

# **CENTENNIAL HIGH SCHOOL**

**STUDENT / PARENT HANDBOOK  
2021-2022**



**Once a Bulldog, Always a Bulldog**

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

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

## Non-Voting Members

David Horner.....	Treasurer
Geri Patrone .....	Secretary/Assistant Treasurer

## SUPERINTENDENT OF SCHOOLS

Charlotte Macaluso

### Mission

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



Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Eric DeCesaro, EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Andrew Burns, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R).

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

## TABLE OF CONTENTS

1.0	Assemblies	pg. 3
2.0	Attendance	pg. 4-5
	2.14 Excused absences	pg. 4
	2.15 Unexcused absences	pg. 5
	2.16 Tardies	pg. 5
3.0	Building access	pg. 5
4.0	Classroom conduct	pg. 6
5.0	Cheating / Plagiarism	pg. 6
6.0	Contacting teachers	pg. 6
7.0	Dances	pg. 7-8
8.0	Discipline code	pg. 8
9.0	Elevator access	pg. 8
10.0	Emergency Drills & Procedures	pg. 9
11.0	Extra Curricular Activities	pg. 9
12.0	Graduation requirements	pg. 9
13.0	Homework & make-up work	pg. 10
14.0	Immunizations	pg. 10
15.0	Internet use	pg. 10
16.0	Lockers	pg. 11
17.0	Lunch & lunchroom policies	pg. 11
18.0	Media center use	pg. 11-12
19.0	Medications & Medical emergencies	pg. 12
20.0	Partial Absence (PA) cards	pg. 12
21.0	Student parking	pg. 12
22.0	Textbooks & classroom resources	pg. 12
23.0	Universal Meals	pg. 13
24.0	Colorado Dept. of Public Health & Environment - Immunizations	pg. 14-15
25.0	Colorado Immunization Chart (K-12)	pg. 16
26.0	CDE, School Health Services Program, Notification to Access Benefits	pg. 17
25.0	D60 Addendum, Policies and Regulations	pg. 18-21

## 1. **ASSEMBLIES**

- 1.1. During the year, Centennial High School conducts assemblies for sports, academics, royalty or special occasions. The majority of assemblies during the year will be “all-school” assemblies (i.e. Bell Assembly) and all students are expected to attend. These assemblies are not optional and are a part of the school day. They are designed as engaging activities to promote school spirit and sense of school community at Centennial. Students are encouraged to participate in order to contribute to and become a part of the rich history of Centennial High School. In addition to imparting important information about the traditions of our school, assemblies provide opportunities for students to learn about appropriate behavior in large-group settings.
- 1.2. There are some optional assemblies provided throughout the year (specialized and/or pay assemblies) which provide the students the choice to attend the assembly or stay in class and continue their studies. These assemblies provide specialized content (ex: Band, Choir, Drama performances) that may or may not appeal to the entire student body. These assemblies are open to any Centennial student to take advantage of but may be on a first come, first serve basis due to our seating capacity in the auditorium (approximately 466).

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

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

- 1.3. We feel that assemblies are vital in the overall education of the student and we do not encourage students being called out of school just to avoid attending the few assemblies we have. With that said, parents seeking early dismissal for students on assembly days should call early in the day, as assembly days can get hectic and phone lines may be very busy. You may be asked to come into the school and get your student during an assembly. Students leaving campus without permission during assemblies will be considered truant and face disciplinary action.
  - 1.4. Students are expected to conduct themselves just as they would in the classroom during assemblies. Disruptions will result in disciplinary action.
  - 1.5. Parents are always welcome at our assemblies. Please check in at the main office when you arrive.
-

## **2. ATTENDANCE & ABSENCE PROCEDURES**

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

### **2.14. EXCUSED ABSENCES**

- 2.14.1. Pueblo School District 60 recognizes the following as an excused absence:  
Temporary illness; Extended absence due to disability; Participation in a school-sponsored activity with advance approval by the school administrator; A student who is suspended or expelled; Absences due to court appearances and participation;

Appointments/serious circumstances; Family business (i.e. funerals, weddings, etc.) not to exceed three days per school year; Administrative approval on a prearranged basis.

