

# D60 Online

## Family Handbook

### 2023-2024



Pueblo District 60

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# School Information

## Principal's Welcome

Welcome D60 Online Families!

This year, one of our three main focus areas is around partnering with families to help us achieve our purpose: For each of our students to be connected, seen, safe, supported, and successful. As Principal of D60 Online, I am excited you have chosen to partner with us within your child's learning journey! This handbook provides you with important information about how our school operates and is a great place to begin or deepen this partnership. This year there are many changes to our former policies.

We are a 100% virtual learning option for 5th-8th grade students who reside within District 60 boundaries. Our program includes both virtual instruction in addition to individualized work time. We use Edgenuity as our curriculum, and IXL and Istation for additional academic opportunities. Providing small group virtual meetings and open "office hours" through Google Meet allows teachers to support students beyond instructional times. This year, we also have a variety of in-person learning activities and supports.

If you are unable to find information about our school within this handbook, you can visit our school website: <https://www.pueblod60.org/Page/67>. Please feel free to reach out to myself or our school staff.

Thank you for choosing D60 Online. We look forward to having a great year together!

Sincerely,

Stephanie Markert  
Principal, D60 Online  
719-225-5097  
[stephanie.markert@pueblod60.org](mailto:stephanie.markert@pueblod60.org)

## Calendar

We will follow the Pueblo School District 60 Board Adopted Instructional Calendar. A copy of this calendar can be found on the district website, [pueblod60.org](http://pueblod60.org) (under "About Us").

Important Dates:

- **\*Required\* In-Person orientation August 14-17, 2023 (tentative).**
- The first official day of school is August 15, 2023.
- First quarter ends October 12, 2023.
- Second quarter/first semester ends December 21, 2023.
- **\*Required\* In-Person district testing December 2023.**
- Third quarter ends March 21, 2024.
- **\*Required\* In-Person state testing April 2024.**
- **\*Required\* In-Person district testing May 2024 (tentative).**
- Last official day of school is June 3, 2024.

**District Calendar found here:**

[https://www.pueblod60.org/cms/lib/CO50000472/Centricity/Domain/4/InstrCalendar2023-24\\_D60-Rev.pdf](https://www.pueblod60.org/cms/lib/CO50000472/Centricity/Domain/4/InstrCalendar2023-24_D60-Rev.pdf)

## **Enrollment/Transfer**

To enroll in D60 Online, guardians of current District 60 students will complete a school choice application on Parent Portal, which is accessed through Infinite Campus. Families new to District 60 can create a Parent Portal account and call registration, or the school for enrollment support. Families needing additional technical support can call the technology department at **(719) 549-7111**. For support with the application, please contact the registration desk at **(719) 253-6014** or email [registration@pueblod60.org](mailto:registration@pueblod60.org). For additional information, please visit our school's website.

Throughout the school year, the Department of Student Support Services processes transfer requests. This process is used for students interested in transferring into D60 Online as well as for any families requesting to move to a brick-and-mortar school within Pueblo District 60. Information about this process can be found at <https://www.pueblod60.org/Page/4062> or by calling 719-253-6014.

## **Orientation**

We are excited to meet our students and families! We will have a required in-person student orientation day at the beginning of the year. This will include a variety of important activities. All of our scheduled activities will help students and families better learn about our school, our processes, and each other. Specific information regarding this event, including dates, is shared with families via school messenger.

## **Parent/Guardian/Learning Coach Guidelines**

### **Learning Coach**

Student learning is enhanced with additional support. Learners will need the support of an adult that will monitor the child's education at home and establish a physical environment conducive to the child's learning needs. Guardians/Learning Coaches help facilitate communication between their child and the school. During class times and other Google Meet sessions, Learning Coaches or other family members should not become a distraction to the learning environment. If there is a need to speak with a school staff member, an alternate method of communication needs to be used. This can include scheduling a time to meet with the staff member individually. If you are unaware of the staff member's contact information, our main office should be contacted.

