

# **Pueblo West High School**



## **Home of the Cyclones**

661 CAPISTRANO AVENUE  
PUEBLO WEST, CO 81007

TELEPHONE: 719-547-8050  
FAX: 719-547-8041  
FAX (RECORDS): 719-547-3671

Mrs. Martha Nogare  
Principal

Assistant Principals

Mr. Cody Kuhlman  
A-GO

Mr. Gary McCown  
GR-PH

Mr. Casey King  
PI-Z

Athletic Director  
Mr. Keith Lane

Counselors (by alphabet)

Mrs. Patty Brockman  
A-GO

Mrs. Karen Farbo  
GR-PH

Mrs. Jan Stiles  
PI-Z

Dear Students, Parent(s)/Guardian(s):

As we begin our 2009-2010 school year, I would like to wish you well on the academic endeavors that you will be faced with. “Respect, a way of life at PWH” is our motto and one that you will hear, see in action, and be expected to model. Our expectations of discipline are stringent; our demands for academic excellence are high and will continue to be so. “Relationships, Relevance, Rigor” were guiding themes in academic development and cultural aspects of our school this past year and will continue to be implemented in each of your classes.

In addition, technology has found its place in our classrooms with the 1:1 laptop initiative. Students’ accessibility to research and resources suddenly became limitless. Technology has opened many challenging venues of teaching and learning; so much to the fact that our classrooms can conceivably be learning centers without walls.

Our staff has committed to making this a safe and caring school; one in which all students are able to work toward their potential in a non-threatening environment. We are counting on your help to make sure that this happens. Rules are for your safety and protection. We encourage you to become familiar with the policies that regulate our school and our district.

We do have an open door policy and invite students and parents in to visit about a particular issue or concern. Please stop by the main office or phone us to set up a time that will work for you. Our staff is more than willing to assist you before or after school. I would encourage you to take advantage of every moment of your high school experience as each day is important to your future. Challenge yourself to do your best because the rewards for you if you do are limitless.

Have a G R E A T year!

Respectfully,

*Mrs. Martha Nogare*  
Principal, Pueblo West High School

Please review this handbook carefully. Its contents govern our school policies. If you have questions or concerns, please don’t hesitate to call the school at 547-8050. Please note that you are asked to check off on the verification page that comes home that you have seen and agree to support the policies of the school/district.

## **IMPORTANT MESSAGES**

1. Policies are subject to change. If this occurs, a common message will occur in 3<sup>rd</sup> block. Written notification will be given to each student to share with their parent(s)/guardian(s).
2. Messages from home will only be delivered to students in an extreme emergency situation. Students will return calls to parent(s)/guardian(s) using the office phone or their own cell phones between classes in non-academic areas, i.e., counseling, athletic, main offices or commons area during lunch.

### **GOOD READERS AND WRITERS...**

1. Activate background knowledge and make connections between new and known information.
2. Self-question the text in order to clarify ambiguity and deepen understanding.
3. Draw inferences from the text using background knowledge and clues from the text.
4. Determine importance in text in order to separate details from main ideas.
5. Monitor comprehension in order to make sure meaning is being constructed.
6. Employ fix-up strategies to repair confusion.
7. Use sensory images to enhance comprehension and visualize the reading.
8. Synthesize and extend thinking.

### **Messages for our students.....**

- School policy pertains to all students in all places regarding dress, behavior, and profanity!
- Focus on academics: take care of yourself, your future, your responsibility. WE CARE.
- Respect should be mutual: you must give it to get it.
- We want you to succeed, to put forth effort, and to try. Attitude is important; choose a positive one.
- Students' rights and rules are made for safety, organization, and best interests of the group. Staff's rules might be different, but they follow the same reasons.

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## HOME OF THE CYCLONES

### MISSION STATEMENT

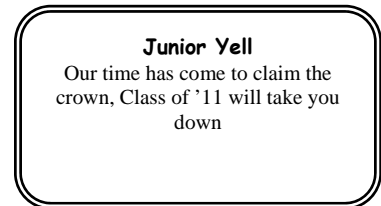
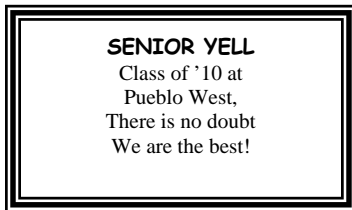
**“Relationships, Relevance, Rigor”**

Pueblo West High School’s mission is to provide a safe, respectful, highly supportive environment in which all students have a rigorous, relevant, coherent course of study that prepares them for college, work, and citizenship.

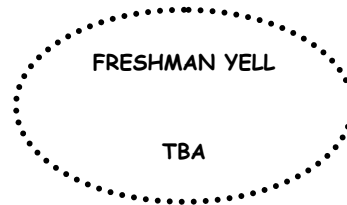
Our motto is **RESPECT – a way of life at Pueblo West High.**

### TO STUDENTS AND PARENT(S)/GUARDIAN(S)

This handbook is to be utilized as an instrument of reference. Should concerns arise about the contents, please contact the office.



# *Cyclones*



## **GENERAL INFORMATION**

### **I.D. CARDS**

**ALL STUDENTS WILL BE REQUIRED TO WEAR SCHOOL ID'S ON THEIR PERSON OR COMPUTER BAGS AT ALL TIMES. *This will be considered part of the school dress code and violation of such will be addressed according to discipline policy.*** Student identification cards are made at the same time that school pictures are taken and are available for \$1.00. If you miss picture day or lose your I.D., please see our Activities Secretary for scheduled retakes. Replacements will be \$5.00. Checking out materials from the media center will require a Pueblo West High School Student I.D. You also need your I.D. for various school events and will receive discounted ticket prices for all athletic events. A school I.D. is also required for admittance to all dances.

### **CRISIS ROLES AND RESPONSIBILITIES**

#### **Emergency Procedures**

Emergency procedures will be covered in each class at the beginning of each semester i.e. fire, tornado, crisis, etc. Lockdown and evacuation procedures are in place. Each of these drills will be put into practice throughout the school year.

### **YEARBOOKS/CLASS RINGS**

As of press time, the price of yearbooks has yet to be determined for the 2009/2010 school year. Typically, however, yearbooks are cheaper before the winter break. The earlier you order your yearbook, the more money you are able to save. Yearbook prices will be announced to students in the fall.

Class rings are selected and ordered in the fall of the sophomore year. The ring emblem is designed to represent our school and community.

### **PASSES**

Students are expected to remain in class during the seven (7) instructional periods. Trips to the office, the bathrooms, etc., should be planned for passing periods and/or lunchtime. Students **MUST** have a pass from the instructor to leave a classroom during class time. Without a pass, the student will be escorted back to class.

### **CELL PHONES/ELECTRONICS**

Cell phones/ electronics distract from the learning environment. **AT NO TIME** are they to be visible in the classroom. Students must keep them in their pockets or backpacks and they are to be turned off while in the academic setting. On the first offense, instructors will confiscate the phone and take it to the office. Students may pick up their cell phone in the security office at the

end of the school day. Detention will be issued. On the second offense, the cell phone will be confiscated and a parent will have to come and pick up the cell phone from the appropriate Assistant Principal. Detention will be issued. If there is a 3<sup>rd</sup> offense, the cell phone will be confiscated, must be picked up by a parent, and Saturday school will be issued. ***The school will not be held responsible for the loss or theft of cell phones or any electronic devices.***

### **DROP-OFF/PICK-UP**

Any parent(s)/guardian(s)/**non-student(s)** picking up or dropping off students must do so in the south (middle) parent loop or the west end parent loop. These areas have been designated as the drop off/pick-up points to ensure the safety of all students.

There are 15 minute visitor parking areas designated in the main lot to enable parents/guardians to come in and sign students out.

### **TRANSPORTATION**

District No. 70 provides buses for transportation of District 70 students. They arrive at school in the morning before the first bell and leave in the afternoon after the last bell. School buses are operated on a regular schedule. New students may secure information from the bus garage at 544-7589 in regard to bus schedules, various stops, and routes covered. ***Students must obey State Bus Regulations and cooperate with the bus driver at all times.*** While on the buses, students are responsible directly to the driver at all times. ***Disorderly conduct and refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student.*** All discipline issues will be addressed by one of the school's assistant principals. Buses are also furnished on a limited basis for transportation to out of town athletics and other special activity events.

Students are reminded that their conduct to and from such events reflects directly upon the reputation of Pueblo West High School. Good conduct is essential to the safety of all. Riding the bus is a privilege not a right. This privilege may be suspended.

### **VISITORS**

Parent(s)/guardian(s) who wish to visit a classroom are welcome. You need only **contact** the teacher to set up a **mutually agreed upon** date and time. If a conference is necessary, this needs to be set up outside of class time. All parent(s)/guardian(s), non-student or other adult visitors must check in at the office with the secretary for a visitor's pass. **All visiting minors must be accompanied by a parent/guardian.** There are to be **no outside visitors on campus at lunch or after school.** *This is a closed campus.*

### **SCHOOL CANCELLATION OR EARLY DISMISSAL**

Information relative to buses not operating, early closing or delayed start of school is aired on radio and television stations, as well as the District 70 website.

If the school buses are unable to operate safely, school will be canceled. School District No. 70 will phone the radio stations in time for their 6:00 A.M. or 6:30 A.M. transmission to share messages regarding a school closure or delay for the day. After school has begun, the radio stations will be notified for an early closure. The stations repeat all information periodically. Delayed school starts due to inclement weather or other emergencies may occur at times. If this becomes necessary, the radio/T.V. stations will be informed, and they will announce the length of the delay.

### **STUDENT HEALTH SERVICES**

Good health is a prerequisite to learning; as a matter of fact, good health is essential to success in most activities. Following, are a few simple regulations that are requested of students in order to maintain safety and health for all students.

#### **SCHOOL NURSE:**

- A nurse is not available to us on a regularly scheduled basis. School nurses will be in our building for mandatory ninth grade vision and hearing screenings. A nurse will also be assigned to Pueblo West High School for special education staffings. The nurses will carry pagers and will be available for emergencies that arise. Students should report to the main office for assistance.
- Leaving campus without having the nurse or secretary first call a parent/guardian will result in an unexcused absence and will be considered truancy.

#### **ACCIDENTS AND INSURANCE:**

- In an emergency situation, the school will contact emergency first aid personnel.
- The Board of Education does not pay any medical or hospital expenses incurred as a result of an accident to the pupil at school or a school event. The parent/guardian is responsible for the payment of such bills.
- School District No. 70 will **NOT** provide insurance coverage for students. Students who participate in athletics must be covered by their own family insurance.
- In case of an accident, the student should report the accident to a staff member immediately. An accident report should be filed in the main office. In case of a severe accident or acute illness, emergency care will be given and the parent(s)/guardian(s) will be notified.

#### **MEDICAL TRANSPORTATION:**

- It is the responsibility of the parent/guardian to provide transportation and further care if the student becomes ill or injured on school property. Students may not be excused for medical reasons unless parental consent has been given.

#### **EMERGENCY CARDS:**

- In order to conform to the wishes of the parents, emergency cards must be filled out and returned at the first of the year when information packets are sent out with the students.

#### **COMMUNICABLE DISEASES:**

- Students returning to school after recovering from a communicable disease must be readmitted with a doctor's release. (German measles, mumps, chicken pox, scarlet fever, conjunctivitis, mononucleosis, etc.)

**IMMUNIZATION:** Evidence of immunization is required of **all** students **prior to enrollment**. Below are the additional vaccines required by the State of Colorado :

**Pneumococcal Disease (Pevnar/PVC7) Chickenpox (Varicella) Tetanus/Diphtheria/Pertussis (Tdap)**

**SICK ROOM:**

- An ill student may lie down in the nurse’s station until a parent/guardian is reached to pick them up or has given them permission to drive home. Students not feeling well should go home so they are not exposing other students to their ailment. If they cannot go home, they will be sent back to class if at all possible. Students who stay in the clinic must sign in and out designating the time of arrival and departure. If a student is in the sickroom the majority of a class, it will be considered an absence. Parents/guardians of students who abuse the sick room privilege will be contacted for a conference with the designated assistant principal.
- We **CANNOT** give medication such as aspirin or cough drops. Prescription medications will be kept in the office and dispensed by qualified personnel with parent(s)/guardian(s) permission. All prescription medication must be in the original container. No type of pills or medication, i.e. aspirin, Tylenol, etc. may be brought to school unless it is in the form of a doctor’s prescription and the parent(s)/guardian(s) has sent written authorization to the office to dispense this prescription. All authorizations will be kept on file.
- If a student is not feeling well, they need to let an adult/instructor know. Students who are ill present a risk to themselves if they do not notify an adult in the building. Arrangements will be made for them to visit the sick room or call and go home.

**LOCKERS BY REQUEST**

There are limited book lockers available for student use. Requests need to be submitted in writing to the registrar. The lockers are distributed on a first come – first serve basis. We will honor physician requests. The last student on the list may be bumped for this reason.

