on discipline and administer consequences, if tardies continue.
- If a tardy results in missing at least 20 minutes of the class period, it will constitute an absence, and must be cleared before admittance to class.
- Tardy procedures start over at the beginning of each semester.

TARDY SWEEPS

As a response to increased tardies and student traffic in the halls during class, tardy sweeps will be conducted as follows:

- An administrator will go on the PA system and instruct teachers that there will be a sweep and to not admit any students after the tardy bell.
- Students will be swept to the auditorium and given after school detention to be served the next day.
- Students who have been swept will then be given an admittance slip to return to class.
- Students who are caught in multiple tardy sweeps will be given graduated consequences.
- Students who are continually found roaming the halls will have hall pass privileges revoked. Teachers will be instructed not to issue hall passes to these students.
- Students who fail to attend the assigned detention will be suspended.

SOUTH HIGH SCHOOL COUNSELING DEPARTMENT

GUIDANCE/COUNSELING SERVICES

South High School Counseling Office offers a wide variety of services including educational, vocational, and personal areas as well as maintaining school records. Students are assigned to counselors by the first letter of their last name and are encouraged to get to know their individual counselor, although students may go to any counselor for special concerns.

Counselors provide many services, which include career planning, college, or vocational school preparation, personal/social situations, and specialized consultation. ***It is recommended that students request a conference with their counselor at least twice a year*** to discuss/prepare High School Four-Year Plans, schedule classes, and college/career plans.

SCHEDULE CHANGES: Counselors will be available for schedule changes before school starts. All parent/and/or student initiated requests for schedule changes for the school year must be submitted during the period. Students should request only needed changes. Individual student ability will be a priority when a request is submitted for approval.

If students are not present in homeroom on the first day of school to pick up their schedules, they may lose the scheduled classes assigned to them.

TRANSCRIPTS: Transcripts for seniors will be sent to colleges upon request from the student or parent. There will be no charge for the first seven transcripts; however, commencing with the eighth transcript, there will be a \$3.00 fee. Also, the **final** transcript is free of charge, and then there will be a \$3.00 fee for every transcript requested.

SUGGESTED COURSE SELECTION FOR COLLEGE BOUND STUDENTS

In October 2003, the Colorado Commission on High Education (CCHE) revised the Admissions Standards Policy to include the addition of a pre-collegiate curriculum requirement. The revised admission standards apply to students who graduate from high school in spring 2008 and later and seek to qualify for admission to Colorado's four-year public institutions. Community colleges will continue to be open admissions; students enrolling in these institutions are not subject to admissions standards.

Summary of the Pre-collegiate Curriculum

The pre-collegiate curriculum is a combination of courses, primarily in the areas of English, mathematics, natural sciences, and social sciences that students should plan to complete as preparation for entering one of Colorado's four-year public colleges or universities. Many states now have some form of pre-collegiate curriculum structure, either as a requirement to qualify for admission to four-year colleges/universities or as a high school graduation requirement. The following requirements have been established as of Spring 2010:

<u>Academic Area</u>	<u>Number of Units</u>
English	4
Mathematics (Algebra I level and higher)	4
Natural Sciences (two units must be lab-based)	4
Social Sciences (at least one unit of U.S. or world history)	4
Foreign Language (must be same language)	2
Physical and Health Education	2
<u>Academic Electives</u>	4
TOTAL	24

SOUTH HIGH SCHOOL

GENERAL EXPECTATIONS OF STUDENT CONDUCT

RESPECT...SHARE IT!

The staff at South High School believes all students have “common sense” and know right from wrong. We also believe that every student has the right to attend school in a safe and orderly environment, free from threats and physical violence.

When a student misbehaves or breaks a rule, our approach considers:

- (1) What is the best interest of protecting the educational process at South High School?
- (2) What is the best way for the student to learn from his or her mistake?

South High School is fortunate that most of our students are well behaved and are not routinely disciplined.

The school handbook *Hoof Beats* is available online. Your student will be given the Pueblo School District 60 Student Conduct and Discipline Code. **These booklets outline specific behavioral expectations for all South High students. All references to student discipline are to be directed to the Student Discipline Code.** Parents/Guardians are encouraged to read these documents and keep them for future reference. Listed below are some specific guidelines that pertain to South High students in compliance with Colorado State law and Pueblo School District 60 policies.

GOOD CITIZENSHIP

A school is judged by its’ students and a student is judged by his/her school. For this reason, it is the responsibility of every student at South High School to follow certain rules, which promote good citizenship.