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

2.15. **UNEXCUSED ABSENCES**

- 2.15.1. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
- 2.15.2. Absences due to vacations and/or travel will be recorded as unexcused.
- 2.15.3. Students that are absent or tardy without a call from a parent or guardian are considered unexcused

2.16. **TARDY POLICY**

- 2.16.1. Students who are tardy must have a parent or guardian call the school prior to the tardy to excuse them.
- 2.16.2. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Teachers determine if a student is tardy to their class.
- 2.16.3. Tardy students are required to obtain a Sweeps Pass to enter class after the tardy bell rings.
- 2.16.4. Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.
- 2.16.5. Students that acquire three or more tardies to school in a week, or two or more tardies in a day, will receive an hour of after-school detention for that, and each subsequent tardy infraction.
- 2.16.6. Students are notified at the time of the infraction, as well as detention reminders, of the date of their detention. In every case, students are assigned detention for the next school day to provide the student an opportunity to make appropriate arrangements to serve their detention.
- 2.16.7. Students who have multiple hours of unserved detention and who have not made sufficient attempts, or arrangements, to serve their assigned detention can be issued In-School Suspension.

---

**3. BUILDING ACCESS**

- 3.1. The main office is open from 7:00 am until 4:00 pm. The main entrance (east side door 11) will be the only available entrance at 7:00 am. Students in the building before classes begin will remain in the Commons area, unless they are in the building for a supervised activity. (i.e. sports practice, club meeting, etc.) Students are not allowed in classrooms, media center, gym, etc. before classes begin unless they are supervised.
- 3.2. Students in the building after school must be in a supervised activity. Students should not be loitering in hallways, classrooms or media center, unless supervised. Students who do not have an activity or reason to be in the building after school will be asked to leave. Students who are waiting for a ride can sit in the Commons area.

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

#### **4. CLASSROOM CONDUCT**

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

#### **5. CHEATING OR PLAGIARISM**

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

#### **6. CONTACTING TEACHERS**

- 6.1. Parents/guardians or students who would like to conference with a teacher can call the main office (549-7335), or email the teacher directly. Visit the [Academics](#) page on the Centennial website for teacher information.
- 6.2. Parents are asked to please make an appointment if they desire a one-on-one conference with a teacher.

- 6.3. Parents are encouraged to attend our Parent Teacher Conferences. These conferences are normally scheduled in November. Please check the [calendar](#) on the Centennial website for dates.
- 

## **7. DANCES**

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

## **8. DISCIPLINE CODE**

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



considerations. If students do not satisfy the assigned detention, additional consequences may be applied such as In-School Suspension or additional days of detention.

## **9. ELEVATOR ACCESS**

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

## **10. EMERGENCY PROCEDURES AND DRILLS**

- 10.1. During the school year, Centennial is required to hold emergency preparedness drills, which may include fire drills, tornado drills, secure perimeter and lockdown drills.
- 10.2. Fire and tornado drills are conducted so that students and staff know the proper exit procedures and places to shelter in the event of one of these emergencies.
- 10.3. We are required to time many of these drills in order to make sure that procedures are followed as quickly and safely as possible. Parents or visitors in the building during any drill will follow procedures with the rest of the students and staff.
- 10.4. A 'Secure Perimeter' is when the building is locked and secured from the inside with security posted at main doors. When a Secure Perimeter is in place, no one is allowed to enter or exit the building until such time as the Secure Perimeter is lifted. Parents who need to pick up students will be addressed on a case-by-case basis, depending on the situation. This is done for the safety of students and staff. Secure Perimeter is usually implemented because of police activity in the area of the school that the Police Department or Pueblo District 60 has determined could pose a possible threat to students. The goal of a Secure Perimeter is to maintain the safety and well-being of all individuals in the building.
- 10.5. A 'Lock Down' is when the entire school and every classroom within the school is locked down. No one is allowed to leave or enter from any room during a lockdown drill. Students and staff are not allowed in the hallways. Students will shelter in classrooms or designated areas, or attempt to safely leave the building if that is their safest course of action (Run, Hide, Fight). The police department is normally involved in lock down drills to ensure procedures are followed and the safety of students is being met.
- 10.6. **We ask that all parties be patient during these situations or drills**, as we often will not be answering phones or doors in order to direct students, or to comply with the drill. These procedures are in place for the safety and well-being of the Centennial High School students, staff and community.

## **11. EXTRA CURRICULAR ACTIVITIES**

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

---

## **12. GRADUATION REQUIREMENTS**

- 12.1. Students or parents who have concerns or questions regarding graduation requirements should contact their assigned school counselor to ensure they are getting accurate information that will best fulfill the academic requirements.
- 12.2. Current PCS Graduation Requirements are available on the D60 website. ([www.pueblod60.org](http://www.pueblod60.org))
- 12.3. Parents / Students can also access the Centennial Pathways document, (on the Centennial website) for an overview of class selection and academic pathways.