**COMPLAINTS/GRIEVANCE**

It is the policy of School District No. 70’s Board of Education to provide due process of law and appropriate grievance process to students, parent(s)/guardian(s)’ and school personnel.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints or other issues involving instruction, discipline, learning material will be as follows:

1. Teacher
2. Principal
3. Superintendent (or designee)
4. Board of Education

## COUNSELING

Following ASCA (American School Counseling Association), counselors will help *all* students in the areas of academic achievement, personal/social development and career development, ensuring today's students become the productive, well-adjusted adults of tomorrow. To see a counselor during class time, please sign the appointment sheet at the guidance office counter. The counselor will make a point to see every student who signs the appointment sheet. The counselors will send for students who have signed the appointment sheet. Students must remain in class until they are called out to see their counselor. *Counselors will make it a point to see every student at least twice each school year.*

## SUPERVISION

Pueblo West High School is open from 7:30 A.M. until 3:50 P.M. each school day. During these hours, supervision of students is provided by the faculty and/or staff. ***After 3:50 p.m., only students who are involved in an activity will be allowed to remain on campus or in the building.*** Pueblo West High School cannot assume responsibility for students in the building before or after these times unless they are directly supervised by a staff member.

## LEAVING CAMPUS/PARTIAL ABSENCE

Pueblo West High School is a *closed campus*. This means that once your child arrives, he/she must have permission by a parent or guardian to leave the school grounds. If this does not occur, the student will be considered *truant*. If a student has a partial absence for a PSEO/AVEP course or is involved with our Mentor Program, they must sign out when leaving campus and they must sign in upon their return. Failure to do so may result in being denied a partial absence for PSEO/AVEP or being involved in the Mentor Program. If a student has a partial absence, he or she must possess a card issued by the main office identifying this status. **Students may not leave the building to go to their car without a pass from the security office. Violation of this policy will be treated as truancy and could result in suspension. In addition, the student's vehicle may be subjected to a search by school officials.**

## STUDENT PARKING

Students who choose to drive to school are required to register their vehicle with PWHS Security Personnel at the beginning of each school year. Every vehicle driven must be registered. Forms will be given out on the first days of school, and must be returned. A parking pass must be purchased and placed in the driver side front window.

Students are requested to park their vehicles only in the student spaces provided. Students parking in unauthorized areas such as the staff lot or area behind modulares could result in the vehicle being towed at the owner's expense. If you choose to drive to school, the following rules must be followed:

1. Provide proof of license; register your vehicle model, year and license plate number with Student Council.

2. **Keep your car locked at all times; the school is not responsible for theft or vandalism.**
3. Obey the 15 MPH speed limit on school grounds. Driving faster than this constitutes a danger to other students. Violators will face loss of driving privileges on school grounds and/or referral to the proper authorities.
5. Keep out of bus loading zones and fire lanes. Driving or parking in these areas will result in disciplinary action and possible towing or police involvement. The parking lots are school property, and we reserve the right to take any actions necessary to enforce policy and safety. The privilege of parking on school property may be revoked if abused.
6. Park locked bicycles in designated rack.
7. Visitors must park in the designated area.

**ALL VEHICLES BROUGHT TO SCHOOL WILL BE DONE SO AT THE STUDENTS' OWN RISK.**

### **SUGGESTIONS/TIPS**

If you have a suggestion to improve our high school in any way, please submit your idea in the suggestion box in the main office.

### **LOST AND FOUND**

All found articles should be turned into the main office. If a student should suspect that something has been stolen, he/she should report it to the student resource officer or designated assistant principal. A crime stopper announcement will be made at the student's request.

### **LUNCH PROGRAM**

A school lunch and a la carte breakfast program will be served each day. Students must purchase lunch tickets in advance. They are available in the morning from the kitchen. Students may purchase breakfast, lunch or snack items on a daily basis as well. Free and reduced price meals are available to those who meet federal income guidelines. At this time, students who qualify for free and reduced lunch will receive free breakfast. Application forms for free or reduced meals are available in the school office. Use of Student ID required for computer purposes.

PRICES FOR LUNCH:           \$1.90 Student  
 (prices may change for       \$2.30 Adult  
 2009/2010 school year)     \$2.25 Adult w/milk  
                                       \$.40 Reduced Lunch

A la Carte items available – prices posted  
 Cyclone Alley Grill – prices posted

Students' lunch block is determined by whom the student has for 4<sup>th</sup> block. They eat the same lunch as this teacher. **We have a closed campus, which is District policy; therefore, students may not leave campus at any time unless called out by a parent/guardian. Failure to follow**

**this policy will result in an automatic Saturday school, and the student's vehicle may be searched. Students may not be in the front of the school or in the parking lot during lunch. This will result in disciplinary action. Visitors are not allowed to come in and eat lunch with the students. There are to be no outside food deliveries. Students are not allowed to receive food from outside food establishments.**

## **TEXTBOOKS**

Textbooks are issued to the students by the teacher. Students are responsible for the care and return of the books and will be charged accordingly if books are lost or damaged excessively. Book covers are advised. In order to be reissued another text, the student must pay for the lost one at the replacement cost. **Students are responsible for textbooks and materials left in the classroom areas or on buses.**

## **SIGNS**

In order to maintain a pleasant place in which to work and learn, some guidelines have been adopted covering where and how to hang posters, signs, announcements, etc.

Please keep the tape used in putting up such items away from smooth painted wallboard or windows. **AT NO TIME, IS THERE TO BE ANYTHING TAPED OR PLACED ON WINDOWS.** Windows may not have anything displayed on them with the exception of emergency posters. When making and painting signs, please do so on a covered table or sealed floor surface and not on carpet.

Any announcements, posters or signs concerning activities inside or outside of the school need to be approved by an administrator or teacher prior to being displayed. **A signature of a staff member approving the sign/poster must be clearly and legibly written on the front of the poster. All signs must be removed at the conclusion of the said activity or project.**

## **WE NEED YOU! BECOME A CYCLONE SUPPORTER!**

**Booster Club:** Supports activity programs through physical and monetary methods. This group meets as needed.

**Cyclone Friends:** (Academic Cards): Exists as a part of the Renaissance Program as a school/business partnership. Merchants extend good will to students who obtain honor roll status or outstanding performance. Students receive a Renaissance card attached to their honor roll certificate at the Renaissance Recognition Assembly.

**Career/Scholarship Center Volunteers:** Volunteers who give of their time to enrich the educational experience of students and to assist the Pueblo West High School staff. Volunteers are always needed to help improve school programs and school climate, provide services and support, help students with scholarship information, and help teachers with their daily workload. The staff of Pueblo West High School would like to see all parents/community members involved in the high school setting. When parents, teachers, students, and others view one

another as partners in education, a caring community forms around students and begins its work. Please call the main office at 547-8050 if you are interested in volunteering your services in any way.

## **ACCOUNTABILITY COMMITTEE**

The Accountability Team is an advisory group that consists of parent(s)/guardian(s), community members, teachers, students, and an administrator. It serves as a link for open communications between school and community. Members volunteer their time to advise and give support for a well-rounded program of academics and extra-curricular activities. If you are interested in serving on this committee, please contact the school, 547-8050 and speak to the Principal's Secretary.

### **Parent Involvement and Student Achievement...**

#### **What Does Research Tell Us About the Influence of Parental Involvement on Student Achievement?**

##### **The evidence is now beyond dispute:**

Recent research indicates the type of parent involvement that has the most impact on student performance requires their direct participation in school activities such as attending school programs, extracurricular activities, conferences, and back-to-school nights. Parent involvement during high school had the most significant positive impact upon student achievement of all factors studied.

##### **Characteristics of Families Whose Children Are Doing Well in School:**

1. Establish a daily family routine
2. Monitor out-of-school activities
3. Model the value of learning, self-discipline, and hard work
4. Express high but realistic expectations for achievement
5. Encourage children's development and progress in school
6. Encourage reading, writing, and discussion among family members.

##### **Student achievement improves when parents are enabled to play four key roles in their children's learning.**

- As **teachers**, parents create a home environment that promotes learning, reinforces what is being taught at school, and develops the life skills children need to become responsible adults.
- As **supporters**, parents contribute their knowledge and skills to the school, enriching the curriculum, and providing extra services and support to students.
- As **advocates**, parents help children negotiate the system and receive fair treatment, and work to make the system more responsive to all families.
- As **decision-makers**, parents serve on advisory councils, curriculum committees, and management teams, participating in joint problem-solving at every level

## **CHECKRITE TO COLLECT DISTRICT 70 RETURNED CHECKS**

District 70 School Board approved the use of CheckRite to collect all district non-sufficient funds checks. This will include any check issued to the district (Activity, Athletic, Books, Food Service, etc). Starting December 1, 2002 all returned checks (Non-Sufficient Funds) will be sent directly from the bank to CheckRite for collection. There will be a \$40.00 service fee/ collection cost charged to the account holder for each returned check. This service will be for all checks written to School District #70.

### **PUEBLO WEST CYCLONE SCHOOL SONG**

We're the Pueblo West Cyclones  
We're here to show you how it's done  
GO-GO-GO  
We're the mighty fighting Cyclones  
We're here to prove we're #1  
FIGHT-FIGHT-FIGHT  
Show the spirit of the Cyclones  
We'll lead them onto victory  
BLUE-BLACK-WHITE  
Go Pueblo West High School  
We're gonna GO-FIGHT-WIN!

### **ACADEMIC INFORMATION**

#### **Pueblo West High School Academic Policies 2009-2010**

This handbook is the tool used to consistently communicate policies to students, parent(s)/guardian(s) and staff.

The Pueblo West High School staff has tried to develop policies that will be fair and equal to all students yet offer some latitude within which everyone can function. These policies are not meant to limit but rather to allow the student to know how to proceed so that his/her record completely and accurately reflects the work done in high school.

If for any reason a student feels that these guidelines are unfair, or that he/she would like to be considered for an exception to these policies, he/she is urged to forward the specific request in writing to the principal.

## CURRICULUM

The curriculum of Pueblo West High School consists of all the experiences of the learner that are under the guidance of School District No. 70. Instructional programs/curriculum are under the direction of the Superintendent of Schools, the Associate Superintendent of Educational Programs and the leadership of the building principals. Constant evaluation, adaptation and development of the curriculum are necessary if the district is to meet the needs of the students in our school as well as the District and State's standards. The Superintendent will encourage and direct building staff members in evaluating, planning, implementing and revising curriculum for continual program improvement.

## MARKING SYSTEM

### GRADING SCALE PERFORMANCE LEVEL

A	90 – 100	4	Advanced
B	80 – 89	3	Proficient
C	70 – 79	2	Partially Proficient
D	60 – 69	1	Unsatisfactory
F	59 and below	0	No Measurable Evidence
WF	Withdraw fail (Withdrawals will result in a WF, which will calculate into the student's grade point average as a zero.)		
I	Incomplete (Student MUST complete course within two weeks unless otherwise specified by the instructor.)		
NC	No Credit		

We will be using a dual reporting system of letter grades based on percentages and a number grade based on a student's performance level towards meeting standards. Standards are reported to parents on the students' report card.

Rounding is left to the discretion of each teacher. Teachers will notify students regarding their rounding procedure.

## ACADEMIC CONTENT STANDARDS

Academic Content Standards are an integral part of our day at PWHS. Content standards identify what it is students need to know and be able to do in order to be successful in school. Students are expected to be able to identify the standards they are working on as well as telling how what they are doing applies to the standards.

To prepare our students to become lifelong learners, curriculum programs involve all students as personal managers, effective communicators, problem solvers, team workers, community contributors and pursuers of excellence.

***“Watch your thoughts; they become words. Watch your words; they become actions. Watch your actions; they become habits. Watch your habits; they become character. Watch your character; it becomes your destiny”. Frank Outlaw***

## CSAP (Colorado Student Assessment Program)

Each year the freshmen and sophomores are required to take state mandated CSAP math, reading and writing assessments, with sophomores taking science exams to see how they are performing in accordance to the state standards. The District No. 70 Board of Education has agreed to reward high school students that receive three proficient or advanced scores a .5 credit making it possible to earn 1 credit if three proficient or advanced scores are earned in both the freshmen and sophomore years. The credit earned through CSAP will be elective credit. In addition to this, Pueblo West High School will be awarding these students an achievement pin.

**The CSAP test is very important.** Students need to take this test and the testing environment very seriously. If a student vandalizes the test in any way, they will face suspension and possibly expulsion. Their test will more than likely be invalidated which will be reflected on the student's individual permanent record. CSAP scores will be a part of students' permanent transcript. Please note that by law C.R.S. 22-7-409(1.9) CSAP scores will be included on each student's final report for that school year and shall be part of the student's permanent academic record.

## RECORDING GRADES

A grade for each course will be recorded on the student's permanent record and **may not be removed or changed without the input of the teacher**. Grade changes are accomplished by the classroom teacher submitting the appropriate grade-change form to the counselor's office.

## GRADE POINT AVERAGE

- All courses receiving a letter grade will be used in computing the student's grade point average (G.P.A.). Final G.P.A. will be calculated on eight semesters.
- The following point average will be used to compute grade point average:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points
WF	0 points
- When a student transfers into Pueblo West High School, decisions on placement, credits, etc. will be based upon the information on the accompanying transcripts and recommendations from Pueblo West High School's staff and counselor.
- Incomplete grades may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless prior arrangements have been made in writing

with the teacher. In the absence of prior arrangements, the INCOMPLETE work becomes an F after the two-week period.

- If a student drops a class prior to the end of the semester, a grade of WF (withdraw/fail) will appear on the student's transcript. A WF calculates as an F for GPA.

### **CLASS FAILURE**

If a student fails a required class, the student must earn this credit through another source at the student's expense.

### **POWERSCHOOL/GRADE CHECK**

**If a parent does not have internet access for "PowerSchool" a printed grade check will be issued on request only.** A report card will be given at the Parent/Teacher conferences, which will held after the 9 week grading period. The final report card will be mailed at the end of each semester as long as the student has no fines. Students and parents may retrieve their own grades via PowerSchool at any time.

