

CENTENNIAL

HIGH SCHOOL

STUDENT / PARENT HANDBOOK
2024-2025



PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street
Pueblo, Colorado 81003

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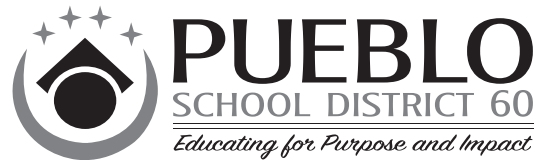
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Mission

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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1. ASSEMBLIES

- a. 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 a 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.
- b. There are some optional assemblies provided throughout the year that teachers have the option to sign up for. Teachers will inform students if their class will attend any assemblies that are not “all-school” assemblies.
- c. **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.
- d. Students are expected to conduct themselves just as they would in the classroom during assemblies. Disruptions will result in disciplinary action.
- e. Parents are always welcome at our assemblies. Please check in at the main office when you arrive.

2. ATTENDANCE

- a. **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.**
- b. 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.
- c. “Habitually truant students” are those students who have accrued 4 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.
- d. 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.
- e. **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.**

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- f. **Absence Hotline: 549-7335**
- g. Parents call the hotline phone number to report an absence or tardy for your student(s).
- h. 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.
- i. 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.
- j. **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.
- k. 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.
- l. **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.
- m. 7 period absences = 1 full day absence
- n. **EXCUSED ABSENCES**
 - i. Pueblo City Schools recognizes the following as an excused absence: temporary illness; extended absence due to disability; participation in a school-sponsored activity with advance approval by the school administrator; a student who is suspended; 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.
 - ii. As applicable, the school may require suitable proof regarding the above exceptions, including written statements from medical source
- o. **UNEXCUSED ABSENCES**
 - i. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
 - ii. Absences due to vacations and/or travel may be recorded as unexcused.
 - iii. Students that are absent or tardy without a call from a parent or guardian are considered unexcused

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p. **TARDY POLICY**

i. **Tardy to School**

1. When students arrive late to school, they must obtain a pass from office staff in order to be allowed into class. Students arriving after 7:50 will be marked absent for the first period.
2. Students who are tardy must have a parent or guardian call the school prior to the tardy to excuse them.

ii. **Hourly Tardies**

1. **Due to the disruptive nature of tardiness to the learning environment, appropriate penalties will be issued for excessive tardiness.**
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. When a student enters the classroom after the tardy bell, teachers will mark the student “tardy” in Infinite Campus.
3. When a student accumulates **more than 4 unexcused tardies**, the student will be contacted by administration and assigned consequences accordingly.
4. Students who are **more than 10 minutes late to class will be marked absent** with a note from the teacher about the time they are entering class.

3. BUILDING ACCESS

- a. Students will enter the building through Door 5 for student drop-offs and students who are parking in the student parking lot will enter through Door 13 for the beginning of the school day. **To ensure the safety of all our staff and students, Doors 5 and 13 will be closed at 7:35 and tardy students will need to enter through Door 1.**
- b. The main office is open from 7:00 am until 4:00 pm. The main entrance (Door 1) will be the only available entrance beginning at 7:35 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.
- c. **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 until 4:00 p.m.**
- d. 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.
- e. **For the safety of all building occupants, outside doors will not be propped open. Those caught opening locked doors, will face disciplinary action.**

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4. CLASSROOM CONDUCT

- a. **Students are expected to be on time and ready to learn.**
- b. Students are to be in their assigned classrooms during their assigned period.
- c. Students are not to leave a classroom without permission and an official pass (teacher, office, counselors, etc). 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.
- d. **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.
- e. Students should not have food in classrooms unless they have been given permission from the classroom teacher.
- f. 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

- a. 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.
- b. Penalties for plagiarism may include:
 - i. A grade of zero on the assignment
 - ii. A referral to the assistant principal for cheating/plagiarism and first offense parent contact
 - iii. Administrative disciplinary action

6. CONTACTING TEACHERS

- a. Parents/guardians or students who would like to conference with a teacher can call the main office (719-549-7335), or email the teacher directly. A building directory is located on the Centennial website. [Building Directory](#)
- b. Parents are asked to please make an appointment if they desire a one-on-one conference with a teacher.
- c. 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.