CLASSROOM CONDUCT

Classroom conduct is one of the most important keys to your success in school. Teachers will expect you to use your time wisely, complete all assignments and do your best at all times. Bring paper, book, pencil, and positive attitude to class daily.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture as well as the building, itself. In cases of vandalism, police will be called and restitution will be required. Students involved in graffiti incidents will be prosecuted to the full extent of the law.

ASSEMBLIES

- The appropriate way to show performers and candidates appreciation is through applause. Whistling is inappropriate.
- Students will sit in the auditorium for the entire assembly. Once in the auditorium, students will not be allowed to leave.
- Students will not place their feet on the seats or seat backs in the auditorium.
- There is no food or drink allowed at assemblies/concerts in the auditorium.
- Catcalls, inappropriate language, and gestures are not allowed at assemblies/concerts.

Consequences

1. Inappropriate behavior may result in the assembly being terminated.
2. Individual students who are identified as a problem in assemblies will not be allowed in any assembly/concert for the remainder of the current school year.

This protocol has been established as to type of assemblies:

- ***Informal*** – pep and fun-type assemblies where students can be rowdy in a respectful manner.
- ***Formal*** – royalty, concerts, etc. where respect for students entering the auditorium and participating on the stage is exhibited at all times. Rowdiness is not appropriate.
- ***Solemn*** – Special assemblies such as the Congressional Medal of Honor, etc. where all attention is developed to the content of the assembly with only appropriate applause and silence.

During the presentation of the colors, the National Anthem, and the school song, the audience will stand and remain standing until told they may be seated. At the conclusion of all assemblies, the persons in charge will dismiss the audience.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are disruptive. Any student who is caught using a cell phone or other electronic device *during class time* will have the cell phone or electronic device confiscated. This policy will be enforced during class time. After numerous violations, a parent or guardian will be required to come in to the office before the item will be returned.

The district policy states that cell phones and electronic devices, whether for personal, recreational, communication, or instructional purposes, are permitted as follows: In academic settings (classroom, library, labs, etc.) such devices must be in the “off” position and stored out of sight except as permitted by the instructor or the building administrator; In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device in no way disrupts, poses a safety concern or otherwise violates the District’s Code of Conduct; devices must not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District’s Code of Conduct for students. Pueblo School District 60 shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible of investigation of such incidents.

Please see the Pueblo School District 60 Student Conduct and Discipline Code book for the complete policy – Student Use of Cell Phone and Other Personal Electronic Devices – File JICJ/JICC.

STUDENT DRESS REGULATIONS

One step toward creating a safer, more peaceful campus is to enforce behavior and dress codes consistently and fairly. The following guidelines provide reasonable measure to address student conduct and dress that will improve the overall school environment. Most importantly, this policy offers students and parents the opportunity to keep school attire simple and inexpensive. Students should take personal and social pride in keeping their school free from disruption and disorder. Students shall display a cooperative and respectful attitude toward other students and teachers at all times and shall meet the expectation guidelines for school attire.

General guidelines:

- Shirts must be fitted and long enough to naturally touch the top of the lower garment and/or be tucked in;
- Shirts must cover the shoulders;
- All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage;
- Shorts and skirts must be appropriate length, no shorter than 4 inches above the knee.
- Shoes/sandals must be worn at all times

Prohibited items and clothing:

- Spaghetti straps, tank tops, and halter tops;
- Transparent/mesh clothing;
- Make-up that makes a student unidentifiable;
- Exposed undergarments
- Pajamas and house slippers
- Shirts with revealing necklines or armholes
- Shirts hanging longer than fingertips when arms fully extended or pants sagging below the waist
- Hats, caps, or sunglasses worn indoors
- Gloves worn indoors
- Hairnets, bandanas, and do-rags
- Caps, athletic headbands and armbands (except when participating in a school sporting event)
- Clothing or accessories that promote drugs, alcohol, or tobacco either by brand or message
- Clothing or accessories with sexually suggestive language or messages
- Clothing or accessories that promote violence, criminal activity, intimidation, or intolerance of others
- Clothing or accessories that could readily be used as a weapon or might otherwise injure the wearer, including items with spikes or loose hanging chains
- Attire, accessories, or manners of grooming indicative of affiliation with a gang, secret society or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, make-up, hats, emblems, trademarks, badges, insignia, logos, belt buckles, colored shoe strings, and jewelry
- Trench coats and other like jackets capable of easily concealing weapons
- Clothing or accessories affiliated with Insane Clown Posse (ICP), including all items related to the band’s record label “Psychopathic Records” and other groups it sponsors in addition to Insane Clown Posse, including but not limited to Twiztid, Blaze, Boondox, Psychopathic Rydaz and Dark Lotus

Exceptions

A safety dress code prescribed for classes such as shop, physical education, and chemistry shall be followed. Footwear shall be worn at all times. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach. Hair restraints, gloves, goggles, or other protective attire necessary for safe participation in vocational programs are permissible as approved by staff.