### **CONFERENCES**

Conferences will be held twice a year. Parent(s)/guardian(s) and/or other invited guests of the student's choice may attend these scheduled conferences. No conference appointment is necessary. Please come at your convenience during the designated time and visit your student's teachers.

### **COURSE LOADS**

The Colorado High School Activities Association requires students earn a minimum of 2.5 Carnegie units per semester.

### **STUDENT AIDES**

1. Students will receive a .25 elective credit for an 'S' for satisfactory and no credit for a 'U', or unsatisfactory based on their performance as judged by their supervisor.
2. **Please note that a teacher assistant does not count as a graded class and that honor roll requires a minimum of five graded classes. Students who receive a grade of 'U' will not be eligible to be an assistant for the following semester.**

### **INDEPENDENT STUDY CONTRACTS**

Independent study contracts are available to Juniors and Seniors or students identified as gifted and talented through the gifted and talented coordinator. To be eligible, a senior or gifted and talented student must have a 3.4 G.P.A. or better and be on track for graduation.

The following conditions will apply to all independent study contracts:

- They shall not be used to make up credit deficiencies.
- The specific work to be accomplished will be included in the contract.

- The total time to be involved and the location of the work to be done will be stated in the contract.
- 60 clock hours of time shall be the guideline for the independent study contract per term for credit.
- Details of the contract are to be drawn up by the teacher and student in one or more conference settings.
- The contract teacher will require periodic checks as the work is in progress.
- The contract will require the approval of the lead teacher, the parent(s)/guardian(s), the student, the counselor, and the principal.

### **LATE ENTRIES**

- **Students who Enter School Late or Transfer Students**  
Students who enter Pueblo West High School after the term begins and have not been in attendance at another school will have the opportunity to make up work they missed first quarter in an effort to earn semester credit. This policy will apply to students entering school prior to second quarter. Students must sign a Performance Contract available through the counseling department. Earning credit is based on proving proficiency. To increase the chance of earning credit, the student must have good attendance, complete all assignments from the date of entry, pass the final, and have no unexcused absences or disciplinary referrals. **It is in the best interest of the student to enroll at the beginning of the next semester.**
- If a student entering PWHS has a percentage grade in a similar course from their previous school, it will be their starting percentage in the new course at PWHS.

### **SCHEDULE CHANGE**

Schedule changes will only be made if:

- A student does not have a full schedule
- A student was placed in a class that they have already taken
- A student needed a specific class for graduation

Students must sign up to see their counselor during the drop/add period (the first two days of the semester). Schedule changes will be considered only if the above conditions exist.

Students are required to fully complete the semester in the assigned schedule. Any withdrawals will result in a “WF” (withdraw fail), which will calculate into the student’s grade point average as an “F”.

### **GRADUATION REQUIREMENTS**

Minimum graduation requirements for all students who attend Pueblo West High School in School District No. 70 are as follows:

1. Twenty-five credits shall be required to graduate from Pueblo West High School.
2. Four years of attendance shall be required unless early graduation is applied for and approved in keeping with Board and individual school policies.

3. All students will be required to take course work that meets Colorado State Standards in the following areas:

**English: (4 credits)**

**Health: (.5 credit)**

**Computer Literacy: (1 credit)**

**Mathematics: (3 credits) (course work in Algebra & Geometry is required)**

**Physical Education: (1.5 credits)**

- Participation in athletics or cheerleading will waive .5 credit of P.E.
- Marching band and JROTC will count as P.E. credit (.5 per class)

**Science: (3 credits) (Course work in biology, chemistry, physical/earth science are required).**

**Social Studies: (3 credits) U.S. History, World History, and American Government are required**

**Electives: (9 credits)** (see course description guide)

**Students will not participate in graduation exercises unless they pass all required classes, pay all fees and fines, order a cap and gown, participate in mandatory practice, and conform to dress expectations.**

## **POST-SECONDARY OPTIONS**

**PSEO** (Post Secondary Enrollment Options) courses offered at PCC or CSU-Pueblo are available to students who qualify as juniors or seniors on the basis of total credits and grade point average. Dual elective credit (high school and college) is earned for these courses. *There are fees associated with this program.*

## **AVEP**

**AVEP** (Advanced Vocational Educational Partnership) courses are available at Pueblo Community College for students who qualify as juniors or seniors on the basis of total credits and grade point average. Students have the opportunity to enroll in selected vocational courses at Pueblo Community College while attending high school in School District No. 70. Because these are college-level courses, students receive college credit as well as elective high school credit. One-half credit will be awarded by the high school for each three, four, or five semester hour course successfully completed by the student at PCC. Pueblo School District No. 70 will pay the cost of the assessment test, tuition, fees, books and lab fees for the regular school year (evenings and weekends included). The District does not pay for courses or award credit for classes taken during the summer or at student's own expense.

### **PSEO & AVEP Information:**

- Students must provide their own transportation to PCC or CSU-Pueblo
- Students must receive a minimum grade of “C” in each course to be eligible to continue courses. A student who receives a “D” or “F” in any course will not be eligible for the following semester and must pay for the class
- Credits will be recorded on the student’s high school transcript as elective credit.
- Students must follow the college procedure to drop/add classes. These are college classes and cannot be treated as high school courses. If a student does not follow the procedure for drop/add, the cost of the class will be added to the student’s fine prior to graduation. Students who have not paid any financial obligations prior to graduation will not be allowed to participate in graduation practice or the graduation ceremony.
- If a student drops a class, any books purchased from the bookstore must be returned in perfect condition. If not returned, the cost of the books will be added to the student’s fines prior to graduation.
- Students and their parents must sign an agreement with PWHS to secure enrollment.
- Accuplacer or ACT test must be taken to enroll in PSEO/AVEP classes.

### **International Baccalaureate**

**Disclaimer:** Pueblo West High has not been approved to offer an International Baccalaureate Diploma at the time of this publication. We are in the application process. Pending approval, we will begin offering this program with the junior class of 2010.

Only schools officially authorized by the IBO may offer the Diploma Program and offer examinations. Schools wishing to participate in the IB program must undergo a rigorous application and authorization process which includes lengthy application writing, mentorship guidance, and a site visit. Schools are admitted to the IBO as single entities and not as school districts.

### **What is the International Baccalaureate Program?**

The Baccalaureate program is a rigorous course of study offered to juniors and seniors that prepares students for university study world-wide. The diploma program is offered during the junior and senior years of high school and leads to a set of examinations that if completed and passed afford the diploma graduate recognition at world universities. It is a rigorous course of study that develops international mindedness, the importance of community service, and produces a student that is well-rounded in six different areas of study. The International Baccalaureate Organization strives to incorporate the best elements of educational systems worldwide without focus on any one system in particular. Since its founding approximately 30 years ago, the IB program has established a reputation of academic rigor and intellectual integrity. Candidates for the IB diploma program should show a strong sense of commitment to learning. These students should not only demonstrate academic prowess, but possess the desire to achieve the skills necessary to become a world class student and lifelong learner. Students deciding to take on the demands of the IB diploma program are required to complete courses in Languages, Sciences, Mathematics, and Humanities in their junior and senior years of high school.

## What is the mission of IB?

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IB works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their difference, can also be right.

*Handbook of procedures 2008*

*International Baccalaureate Organization, 2007*

## What does an IB diploma candidate look like?

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

- Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

*Handbook of procedures 2008*

*International Baccalaureate Organization, 2007*

## **A Short History of the International Baccalaureate**

The idea of an International Baccalaureate, that is, of an international university entrance examination that could be taken in any country and recognized in any country, grew out of both practical and educational concerns in the international school setting. School authorities found that the necessity of preparing their university-bound pupils for separate national examinations required either a large number of very small classes, or one large class segregated according to national groups. Teachers were also concerned with the increasing emphasis on education as a the delivery of information, the fragmentation of knowledge, and the de-emphasis on aesthetic and creative education.

The program was a result of efforts to establish a common curriculum, and university entry credential for students moving from one country to another. International educators were motivated by practical considerations, but also by an idealistic vision. They believed that students should share an academic experience that would emphasize critical think, inter-cultural understanding and exposure to a variety of points of view. The program was established under a Swiss Foundation in 1968.

Since that time, the IB has grown to more than 1,500 schools participating in The Primary Years, The Middle Years, and the Diploma Program in more than 100 countries. Working in three official languages (English, French, and Spanish), the IB enjoys the respect and support of many governments, colleges, and universities.

Suzanne Geimer, IB Coordinator  
George Washington High School  
Denver Public Schools  
Denver, Colorado

## **What does the IB curriculum entail?**

Students choosing to pursue an IB diploma must successfully complete rigorous assessments in six subject areas. These subject areas are studied over a two-year period (the junior and senior years of high school). The six subject areas include English, Mathematics, Science, Foreign Language, Creative Arts, and Social Studies.

At least three of these subject areas must be studied at the higher level. This entails 240 hours of study. The other courses may be completed at the standard level which entails 150 hours of study. The differentiation between the higher level courses and the standard level courses allow students to focus more attention on their interests while still producing a well-rounded student. In addition to the six subjects, candidates for the diploma program must complete a course and the required assessment in **theory of knowledge**. This course specifically requires students to consider the question of how they know what they know. It also asks them to reflect critically on knowledge that has been acquired inside of the classroom setting as well as acquired knowledge from outside of the formal classroom setting. The IBO recommends that this course entail at least 100 hours of teaching.

Diploma candidates are also required to complete a program of extra-curricular activities known as **CAS (Creativity, Activity, Service)**. This requirement is completed by students participating in planned activities approved by the IB Coordinator that are directly related to the local

community. The goal of this component is for students to understand attitudes and values other than one's own while allowing the student to develop communication skills that will be necessary in the competitive environment of the work place. *Creativity* is interpreted to include a wide range of activities revolving around the arts. *Action* can but is not limited to participation in individual and team sports but should also include participation in local or international projects. *Service* includes community and social service activities. Each diploma candidate is required to complete 150 hours of **CAS** projects during the junior and senior years. These hours must involve all three areas and should be divided fairly equally. At the end of the senior year, students will be asked to reflect on the benefits of the **CAS** program to themselves, to others, and to explain the insights gained during the participation in the program in front of an exit committee. Diploma candidates will also be required to reflect in writing their thoughts and observations on their participation in the **CAS** element. Documentation of **CAS** hours will be submitted to the IB coordinator by April of the senior year.

Finally, all diploma candidates are required to complete and submit to IBO an extended essay of 4,000 words in a subject area of their choice. This is a work that is an original and independent piece of research. Work on this essay is expected to reflect approximately 40 hours and is completed under the supervision of a mentor at the school who is familiar with the Diploma Programme.

### **Course Requirements**

**Freshman Year:** These courses are strongly recommended of all Freshmen wishing to pursue entrance into the IB Diploma Programme during the junior year.

1. Accelerated English I
2. Accelerated Geometry
3. Accelerated U.S. History
4. Accelerated Physical/Earth Science
5. Spanish I
6. Physical Education two semesters
7. Technology two semesters

(Note: Freshman Institute is not required of students entering the IB program. Also, a parent has the right to waive the required health credit for district 70 graduation through a written letter to the school.)

**Sophomore Year:** These courses are strongly recommended of all sophomores wishing to pursue entrance into the IB Diploma Programme during the junior year.

1. Accelerated English II
2. Algebra II
3. Accelerated World History
4. Accelerated Biology
5. Chemistry I
6. Spanish II
7. PE one semester (If a student has participated in a sport at the high school, this credit will not be necessary) / Any Elective
8. Completed Application for Admittance to the IB Diploma Program

### **Junior Year:**

1. IB English
2. IB Spanish
3. IB History
4. IB Math
5. IB Biology
6. IB Business Management OR IB Music
7. Theory of Knowledge (Second Semester Only)/American Government
8. Submittal and approval of Extended Essay Topic by December
9. Draft of Extended Essay due in May to IB Coordinator. (Students may not register for their senior year in the IB program if they do not submit an acceptable draft in May of the junior year.)
10. Registration and fee payment with the IB coordinator in October for any exams being taken at the SL level

### **Senior Year:**

1. IB English
2. IB Spanish
3. IB Math
4. IB Biology
5. IB History
6. IB Business Management OR IB Music
7. Theory of Knowledge (First semester)/Physical Education (second semester)
8. Final Draft of Extended Essay due in September
9. Registration and fee payment with the IB coordinator in October for any exams being taken during the senior year.

#### Test Exam Fees

Registration for exams being taken will always be in October of the year that the student is being tested. While exam fees are subject to yearly changes, in May 2007, the exam fees were as follows. All test fees are nonrefundable. While the fees for testing seem high, please keep in mind that the state of Colorado enacted a law in 2003 that requires most public universities in the state to give a minimum of 24 college credits to any local diploma recipient.

6 exams	\$655.00
5 exams	\$453.00
4 exams	\$393.00
2 exams	\$235.00
1 exam	\$181.00

## University Entrance Policies

The information provided below was found on the IB website. It is based on the current understanding of university admission in this country. ALWAYS check directly with the university that you plan to attend.

**Colorado School of Mines:** Credit for the IB program is granted to students who score a 5,6, or 7 on selected higher level exams. IB scores are used by the Registrar to place students in the appropriate courses before credit can be granted. The CSM courses for which you can receive credit are listed below. All IB credit is shown as transfer credit on CSM transcript. No grades are associated with the credits.