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7. DANCES

- a. 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.
- b. **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.
- c. 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.
- d. **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.
- e. **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.
- f. 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.
- g. 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

- a. **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.
- b. 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.
- c. Lunch 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, lunch 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.

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9. DRESS CODE

a. These policies are also covered in the [District Code of Conduct](#)

b. **Student Dress Code Policy**

i. 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.

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

- i. Students must wear a top, bottom, and hard-sole footwear while on school premises
- ii. Students may not wear gloves or sunglasses while inside a school building.
- iii. Students may not wear head coverings except for religious or documented medical purposes.
- iv. Whether standing or sitting, items must cover underclothing, shoulders, back, genitals, buttocks, stomach, and chest.
- v. Items must be opaque.

d. **Students may not wear:**

- i. Items that make the student unidentifiable (except as a religious observation).
- ii. Items that contain sexually suggestive language or messages that are prohibited by the student code of conduct.
- iii. Items that could be used as weapons, including items with spikes or chains, or items that could be used to conceal weapons.
- iv. Items that promote illegal activity for students including drugs, alcohol, tobacco, weapons and/or gang affiliation, or violent conduct.
- v. Items that depict hate speech, intimidation, or intolerance toward protected groups that is prohibited by the student code of conduct.

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

- i. 1st offense: The student shall be warned, educated about this policy and provided an opportunity to correct the violation.
- ii. 2nd offense: Detention or in-school suspension may be imposed. The parent/guardian and student shall be required to review and sign a statement indicating their understanding of this policy.

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f. **Exceptions:**

- i. Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.
- ii. Hair restraints, gloves, goggles, or other protective attire necessary for safe participation in vocational programs are permissible as approved by staff.
- iii. Protective hairstyles, per C.R.S.22-32-110 (1)(k), are permissible.
- iv. Dress guidelines for special events or school-sponsored purposes, including but not limited to dances, extra-curricular activities, and fundraisers, shall be at the discretion of school administration based upon the nature of the particular event. Students may avoid the risk of being asked to leave or change clothing at an event by having attire approved in advance by an administrator.
- v. School uniforms may be required as designated by individual schools or the superintendent.
- vi. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific school uniform dress codes that are consistent with this policy.
- vii. Students who violate or are suspected to be in violation of this policy may be referred to school administration for investigation.

10. EMERGENCY PROCEDURES AND DRILLS

- a. During the school year, Centennial is required to hold emergency preparedness drills, which may include fire drills, tornado drills, secure perimeter and lockdown drills.
- b. 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.
- c. 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.
- d. A **'Secure Perimeter'** is called when something is happening in the community that involves police activity. When this occurs, the building is locked and secured from the inside and no one is allowed to enter or exit the building. Operations within the school continue as normal. Parents who need to pick up students when a 'Secure Perimeter' is happening will be addressed on a case-by-case basis, depending on the situation. This is done for the safety of students and staff. The goal of a 'Secure Perimeter' is to maintain the safety and well-being of all individuals in the building.
- e. A **'Hold in Classroom'** is called when there is a reason for all or part of the building to be secure for a medical or other emergency that requires the hallways to be secure, but there is not a violent threat to the population of the school or staff inside the building. No one is allowed to

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leave or enter from any room during a 'Hold in Classroom' event, but classroom activities can be maintained during the hold.

- f. 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 event. 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. Unlike a 'Secure Perimeter', a 'Lockdown' halts the normal operations of the school as a safety risk may be happening inside the school.
- g. 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

- a. 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.
- b. Many extracurricular activities require student academic and behavioral eligibility. For questions contact the **Centennial Bulldogs Athletics Office at 719-549-7339.**
- c. When considering extracurricular activities, you should plan your schedule carefully so as not to become overloaded.
- d. 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.
- e. **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.
- f. 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.
 - i. **Extracurricular Activity Eligibility ([District Code of Conduct](#))**
JJJ: All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools, and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's

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school of attendance. *See complete policy.* *

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

12. FINES/FEES

a. JQ: Student Fees, Fines, and Charges

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

13. GRADUATION REQUIREMENTS

- a. 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.
- b. Current Pueblo D60 Graduation Requirements are available on the Pueblo D60 website. [District 60 Pathways to Graduation](#)
- c. Parents / Students can also access the Centennial Pathways document, (on the Centennial website) for an overview of class selection and academic pathways.