Please see the Pueblo School District 60 Student Conduct and Discipline Code book for the complete policy – Student Dress Code: File JICA.

DRESS CODE VIOLATION SWEEPS

In response to increasing number of dress code violations, sweeps will be conducted as follows:

- An administrator will go on the PA system and instruct teachers that there will be a sweep and to send any student in class who is violating South High School dress code to the auditorium.
- Students will be swept to the auditorium and directed to change clothing, or wear a South High School provided cover-up shirt.
- Students who cannot find appropriate attire during the sweep will then be sent home to find appropriate attire. Time away from class will be considered unexcused and no make-up work will be allowed.
- Students who have been swept will then be given an admittance slip to return to class.
- Students who are caught in multiple dress code sweeps will be given more severe consequences such as ISS or suspension.

STUDENT LOCKS AND LOCKERS: 2020-21 – Lockers will temporarily not be used

Hall lockers will be assigned to students on an individual basis, one student to a locker. ***LOCKERS AND DESK ARE THE PROPERTY OF Pueblo School District 60 and therefore are subject to search for reasonable cause.***

Students, who are enrolled in physical education, including swimming, should pay special attention to procedures for using baskets and lockers in our dressing rooms. ***THERE IS NO EXCUSE FOR LOSS OF PROPERTY IN LOCKER ROOMS. KNOW THE PROPER PROCEDURES FOR USING BASKETS AND HALF-LOCKERS –THEN FOLLOW THEM!***

BULLETINS AND ANNOUNCEMENTS

Notice of meetings, athletic, and social events, and general information for the days are announced over the Channel One monitor or P.A. system each morning. Pupils must have announcements approved by their adviser/teacher and the Activities Office the day preceding the announcement. All posters must advertise school-sponsored events and **MUST BE APPROVED BY THE ACTIVITIES DIRECTOR.**

UNSCHEDULED TIME/HALLWAY CONDUCT

Students are to conduct themselves in a quiet and orderly manner in the halls. Students will not be permitted to loiter in the hallways during class time; they must have a hall pass to go to their lockers during class time.

Students who have a partial absence (PA) during the school day should report to the media center or cafeteria; a permit to leave campus is available from your assistant principal. Students who have a PA first hour should not come to school until second period, and those who have a fourth period PA must leave campus at the end of third period.

Students are not allowed to leave the classroom during the first ten minutes of class. The only exception is during Channel One.

WATER GUNS, PAINT GUNS, AND SNOWBALLS

Water guns and paint guns are not allowed on campus and will be confiscated with disciplinary action to follow. Throwing snowballs is prohibited. Students will face disciplinary action per Pueblo School District 60 policy.

DISPLAY OF AFFECTION

South High School acknowledges and respects student relationships. However, we feel that the display of affection on school grounds is not appropriate. Therefore, students are asked not to engage in ***embracing*** or ***kissing*** on school grounds.

FIGHTING

Students involved in or provoking a fight will be suspended from school. Students who continue to provoke fights are subject to serious disciplinary action. Fighting and assault behavior will result in police involvement and the issuance of a ticket.

TOBACCO USE (Students, Employees, Patrons, Visitors)

Students, employees, patrons, and visitors shall not use tobacco in any manner to include the use of electronic cigarettes/vapor pens, according to Pueblo School District 60 policy:

- At any time inside or outside a District facility
- At any time while in a District-owned vehicle

Penalties may range from ASE, ISS, suspension, or police ticketing.

HAZING

Hazing of students is prohibited. Any form of harassment, ridicule, abuse or humiliating tricks directed toward any student will be considered grounds for disciplinary action. Racial and ethnic slurs are strictly prohibited. Any attempt to force a student to “sound off” is against school policy. **Initiation activities and hazing are strictly prohibited at South High School.**

SOUTH HIGH SCHOOL **GENERAL STUDENT INFORMATION**

LUNCH SCHEDULE FOR SOUTH HIGH SCHOOL – CLOSED CAMPUS

From the time students arrive in the morning until they are free after their last class in the afternoon, they are to **REMAIN ON CAMPUS** in designated areas.

Recommended guidelines for disciplinary action concerning leaving campus without permission.