History	3 credit hours
Spanish B	3 credit hours
Biology	3 credit elective hours
English	3 credit elective hours
Math HL	See Department

**Colorado State University (Ft. Collins):** CSU awards credit for most examinations on which a score of 4 or higher is earned and credit for any given exam is awarded at the standard level or higher. Credits awarded may be used toward the 120 credit minimum requirement for graduation and may be used toward general education requirements.

<b>Exam</b>	<b>Standard Level</b>	<b>Credit</b>	<b>Higher Level Credit</b>
Biology	BZ 110, 111	4	LIFE 102 4
Business and Management	Elective	3	Elective 6
English—score of 4	No Credit		E140 3
English—score of 5	No Credit		E140, CO 150 6
English –score of 6	No Credit		E140, CO 150, Elective 9
English—score of 7	No Credit		E140, CO 150, Elective 12
Spanish—score of 4	LSPA 200	3	LSPA 200, 201, 300 9
Spanish—score of 5	LSPA 200,201	6	LSPA 200,201, 300 9
Spanish—score of 6-7	LSPA 200,201,300	9	LSPA 200,201, 300 9
History area of S.E.	AUCC3D	3	(Credits vary at HL depending on Study i.e. Africa, Americas, East & Asia & Ocenia, etc.)
Mathematics	Math 117, 118, 124, 125, 126,	5	

**Colorado State University (Pueblo):** Students who complete the IB Diploma Program and the IB examination(s) are eligible to receive credit and advanced placement standing at CSU-Pueblo. Upon receipt of the scores, an evaluation for credit will be performed by the appropriate academic department. The student will be notified by mail of the evaluation results in approximately 2-4 weeks. A score of 4 or better on the IB examination(s) will receive between 3-10 credits for most examinations. Please contact the Office of Admissions for more information.

**Harvard University:** Students who have earned the International Baccalaureate (IB) diploma with a grade of 7 on at least three Higher Level examinations may qualify for Advanced Standing. Students wishing to use IB exams for Advanced Standing should request that the IB office send an official IB transcript directly to Harvard.

Credit toward the bachelor's degree for new students not admitted as transfer students is offered only on the basis of AP or IB examinations (or other reviewed international credentials). The College does not grant credit toward a Harvard degree for courses taken at other universities prior to matriculation.

**University of Colorado (Boulder):** Any student admitted to a University of Colorado campus after June 30, 2003, who has graduated from high school having successfully completed an International Baccalaureate (IB) diploma program shall be granted 24 semester hours of college credit. No tuition shall be charged for these credits. These credits shall be granted, however, only if the student receives a score of 4 or better on an examination administered as part of the IB diploma program. If the student scores less than 4 on any IB subject test, the credit hours granted shall be reduced accordingly. Schools and colleges may grant credit for individual IB courses, even if a student has not successfully completed the IB Diploma program. Information about the IB diploma credit policy will be posted on the website of any CU campus that admits freshmen.

**University of Colorado at Colorado Springs:** Any student admitted to UCCS after June 30, 2003, who has graduated from high school having successfully completed an International Baccalaureate (IB) Diploma Program, shall be granted at least 24 semester hours of college credit. No tuition shall be charged for these credits. These credits shall be granted, however, only if the student receives a score of 4 or better on an examination administered as part of the IB diploma programs. Students who complete three HL exams and three Standard Level (SL) exams will receive 6-8 hours of credit for each individual HL Exam and a total of 6 hours of elective credit for all three of the SL exams in aggregate, as long as at least one of the SL exams has a score of 4 or better.

Students who do not complete the entire IB Diploma Program will receive credit for up to four Higher Level (HL) exams completed with scores of 4 or better. No credit will be awarded for Standard Level (SL) exams.

**University of Northern Colorado:**

Biology SL—score of 4	Bio 110, Zoo 115	3
Biology HL—score of 4	Bio 110, Bio 111	3
Business SL—score of 4	Ba100	3
Business HL—score of 4	elective	6
English SL—score of 4	elective	3
English HL—score of 4	400 level elective	3
Spanish B SL—score of 4	Span 201	3
Spanish B HL—score of 4	Span 202	3
History SL—score of 4	Euro Hist (200 Level)	3
History HL—score of 4	Euro Hist (300 Level)	6
Math SL—score of 4	Elective	3
Math HL—score of 4	Elective	3
Music SL—score of 6-7	(Depends)	3-4

**SENIOR-TO-SOPHOMORE**

**Senior-to-Sophomore** courses are available to students who qualify as juniors or seniors on the basis of credits. Dual credit (high school and college) is earned for these courses. These courses are taken at PWHS. *There are fees associated with this program.* The following courses are offered:

- Biology II
- AP Human Geography
- AP Language/Comp.
- AP Lit/Comp.
- AP U.S. History

**GIFTED AND TALENTED**

Students are identified for the gifted and talented (G/T) program in a variety of ways:

- Teacher nomination
- CSAP Performance Level
- Already in G/T from a middle school program or other school

A personal learning plan is developed for each student in cooperation with parent(s)/guardian(s) under the guidance of the G/T coordinator.

**ACADEMIC LETTER**

Students who take a minimum of five graded classes during a semester, and receive a 4.0 for any given semester shall be officially recognized at the Renaissance Recognition Assembly and receive an academic letter or bar and Renaissance Card.

## HONOR ROLL

Students who take a minimum of five graded classes during a semester and earn a 3.25 – 4.00 average will be listed on the Honor Roll for that semester. ‘S’s, ‘U’ marks are not calculated into the GPA. Categories are as follows:

Distinguished	4.00
Honors	3.60 – 3.99
Merit	3.25 – 3.59

## RENAISSANCE PROGRAM

Student Council organizes the Renaissance Program each semester to recognize student’s achievement. Through this program, students with a 4.0 GPA may waive one final per semester at the teacher’s discretion. A student may not waive a final for the same class twice in one school year. Special discounts are provided per level of honor roll for students that qualify and may be found on the back of the awarded Renaissance card.

## VALEDICTORIAN/SALUTATORIAN AND CLASS RANK CRITERIA

- Class rank is based on semester grades earned in grades 9 through 12. Courses graded A, B, C, D and F are included in the computation. Classes graded S or U are not included.
- To be eligible for Valedictorian/Salutatorian, a student must be enrolled at Pueblo West High School their junior and senior years.
- All graduates must complete the courses and credits required by the School District 70 Board of Education. As part of required course work, Valedictorian/Salutatorian candidates must complete the following courses in the four core subject areas. Primary choices in these core areas will earn quality value of .16 added to each semester grade earned. (This list is subject to change as the curriculum changes.)

English:	AP English Literature <u>and</u> AP English Composition/I.B. English
Math:	AP Calculus <u>or</u> AP Statistics/I.B. Math
Science:	Biology 2 <u>or</u> AP Chemistry <u>or</u> AP Physics/I.B. Science
Social Studies:	AP U.S. History <u>or</u> AP Human Geography/I.B. Social Studies

\*Specific I.B. courses to be determined

- In addition to the above courses, Valedictorian/Salutatorian candidates must complete two years of the same foreign language.
- Secondary choices in those academic subject areas will receive an additional quality value of .083 for each semester grade: Pre-calculus/trigonometry, 4<sup>th</sup> year of foreign language, or any additional courses from the list above. (This list is subject to revision as the curriculum changes.)
- Quality value points will be added after all course grades have been averaged to insure that students receive correct values. Quality value points from other institutions will be subject to review for acceptance at Pueblo West High School. Quality value points are used for the purpose of determining Valedictorian, Salutatorian, Gold Cord and Silver Cord awards.

- In addition to course work, the Valedictorian/Salutatorian must have an ACT composite score of 27 or above. This score must be recorded by the counselor's office no later than January of the graduation year.
- Class rank will be finalized based on grade point average and quality value points at the end of the senior year prior to graduation. Valedictorian status will be awarded to the highest grade point average (including quality value points); the second highest will earn the Salutatorian award. Gold cord recipients will be the top 5% of the class including the Valedictorian and Salutatorian. Silver cord recipients will be the remaining top 15% of the graduating class (based on grade point average and quality value points). Significant Limited Intellectual Capacity (SLIC) students will not be ranked.
- Because the Valedictorian and Salutatorian selection process at Pueblo West High School extends beyond scholarship to include qualities of good citizenship and attendance, any candidate who does not represent the qualities of character, leadership, and service may not qualify for these honors. Any candidate who has been suspended or expelled from Pueblo West High School will be reviewed for possible removal from consideration for this award.

This supersedes any previous criteria for Valedictorian/Salutatorian, class rank and cords (5/09).

### **DISTRICT NO. 70 EARLY GRADUATION/ COMPLETION POLICY**

Early graduation is discouraged at Pueblo West High School. However, early graduation may be arranged for students with special circumstances. The appropriate procedure for a student to qualify shall be as follows:

- The student has successfully satisfied state requirements.
- The student shall make a written request for early graduation to his or her counselor by the end of the first nine weeks of their senior year.
- The student must possess the twenty-five required credits for graduation.
- English credits must be obtained at the appropriate time/level, i.e. English IV at 12<sup>th</sup> grade level.
- Summer school or correspondence courses used for graduation purposes must have been for remediation of a required deficiency only.
- Students, by special approval of their counselor, can take a course not offered at the school for enhancement purposes at a different site.
- Parent/guardian must authorize the early graduation of their son/daughter by stating their approval and signing off on this in letter form.
- The Superintendent and Associate Superintendent shall review each request, approved by the principal, before presenting it to the Board of Education for final approval. The Board shall act upon each request individually.

**Students who graduate early shall not be eligible for valedictorian or salutatorian honors. Students who graduate early may participate in the prom and athletic banquets with the permission of the school's principal. The Colorado High School Activities Association**

**(CHSAA) prohibits students from participating in athletics if they are not currently enrolled in school.**

### **TRANSCRIPTS**

Employers and colleges may request transcripts from educational institutions. Transcripts will be provided by the counselor's office upon request.

### **SCHOLARSHIPS**

There are many excellent opportunities for students graduating from high school to receive financial help to continue their education. All scholarship material is kept in the Scholarship Center, is posted on the PWHS website, and is posted outside the counseling office. A PWHS scholarship team is available to offer assistance. It is important that the student acquaint himself/herself with scholarships that are available and with the application procedure. Scholarships are awarded by colleges and universities and by business and professional organizations on the basis of a student's high school record, his/her financial need for assistance, and his/her rating on competitive examinations.

In addition to maintaining an excellent grade average during the years he/she is in high school, a student should be able to demonstrate qualities of leadership through participation in student activities and student government.

Most colleges and universities require that applicants take a college entrance test (ACT or SAT). Examinations are scheduled on various dates at examination centers. Test dates and location are available in the counseling office. All Juniors are required to take the state mandated ACT test on a pre-arranged date. The state will pay for one state-mandated test only.

**In order for scholarships to be recognized at the Senior Award Night, seniors must submit their scholarship information to their counselor by the deadline set at the first of the year.**

### **NCAA DIVISION I/DIVISION II ACADEMIC ELIGIBILITY REQUIREMENTS**

For information regarding the above, please visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). See your counselor if you have questions.

### **COLLEGE ATTENDANCE**

Graduation from high school does not necessarily prepare the student to enter a college or university. Requirements to enter a university or college differ somewhat with the institution. Because of these variations in entrance requirements, each student expecting to continue his/her education is urged to ascertain at the beginning of his/her high school career the requirements of the college he/she expects to attend

## FINAL EXAMS

**Parent(s)/guardian(s) are encouraged to plan vacations around the school calendar to avoid missing reviews and final exams. Finals are very important; they are a part of the grade.**

Finals taken late will result in an incomplete grade and must be made up within a two-week period or the incomplete will become a zero and averaged into the semester grade and GPA.

## CREDIT RECOVERY

1. District No. 70 students may enroll in summer school/D70 Online School/extended day school/correspondence courses to make up deficient credits.
2. Applications for summer credit recovery are available in the Pueblo West High School counseling office.
3. Grades earned during summer school/night school/extended day school or correspondence courses will be recorded only to make up deficient credits.
4. Students who fail a course at PWHS must obtain the credit lost through one of the methods listed above at the student's expense. ***Repeating a course failed at PWHS is not an option.***

According to the Colorado High School Activities Association, summer school courses may be used to attain athletic eligibility with a limit of one class per summer.

## WITHDRAWAL PROCESS

- A student withdrawing from school must provide verification of parental permission before the process is initiated. The student should then present to his/her instructors a withdrawal form to be signed, with a grade to date and the form must be returned to the counseling office after receiving the withdrawal grades and signature of instructors, and a clearance signature from the media center, the kitchen, and any coach or sponsor that they have had indicating that there are no outstanding fines.
- The office will put a hold on the student's records and no transcript will be issued until financial obligations are fulfilled.

## HOMEWORK

One expectation of students at Pueblo West High School is that they will have assignments that must be completed outside of the normal school hours on a regular basis.

Homework assignments are left up to the individual teacher. If a student does not appear to have sufficient homework to meet the expectations of his/her parents, they are encouraged to contact his/her teacher to discuss the situation.

Only in the event of prolonged or prearranged absences (3 or more days), can assignments be requested from teachers. Such a request should be directed to the attendance office. Homework

for pre-arranged absences is the responsibility of the student. It is up to the teacher if the work will be given in advance or on the return of the student.

### **MAKEUP POLICY – ASSIGNMENTS**

It is the responsibility of the student to make up any work missed as a result of an EXCUSED ABSENCE. It is also the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class. The time limit for make up work is **THE LENGTH OF THE EXCUSED ABSENCE PLUS ONE DAY**.