14. HOMEWORK / MAKE-UP WORK

- a. **Students who are out for 1 or 2 days should check their Google Classrooms for assignment information and 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.
- b. Students are allowed 2 make-up days per absence day. For example, a student absent one day will have two days to make up the work that was assigned. Two days absent will mean four days for a student to make up the work, etc. Students should check their Google Classroom for assignments or email teachers, and make every effort to finish uncompleted work.
- c. A student with an unexcused absence may make up any work but the make up time will strictly be enforced. Please speak to your administrator and/or teacher if this problem arises.

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15. IMMUNIZATIONS

- a. **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.
- b. **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.
- c. 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.
- d. **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.**
- e. All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.
- f. For more information regarding required immunizations for school-age children, visit the [Colorado Dept. of Public Health and Environment, Immunization web page](#). See the Letter and chart on the following pages.



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 2024-25 school year:

We know there's nothing more important than making sure your children stay healthy and learning all year long. Getting vaccinated is an important part of keeping kids in school, as it prevents them from catching and spreading diseases that can make them sick. This letter includes important information about Colorado's school vaccine requirements, as well as other resources.

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.

To attend school, your child must be vaccinated against:

- Diphtheria, tetanus, and pertussis (DTaP, Tdap)
- Hepatitis B (HepB)
- Measles, mumps, and rubella (MMR)
- Polio (IPV)
- Varicella (chickenpox)

Colorado follows recommendations set by the Centers for Disease Control and Prevention's [Advisory Committee on Immunization Practices](#). This committee is a group of medical and public health experts who study vaccines and recommend them for the public. **Before starting kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Before starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is age 10. 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) for the K-12 population, but these are not required for school entry in Colorado.

This recommended schedule is safe and effective. It's based on how your child's immune system responds to vaccines at various ages, and how likely your child is to be exposed to a particular disease.

Exclusion from school

Your child may be excluded if their school does not have an up-to-date Certificate of Immunization, Certificate of Exemption, or an in-process plan on file for your child.

If someone is sick or there is an outbreak of a vaccine-preventable disease at your child's school, and your child 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 child has not received a MMR vaccine, they may need to stay home 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 to ask questions and find out which vaccines your child needs. Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, [ImmunizeForGood.com](https://immunizeforgood.com), and cdphe.colorado.gov/immunization-education.

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for families to get back on track! Learn more at www.cdc.gov/vaccines/adults/rec-vac/index.html.

Paying for vaccinations

If you need help finding free or low-cost vaccines, go to COVax4Kids.org, contact your local public health agency (cdphe.colorado.gov/find-your-local-public-health-agency), or dial 2-1-1 for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

Vaccination records

Share your child'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://coloradoimmunization.org/). Visit [COVaxRecords.org](https://covaxrecords.org/) for more information, including directions on how to view and print your student's vaccine record.

Exemptions

If your student cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school, signed by an advanced practice nurse (APN), physician (MD, DO), or physician assistant (PA) licensed to practice in any state or territory in the United States. You only need to submit this certificate once, unless your student's school or information changes. 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 nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your school. Nonmedical exemptions must be submitted on an annual basis. There are two ways to obtain a nonmedical exemption.

1. Submit the Certificate of Nonmedical Exemption *signed by* an advanced practice nurse (APN), pharmacist, physician (MD, DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access upon completion of the state's Online Immunization Education Module.

Find certificates and the Online Immunization Education Module at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

Annually, schools must report immunization and exemption numbers (but not student names or birthdates) 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](https://www.colorado.gov/govinfo/s25-4-911).