- | | |
|-------------------------------|---|
| <u>FIRST OFFENSE:</u> | • 1-3 DAYS OF TRASH DUTY |
| <u>SECOND OFFENSE:</u> | • 2 DAYS OF ISS |
| <u>THIRD OFFENSE:</u> | • SUSPENDED FOR 2 DAYS AND PARENT CONFERENCE |

NOTES:

- ▶ Student, parent, and Director of /student /intervention Services I will determine conditions of re-admittance and status at South High School.

- ▶ These consequences are a guideline. Disciplinary action will be left to the discretion of the administration.

FOOD DELIVERIES

Food deliveries, either from restaurants or from home, are not permitted during the school day. If medically necessary for a student's health or well-being, it must be noted in a Health Care Plan through the school nurse or pre-arranged through the office.

LEAVING CAMPUS WITH PERMISSION

(Partial Absence Cards Required for Concurrent Enrollment Off Campus)

Students may be granted permission to leave campus for the following reasons:

1. The Assistant Principals will only issue off-campus permits to students enrolled at CSU-Pueblo or PCC for concurrent enrollment.
2. The principal, assistant principals, and counselors will issue an "Excused by Office" Slip upon proper documentation, either written or phone verification, and parent/or legal guardian, for the time specified.

Reasons:

- | | |
|----------------------|---------------------------------|
| a. Illness | c. Doctor/Dental Appointment |
| b. Court Appearances | d. Family/Personal Emergencies. |
- Anyone found loitering the in the building or on the grounds who is not a South High student and has been not given permission by an assistant principal **will be referred to local authorities**. **Please do not invite your out-of-school friends to visit South High School.**

SCHOOL MEAL PROGRAM INFORMATION

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 at D60 schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Community Eligibility Provision Participating Schools

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

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



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

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

Families are encouraged to submit an application

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

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

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

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

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

Food Charge Policy

PROCEDURES

Food Pre-Payments

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



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

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

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

MEAL PROGRAM COMPUTER SYSTEM

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

Students must prepay for additional foods

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

Parental Control

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

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

MESSAGES AND DELIVERIES

Only EMERGENCY messages will be delivered – accident, illness, or serious family problem. If information about transportation, appointments, house keys, etc. is not available before your child leaves for school, please instruct him/her to check with you during the day. Items such as flowers, balloons, etc. will not be delivered during the school day.

CLASS FEES

Each student is assessed \$1.00 per year to be used to pay class expenses such as staging the prom. This treasury is controlled by the class officers and the Director of Student Activities. Students may request this fee be waived in case of financial need.

STUDENT ANNOUNCEMENTS

PLEASE LISTEN TO THE ANNOUNCEMENTS CAREFULLY. Important information is shared during this time. Being uninformed for failure to listen is a poor excuse.

CHECK COLLECTION PROCEDURES

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. Alternative forms of payment may be used instead of a check payment (cash or money order.) Payment by check may be denied when multiple checks have been returned from the same account or check writer."

STUDENT COUNCIL

Student Council is student government. It serves as a liaison between the students and the staff to assist in organizing school activities. Problems or questions arising from the students or the administration can be presented through this forum for discussion and consideration. Student Council is a class that offers one credit per year; a total of four credits may be earned in four years.

Student Council's purposes are as follows:

1. To unify student activities under one control and to promote the general activities of the school.
2. To aid in the internal administration of the school (e.g., Site-Based Committee).
3. To teach students the values of working in a democracy.

PARKING REGULATIONS

Limited student parking is provided in the student parking lot. It is recommended that students park in the school lot in those areas designated for students and properly secure their cars. Students are not to loiter in the parking area. The following regulations apply to the use of this facility:

1. All students who drive cars to school must park in the lot located north of the gymnasium. A designated area is also set aside for motorbikes.
2. All cars shall be parked in such a manner that the front of the car is nearest the parking curb. In other words, **don't back into the slot!**
3. Observe extreme caution while driving anywhere on the grounds, particularly with reference to speed (**THE CAMPUS SPEED LIMIT IS 15 mph**).
4. All driveways by which the parking lot may be reached are approved for student use. Special care must be taken while using the rear driveway, however, because of the delivery trucks and other service vehicles that may be in operation there.
5. **Students MAY NOT park in front or rear of the building, or in teacher designated parking areas.** Cars improperly parked may be ticketed or towed at the owner's expense.
6. A bicycle rack is provided in front of the building – **LOCK** your bike.
7. The school is not responsible for theft from or damage to bicycles or autos. Report anyone seen vandalizing or breaking into vehicles.

STUDENT ID CARDS

All members of the South High School student body are required to have in their possession an official photo ID card, which the school provides for every student.