---

## **13. HOMEWORK / MAKE-UP WORK**

- 13.1. Students who are out for 1 or 2 days should check the Centennial website for links to their teachers' classroom pages, or information to email their teachers regarding homework or make-up work. Take advantage of these electronic lines of communication! They are the most convenient and quickest means of obtaining make-up work after an absence.
  - 13.2. Students are allowed 2 make-up days per absence day. For instance, a student absent one day will have two days to make up the work that was assigned. Two days absent will mean four days for a student to make up the work, etc.
  - 13.3. Students who are out for three consecutive days can call the school and request homework. Homework will be collected and will be available for pick up in the front office after the school day has ended.
  - 13.4. A student with an unexcused absence may receive a '0' on work assigned during that unexcused absence. Please speak to your administrator and/or teacher if this problem arises.
-

## 14. IMMUNIZATIONS

- 14.1. All Pueblo School District 60 students are required to have the proper immunizations. Please review the immunization chart and information to make sure your student is up-to-date and in compliance. Students who do not have current immunizations may be sent home until their immunizations are up to date.
  - 14.2. *Please read the 'Colorado Dept. of Public Health and Environment' letter on pages 17 & 18.*
- 

## 15. INTERNET USE

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

## 16. LOCKERS

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

## **17. LUNCH & LUNCHROOM POLICIES**

- 17.1. Students will be assigned one of two lunch periods as determined by their 5th period class. Student-assigned lunch times are not negotiable.
  - 17.2. Pueblo School District 60 has a 'closed campus' policy for students during lunch. This means that students cannot leave campus for lunch. Students leaving campus will be disciplined accordingly. Students who have to leave for doctor appointments, etc. during lunch must have a parent call to release them.
  - 17.3. Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.
  - 17.4. The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates who will be using the cafeteria after you have eaten. Please leave your table clean and the chair in its proper place when you have finished eating.
  - 17.5. The lunchroom is the only place where students may eat or drink. **NO FOOD OR DRINK MAY BE TAKEN INTO THE CLASSROOMS, GYMNASIUM, OR OTHER PARTS OF THE BUILDING.**
  - 17.6. Students will not be allowed to bring glass bottled drinks onto campus.
  - 17.7. Students may use their electronic devices during lunch.
- 

## **18. MEDIA CENTER USE**

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

## **19. MEDICATIONS & EMERGENCIES**

- 19.1. If a student is required to take medication during the school day, the parent or guardian on record must come to the school, and fill out the necessary paperwork. Staff members cannot give medication without these proper permission forms. Students should not be carrying any medication with them. Parents may come into the school and give their students medication if they choose. Please check in at the main office when you arrive.
- 19.2. Parents should make sure they share any important medical information, limitations, etc. with school personnel. Please contact your student's counselor or assistant principal.

- 19.3. Students seriously injured or in medical distress during the school day, on school grounds, are normally attended to by administration, the school resource officer and/or the school nurse. Parents/guardians will also be notified of the situation. Please make sure that your student's contact information is up-to-date, so that we can reach you.
  - 19.4. 911 Rescue may be called if administration determines it is necessary for the safety, health, and well-being of a student.
- 

## **20. PARTIAL ABSENCE / 'PA'S**

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

## **21. STUDENT PARKING**

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

## **22. TEXTBOOKS & CLASSROOM RESOURCES**

- 22.1. School issued Chromebooks are the responsibility of the student. Student fines will be assessed appropriately for damaged or lost Chromebooks/cords.
  - 22.2. Most textbooks are provided by the school at no cost to the student. Normal use of textbooks will result in no fine. Students are expected to pay for lost or damaged books while the books are in their custody.
  - 22.3. Other resources such as calculators, lab equipment, etc. given to students to use while at Centennial, are the property of Centennial High School and Pueblo District 60. Theft or damage of this property will result in fines and/or disciplinary action.
  - 22.4. Students are responsible for all books, locks and other equipment checked out to them.
  - 22.5. Fines will be assessed for items not returned or returned damaged.  
<https://www.pueblod60.org/policies>
-

## 23. Universal Meals

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

### Community Eligibility Provision Participating Schools

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

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



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

\*This form may be used only for schools participating in the federal child nutrition programs. All D60 schools are participating in the Community Eligibility Program (CEP), receipt of school meals does not depend on households returning this form. **In all schools, this form is also used in connection with other federal, state and local education programs, including determining whether the school district is eligible for state additional funding on 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](mailto:program.intake@usda.gov).