For example: a student misses three (3) days due to illness; he/she would have to turn in all missed assignments within four (4) school days of his /her return to school. If a test has been scheduled during the time of the absence, the student is expected to take the test during the designated make-up period. (This does **not** apply to pop quizzes or other tests that have not been planned and publicized ahead of time.)

**If a student has an absence for only one or two days, it is the student’s responsibility to pick up the make-up work on return to school.**

Accepting late work for unexcused absences will be subject to each teacher’s discretion.

### **STUDENT RECORDS**

#### **School District No. 70 Policy File: JRA/JRC**

#### **Synopsis**

1. Individual student records, while accessible to school personnel and parents or legal guardians, are confidential.
2. Parent(s)/guardian(s) are welcome to inspect and review their student’s school records by calling the school counselor or principal and scheduling an appointment at a mutually convenient time. Parent(s)/guardian(s) will have the opportunity for a hearing to challenge the contents of their student’s records to correct or delete any inaccurate, misleading or other inappropriate data in the record.
3. The District is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday. Directory information which may be released may include the student’s name, date and place of birth, major field of study, participation in officially recognized activities, any sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
4. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

## NEWS RELEASES

From time to time, the news media is on campus for coverage of news issues, and may film or interview students. If you have an objection to this occurring with your student, please indicate this in writing, and we will keep this on file for future reference. If this documentation is not on file, we will assume your permission is granted.

## ACCREDITATION – ACADEMIC STANDARDS

All District No. 70 schools are accredited.

## ELEMENTARY STUDENT MENTORS

Mentors that drive to another school are required to have proof of insurance on hand. If a student drives with another student, it is their responsibility to get written permission from their parent/guardian authorizing this arrangement. All paperwork must be brought to the records secretary to be placed on file.

## BEHAVIORIAL EXPECTATIONS

To live by our school motto,  
“**Respect – A way of life at Pueblo West High.**”

Members of the Pueblo West High School community demonstrate care, courtesy and common sense by:

- Participating actively in the learning process
- Respecting self and others
- Respecting time commitments
- Respecting property and
- Demonstrating integrity.

## ATTENDANCE POLICY

### PHILOSOPHY

The intent of the attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation between parents/guardians, school officials and students. **Regular and punctual attendance is a major contributor to success in the classroom and on the job.** Pueblo West High School students are expected to attend every class. Initially, the responsibility to attend school rests with the student. **Ultimately however, the responsibility to ensure that the student has good attendance rests with the parents/guardians.** According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age (17 years old), attends school.

Under Colorado State Law, school attendance for students who have not reached the age of 17 is mandatory. Failure to attend school will result in the following:

- ◆ The school will initiate a progression of written notifications until the unexcused absences exceed 10 in an academic year.
- ◆ At that time, judicial proceeding will begin with respect to truancy.

Students who are beyond the age of 17 will:

- ◆ Receive written notification progressively
- ◆ Upon reaching 10 unexcused absences in a semester, the student will be dropped from our enrollment and will receive no credit for that semester.

**Students with perfect attendance will be recognized at the Renaissance Assembly.**

## **HIGH SCHOOL ATTENDANCE POLICY**

**Student absences will be classified into three (3) categories:**

1. **General/excused:** Parent is aware of absence and has called the school within 24 hours of absence. Parents may excuse 10 (ten) absences per semester. After a student has accrued ten absences, we will require medical or other state excused documentation. Continued excessive absences, even if excused by the parent/guardian, will be grounds for truancy proceedings or, if the student is over the age of 17, the dropping of the student from our roll, regardless of his/her current grade.
2. **State Excused:** State excused absences fall into these categories: illness (with medical verification), bereavement, court proceedings, work study, PSEO/AVEP, and school sponsored activities. Absences for the above (with documentation) do not count toward truancy or for a student being dropped from our roll.
3. **Unexcused:** If a student is absent without parental notification, the student will be considered unexcused. 10 unexcused absences will result in either truancy proceedings (under 17) or being dropped from the class if the student is over 17.

**State excused absences do not count toward the 10 absences mentioned above. State excused absences include:**

- ✓ A student who is temporarily ill or injured, such absences must be verified with medical documentation (doctor's signature/note)
- ✓ Bereavement time
- ✓ Absences for court proceedings
- ✓ Work study, PSEO/AVEP, school-sponsored activity

## Excused Absences:

1. According to the Colorado School Attendance Law (22-33-104) and School District Policy FRE/JH, the following conditions excuse a student from compulsory school attendance:
  - Temporary illness, injury, or absence approved by a school administrator. (Dr. appointment, field trip, pre-arranged absence, death of family member or relative, observance of a religious holiday, athletic events, etc., fall into this category.)
  - Absences for an extended period of time due to physical, mental or emotional disability (**with physician documentation**).
  - Absences due to being in the custody of court or law enforcement authorities.
2. Pre-arranged absences may be excused up to three days if an educational value can be established (i.e., college visitation, special religious observance, etc.), as long as the student does not have any unexcused absences or a total of ten (10) or more excused absences. Students with pre-arranged absences must make arrangements for completing make-up work either prior to the absence or on their return at the teacher's discretion.

The following procedure is to be followed:

- Parent must contact the attendance secretary stating the reason for leaving and the dates to be missed.
- Get a pre-arranged absence form from the Attendance Office at least one week prior to the absence. Complete the form with teachers' signatures and assignment arrangements.
- Have appropriate counselor sign the form.
- Return the form to the Attendance Office prior to leaving.

Please be aware that the teachers cannot ensure that equivalent academic experiences can be provided for absent students. The classroom experience cannot be duplicated; therefore, any absence results in loss of instruction. Please consider this carefully when arranging family trips, etc.

3. Field trips are considered pre-arranged excused absences. Students are expected to make arrangements for make-up work prior to the date of the scheduled field trip. The responsibility to make teachers aware of the trip and complete assignments lies with the student.

## Parent Call in Procedure

Parent(s)/guardian(s) must notify the attendance secretary by telephone (719) 547-8050 by noon the following school day of the student's absence or the absence will be considered unexcused. (Written notes are not accepted.) School office hours are from 7:30 A.M. to 3:50 P.M. It is important to remember that parent(s)/guardian(s) report absences, but they may legally be excused only by the school.

**In cases of excessive excused absences (more than 10), it will be necessary for parent(s)/guardian(s) to provide documentation, such as a doctor's verification of illness for their teen's absence.**

- Absences will not be excused past 24 hours from the absence.
- Students who are absent or tardy must report to the attendance secretary to check in.

Students who leave school during the day due to illness or appointments, etc. must check out through the Attendance Office prior to leaving the building. Parent(s)/guardian(s) must give permission for their son or daughter to leave, or they must sign their son/daughter out in the office when leaving early. Failure to do so could result in the student being considered truant.

### **Truancy/Ditching:**

If a student is absent without a verbal, parental excuse or if the student does not show up to a class, the student shall be considered truant or absent unexcused (ditching). It will be an automatic Saturday school for the 1<sup>st</sup> offense, a possible two-day suspension for the 2<sup>nd</sup> offense and an escalation of disciplinary consequences if the truancies continue. **A 1% deduction from the final grade will be taken in each class for each day of an unexcused absence**

### **TARDY POLICY**

**Students who are not in the classroom when the tardy bell rings are considered tardy. Tardies will be tracked by the classroom instructor, and reported to the appropriate assistant principal. Should a student be more than 25 minutes late to class, an absence (not a tardy) will be recorded. RANDOM SWEEPS WILL BE CONDUCTED THROUGHOUT THE YEAR. STUDENTS IN THE HALLWAYS AFTER THE BELL RINGS WILL BE GIVEN 2 DAYS DETENTION.**

*PARENTS MAY EXCUSE ONLY THREE TARDIES TO SCHOOL PER SEMESTER*

**Students will face the following consequences based on the total number of tardies accrued in each class throughout each semester.**

- Third tardy – Teachers will either impose their own consequence and/or will refer student to the office for disciplinary action
- Sixth tardy – Referral to the office – consequence/ 3 after school detentions
- Ninth tardy- 5 after school detentions or Saturday school
- Tenth tardy – Saturday school
- Twelfth tardy – 2 days out-of-school suspension
- Fourteenth tardy- 3 day out-of-school suspension and attendance contract
- Sixteenth tardy- 5 day out-of-school suspension and referral to ASC-Director of Student Services for possible expulsion

\*Running out of gas or oversleeping is not considered excused tardies. Rule of thumb - was this an avoidable situation?

### **AFTER SCHOOL DETENTION.**

After school detention will be held from 3:25 to 3:55. Students/Parent/Guardian will be given 24 hours notice before they are assigned detention. Days of detention will be served consecutively.

Only extreme circumstances will be taken under consideration for a student missing detention without additional days being assigned. All excused missed days must be made up. Unexcused missing days must be made up and additional days or Saturday School. A detention contract will be signed and agreed upon prior to the detention. Failure to attend detention may result in out of school suspension.

### **BEHAVIORIAL EXPECTATIONS FOR AFTERNOON DETENTION**

- Students are to have homework or appropriate reading material.
- Students are to be silent and non-disruptive

### **CYCLONE RULES**

**The Bottom Line:** Our school is a place for learning and personal growth. It is also a place to have fun, to meet new people and to become prepared for a successful adult life. These goals can only be met if everyone feels safe and comfortable; therefore, an orderly purposeful environment is essential.

**Cyclone Expectations:** Pueblo West High School Cyclones are expected to conduct themselves in such a way as to reflect pride and respect in their school and themselves at all times. The blue sheet posted in classrooms and corridors emphasize the behavior that members of the Pueblo West High School community (staff, students and visitors) exhibit.

**YOU** are expected to:

- Be prepared for class
- Attend and be on time
- Respect yourself, others and property
- Be honest
- Be an active participant in the learning process.

These are basic expectations in any family or work situation. We need to recognize and value that from the beginning to the end of the school day, Pueblo West High School is our “HOME”. The Board of Education of School District No. 70 assigns the responsibility of student discipline to the principals of each building and his/her staff. Students must respect the rights of others as outlined in the Code of Conduct. Refer to Colorado Revised Statute 123-20-7.

### **RESPECT- a way of life at Pueblo West High**

#### **CLASSROOM DISCIPLINE CODE**

Behaviors that interfere with the educational process and the student’s learning will **NOT** be tolerated. Individual teachers will notify students of their individual classroom rules and consequences for not following the rules.

## PUEBLO WEST HIGH SCHOOL'S REGULATIONS AND CODE OF CONDUCT

Pueblo West High School's regulations and code of conduct are founded on the principle of "RESPECT"; therefore the following expectations exist:

1. Maintaining a respectful attitude toward other students, teachers, substitutes, administrators, bus drivers, student resource officer and visitors is mandatory. Insubordination toward any staff member or defying reasonable adult requests will result in disciplinary actions.
2. Being rude, harassing, taunting, threatening, hazing, using vulgarity or profanity will not be tolerated and may result in suspension.
3. Abusing someone verbally or in written form such as name calling or making ethnic or racial slurs will not be tolerated.
4. Fighting will not be tolerated on school property at any time. **Any infraction will result in suspension and could result in disorderly conduct charges.**
5. District policy will be followed in handling students in possession of drug/alcohol/tobacco products. **Referral to ASC-Director of Student Services**
6. Damaging school/private property or theft of school/private property are serious offenses. Expense of repairs or replacements will be paid for by the offender. The offender could face suspension, possible expulsion and/or arrest.
7. Public display of affection beyond hand holding is out of place while in the school building, on the school grounds, at a school-related event or on a school bus. Inappropriate behavior will not be tolerated.
8. Inappropriate dancing will not be tolerated.
9. Possessing weapons (real or fake), dangerous devices or substances on school property are major offenses. **Referral to ASC-Director of Student Services**
11. Wearing hats or bandannas in school will not be permitted unless it is for a specific school related activity.
12. Tattoos are not to be visible during school hours. They must be covered at all times during the school day.
13. Possessing and using glass containers is prohibited for safety reasons.
14. Using water guns/ balloons or similar types of apparatus on school property are prohibited and will be confiscated with the possibility of the apparatus not being returned.
15. Throwing snowballs is not allowed on school grounds because of the danger involved. Disciplinary measures will be taken. This also violates a city/county ordinance which could result in a fine.
16. Scuffling, running and yelling in the halls are not allowed.
17. Cheating and plagiarism are intolerable in an educational institution. Infractions will result in disciplinary action by the teacher and administrator.
18. Skateboards are not allowed on school property due to liability issues.

### INTERROGATION AND SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, book-bags, desks,

storage areas, student automobiles, etc. Whenever a school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, the school authorizes a search. From time-to-time, the K-9 unit will be utilized to do a drug sweep of the building and/or parking lot.

## **ESCALATION OF CONSEQUENCES FOR OFFENSES TO THE GENERAL CODE OF CONDUCT**

When a student violates the policies and procedures outlined in this handbook or the instructors' syllabus/classroom rules and expectations, he/she will be directed to the appropriate assistant principal for disciplinary action. The administrator reserves the right to determine the severity of the offense and the appropriate consequence for the offense. Generally, students will face the following steps in the escalation of discipline at PWHS:

- First offense-2 days detention, phone call home, conference with student
- Second offense-3 days detention, phone call home, conference with student
- Third offense-5 days detention or Saturday School phone call home, conference with student
- Fourth offense-Saturday school, phone call home, conference with student
- Fifth offense-Two day suspension, phone call and letter home, re-admittance meeting with parent/guardian, student, and administrator
- Sixth offense-Three day suspension, phone call and letter home, re-admittance meeting with student, parent/guardian, and administrator, student is placed on a behavioral contract for remainder of the school year.
- Seventh offense-Five day suspension with referral to Director of Student Services for a hearing to determine educational placement (hearing may result in student being removed from PWHS)

Please remember that these are typical guidelines. *Administration will consider each case individually, and reserves the right to change this escalation process.*

## **CRIME STOPPERS**

PWHS has a Crime Stoppers Program. If an item is stolen or damaged, it should be reported to the SRO or the designated assistant principal so an announcement can be made regarding this loss or damage. When there is a particular problem at school, a student who serves on the advisory board will make an announcement requesting help to solve the crime.