Your child's school's immunization rates from the 2022-23 school year. Find previous years' data at COVaxRates.org .		
School name	2022-23 MMR immunization rate (required)	2022-23 MMR exemption rate (required)
Schools may choose to include rates for other school-required vaccines		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2022-23 DTaP immunization rate	2022-23 DTaP exemption rate
	2022-23 Tdap immunization rate (for grades 6-12)	2022-23 Tdap exemption rate (for grades 6-12)
	2022-23 HepB immunization rate	2022-23 HepB exemption rate
	2022-23 Polio immunization rate	2022-23 Polio exemption rate
	2022-23 varicella immunization rate	2022-23 varicella exemption rate

Vaccine	Number of doses (routine)	Routine vaccination and catch-up guidance
Hepatitis B (HepB)	3	<p>Routine: Three-dose series at age 0, 1-2 months, and 6-18 months. The minimum age for the final dose is 24 weeks of age. If Dose 3 is given prior to 24 weeks, a fourth dose is required. Four doses of hepatitis B vaccine are permitted when a combination vaccine is used.</p> <p>Catch-up: Three-dose series at 0, 1-2 months, 6 months (minimum intervals of four weeks between Dose 1 and Dose 2, eight weeks between Dose 2 and Dose 3 and 16 weeks between Dose 1 and Dose 3). Note: There is a two-dose option (Recombivax HB) for adolescents aged 11-15.</p>
Diphtheria, tetanus, pertussis (DTaP) DTaP products are licensed through 6 years of age (prior to the 7th birthday).	5	<p>Routine: Five-dose series at 2, 4, 6, 15-18 months, and 4-6 years.</p> <p>Catch-up: Dose 5 is not required if Dose 4 was administered on or after the 4th birthday and at least 6 months after Dose 3. Additional guidance for children 4 months through 6 years: Use CDC's DTaP catch-up guidance job aid.</p>
Tetanus, diphtheria, pertussis (Tdap) For students 7 years or older.	1	<p>Routine: For students who are fully vaccinated with the childhood series of DTaP (see above), one dose of Tdap is required prior to sixth grade entry. Although the adolescent booster dose of Tdap is routinely administered between the ages of 11-12 years, students aged 10 and older are required to receive Tdap prior to sixth grade entry. Students who receive Tdap at 10 years do not need the adolescent Tdap booster dose at age 11-12.</p> <p>Catch-up: For children 7-9 years who are not fully vaccinated with the childhood series of DTaP, determine the number of additional doses of Tdap/Td required by using CDC's Tdap catch-up guidance job aid. For children and adolescents 10-18 years who are not fully vaccinated with the childhood series of DTaP, determine the number of additional Tdap/Td doses required by using CDC's Tdap catch-up guidance job aid.</p>
Polio (IPV) Doses of oral polio virus (OPV) administered on or after April 1, 2016, should not be counted as valid.*	4	<p>Routine: Four-dose series at ages 2, 4, 6-18 months, and 4-6 years. Regardless of the number of doses a student has had, the final dose must be administered on or after age 4 years and at least six months after the previous dose.</p> <p>Catch-up: Dose 4 is not required if Dose 3 dose was administered on or after the 4th birthday and at least six months after Dose 2. For additional guidance for children 4 months through 17 years, use CDC's IPV catch-up guidance job aid.</p> <p>*Both IPV and valid doses of OPV may be used to complete a polio series. The total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule.</p> <p>New ACIP recommendation: Students 18 years and older who are known or suspected to be unvaccinated or incompletely vaccinated against polio should complete a polio vaccination series with IPV.</p>
Measles, mumps, rubella (MMR) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	<p>Routine: Two-dose series at 12-15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday.</p> <p>Catch-up: Four weeks between Dose 1 and 2.</p>
Varicella (Chickenpox) If two live vaccines are not given on the same day, there must be at least a 28-day interval between the two doses.	2	<p>Routine: Two-dose series at 12-15 months and 4-6 years. Dose 1 is not valid if administered more than four days before the 1st birthday. Note: No vaccine is required if there is laboratory documentation of varicella or a disease screening performed by a health care provider.</p> <p>Catch-up: Age 7-12 years: Three months between Dose 1 and 2. Age 13 years and older: Four weeks between Dose 1 and 2.</p>

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16. INTERNET USE

- a. **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.
- b. Students must have a signed internet permission form on file, before they will be able to use a school computer.
- c. Students may not upload pictures, games, or any other software or programs onto a school computer!
- d. 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.
- e. **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.**
- f. Do not give out personal information online. Do not share your passwords with friends! Please log out of your student account when you leave.

17. LOCKERS

- a. **Centennial has a limited number of school lockers available to students.** Students who wish to 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 a lock and locker assigned to them.
- b. 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.
- c. Vandalism to lockers will result in disciplinary action and restitution for damages. Students are not to share their locker with other students.
- d. 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.