## 24. Colorado Department of Public Health & Environment, Immunizations



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

### Dear parents/guardians of students in Colorado kindergarten – 12<sup>th</sup> grade schools for the 2021-22 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. We wish you and your student a healthy school year!

#### Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. For more information, visit [cdphe.colorado.gov/schoolrequiredvaccines](https://cdphe.colorado.gov/schoolrequiredvaccines). Your student must be vaccinated against:
  - o Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
  - o Hepatitis B (HepB)
  - o Measles, mumps and rubella (MMR)
  - o Polio (IPV)
  - o Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](https://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

#### Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file.
- 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?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [SpreadTheVaxFacts.com](https://SpreadTheVaxFacts.com), [ImmunizeForGood.com](https://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education).

#### Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](https://COVax4Kids.org), contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency).

#### Vaccination records

- Please take your student's updated vaccine record to 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. Visit [COVaxRecords.org](https://COVaxRecords.org) for more information.

#### 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 health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, 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<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.

- File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
- File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.

*Downloadable certificates and our online education module are available at [cdphe.colorado.gov/vaccine-exemptions](http://cdphe.colorado.gov/vaccine-exemptions).*

**How’s your school doing on vaccinations?**

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

School Name	2019-2020 MMR Immunization Rate REQUIRED IN LETTER	2019-2020 MMR Exemption Rate REQUIRED IN LETTER
<i>Schools may also include the rates for the school-required vaccines shown below in this annual letter to parents/guardians</i>		
Vaccinated Children Standard 95% Immunization Rate for All School-Required Vaccines	2019-2020 DTaP/Tdap Immunization Rate	2019-2020 DTaP/Tdap Exemption Rate
	2019-2020 HepB Immunization Rate	2019-2020 HepB Exemption Rate
	2019-2020 IPV Immunization Rate	2019-2020 IPV Exemption Rate
	2019-2020 Varicella Immunization Rate	2019-2020 Varicella Exemption Rate



**KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE IMMUNIZATION CHART  
REQUIRED VACCINES FOR SCHOOL ATTENDANCE 2021-22**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must follow MINIMUM INTERVALS &amp; AGES to be valid. A 4 day grace period applies in most situations.</i>	
<b>Diphtheria/Tetanus/ Pertussis (DTaP)</b> <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given on or after the 4 <sup>th</sup> b-day. Final dose of DTaP to be given no sooner than 4 years of age.
<b>Tetanus/Diphtheria/ Pertussis (Tdap)</b> <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 <sup>st</sup> dose of DTaP is given before 1 year of age. 1 dose of Tdap to be given if DTaP series not completed and student is at least 7 yrs of age. An additional Tdap is required at 6 <sup>th</sup> grade entry. <b>One dose of Tdap is required for 6<sup>th</sup> through 12<sup>th</sup> grade.</b>
<b>Polio (IPV)</b> <i>With combination of OPV &amp; IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday. Final dose of IPV to be given no sooner than 4 years of age. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
<b>Measles/Mumps/Rubella (MMR)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 valid doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade.
<b>Varicella (Chickenpox)</b> <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 <sup>st</sup> dose is not valid if administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten & through 12 <sup>th</sup> grade. <b>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.</b>
<b>Hepatitis B</b> <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 <sup>nd</sup> dose administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose, at least 8 weeks after the 2 <sup>nd</sup> dose, and the final dose must be administered no sooner than 24 weeks of age. <b>Note: there is a specific 2-dose series is for ages 11-15 years only using adult vaccine.</b>

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

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

**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) or to make an appointment 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 health care provider, or a Certificate of Nonmedical Exemption signed by a health care provider or obtained after the completion of CDPHE's online education module. Visit [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

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

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

*Last Reviewed 1/2021*



**COLORADO**  
Department of Public  
Health & Environment

## **26. Notification to Access to Benefits**

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

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

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

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

## 27. Policies and Regulations (School District 60)

**\*District Policies and Regulations are available on the District website at:**  
[www.pueblod60.org/policies](http://www.pueblod60.org/policies) or from the school office.

*All District policies and regulations apply*

*regardless of whether they have been specifically highlighted in this handbook*

*See also the District's Student Code of Conduct also available on the District's website at: [www.pueblocitieschools.us](http://www.pueblocitieschools.us).*

### **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.\**

**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).*