- Students who have information regarding this crime will call TIPS (583-8477) to report who committed the crime and how they know. All calls are kept anonymous.
- Students calling in will be assigned an identification code number so they can receive a cash reward for the information if it is a correct tip used in solving this crime.

**STUDENT DRESS CODE REVISED  
(JICA-R)**

1. District 70 accepts shirts, sweatshirts, and sweaters that are not excessively bulky. In addition, any shirt or sweater that blocks the view of a student's pockets will need to be tucked in with no exceptions. Additionally, it is not acceptable to wear any clothing that makes reference to gang affiliation, violence, aggressive/assaultive behavior, tobacco, drugs, vulgarities, obscenities, sexual behaviors or innuendos, death/mutilation of one's-self or others.
2. References to music groups that support the above mentioned behaviors and/or gang affiliation, such as Slipknot, Insane Clown Posse, and Marilyn Manson, are not acceptable.
3. Shirts shall cover the student appropriately. No excessive skin shall be showing. Shoulder straps on shirts shall be at least 3" or wider on the student.
4. District 70 accepts pants, slacks, and shorts that are traditional in nature. Excessively baggy pants, ragged pants that are torn, ripped or cut up are not considered traditional. Shorts and skirts that are shorter than a student's fingertips are not acceptable. Cargo pants are acceptable, but military-style pants with expanding pockets are not acceptable. Pants will be worn on the hips, no exceptions. Any pants that are being worn below the hips will be considered sagging. Building staff will have the discretion to determine if pants are sagging. Additionally, pajama bottoms are not acceptable at school. Chains attached to pants and wallets are not acceptable.
5. District 70 accepts coats that are traditional in nature and that are no longer than the wearers' fingertips. Coats will generally need to be taken off in the school unless the instructor gives the students permission to wear their coats during class. Trench coats are not acceptable at any time.
6. Hats can be worn in the school buildings only on designated "hat days" used by the schools for various student participation exercises\*. The term hat includes stocking cap and bandanas. Neither of these items can be worn in the building.
7. District 70 accepts all forms of shoes as the manufacturer originally produced them. Sandals are acceptable if they do not distract from the learning environment. Laced shoes will be laced and tied at all times. Slippers are not acceptable at any time.
8. District 70 accepts traditional hair colors whether natural or colored through dyes. Colored hair that is considered distracting to the educational environment such as green, orange, blue etc. is not acceptable. Any hairstyle, haircut, or arrangement that distracts from the educational environment is considered unacceptable. (For example, Mohawks, long hair into the face covering the eyes.)
9. Piercing through the eyebrows and lips are not acceptable and cannot be worn in the school building. Filler plugs for piercings that keep the holes open are not acceptable.
10. Other additions to one's-self that are considered distracting to the educational environment will not be acceptable. Tattoos will need to be covered from the time school begins to the time school ends. If a tattoo is in an area of the student's body that is difficult to cover, then other arrangements will need to be made with the school's administration.
11. Jewelry worn at school will be appropriate in nature. Jewelry or other additions to one's-self that is symbolic of violence, aggressive behavior, drugs, gang affiliation,

- and other socially inappropriate attitudes and comments are not acceptable. Examples of this type of jewelry are spiked collars, spiked bracelets, chains, etc.
12. Non-traditional clothing, make-up, nail polish, lipstick and other attire that distracts from the educational process and environment is not acceptable. **Traditional attire is defined by building administration.**
  13. District 70 School Board reserves the right to make any modifications or changes to the dress code as it deems necessary.

This dress code has been established by the School Board to create a positive learning environment that promotes academic growth and safety for all students and staff.

### **ADDITIONAL P.W.H.S. BEHAVIORIAL EXPECTATIONS FOR STUDENT DRESS**

Dress code philosophy: We, the students, parents, staff and administration, believe that style, grooming and cleanliness are matters of personal and individual responsibility, and are vital to the development of good citizenship and self-governance. Dress, grooming and general appearance should be in good taste, appropriate to the public school environment and non-disruptive. It should not attract undue attention to one's-self or in any way affect a teacher's ability to teach or any student's ability to learn. Therefore, the following guidelines are established:

1. Undergarments should not be exposed when the student walks, stands, bends, kneels or sits. See-through, sheer, lace or mesh clothing is prohibited.
2. Outer garments should be styled to maintain modesty, neatness, appropriateness relative to the guidelines, and behavior exemplifying good taste and adhere to the prescribed standards.
3. Shirts and tops will be considered inappropriate if the skin of the midriff is exposed. See-through, badly worn or mesh shirts must be worn with a solid undershirt that meets all other guidelines relative to shirts.
4. Shorts will be permitted throughout the school year. Spandex or stretch shorts will not be allowed unless worn under shorts. Shorts shall be **no** shorter than the fingertips of those students wearing the shorts. Skirts and Dresses will follow the same guidelines.
5. Footwear must be worn at all times. Shoes will be tied at all times. Slippers are not permitted.
6. The instructor has the discretion to require students to dress for safety and special activities.
7. Altered clothing i.e., holes in jeans or pants, ripped shirts, excessively loose garments, i.e., large neck and/or arm openings which expose any portion of the midriff, including tank tops that are excessively loose are deemed inappropriate.
8. Halloween and other special event costumes: Costumes must remain school appropriate and adhere to the general guidelines relative to student dress.
9. Wearing revealing clothing or clothing that displays alcohol, tobacco, drug, gang related messages, sexual connotations, violence, death, mutilation, physical harm, or clothes with vulgar, profane or otherwise suggestive wording, pictures, etc. is not appropriate and will not be tolerated on school property. Students in violation will be sent to the office and asked to change. They may call a parent/guardian to bring in appropriate garments, or the student may be lent appropriate garments to wear and return them the following day. Because we

have a closed campus, students will not be allowed to leave school to obtain acceptable clothing.

10. Tattoos are to be covered.
11. In addition to the District policy on piercing, flesh tunnels or wafers are not traditional ear piercings and are not acceptable.
12. When engaged in any extra-curricular activity, students of PWHS are expected to wear appropriate activity attire.
13. Pajama pants are not permitted.
14. Cat-eye contacts or other non-traditional contacts that cause a distraction are not acceptable.
15. The P.E. Department has adopted a uniform for all physical education classes. This uniform consists of a t-shirt and a pair of shorts. These can be purchased from our P.E. department.
16. Excessive metal on pants or straps hanging from pants is not acceptable.

### **BEHAVIORIAL EXPECTATIONS FOR BREAKFAST PROGRAM AND LUNCH**

The commons is used and appreciated by people in the community as well as Pueblo West High School students. To help maintain this area and remain on the current school day schedule, the following guidelines must be adhered to:

1. Dispose of all trash in appropriate locations.
2. Eat in the commons or the back patio area-not in the foyer or on stairs.
3. Use courtesy when forming lines.
4. Clean up own area and mop up spills. See the custodian for supplies.

**Students are not allowed in the front of the building during lunch.**

### **BEHAVIORIAL EXPECTATIONS REGARDING VENDING MACHINES**

Vending machines are provided for the convenience of the students. The machines will be turned off ½ hour before lunch and after lunch. Any vandalism, general abuse or improper disposal of containers/wrappers could result in the removal of the machines for the remainder of the year. If you should lose money in a machine, go to the main office to record the necessary information to obtain a refund. PWHS will not be responsible for money lost in any machine. **Do not tip, kick, pound, or otherwise handle the vending machines in an inappropriate manner.**

### **BEHAVIORIAL EXPECTATIONS FOR FOOD AND DRINK**

1. Classroom instructors will have the discretion in allowing food or drink in their classrooms. Maintaining the cleanliness of the classrooms in which food or drink is allowed will be the responsibility of the students in that classroom. If cleanliness is not maintained, this privilege will be revoked.

2. Drinks are prohibited in the gym during the school day and computer areas at **all** times.
3. Trash receptacles are to be used for gum and litter at all times.
5. As a **proud Cyclone**, please do your part in keeping our school clean.

### **BEHAVIORIAL EXPECTATIONS FOR SCHOOL FUNCTIONS**

Sportsmanship and fair play must be shown at all times in accordance with CHSAA guidelines and guidelines set by Pueblo West High School.

Conduct at activities should reflect respect and pride of self, others, the school and property. All school behavior policies and dress codes will apply at extra-curricular functions unless prior notification is given or in the case of semi-formal or formal occasions. There are to be no shorts, jeans or tennis shoes at semi-formal events.

### **BEHAVIORIAL EXPECTATIONS FOR THE MEDIA CENTER**

Students are expected to maintain proper behavior at all times. Failure of students to maintain proper behavior will result in loss of media privileges.

#### **Media Use:**

All students not accompanied by a teacher must have a pass when entering the media center. Students must ask permission when leaving the media center during class. Students must check in to use computer reference materials.

#### **Media Procedures:**

- All students must have their student I.D. when checking out materials.
- Items not returned to the media center will be subject to a fine.
- Check-out-periods for materials are as follows: all books - 15 school days; reference materials – 2 school days.
- Audiovisual equipment is limited as well as the copy machine. Check with the Media Specialist. There is a charge of \$.10 per copy. Copied material must pertain to schoolwork. No class notes will be copied.
- All district school policies concerning the use of the Internet will be strictly enforced. If a student's parent/guardian's signature authorizing Internet use is not with the student and displayed at the computer station, they will not be allowed Internet access.

#### **Overdue:**

An overdue list will be run every Monday morning. Students holding materials overdue more than 30 days face loss of media privileges. **DO NOT IGNORE OVERDUE NOTICES.** It is both to your benefit as well as to our benefit to clear up mistakes and misunderstandings as soon as possible. The fine for a lost book will be the replacement cost of the book. The minimum charge is \$10.00. Any fine not taken care of will result in holding the report card until the fine or media material has been cleared or returned.

## **BEHAVIORAL EXPECTATIONS FOR STUDENT ASSISTANTS (TEACHER OR OFFICE)**

- Student assistants are expected to assist staff since they earn an elective credit for this service.
- When a student assistant is assigned to a teacher, they are to remain in this teacher's classroom.
- If they leave class, they must be running an errand for this teacher, and they must possess the designated teacher assistant pass that authorizes them to be outside of this classroom.
- Office assistants are to deliver all messages to teachers, who will in turn give the messages to intended students. The teacher should never be interrupted. Use courtesy at all times, place the message in a highly visible area such as the teacher's computer keyboard.
- Teacher assistants are to use the upstairs copy machine unless they are main lobby office assistants.

## **BEHAVIORAL EXPECTATIONS FOR ASSEMBLIES**

Individual conduct should be courteous, respectful and attentive. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness and talking during a program. **Students who exhibit inappropriate conduct will lose assembly privileges for a designated amount of time.** Detention or suspension can also be assigned for misconduct during an assembly based on the infraction.

**Due to limited seating and/or the nature of the assembly, students may be charged a fee of \$1 to attend.**

We take great pride in the presentation of our nation's flag. Students and guests should stand and show respect for the colors. Hats should never remain on while the flag is present on the floor. All should remain silent and standing until the flag leaves the floor.

## **BEHAVIORAL EXPECTATIONS FOR FUND RAISERS**

For our students' safety there are no door-to-door sales allowed. All fundraisers must be cleared by the sponsor through the Activities Director.

## **BEHAVIORAL EXPECTATIONS FOR BEFORE AND AFTER SCHOOL**

- Students are expected to have proper behavior at all times. This includes conduct before and after school.
- *Students are to leave the building and campus at the end of the school day unless they are involved in extra-curricular activities or are under the direct supervision of a staff member of PWHS.*

## **BEHAVIORIAL EXPECTATIONS FOR BUILDING AND GROUNDS**

- Only you can make your school look good; therefore, please pick up and throw trash in available containers. **BE PROUD OF YOUR SCHOOL – KEEP IT CLEAN!**
- The building may be used by students, groups or individuals only when faculty sponsors are present.
- The lunchroom conduct of students must be such that leaving trays, throwing food, etc. could result in the loss of lunchroom privileges and/or disciplinary actions.
- Restrooms are to be kept clean and smoke free.
- The fields should be kept clean from all litter.
- No loitering is permitted.
- No skateboarding is permitted.
- No bicycling on sidewalks is permitted.

## **BEHAVIORIAL EXPECTATIONS FOR FIELD TRIPS**

Regulations regarding pupil conduct:

- The instructor-in-charge is directly responsible to the school and to the parent(s)/guardian(s) for the conduct of students on field trips. Field trips are simply an extension of the classroom and pupils are expected to follow classroom guidelines.
- Students who leave school on the bus for any trip must return to the school on the bus. The only exception to this rule is when parents of the student personally have made written arrangements to pick them up.
- Students may not use their cars to attend sponsored field trips or school activities unless prior permission has been obtained from parent/guardian and has been cleared through the office.
- The bus driver is in complete charge during the trip unless an instructor is present. In that case, the instructor shall assume complete charge.
- Parent(s)/guardian(s) will be notified of field trips in advance and will be required to sign a permission slip. Students may not participate in field trips without parent(s)/guardian(s) permission.
- At this time, there is a moratorium on field trips unless students pay the bus fee and any expense for the activity.
- Field trips are an extension of the school day. Therefore, all school rules and policies will apply.
- Students of any field trip must have a “C” or better and be in good behavioral standing in order to participate.