### **Expectations**

Families of online students have a unique opportunity and responsibility to participate in the education of their children. In addition to our SHINE Expectations Matrix (included on page 4), the following specific guidelines will help ensure the success of your child within an online learning environment:

- Parents/Guardians must have both an active email address and phone number on file to ensure communications sent from the school are received. Guardians need to notify the school immediately of any change in a student's contact information or academic status.
- Families provide encouragement and a positive learning environment for their student(s). Families will monitor the student's attendance and academic progress through both Infinite Campus and the Edgenuity platform to support the student in submitting work.
- Families assist the student in complying with all school rules, policies, and procedures.
- Families must ensure their student(s) attends required in-person assessments at the location designated by the school.
- Families will support attendance or engagement with any in-person learning experiences and field trip opportunities.
- Students are required to use their district issued device to access learning for D60 Online. Guardians have a responsibility to monitor the student's computer use to assure that students are complying with the Technology Use Policy.

- During synchronous instruction and other opportunities with staff, it is expected that the student’s camera is on and their face is visible. Families must support and help enforce this expectation.

## D60 Online Expectations Matrix 2023-2024

Locations/Activities/Tasks					
Expectations	Always	Synchronous Learning & Small Groups	Asynchronous & Independent Learning	Technology	In-Person Learning & Field Trips
<b>Safe:</b> Uphold the well-being of oneself and others	<ul style="list-style-type: none"> <li>• Know how you can reach out for help</li> <li>• Use appropriate language</li> <li>• Report inappropriate content or behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Be visible (cameras on, faces visible)</li> <li>• Use technology tools appropriately (chat, virtual hand, reactions, unmute, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Use safe search terms and resources</li> </ul>	<ul style="list-style-type: none"> <li>• Use school-approved links, software, and apps</li> <li>• Attend virtual sessions only when school staff is present</li> </ul>	<ul style="list-style-type: none"> <li>• Follow district and school rules</li> <li>• Listen to directions</li> <li>• Stay in our school area</li> <li>• Stay with school staff</li> </ul>
<b>Honest:</b> Being trustworthy, responsible, and having a high level of integrity	<ul style="list-style-type: none"> <li>• Use district technology appropriately</li> <li>• Create your own, original work</li> <li>• Submit your best work</li> </ul>	<ul style="list-style-type: none"> <li>• Complete work with teacher and peers</li> <li>• Attend all classes/sessions for the whole period</li> <li>• Ask the teacher for permission to leave class for any reason</li> </ul>	<ul style="list-style-type: none"> <li>• Take ownership               <ul style="list-style-type: none"> <li>◦ Use internet resources to support your understanding, not to do the work for you</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Keep passwords and personal information private</li> <li>• Use virtual tools to participate</li> <li>• Profile pictures and background images align with district policy</li> </ul>	<ul style="list-style-type: none"> <li>• Make choices that you are proud of</li> <li>• Stay on task: complete work assigned to you</li> <li>• Represent our school with pride</li> </ul>
<b>Invested:</b> Demonstrating full commitment, engagement, and perseverance in actions	<ul style="list-style-type: none"> <li>• Keep your learning environment free from distractions (tv, video games, phone, pets, people, etc.)</li> <li>• Attend every day (every virtual session and complete all coursework)</li> <li>• Seek and accept support when you need it</li> </ul>	<ul style="list-style-type: none"> <li>• Actively listen while others are speaking</li> <li>• Follow all district and school rules</li> <li>• Participate when called on and when you have something to add</li> </ul>	<ul style="list-style-type: none"> <li>• Know what work you need to do each day to reach your weekly goal</li> <li>• Check your email daily and respond in a timely manner</li> <li>• Active learning:               <ul style="list-style-type: none"> <li>◦ Take notes</li> <li>◦ Ask questions</li> <li>◦ Use resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Memorize how to access important software, apps, links, resources, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Do your best work</li> <li>• Give your strongest effort</li> <li>• Participate fully in the experience</li> </ul>
<b>Neat:</b> Displaying attention to detail and organization, being prepared and disciplined	<ul style="list-style-type: none"> <li>• Use district issued device to access school</li> <li>• Know your schedule and what work is due each day</li> </ul>	<ul style="list-style-type: none"> <li>• Come to each class/session on time with the right materials</li> <li>• Stay on task: participate in this class with this content</li> </ul>	<ul style="list-style-type: none"> <li>• Use strategies to stay focused and learning</li> <li>• Seek out support when you need assistance</li> <li>• Submit the correct work for the assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Charge your Chromebook each night</li> <li>• Keep food/drinks away from your Chromebook</li> </ul>	<ul style="list-style-type: none"> <li>• Come prepared with the appropriate materials, such as your charged Chromebook, appropriate clothing, permission slip, etc.</li> <li>• Arrive on time</li> </ul>
<b>Empathy:</b> Actively listening to others, showing respect, and fostering positive relationships	<ul style="list-style-type: none"> <li>• Respect other perspectives</li> <li>• Be kind, in actions and words</li> <li>• Support others</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance others’ thinking about learning and help anyone that might need assistance</li> <li>• Collaborate and share workload when completing group work</li> <li>• Keep learning time for learning; schedule time to meet with the teacher for other needs</li> </ul>	<ul style="list-style-type: none"> <li>• Cite your sources when using someone else’s work or ideas</li> <li>• Attend support sessions with a positive attitude</li> <li>• Always do your best</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of what you put on the internet</li> <li>• Remember all digital materials are permanent</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate respectful behavior at all times</li> <li>• Connect with others to enhance your learning</li> <li>• Process through the emotions you may experience and reach out for help when you or someone you know might need it</li> </ul>