A charge of two dollars will be assessed for the cards. If a card is lost, the student must secure a temporary ID from the Director of Student Activities to be returned to the Activities Office when the replacement ID is issued (replacement will cost \$5.00). Remember, **EVERY STUDENT IS REQUIRED TO HAVE A CARD AND TO PRODUCE IT AT THE REQUEST OF ANY TEACHER EITHER AT SCHOOL OR AT ANY SCHOOL ACTIVITY.**

LOST AND FOUND

Lost and found items are kept in the main office. Students who find items have the responsibility of turning them into the office. In general, items of value should not be brought to school. If the student at school requires something of value, he/she should make arrangements for its safekeeping with his/her instructor or with the office. Safekeeping is provided as a courtesy to the students. The school does not accept liability for items held in safekeeping. Found items not claimed by the end of the year will be given to charitable organizations. South High School does not investigate the loss or theft of electronic devices.

SCHOOL BUS RULES

The privilege of riding a school bus is contingent upon a student's good behavior both at bus stops and on board buses. Bus drivers will be responsible for the safety of the students on their buses. It is the driver's duty to notify the supervisor of transportation and the principal of the school if any student persists in violating the established rules of conduct.

1. Observe the same conduct as in the classroom.
2. Be courteous; do not use profane language.
3. Do not eat or drink on the bus – ***KEEP THE BUS CLEAN.***
4. Cooperate with the driver.
5. Do not smoke.
6. Do not be destructive
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.

After due warning has been given to the student and to the parents, the following consequences for violation of school bus rider conduct regulations may be imposed by the principal:

<u>First Offense:</u>	detention time and parent contacted
<u>Second Offense:</u>	suspension to assistant principal for parent conference
<u>Third Offense:</u>	loss of bus privileges for remainder of semester and/or school year.

RELEASE OF INFORMATION TO MILITARY

Federal and State legislation in addition to policy established by the Pueblo School District 60 Board of Education authorize the release of names, address, and telephone numbers of students to armed forces recruiting officer. 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 request 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 the 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 the Superintendent of Pueblo School District 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.

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Any student who believes he has been subject to sexual harassment may use the following grievance procedure. These procedures are to be used in cases of student to student or employee to student sexual harassment.

LEVEL 1: Within five (5) working days of the student's report of alleged sexual harassment and prior to filing of a written level 2 grievance, a student will discuss the grievance with the school principal or assistant principal who will take steps to resolve the grievance informally through school disciplinary action.

- a. In student-to-student or employee to student sexual harassment cases, **notification of parents is required**.
- b. Anyone involved in the sexual harassment allegation who is dissatisfied with the action of the principal or assistant principal may appeal to Level 2.
- c. Documentation of any sexual harassment case must be filed with the Executive Director of Instructional Program Development.

LEVEL 2:

1. If the grievance is not resolved informally within ten (10) days, the student or their guardian may prepare a written grievance, which includes a detailed description of the alleged event, the date, and the full name of the parties, involved. The written grievance will be filed with the Executive Director of Instructional Program Development, who will be referred to as the grievance office.
2. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
3. The grievance officer will meet with the charged party in order to obtain a response to the complaint.
4. The grievance officer shall hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
5. On the basis of the grievance officer's conclusion of the situation, the grievance officer shall attempt to resolve the matter through conciliation and/or impose any sanctions deemed appropriate including a recommendation to the board for disciplinary action. This shall occur within ten (10) days of the receipt of the written complaint.

LEVEL 3:

Within ten (10) days of the receipt of the written findings by the grievance officer, either party may appeal the decision to the superintendent or his designee. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case and thereafter impose any actions deemed appropriate including a recommendation to the board for disciplinary action. This shall occur within ten (10) days of the receipt of the written appeal. Any student who has a claim arising out of an alleged violation of district policies regarding sexual harassment may have recourse under state or federal law in addition to these procedures.

STORM/EMERGENCY SCHEDULE

Should inclement weather or emergency situations occur which would result in the closing of schools or an adjustment to the start or dismissal times of district schools, that information will be announced by local media officials. Parents are expected to listen to the radio and television (PLEASE DO NOT CALL THE SCHOOL) and have emergency plans for their students in the event of such a situation. If the safety and welfare of students is in question, the students will be kept at the school.

In the event school is cancelled for the day:

Pueblo School District 60 Staff:

- will make inclement weather decision(s) based on student, parent and staff safety.
- will collect data at the earliest appropriate time.
- The District will check with the following: the City Transit System, the Weather Bureau, the Pueblo Police Department, and four geographically located transportation people.
- will make the decision as to whether schools will be open or closed and target the announcement no later than 6:00 a.m. by calling radio stations, TV stations, and the newspaper.
- will count students absent according to state rules and regulations, but not penalize students for classroom work missed if parents keep them home on questionable snowstorm days.
- will make the decision as to cancellation of all after-school, night school and evening meetings, activities, community classes, etc.