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18. LUNCH & LUNCHROOM POLICIES

- a. **Students will be assigned one of two lunch periods as determined by their 5th period class.** Student-assigned lunch times are not negotiable.
- b. **Lunch may be eaten in designated areas throughout the “Commons” area.** A good rule of thumb is that food and drink may be consumed on cement flooring. Any area with carpet is not allowed for lunch.
- c. 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 are subject to disciplinary actions. Students who have to leave for doctor appointments, etc. during lunch must have a parent call to release them.
- d. Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.
- e. 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.
- f. The “Commons” area is the only place where students may eat or drink. These areas include the main commons, outdoor commons patio, learning stairs, and mezzanine commons. Any of these areas may be deemed off limits if necessary.
- g. Students will not be allowed to bring glass bottled drinks onto campus.
- h. Students may use their electronic devices during lunch.

NO FOOD OR DRINK MAY BE TAKEN INTO THE CLASSROOMS, GYMNASIUM, OR OTHER PARTS OF THE BUILDING.

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Food Service Program

The school cafeteria is operated as a school service to provide wholesome and nutritious breakfasts/lunches. Students may purchase half pints of milk, and fruit juice, in addition to the regular breakfast/lunch. The elementary school menus can be found on our district website. Applications for Free and Reduced breakfasts/lunches will be sent home during the first week of school; however, lunch applications may be completed on-line on our district website. A parent may apply at any time during the school year. Baca will be participating in the Universal Breakfast and Lunch Program. All students will be eligible to receive breakfast and lunch at no charge. Children eating breakfast/lunch at school are expected to practice acceptable table manners and proper behavior. School lunches must be eaten at school. School lunches cannot be taken home due to federal regulations. Cafeteria food is not allowed to be taken off of school premises. Note: As an additional service, preschool students are allowed to participate in the lunch program provided they are accompanied by their parent/guardian while eating in the cafeteria.

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, 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, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

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

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Food Charge Policy

PROCEDURES

Food Pre-Payments

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



Charging Foods is NOT allowed in any D60 School

District meal charge policy goals are:

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

- To encourage parents to assume responsibility of meal payments and to promote 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.

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19. MEDIA CENTER USE

- a. Students are not allowed in the Media Center unless they are directly supervised by a teacher.
- b. 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.
- c. Printers are for classroom work, not for personal use.
- d. 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.

20. MEDICATIONS & EMERGENCIES

- a. **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.
- b. Parents should make sure they share any important medical information, limitations, etc. with school personnel. Please contact your student's counselor or assistant principal.
- c. 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.
- d. 911 Rescue may be called if administration determines it is necessary for the safety, health, and well-being of a student.

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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.

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21. PARTIAL ABSENCE / 'PA'S

- a. **Students who are on track for graduation, and not enrolled in 7 classes, must have a scheduled 'Partial Absence' (PA) card. PAs are an open hour in a students schedule and are reserved for seniors, and some juniors, on a case-by-case basis.**
- b. Students with PA's will be given a PA Pass Card through the main office. Students should carry this card and make it available 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.
- c. **Students with PA cards are required to stay in the Student Hubs when they are in the building.**
- d. 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.

22. STUDENT PARKING

- a. ***We will provide a temporary parking plan for all students and parents at the beginning of the 2024-25 school as we complete the construction of our New Building and facilities.***
- b. Once the new facilities are complete, all students, parents, and guests will park in the main student parking lot. 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 must drive safely and obey traffic laws. Speeding or driving recklessly through the parking lots will result in contact with the School Resource Officer. Violators will be prosecuted in accordance with the law. Moreover, disciplinary action will be imposed by school officials.

23. TEXTBOOKS & CLASSROOM RESOURCES

- a. **School-issued Chromebooks are the responsibility of the student. Student fines will be assessed appropriately for damaged or lost Chromebooks/cords.**
- b. 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.
- c. 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.
- d. Students are responsible for all books, locks and other equipment checked out to them.
- e. Fines will be assessed for items not returned or returned damaged. <http://boe.pueblocitieschools.us/policies-and-procedures>

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24. ADDITIONAL POLICIES AND REGULATIONS
(SCHOOL DISTRICT 60 CODE OF CONDUCT)

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

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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.**

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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.

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- 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.

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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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