## Student Guidelines

### Attributes of a Successful Online Learner

- Growth-minded: “I may not know *yet*, but I will learn!”
- Organized and goal-oriented: Sets a schedule and sticks to it
- Self-motivated and a self-starter: Enjoys meeting own goals and deadlines
- Attentive and engaged: Can focus when it is time to learn (based on ability level and support)
- Advocating for self: “I’m willing to ask for help.”
- Committed to maintaining a good learning environment, which includes limiting distractions
- Interest in technology, innovation, and creative thinking

### Computer Activity

Student use of district technology and applications is monitored. All use of technology must support learning, follow the law, and be school appropriate. Personal software is not to be loaded onto your

district owned device. In addition to district monitoring, our school uses Lanschool to monitor for safe and on-task behavior.

- **Backgrounds, Screensavers, Profile Pictures:** Media used for any of these purposes should be school and district appropriate. Inappropriate media would include anything that contains the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, paraphernalia, or gang related symbols. Use of this type of media may result in disciplinary action.
- **Dress Code:** Students are expected to wear appropriate attire that does not distract from the learning environment. *D60 Online follows Board Policy JICA for dress code requirements.*
- **Gaming, Movies:** Watching movies on your laptop is not allowed during school hours without permission from a teacher. Only media used to complete a school assignment would qualify as educational. Online gaming is not allowed during school hours unless you have been given permission from a teacher. All games must be in support of education.
- **Webcams:** Each student laptop will be equipped with a webcam. This equipment offers students an opportunity to experience a modern tool to develop modern communication skills. Webcams are to be used for educational purposes only, under the direction of the teacher.
- **Virtual Meetings:** Students are only to participate in online meetings, sessions, groups, etc. with a staff member present for the purposes of learning, for collaborative activities, or as reward experiences.

### **Email Communication**

The primary means through which students will communicate with teachers is through their district-issued email account. Email allows students to safely and effectively communicate and collaborate with district staff. All email accounts and the contents contained within are property of the district and therefore monitored by the district.

Email accounts should be:

- Monitored daily (M-Th).
- Used for educational purposes only.
- Used to interact with teachers and school staff as appropriate.
- Only used by the authorized owner of the account.
- Password protected. Students must keep their passwords confidential. Any suspected breach of a student's assigned District 60 account should be reported immediately.

### **Acceptable and Unacceptable Uses of Technology**

Students shall use district technology in a responsible, efficient, ethical, and legal manner. Activities that are permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education

Because technology and its use are constantly evolving, every unacceptable use of district technology or personal technology cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, those listed immediately below and in subsequent sections of this policy. Students shall not use district technology or personal technology to:

- Distract themselves or others during instruction (including through use of district applications such as Google Docs or Jamboard)
- Commit plagiarism, represent the work of others as one's own, use copyrighted ©, registered ® and/or trademarked ™ materials without attribution, or assist others to do any of the preceding