Parents are expected to:

- listen to the news broadcasts on stormy mornings.
- be responsible for custody of students.
- decide whether or not to send students to school on threatening, stormy days.

In the Event a Delayed/Safety Start Occurs:

Pueblo School District 60 Staff:

- will make the decision to delay school starting time and announce that decision by no later than 6:00 a.m.
- will make a delayed start decision based on student, parent and staff safety.
- will report at the later reporting time, and school will dismiss at the regular time.
- will begin school for all students at the later starting time.
- will run all buses at the later reporting time.
- will contribute to the safety of our students and of the entire community by reducing the amount of pedestrian and vehicle traffic during peak hours and under poor driving/walking conditions.
- will count students absent according to state rules and regulations, but not penalize students for classroom time missed if parents keep them home on days of inclement weather.
- will not serve breakfast, please plan accordingly.

Parents are expected to:

- listen to the news broadcasts on stormy mornings.
- be responsible for custody of students until school begins.
- decide whether or not to send students to school on threatening, stormy days.
- send children to school at the delayed start time rather than the normal time.

EMERGENCY PROCEDURES (FIRE/TORNADO/BOMB THREAT)

Fire drills occur at South High School several times each year. Evacuation routes will be posted in each room. Other emergency procedures may be given over the public address system. In all cases of emergency or drills, the following procedures shall be followed:

1. The fire alarm will be signaled by the P.A. system and Administration and security guards will go from door to door.
2. Students, under the direction of their teacher, shall follow the approved evacuation pattern observing quiet alertness for verbal instructions that may be given over the P.A. systems. Remember, ***no talking!*** Administration and security personnel will coordinate efforts by communicating with portable radio sets.
3. Never return to the building on a normal bell signal following an evacuation. The signal to return will be given by a staff member.
4. Cardinal rules are: ***No talking! Following instructions! Be alert!***
5. In case of a bomb threat a decision will be made to either conduct a fire drill evacuation or evacuate to the north-west corner near the athletic field. Students and faculty are asked to report suspicious objects but not to move, jar, or touch the object or anything attached to it.
6. A search will be conducted. Students are to return to their respective room when the all-clear bell is rung.

TORNADO EMERGENCY

In case of a tornado warning, please proceed to the interior hallway area nearest your room with your entire class. Please get as close to the wall as possible. Students are instructed to avoid areas where there is glass or doors and assume safety positions during the warning period. ***No talking!*** Follow directions! Be alert! Stay out of main hallway in front of rooms 2-121. This hallway has a door at each end and would be extremely dangerous during a tornado.

STUDENT SAFETY

The basic supply of electrical power to our building is much higher in voltage than normal current of 277 volts. For this reason, it is dangerous to tamper with recessed light switches or other components of our electrical system.

South High School Building Crisis Plan

The following is the beginning of a Crisis Management Plan to help deal with unanticipated emergencies affecting South High School. Emergencies may consist of a variety of situations ranging from behavioral problems to a chemical spill or a gas leakage to a weapons attack on the school. The plan will utilize the services of agencies within the community, if necessary. Administration and authorities will make these contacts.

For the safety of all, classroom doors should be locked at all times. Even if a teacher wants his/her door open, the door should be locked. You do not have time to look for your keys to lock the door in case of a Lock In.

Emergencies will be announced over the intercom, by alarm, or megaphone so teachers will know what situation we are facing:

- Code Fire — follow directions posted in each room
- Code Tornado — follow directions posted in each room
- Code Evacuation
- Code Lock Down
- Code Lock In

EVACUATE	LOCK DOWN	LOCK IN
EVACUATION is when we need to leave the building in the event of an emergency.	LOCK DOWN is defined as all the entrances/exits to building are locked.	LOCK IN is defined as keeping students locked in individual classrooms.
EVACUATE building according to directives from school personnel.	LOCK DOWN means all exterior doors to the building are locked and only cleared people will be allowed entrance or exit.	CLASSROOM doors must be locked. No one may leave the building unless directed by building administration or authorities.
MOVE students to baseball/ soccer field for instructions — if need be we will move students to Hellbeck Park for coordination/parent pickup.	If you are in a PORTABLE , remain in Portable with doors locked until further direction by phone, intercom, or by administration and/or authorities.	COVER all interior windows, including doors and windows to restrict visibility into the classroom (please have covers such as construction paper stored in an easily accessible area). Lights should be turned off. Keep all students seated on the floor under desks or tables and silent.
TAKE grade book/ class roster for student accountability. TAKE roll and wait for instructions.	CLASSROOM windows need to be uncovered so school personnel can see inside classroom at a glance.	If you are in a PORTABLE , remain in Portable with doors locked until further direction by phone, intercom, or by administration or authorities.
CLASSROOM windows need to be uncovered so school personnel can see inside classroom at a glance.	An example of a LOCK DOWN is when we want to prevent someone from entering building, such as the Texas 7 convicts.	Examples of a LOCK IN would be if a shooter were in the building. Teachers should initiate Lock In if they hear gunshot or explosive sounds.