## **BEHAVIORIAL EXPECTATIONS FOR THE BUS**

Appropriate Behavior Expectations:

District 70 provides bus transportation for those District 70 students who live in locations too far or unsafe to walk. **Riding the bus is a privilege, not a right.** However, every student who does ride the bus has the right to be able to ride safely. In order for the bus to be safe for students and

bus drivers, students are required to exhibit the following appropriate behaviors while riding a bus:

1. The driver is in charge of the bus and pupils. Students must obey the driver promptly and willingly.
2. Students are to remain seated and facing forward while the bus is in motion. They are not to get on or off the bus until it comes to a full stop. Students are to keep their feet and personal property out of the aisles. Special permission must be granted by school authorities to transport large items in the seating area.
3. Students shall ride their regularly assigned bus and use their assigned bus stops at all times. Any changes from assigned buses or stops will be approved in the school office only upon written request from a parent(s)/guardian(s). This request must include a phone number where the parent(s)/guardian(s) can be reached for verification.
4. Each student may be assigned a seat in which they will be seated at all times unless the permission to change is given by the school principal or bus driver.
5. Outside of ordinary conversation, classroom conduct must be maintained. Students must treat each other, the bus driver and the buses with respect.
6. Students shall not open windows on the bus without first getting permission from the bus driver. Students shall not extend body parts or objects out the bus window at any time.
7. Students are to assist in keeping the bus clean and shall not throw anything out the windows. Eating and drinking on the bus are not allowed.
8. Students are not permitted to sit in the driver's seat nor to the immediate right or left of the driver. Tampering with bus controls and equipment is prohibited.
9. Pupils must enter and leave the bus in an orderly manner.
10. Students may not bring any object onto the bus which may cause injury to another, such as sticks, toys, matches, or anything which may be interpreted as a weapon.
11. Students may not bring tobacco products, drugs or alcohol on the bus or to the bus stop.

### **Video recorders on Buses:**

The District may use equipment on school buses to monitor student behavior. Students will not be notified when videotaping is occurring and students in violation of bus conduct rules shall be subject to disciplinary action.

Tapes will be reviewed on a routine basis by the Director of Transportation and/or a school principal. Evidence of student's misconduct will be documented. Students found to be in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Board adopted discipline code.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply.

- Tapes will remain in the custody of the Director of Transportation.
- Parents and students who wish to view videotape in response to disciplinary action taken against a student may request such access in writing under the procedures for Release of Student Records. Videotapes will be used only to promote the order, safety and security of students, staff and property.

## **STUDENT SUSPENSION/EXPULSION (HANDICAPPED STUDENTS)**

Special education students are neither immune from the district's disciplinary process, nor entitled to participate in programs when their behavior impairs education of other students (CRS 22-33-106 (1) (c)). A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions that present a physical danger to himself/herself, other students, school personnel or school property.

A special education student whose behavior is determined to be a manifestation of his/her handicap may not be expelled, but such a child shall be removed from the classroom to an alternative setting within the District and have his/her Individual Education Plan (IEP) reviewed by the appropriate IEP team within ten (10) days of an incident of conduct deemed inappropriate. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternative placement. Legal counsel and the Special Education Director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to the student's handicapping condition.

Procedure: Special education students who engage in disruptive activities and/or actions dangerous to themselves or others may be suspended from school by the principal or designee following Board policies for all students.

Following each such suspension, the principal or designee shall contact the Director of Special Education.

Such suspensions must be for a definite period of time, and not longer than three (3) days.

Prior to a student's return from suspension, the special education placement team will hold a review of the student's Individual Education Plan (IEP) to determine its appropriateness and the need for a more restricted or alternate placement. Repeated suspension may not be used as a device to change a student's placement without the procedural safeguards provided in federal law.

In extreme cases, in which the district and the parents/guardians disagree about the placement of a disruptive special education student, the Board of Education may seek a court injunction allowing the district to place the student over the parent's/guardian's objection. None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

**PUEBLO DISTRICT NO. 70 STUDENT CONDUCT  
AND DISCIPLINE CODES**

**STUDENT TOBACCO FREE POLICY**

Since the 1988 – 1989 school year, a tobacco free policy was implemented in District 70. Students are not allowed to bring tobacco products to school or to use them on school grounds during the school day or during school sponsored activities either home or away.

If students are observed with tobacco products during the school day, those tobacco items will be confiscated. A student who uses a tobacco product is subject to the following penalties:

- **1<sup>st</sup> Offense: Two (2) day suspension**
- **2<sup>nd</sup> Offense: Three (3) day suspension**
- **3<sup>rd</sup> Offense: Five (5) day suspension and referral to Director of Student Services**

The possession of tobacco can result in a \$50 fine from the Pueblo County Sheriffs' department.

**USE, POSSESSION AND ABUSE OF ALCOHOL AND OTHER  
DRUGS**

1. Use, possession, distribution or sale of alcohol or other drugs by students and adults are prohibited in all District No. 70 schools, on school grounds, at sponsored activities or any time during the calendar year .  
The term “other drugs” includes, but is not limited to narcotics, stimulants, depressants, inhalants, hallucinogens and cannabis derivatives, other than prescribed by a licensed physician.
2. The regulation which shall guide the enforcement of this policy shall be in keeping with applicable laws and shall be observed by all school personnel. Appropriate procedures shall be followed by all District No. 70 school personnel in working with students who may:
  - Be “under the influence” of alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
  - Possess alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
  - Be engaged in acts of using, selling or distributing alcohol or other drugs on school grounds, at school sponsored activities or when students are being transported in vehicles dispatched by the district.
3. The District No. 70 School Board has authorized the use of the Pueblo County Sheriff Department’s K9 Unit to conduct random searches for illegal drugs when requested by Pueblo West High School administrators.

## **GROUNDINGS FOR SUSPENSION OR EXPULSION**

The following will be grounds for suspension or expulsion of a student from the schools:

1. Any grounds authorized by the Colorado Statutes including but not limited to the following:
  - Continual willful disobedience or open and persistent defiance of proper authority. (Section 22-33-105(2)(a), C.R.S.)
  - Willful destruction or defacing of school property. (Section 22-33-105(2)(a), C.R.S.)
  - Behavior on or off school property which is detrimental to the welfare or safety of other pupils or school personnel. (Section 22-33-105(2)(a), C.R.S.)
  - Repeated interference with the school's ability to provide educational opportunities to other students. (Section 22-33-105(2)(a), C.R.S.)
2. Violation of any criminal statute of the State of Colorado or the doing of an act made unlawful by the statutes of this state while on school property or while engaged in school functions or school-sponsored activities.
3. Violation of any policy of the Board of Education.
4. Violation of any written rule or regulation adopted by the principal of any school or adopted by any other employees of the district who are authorized by the Board of Education to establish rules and regulations in regard to a particular school or in regard to a particular activity.
5. Insubordination or continued and willful misconduct.
6. Student behavior which is detrimental to the welfare and safety of teachers, other students or school employees.
7. In addition to the foregoing, the following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offenses by a student directed toward a teacher or school employee occurring on school or district premises.
  - The teacher or employee shall file a written complaint with the building principal, the Director of Student Personnel and the Board of Education.
  - The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for up to three (3) days in accordance with established procedures.
  - The Director of Student Personnel shall initiate procedures for the further suspension or expulsion of the student.
  - The Director of Student Personnel shall report the incident to the district attorney or the appropriate local authorities.
  - A copy of this policy shall be distributed to each student and posted in each school building.
  - The foregoing shall not be construed as a limitation on the normal powers of a Superintendent in regard to suspension or expulsion.
8. If suspension or expulsion was not caused by the child's handicap, a handicapped child may be suspended temporarily if exclusion is due to disruptive behavior, which represents a physical danger to self/others/property. Otherwise, during the interim of any administrative or legal proceedings the placement of the child shall not be changed. The foregoing factors shall be determined by the same group established to determine placement and the same procedures shall be used. After an affirmative finding as to both factors, the foregoing grounds for a suspension or for an expulsion shall be applied and the factors set out shall be applicable.

**Suspension/expulsion is considered an unexcused absence per district/state policy. (JED-R)**

**Make-up work:** Suspended students will be provided an opportunity to make up schoolwork during the period of suspension so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive credit for makeup work, which is completed satisfactorily. The instructor will determine this credit. This is school board policy, File: JKD/JKE-R.

**A 1% DEDUCTION WILL BE TAKEN PER DAY/CLASS FROM A STUDENT'S SEMESTER PERCENTAGE FOR EACH DAY OF SUSPENSION, AS SUSPENSIONS ARE CONSIDERED UNEXCUSED ABSENCES.**

**COLORADO SCHOOL LAWS 1971  
ARTICLE 29  
PROPERTY DEFACING CONTROL LAW**

**40-29-1. Legislative Declaration.** It is the intent of the general assembly by this article to prohibit throughout the state any and all defacing of public and private property and thereby to curb harm to the health, welfare and safety of its citizens. This article shall not be construed to preempt or limit the authority of any city, city and county or town.

**40-29-2. Short Title.** This article shall be known and may be cited as the "Property Defacing Control Act."

**40-29-3. Unlawful to deface.** It shall be unlawful for any person to deface or cause, aid in or permit the defacing of any public or private property without consent of the owner of such property.

**40-29-4. Definition.** The term "defacing" as used in this article shall include any painting, marking or in any other manner placing of any letter, character, sign, paper or device upon any public or private property so as to change in any way its former appearance.

**40-29-5. Violation – Penalties.** Any person violating the provisions of this article shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed one hundred dollars (\$100.00) or by imprisonment in the county jail for a period not exceeding thirty days.

**40-29-6. Public Officials Required to Publicize Articles.** All public officials having supervision of properties of this state are authorized, empowered and instructed to establish and to post signs and to otherwise publicize the requirements of this article along state roads and highways, in, on or about public areas where defacing frequently has been or is likely to be a problem.

**STUDENT DISTRIBUTION OF NONCURRICULAR MATERIAL  
(CONSTITUTIONAL RELATIVITY)**

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the rights of students' free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's free speech and the school's responsibility to maintain an orderly school environment which respects the rights of all students on school grounds and during school sponsored activities.

Students shall be allowed to distribute non-curricular material on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any written materials containing expression, which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any materials which advocate commission of unlawful acts or violation of Board policy and/or regulations, which violates another person's right to privacy or which causes a material and substantial disruption of the orderly operation of the school.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption or damage to a person or property in the judgment of school officials shall be subjected to appropriate disciplinary action. Students who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption or damage to persons or property in the judgment of school official may subject the responsible students to disciplinary action following the distribution.

The following restrictions will apply to all requests for distribution of non-curricular materials by students:

- **Place**  
Distribution of printed materials must be made at places within the school or school grounds as designated by the principal except that in no way shall such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
- **Time**  
Distribution may be made one-half hour before school and/or fifteen minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
- **Littering**  
All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.
- **Manner**  
No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such material or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates, subject to the right of appeal as stated above.

## **DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT**

The school district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discriminate under any district program or activity on the basis of race, color, religion, gender, age, national origin, marital status or disability.

The school district affirms the rights of all students and staff, regardless of race, color, religion, gender or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

The school district further recognized that sexual harassment is a form of sexual discrimination and a violation of the law that prohibits sexual discrimination. The Board is committed to a learning and working environment that is free from general and sexual harassment.

It shall be a violation of District policy for any member of the staff or student body to discriminate against or harass any staff member or student.

### General Harassment

General harassment or discrimination occurs when a staff member or student is denied their civic rights or access to equal educational opportunities through conduct or communications of another staff member or student, including comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, gender or disability of the individual or group, or created an intimidating, hostile or demeaning environment for work or education.

### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly as a term or condition of a person's employment, advancement or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion or educational decisions affecting an individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment at the district, at specific schools, or in other district setting, such as school buses.
3. Factors to consider when determining whether sexual harassment exposes students to a hostile environment because of their sex includes the age of the victim(s); the frequency, duration, repetition, location, severity and scope of the acts(s) of harassment; the nature and context of the incident(s); whether perpetuating the alleged harassment; and whether the harassment was directed at more than one person.
4. Sexual Harassment as defined above may include, without limitation:
  - Sex-oriented "kidding", abuse or harassment.
  - Pressure for sexual activity.
  - Repeated remarks to a person with sexual, threatening or demanding implication.

- Unwelcome written material, posters, letters, notes or other graphic writing.
- Unwelcome touching, patting, pinching, hitting or repeated, intentional brushing against another's body.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
- Intimidating, tormenting or threatening verbally and/or physically, accompanied by implied or explicit threats.

### **Complaint Procedure**

Staff members and students may file a formal complaint of discrimination or general harassment through use of the Discrimination/General Procedure. Claims of sexual harassment should be filed utilizing the Sexual Harassment Complaint Procedure. No student or staff member shall be subject to adverse action in retaliation for any good faith report of discrimination, general harassment and sexual harassment under the policy. Filing a formal complaint or otherwise reporting harassment shall not reflect upon the individual's current or future employment or educational standing or status. All matters involving harassment complaints shall remain confidential. No information shall be disclosed unless the person so requesting has legitimate need for such information, as determined by the Director of Instruction, who has been appointed as the coordinator for this policy. Where police, social services or law enforcement have authority to act, such agency will be involved at the onset of the complaint procedure in addition to the school district process.