- Harass, threaten, demean, bully or promote violence or hatred against another person or group of persons, or to promote or advocate the destruction of property, including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- Knowingly or recklessly transmit or post false or defamatory information about a person or organization
- Transmit personal information about others, including home addresses, phone numbers, images, or other personal information protected by confidentiality laws
- Violate the privacy of others by taking or transmitting unauthorized photographs or videos
- Disclose, use or disseminate personal information regarding minors without authorization from the appropriate administrator
- Transmit or post information that, if acted upon, could cause damage or disrupt the educational programs or operations of the district
- Disrupt school operations (including obtrusive ringing or buzzing of devices during instructional time or other school-sponsored activities)
- Attempt to cheat on homework, quizzes, or tests, or to assist others in cheating
- Access fee services without specific permission from a supervising staff member
- Use district technology for purposes not related to district education objectives, including financial gain, advertising, entertainment, commercial transactions or political purposes
- Transmit or post criminal speech or speech in the course of committing a crime, including threats to individuals or groups, instructions on breaking into computer systems or networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- Illegally transmit or store copyrighted material and material protected by trade secret
- Perform any activity that violates Board policy, a school rule, or a local, state or federal law
- To access Artificial Intelligence websites or software for the purpose of assignment completion

*See Board Policy JS: Student Use of Technology, the Internet and Electronic Communications*

### **Code of Conduct**

D6o Online exists to educate students and, therefore, expects all students to behave appropriately for an educational environment. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with student misconduct. The principal or designee may apply disciplinary consequences including suspension or a recommendation for expulsion for any student who engages in inappropriate activities while in school buildings, in online courses, on district property, when being transported in vehicles dispatched by the district, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

*See Board Policy JIDCA: Code of Conduct*

### **Bullying**

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to conflict-resolution.

Bullying occurs when a student, or group of students, repeatedly tries to hurt, humiliate, or get power over another student in any of the following ways.

- Cyberbullying is when a student uses their cellphone, text messages, e-mails, instant messaging,

the Internet, or social media to threaten, shame, or isolate another student. It includes breaking into a student's online account and assuming that student's identity in order to damage their reputation.

- Physical bullying is when a student uses physical force to hurt another student, e.g., by hitting, pushing, shoving, kicking, taking a student's belongings, or stealing their money.
- Verbal bullying is when a student uses words, images, or gestures to intimidate or humiliate another student, e.g., by taunting, name-calling, teasing, put-downs, insults, threats, and blackmail.
- Relational bullying is when a student excludes or isolates another student, e.g., through leaving them out, manipulating others against them, or spreading false rumors or gossip.

Bullying may, at times, amount to harassment. It is harassment to target a student online or face to face because of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

It is sexual harassment to target a student with unwanted sexual comments, gestures, physical contact, demands for sexual involvement accompanied by threats concerning their grades causing the student to feel uncomfortable or unsafe at school, or that interferes with schoolwork. In these situations, complaints will be investigated according to the district's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

D60 Online uses the following system for addressing bullying:

- Level 1: We support an inclusive school where everyone is accepted for who they are.
- Level 2: We watch out for bullying and refer targets to the Counselor.
- Level 3: Solving the bullying and using progressive discipline or other responses when appropriate.

### **Reporting**

Maintaining a safe school environment is everyone's responsibility. If you see, hear, read, or otherwise know something that presents an unsafe or uncomfortable situation, you have a responsibility to say something. Harassment, intimidation, bullying or other unsafe/uncomfortable situations should be reported to school staff. Another means to report information, anonymously, is by calling Safe2Tell at 1-877-542-7233, accessing [safe2tell.org](http://safe2tell.org), or downloading the Safe2Tell app and submitting an anonymous report.

## Academics

### Curriculum

Edgenuity has been selected as the online Board-approved curriculum and learning management system for grades 6-8. (5th grade will use our other Board-approved curriculum for math, language arts, and science.) Most academic curriculum materials (core and electives) will be housed on the Edgenuity platform with the exception of materials for our Project Based Learning Units each quarter. Edgenuity social and emotional curriculum components have been purchased to support students. Edgenuity can be accessed on district issued devices. The curriculum is aligned to Colorado Academic Standards, which ensures rigor. Differentiated digital supports include: translation, audio, transcripts, closed captioning, instructional videos, online dictionary, calculator, and annotation tools.

- Middle School:
  - Students will be enrolled in English Language Arts, Mathematics, Science, and Social Studies and assigned to elective classes.
  - Assigned electives may include: health, physical education, art, technology, and social-emotional learning.
  - Each course is composed of multiple units. Each unit contains the following: a warm-up activity, instruction (video), a summary and application of instruction, an assignment, and an assessment.
  - There are a variety of online, CMAS-aligned assessments to measure both content and skills. Additionally, we will be using the district adopted assessment platform, NWEA.