SOUTH HIGH SCHOOL STUDENT DISCIPLINE

AFTER SCHOOL DETENTION

LOCATION: DETENTION will be held after school in an assigned room.

PURPOSE: The DETENTION program is to provide an initial consequence for student violators of South High School's attendance and discipline policy, prior to possible I.S.S. or formal out-of-school suspension.

SOUTH HIGH DETENTION RULES

1. Students must report promptly to the teacher's room assigning DETENTION or the auditorium by 3:25 p.m. for 30 minutes, until 3:55 p.m.
2. Disruptive behavior of any kind in DETENTION will not be tolerated.
3. Students violating any DETENTION rule will be issued additional time and/or subject to suspension by the assistant principal.
4. Students will not be allowed to talk during DETENTION
5. Students will not be allowed to bring anything to eat, drink, or chew into DETENTION.
6. Students will not be allowed to leave DETENTION until assigned time is completed.
7. Students must bring homework assignment(s) and/or appropriate reading material(s) and a Chromebook or an assignment will be given to be completed.
8. In the event a student fails to show for detention, ISS or SUSPENSION is possible.

IN-SCHOOL SUSPENSION (ISS)

LOCATION: In-School Suspension (ISS) will be in Room 34.

PURPOSE: The ISS program is to provide an alternative for students who would otherwise be on a formal out-of-school suspension.

SOUTH HIGH SCHOOL ISS RULES:

- Absolutely no talking will be allowed during the entire day.
- Students will be assigned to individual desks.
- Students will not be allowed to leave the room for any reason.
- Students will be escorted for scheduled restroom breaks.
- Students will eat their lunches within the confines of the ISS room at their desk. They will have a thirty (30) minute lunch period. Absolute quiet will be maintained.
- Students will be required to complete all assigned work. If they do not complete their work, they will be given additional time in ISS.
- Any infraction in the ISS room or disruptive behavior will result in an out-of-school suspension.
- Students will be required to complete all days assigned to ISS.
- The ISS experience should not be a pleasant one; therefore, students should not want to return.
- Students tardy to ISS will be given detention unless they are a whole period late.
- Administration will reserve discretion to assign extra time in ISS in such circumstances.
- Students truant from ISS will result in out-of-school suspension and upon return the student will finish the ISS obligation.
- Students will be required to attend ISS for the entire school day, periods 1 through 7, regardless of the original student schedule.

TEACHER RESPONSIBILITIES:

- Teachers should provide relevant assignments to their students assigned to the ISS program for the allowed time period.
- Assignments will be graded by the respective teachers for full credit.
- Teachers will provide assignments in Google Classroom for students serving ISS.

Please refer to the Pueblo School District 60 web site for additional information about the following subtitles listed below (www.pueblocitieschools.us – Board of Education – Policy and Procedures):

- Building Discipline Plan
- Bullying Prevention
- Pueblo School District 60 Student Absence and Tardy Policy
- Student Discipline
- Suspension/Expulsion of Student



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

Dear parents/guardians of students attending Colorado kindergarten - 12th 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. Your student must be vaccinated against:
 - o Diphtheria, tetanus, and pertussis (DTaP, Tdap).
 - o Hepatitis B (HepB).
 - o Measles, mumps, and rubella (MMR).
 - o Polio (IPV).
 - o 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 (birth through 6 years) or 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. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccine.org, ImmunizeForGood.com, and 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.

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency (find LPHA contact information at 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 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.
- 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.

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.