### Grading Policy

We are NOT a “work at your own pace” program. While there is flexibility with the times in which coursework is completed, there is a specific timeframe in which lessons must be completed. Students must follow deadlines established by their teachers in each course/class. There are portions of the Edgenuity coursework that are autograded and appear on the dashboard immediately. Other open-ended assignments and assessments will be graded by the classroom teacher within one to two working days. Projects will be graded within a week of their due date. Report cards will be posted quarterly in Infinite Campus. Quarterly grades are awarded through a combination of demonstrations of academic proficiency, synchronous class engagement, and Edgenuity coursework pacing.

D60 Online Middle School uses the following grading scale:

30% Classroom Demonstration of Proficiency  
30% Edgenuity Demonstration of Proficiency  
20% Classroom Engagement and Participation  
20% Edgenuity Engagement and Participation

### Academic Honesty

D60 Online students are expected to conduct themselves with the highest levels of honesty and integrity. Students are expected to create original work and only use one’s own work, words, or ideas. Students are encouraged to discuss any questions related to this policy with a school staff member. Actions qualifying as plagiarism, cheating, falsifying information, and duplication/distribution of materials in a way that violates copyright law are not allowed. This includes using Artificial Intelligence to generate responses or answers to coursework or classwork assignments.

## **Support/Help Sessions**

Students will have access to both in-person and virtual support sessions for additional support as they work through their independent coursework. These offerings will vary by grade level. In-person support will happen at our location within South High School. Virtual sessions will happen via Google Meet. Students may also be invited or assigned to small group help sessions for targeted support. All links for Google Meet sessions and class times will be posted in Google Classroom.

## **Assessment Requirements**

Within the coursework, there will be a variety of assessments. In addition to these daily and weekly assessments, D60 Online learners will have district and state assessments they are required to complete. Some of these assessments will require students to attend in-person to complete them in a standardized environment.

## **Student Support Services**

At D60 Online, supporting students is very important to us. We recognize that an online environment is different from that of a brick and mortar school. We are here to help your children while partnering with you.

Intervention and special education services are provided in accordance with student plans and district policy. Guardians have the right to inspect and review a child's education record maintained by the school (FERPA). You should contact the school if you have questions about your child's education and/or educational record. Students identified as needing additional support or accountability may be required to come in-person for support sessions. If your child has not been identified as needing this support or accountability but you would like for your child to participate in the opportunity, please reach out to the office.

If you are in need of additional support due to factors related to being housing insecure (homeless), we have resources available to assist you. Please contact the school office or the school counselor and we are happy to help you. We can be reached at 719-423-3929.

## **Attendance and Engagement**

### **Daily Schedule**

Specific daily schedules vary for each student. There are daily virtual class times, independent work time, and additional online support offered. Every student has daily class meetings (5th grade) or advisory class (Middle School) which is a time for students to connect to their teacher and each other. Each day, all students have virtual class time with teachers (approximately 2-4 hours). They should also be completing work independently in Google Classroom (5th grade) or Edgenuity (Middle School). There is work that needs to be completed each week. It is critical to each student's success to keep up with this work by completing some of each each day. Total instructional time may include teacher instruction, independent work, small group collaboration, additional support offerings, field trips, and in-person learning days.

### **Online Attendance**

Attendance and engagement matter at D60 Online. We love seeing our students every day! Regular attendance in class and engagement with learning is closely linked to success in school and in life. Infinite Campus is the system where attendance will be tracked each week. Students must demonstrate

both synchronous (morning attendance) and asynchronous participation (afternoon attendance) daily in order to be counted present.

Middle school student attendance is recorded in two ways. Morning attendance is taken by the classroom teacher at the beginning of the class period. Students must be in attendance for the duration of the class period using their district device. Afternoon attendance is taken through active, productive time logged in Edgenuity and/or by attending support sessions.

**\*\*Students may be counted unexcused absent for any of the following reasons:**

- The student's camera is not on and/or their face is not visible (unless a specific accommodation is on file with the school).
- The student is not responsive when invited to participate in class.
- The student leaves class for a majority of the class period. (If a student leaves class without asking for permission, the student may receive a referral for skipping class/truancy.)
- The student does not complete their required active time within Edgenuity that week.
- The work submitted by the student in Edgenuity demonstrates rushing, plagiarism, or is an unapproved "filler" document used to move ahead.

## **Absences**

Families should notify the school if a student must be absent from any of the following by calling (719) 423-3929.

### Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the Principal on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances *of a serious nature only* (funeral, out-of-town specialist appointments, etc.) which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A student who is suspended or expelled.
5. Absences due to court appearances and participation in court ordered activities shall be excused. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

### Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The legal guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate consequences that relate directly to classes missed while unexcused. The administration shall develop a plan to implement appropriate intervention strategies for students with excessive unexcused absences. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year.

*See Board Policy JH: Student Absences and Excuses*

## **Technology**

### **Equipment**

Students are responsible for the protection and care of technology systems assigned for their use including systems assigned to them temporarily. This responsibility extends to all locations and whether the technology item is presently in their physical possession or not. The parent/guardian of the student will be held financially accountable to repair or replace any system lost or damaged while assigned for their use. This includes but is not limited to loss, theft, vandalism, and accidental damage.

Repair or replacement will be accomplished by the district and will be assessed at the same costs normally experienced by the district. General and reasonable wear and tear from extended use is to be expected. Minor scratches and other cosmetic concerns that do not affect the operation, use, or security of the device, other than that resulting from vandalism, will not be financially assessed to the parent/guardian.

*See Board Policy JS: Student Use of Technology, the Internet and Electronic Communications*

## **Activities**

### **Extracurricular Participation**

All middle school students meeting eligibility requirements are entitled to participate in extracurricular activities. If a D60 Online student meets eligibility requirements, they can participate at their neighborhood school. Please call your neighborhood middle school for more information if your child is interested in extracurricular activities.

To participate in activities students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

### **Gatherings/Field Trips**

D60 Online offers opportunities for face-to-face gatherings and field trips throughout the school year. Such activities would be set up to provide social and academic support for our students. Some offerings are required while others are optional.

### **Celebrations**

D60 Online will recognize students that have earned Student of the Month, Honor Roll, Attendance Awards, and/or other classroom or school awards. These celebrations will include a mix of virtual and in-person events. We also provide a variety of social events throughout the year. On their birthday (or half-birthday for summer), students will be recognized during our Morning Announcements.

### **Visiting the Office**

We welcome you to come by and visit our office for a variety of reasons! D60 Online is housed within South High School located at Door 12 off of Wildwood Lane, on the south end of the high school. If you would like to come into the school for technology support, device maintenance, to meet with a staff member, etc. please call ahead to make an appointment so we can ensure someone is available when you arrive. (719-423-3929)

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**District Policies and Procedures are available on the District website at:**

<https://www.pueblod60.org/domain/69>

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*All District policies and procedures apply regardless of whether they have been specifically referenced or not.*

# PUEBLO SCHOOL DISTRICT 60

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

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### Mission

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



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

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

# D60 Online Family Contract

As a family, we have read through the information contained in the D60 Online Family Handbook. We agree to work together to ensure this school year is a successful one. We also agree to abide by the guidelines and expectations established within the Handbook. Some specific agreements we are committed to are:

- We will partner with the school to provide accountability and support for our child. We understand the school is using monitoring software (Lanschool) to support on-task behavior.
- We have read the PBIS Matrix and understand the expectations for being an online student. These include expectations such as cameras on, faces visible during virtual sessions and being fully present when learning.
- Attendance in school is critical to your child's success. We agree that our child will only miss virtual sessions in alignment with the district's policy on excused absences. We also understand that attendance at D60 Online includes required in-person sessions.
- We will partner with the school and communicate with school staff regularly. We will check communications from D60 Online at least weekly. We plan to attend family nights throughout the year to deepen this partnership.
- We understand that our child can only access school sessions, coursework, and classwork from their district provided device. If there is an issue with this device, we will reach out to the school immediately to have it resolved.
- When we have concerns about another student's safety, we will reach out to the school immediately. We also understand that we can use Safe2Tell to report concerns, especially when school staff are not available (i.e. holidays, non-school hours, etc.).
- We will monitor and encourage student progress in the virtual classroom by regularly checking Edgenuity and Infinite Campus. We understand that all work submitted must be original student work, not plagiarized or fabricated through use of Artificial Intelligence.
- We agree to partner with the school for our child's success. We understand this means we have a right to reach out to the school with any questions, compliments, or concerns. We support many learning opportunities that will be provided by the school, including required attendance to support offerings when my child needs additional assistance.