School name	2021-2022 MMR immunization rate REQUIRED IN LETTER	2021-2022 MMR exemption rate REQUIRED IN LETTER
South High School	98.3%	0%
<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 12TH 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 & AGES in order to be valid. A 4-day grace period applies in most situations.</i>	
Diphtheria/Tetanus/ Pertussis (DTaP) <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 th birthday. Final dose of DTaP is to be given on or after the 4th birthday.
Tetanus/Diphtheria/ Pertussis (Tdap) <i>For students 7 years of age or older.</i> <i>One dose of Tdap is required for students in 6th through 12th grades</i>	3 or 4	3 doses of tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) are required, or 4 doses required if 1 st 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 and the student is at least 10 years of age.
Polio (IPV) <i>With a combination of OPV & IPV, will need a series of 4 doses.</i>	3 to 4	4 IPV doses unless 3 rd dose is given on or after 4 th birthday. Final dose of IPV is to be given on or after the 4th birthday.
Measles/Mumps/Rubella (MMR) <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 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 valid doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <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 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a healthcare provider.
Hepatitis 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 nd dose must be administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no earlier than 24 weeks of age. Note: there is a 2-dose series for ages 11-15 years that uses a specific adult vaccine.

**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>
Influenza (Flu)	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).
Meningococcal ACWY (MenACWY)	2 doses	Adolescents 11-18 years of age (11-12, 16-18)
Serogroup B Meningococcal (MenB)	2 doses	Adolescents 16-18 years of age
Human Papillomavirus (9vHPV)	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
Hepatitis A (Hep A)	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.

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

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

Last Reviewed 9/2022

Notification to Access Benefits

Colorado Department of Education

School Health Services Program

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

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

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

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

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

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

Policies and Regulations (School District 60)

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

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

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

JJJ: Extracurricular Activity Eligibility

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

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

JQ: Student Fees, Fines, and Charges

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

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

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

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

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

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

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

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

Issued: June 25, 2013

JS: Suspension/Expulsion of Students

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

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

JKD/JKE: Student Use of Internet and Electronic Communications

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

JKE-E: Grounds for Suspension/ Expulsion

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

JKE-R: Suspension/ Expulsion of Students

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

JEA: Compulsory Attendance

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

JH: Student Absence/Excuses

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

JHB: Truancy

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

JICA: Student Dress Code

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

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

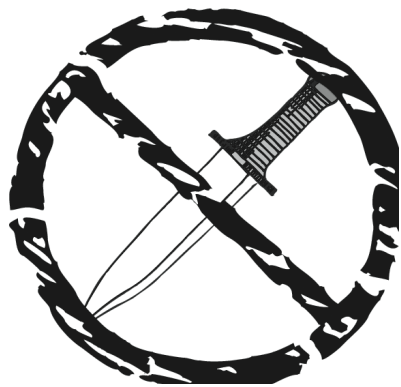
Revised: August 23, 2016

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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Got Weapons?

Get Expelled!

If you bring a weapon* to school you will be expelled!

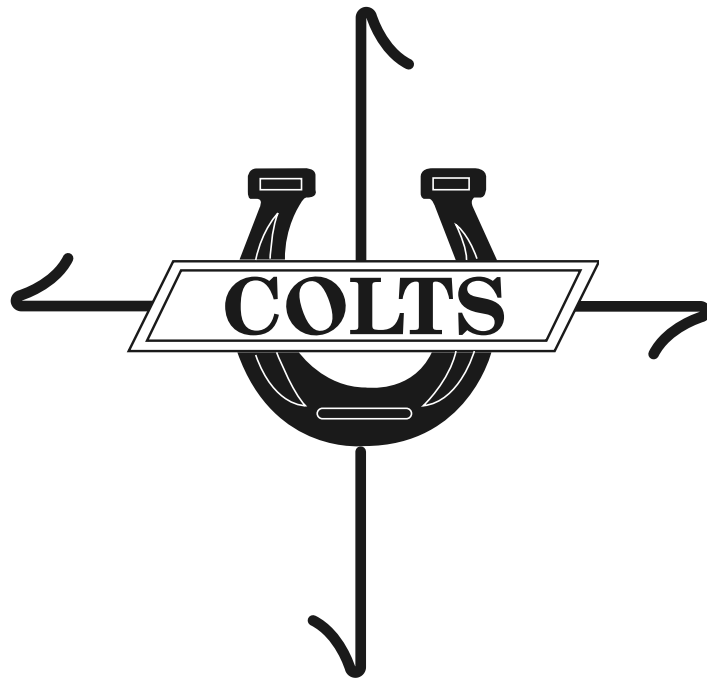


PUEBLO
SCHOOL DISTRICT 60
Educating for Purpose and Impact

A “DANGEROUS WEAPON” MEANS:

- a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- c. A knife with a blade that measures longer than 2 1/2 inches in length. A student involved in menacing another with a knife will be recommended for expulsion/exclusion regardless of the size of the knife.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind

Do Right –



Be Kind