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Student Signature

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Guardian Signature

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Student ID Number

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Date

# D60 Online Expectations Matrix 2023-2024

## Locations/Activities/Tasks

Expectations	Always	Synchronous Learning & Small Groups	Asynchronous & Independent Learning	Technology	In-Person Learning & Field Trips
<p><b>Safe:</b> Uphold the well-being of oneself and others</p>	<ul style="list-style-type: none"> <li>Know how you can reach out for help</li> <li>Use appropriate language</li> <li>Report inappropriate content or behavior</li> </ul>	<ul style="list-style-type: none"> <li>Be visible (cameras on, faces visible)</li> <li>Use technology tools appropriately (chat, virtual hand, reactions, unmute, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Use safe search terms and resources</li> </ul>	<ul style="list-style-type: none"> <li>Use school-approved links, software, and apps only when school staff is present</li> </ul>	<ul style="list-style-type: none"> <li>Follow district and school rules</li> <li>Listen to directions</li> <li>Stay in our school area</li> <li>Stay with school staff</li> </ul>
<p><b>Honest:</b> Being trustworthy, responsible, and having a high level of integrity</p>	<ul style="list-style-type: none"> <li>Use district technology appropriately</li> <li>Create your own, original work</li> <li>Submit your best work</li> </ul>	<ul style="list-style-type: none"> <li>Complete work with teacher and peers</li> <li>Attend all classes/sessions for the whole period</li> <li>Ask the teacher for permission to leave class for any reason</li> </ul>	<ul style="list-style-type: none"> <li>Take ownership                             <ul style="list-style-type: none"> <li>Use internet resources to support your understanding, not to do the work for you</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Keep passwords and personal information private</li> <li>Use virtual tools to participate</li> <li>Profile pictures and background images align with district policy</li> </ul>	<ul style="list-style-type: none"> <li>Make choices that you are proud of</li> <li>Stay on task: complete work assigned to you</li> <li>Represent our school with pride</li> </ul>
<p><b>Invested:</b> Demonstrating full commitment, engagement, and perseverance in actions</p>	<ul style="list-style-type: none"> <li>Keep your learning environment free from distractions (tv, video games, phone, pets, people, etc.)</li> <li>Attend every day (every virtual session and complete all coursework)</li> <li>Seek and accept support when you need it</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen while others are speaking</li> <li>Follow all district and school rules</li> <li>Participate when called on and when you have something to add</li> </ul>	<ul style="list-style-type: none"> <li>Know what work you need to do each day to reach your weekly goal</li> <li>Check your email daily and respond in a timely manner</li> <li>Active learning:                             <ul style="list-style-type: none"> <li>Take notes</li> <li>Ask questions</li> <li>Use resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Memorize how to access important software, apps, links, resources, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Do your best work</li> <li>Give your strongest effort</li> <li>Participate fully in the experience</li> </ul>
<p><b>Neat:</b> Displaying attention to detail and organization, being prepared and disciplined</p>	<ul style="list-style-type: none"> <li>Use district issued device to access school</li> <li>Know your schedule and what work is due each day</li> </ul>	<ul style="list-style-type: none"> <li>Come to each class/session on time with the right materials</li> <li>Stay on task: participate in this class with this content</li> </ul>	<ul style="list-style-type: none"> <li>Use strategies to stay focused and learning</li> <li>Seek out support when you need assistance</li> <li>Submit the correct work for the assignment</li> </ul>	<ul style="list-style-type: none"> <li>Charge your Chromebook each night</li> <li>Keep food/drinks away from your Chromebook</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared with the appropriate materials, such as your charged Chromebook, appropriate clothing, permission slip, etc.</li> <li>Arrive on time</li> </ul>
<p><b>Empathy:</b> Actively listening to others, showing respect, and fostering positive relationships</p>	<ul style="list-style-type: none"> <li>Respect other perspectives</li> <li>Be kind, in actions and words</li> <li>Support others</li> </ul>	<ul style="list-style-type: none"> <li>Enhance others' thinking about learning and help anyone that might need assistance</li> <li>Collaborate and share workload when completing group work</li> <li>Keep learning time for learning; schedule time to meet with the teacher for other needs</li> </ul>	<ul style="list-style-type: none"> <li>Cite your sources when using someone else's work or ideas</li> <li>Attend support sessions with a positive attitude</li> <li>Always do your best</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of what you put on the internet</li> <li>Remember all digital materials are permanent</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate respectful behavior at all times</li> <li>Connect with others to enhance your learning</li> <li>Process through the emotions you may experience and reach out for help when you or someone you know might need it</li> </ul>