## **ATHLETICS/ACTIVITIES INFORMATION**

### **BUDGETS**

Each club and organization within the school operates on a budget approved by the Athletic Director. Fund raising projects must be approved by the sponsor and the principal. The Athletic Director must be notified of all fundraising in order to ensure that organizations are not duplicating activities. **No club or organization can expend funds without securing a purchase order and ordering from a vendor with the purchase order.** Pueblo West High School will not be responsible for any bills incurred unless the procedure listed here are followed. **No club or activity fund money can be spent for gifts for members or for sponsors.**

### **ORGANIZATIONS AND CLUBS**

Students' needs will be a priority. Clubs and organizations will be developed to accommodate special interest activities. Each club must file their constitution with student council.

**Future Business Leaders of America** (FBLA) is a local, state and national organization for secondary students who are participating in business and business-related programs. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 7-12) in business and/or business-related fields to

develop vocational and career supportive competencies, and to promote civic and personal responsibilities.

**Key Club** of Pueblo West High School welcomes high school students to join a service organization that will develop initiative, leadership, and provide experience in living and working together. Our goal is to serve our school and community while preparing young adults for useful citizenship. Student members will also be members of the district and International Kiwanis. Key Club is sponsored by the Pueblo Kiwanis. Scholarship opportunities are available for senior members. Our motto: Caring...our way of life.

**Knowledge Bowl** is a group of students that meet to compete in academic competitions.

**Letterman's Club** is an organization for athletes who have met the criteria for earning a letter in a varsity sport. To be a member you must meet specific requirements.

**Math and Science Club** provides students interested in math and/or science access to competitions or projects. Practice for competitions will be held before/after school. The club is open to all grades levels.

**MECHA** is a Chicano club open to anyone. The purpose of this organization is to promote higher education via scholarships, community involvement, and to organize cultural activities at the high school.

**National Honor Society:** The Pueblo West High School Chapter of National Honor Society has been created to encourage the development of character, to create an enthusiasm for scholarship, to promote worthy leadership and to stimulate a desire to render service to others.

Students are eligible to apply for NHS if they meet the following criteria:

- Have completed one semester of their sophomore year or apply during their junior or senior year
- Have a GPA of 3.50
- Can be recommended by members of the faculty
- Have demonstrated the ideals of NHS (character, leadership, service and scholarship)

**Speech and Debate Club** is for students who enjoy speaking in front of groups, competing in debate meets and enjoy the healthy competition of poetry, oration, and humorous and dramatic dialogue. Any student may join the team to compete against other high school teams in Colorado.

**Student Council** is a student governing body of Pueblo West High School. The class meets daily and is under the direction of the student council advisor.

### **Other Clubs/Organizations**

Yearbook, Newspaper, Band, Choir, Fellowship of Christian Athletes, Cheerleaders, French Club, Chess club, DECA, Future Teachers, Drama Club, Rifle and Drill, Film Club, Girls cabinet, Literacy Magazine, Tri-M Music Honor Society.

### **ELIGIBILITY TO HOLD OFFICE**

To hold a school office, a student must:

1. Have and maintain a C (2.0) or better grade point average.
2. Student council members must have and maintain a 2.5 or better grade point average and have had no "F's" during any prior grading period that year to hold a position or to be a

candidate for an upcoming position. The principal, aided by the staff, has full authority to remove a student from office or place a student on probation.

## **ATHLETICS**

Since it is a privilege to represent a school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but shall be required of them while at school and at other times. All students are invited and encouraged to take part in this program. As athletic programs are voluntary, all athletes desiring the advantages of participation in the athletic program should be prepared to follow all rules and regulations as determined by the athletic staff, administrators and School Board. Participation is a privilege that can be revoked. Those not willing to comply with rules and regulations will not be permitted to participate in the program. Each sport's head coach has their own parent/guardian/athlete mandatory pre-meeting to go over the policies that govern their sport. Training rules are distributed and discussed. Both the parent/guardian and athlete must read and sign off on these rules before participating. Student Athletes and their parents are encouraged to complete a survey found in the training packet on conclusion of their sport.

## **SCHEDULING ACTIVITIES**

All activities are to be scheduled as far in advance as possible. Generally, one week's notice is considered a minimum for requesting an activity. **ALL ACTIVITIES ARE TO BE APPROVED BY THE ACTIVITIES DIRECTOR AND PLACED ON THE MASTER ACTIVITY CALENDAR.**

## **ELGILIBILTY FOR ACTIVITIES/ATHLETICS**

Pueblo West High School is a member of the Colorado High School Activities Association (CHSAA). This membership requires that students comply with the general eligibility rules covered by article 16 of the CHSAA Handbook. The activities director and/or the sponsor/coach will review these rules with the participants of each activity at the beginning of the season.

**Athletics/Activities at Pueblo West High School are considered an integral part of the high school experience.**

### **ELIGIBILITY:**

1. Before a student may practice for any sport or activity, he/she must submit the following to the Athletics/Activities Office:
  - Physical form – signed by parent(s)/guardian(s) and doctor
  - Training rules – read and signed by student and parent(s)/guardian(s)
  - Pueblo School District No. 70 Athletic Emergency Form (parental release/liability waiver and medical consent form) – signed by parent(s)/guardian(s)
  - Safety rules (Football)
  - Pay all fees (\$70 1<sup>st</sup> time participation fee and \$60 2<sup>nd</sup> sport fee)

2. Students must be enrolled in 2.5 Carnegie units in the current as well as the previous semester. (This includes band, cheerleading, choir, speech/debate, and Rifle and Drill teams)
3. If a student is enrolled in 6 classes, they cannot be failing more than one class.
4. A student must be enrolled in 5 classes to be eligible and cannot fail any course.
5. Students must attend school the day of an activity, if school is in session, in order to participate unless prior arrangements have been made with the Athletic Director. This pertains to all athletes.
6. A student cannot be failing more than the equivalent of one course in three-week intervals to be eligible to participate.
7. Students enrolled as a teacher/office/custodial/kitchen/media/counselor assistant will only be given .25 Carnegie units of credit.
8. New students to School District No. 70 are eligible if they met the eligibility requirements from their previous school.
9. The coach/athletic director shall provide participant/coach/sponsor lists to teachers of students involved in all activities. These groups include all activity participants, clubs, organizations, athletes/managers, forensics and debate students, cheerleaders and student council members.
10. If a teacher has a concern about a student's eligibility, he/she should contact the coach and/or athletic director.
11. Students not adhering to the accepted norms of behavior may be declared ineligible.

### **SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR PARTICIPATION**

**If an extra-curricular game, contest, event or tournament falls on a day that school is in session, a student must attend that day to be eligible to participate in the game, contest, event or tournament unless prior arrangements have been made with the principal, assistant principal, sponsor or athletic director. Suspended/expelled students are not allowed on the school grounds for participation in school activities while the suspension/expulsion is in effect. Suspended/expelled students are banned from attending all school functions, home or away; including dances, plays, sporting activities, etc.**

### **ATHLETIC LETTERING POLICY**

- Student athletes may receive the traditional athletic letter award following participation at the varsity level of competition; however, athletes who participate and do not meet the criteria for lettering receive a certificate of award at all levels of competition.
- Each coach selects the criteria he/she feels best meets the needs of his/her program, and they evaluate each athlete in their charge throughout the entire season, in practice and in competition. At the conclusion of their season, they base their final determination for lettering on that evaluation.
- In all cases, student athletes are told at the beginning of the season what criteria they must meet to receive an award letter. The letter may or may not be awarded, based on the coach's final decision. It is impossible to have a set policy for all sports as each sport is different and each coach is an individual and their ideas vary, so policies must be different. Coaches set

their criteria to meet their pre-determined goals for their programs and this criteria is covered at the mandatory parent/guardian meeting prior to competition.

- Students who violate training policies/contracts may lose their letter.

### ACTIVITY TICKET

All students at Pueblo West High School (except band members who are required to perform and athletes who are currently participating in a sport that season) are required to pay student prices for athletic contests at the school unless they have an activity ticket. **All season/school passes are not honored for any post season/playoff games.** There are 22 different athletic sports and over 70 home events.

#### **Pueblo West High School Activity Pass For All Sports—Playoffs not included**

- All sales are final/non-transferable/no refunds or exchanges.
- Lost, stolen, or displaced tickets will not be replaced.
  - ❖ Individual game costs – Adult - \$4.00  
Students (Grades K-12) - \$3.00  
High school Student (with picture ID) - \$2.00  
Children under five – Free  
Senior Citizen – Free  
Family Package (Admits five) - \$10.00  
\*Package includes one adult and four children or two adults and three children-children must be accompanied by an adult.
  - ❖ 2009-2010 athletic year passes – (No Season Passes/Prices may be subject to change)

Adult - \$60.00  
Student (with picture ID) - \$40.00  
10 punch tickets-\$30.00  
Family Package (admits five) - \$125.00  
\*Package includes one adult and four children or two adults and three children-children must be accompanied by an adult.

\*\*\* Student year passes ONLY are good for both PWHS and PCHS events

#### **Booster Club Members Only.....**

We encourage you to contact your school booster club for additional discounts that are available by becoming a booster club member.

The regular season admission prices are set by the South Central League. CHSSA sets all playoff ticket prices. Activity tickets can be purchased from the activities secretary, the activity director or at the admission gate at games.

## **LEAGUE AFFILIATION**

Pueblo West High School is a proud member of the South Central League Activities Association. This association is a member of the state organization called the Colorado High School Activities Association. The South Central League is made up of eight schools:

Pueblo West High School	Pueblo County High School
Pueblo Central High School	Alamosa High School
Pueblo Centennial High School	Canon City High School
Pueblo South High School	Pueblo East High School

### **Football-Pikes Peak Region:**

Pueblo West  
Coronado  
Fountain Ft. Carson  
Mitchell  
Pine Creek  
Rock Canyon  
Sand Creek  
Widefield

## **SPORTS**

### **FALL SPORTS**

Football  
Volleyball (Girls)  
Cross Country (G/B)  
Softball (Girls)  
Golf (Boys)  
Soccer (Boys)

### **WINTER SPORTS**

Basketball (Girls)  
Basketball (Boys)  
Wrestling  
Swimming (Girls)  
Hockey co-op (Boys)

### **SPRING SPORTS**

Track (Girls)  
Track (Boys)  
Soccer (Girls)  
Golf (Girls)  
Baseball  
Tennis (Girls)  
Swimming (Boys)  
LaCrosse co-op (Boys and Girls)

Gymnastics co-op(Girls)  
Cheer and Dance

If a student wishes to participate in any sport that is currently not offered at Pueblo West High School, permission can be sought to participate at another school.

School District No. 70 has been able to secure a secondary catastrophic policy with a deductible clause of \$1,000.00. The deductible cannot be reduced or satisfied by claim payments made by an individual's personal insurance carrier. The deductible will only be satisfied after \$1,000.00 of covered expenses has been paid by the parent/guardian.

The Board of Education has approved a participation fee of \$70.00 per person/1<sup>st</sup> season and \$60.00 per person/2<sup>nd</sup> season or 3<sup>rd</sup> season. This fee does include Band. JROTC is exempt from participation fees. Cheerleaders are only required to pay the \$10.00 insurance fee.

Student participants who are unable to pay all the fees due to financial hardship should contact the athletic director. If you have any questions regarding either fee, please feel free to call the activities/athletic director, principal or the District No. 70 Administrative Services Center at 542-0220.

### **SOUTH CENTRAL LEAGUE Code of Sportsmanship**

1. Positive attitudes, statements, and behavior equal a positive competitive environment.
2. Treat others as you would want to be treated.
3. Be a positive role model and leader at all times.
4. Have respect for all aspects of competition.
5. Have fun; it's just a game.

### **SPORTSMANSHIP**

Fair play, courtesy, generosity, self-control and respect for the opposing team or school shall not be sacrificed in the desire to win. It is the duty of the host school at any contest to take every possible measure to assure courteous, friendly and fair treatment to visiting players, school officials, fans and game officials. This is the basic tenet of the programs in Pueblo West High School, and we shall strive for it above all else. Those who cannot cooperate need **NOT ATTEND** and will be asked to leave.

### **STUDENT OF THE MONTH**

Teachers nominate a male and a female student to be recognized for demonstrating the lifelong learning standards in an outstanding manner: personal manager, effective communicator, problem solver, team worker, community contributor and pursuer of excellence. Students who have been selected receive a plaque at the Renaissance Assembly.

### **P.E./ATHLETIC LOCKERS**

- Lockers should be used by all those in physical education classes and athletics. However, lockers are **NOT** secure. The school **CANNOT** be responsible for items lost or stolen and **NO REIMBURSEMENT** will be given. Please be sure you lock your locker.
- Locks will be furnished.

**VALUABLES SHOULD NOT BE LEFT IN LOCKERS. Students should CHECK TO SEE THAT THE LOCK IS LOCKED BEFORE LEAVING FOR CLASS. Students should NOT GIVE COMBINATIONS TO ANYONE ELSE. Valuables may be left in the main office for safekeeping.**

## Ten Guidelines For Parents with Athletic Children

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1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skill level.
3. Be helpful, but don't coach them on the way to the rink, pool or track or on the way back or at breakfast and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your children in a way that creates pressure; you fumbled, too, you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athlete.
7. Don't compare the skills, courage or attitudes of your children with other members of the team, at least within his/her hearing range.
8. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under this leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage and the fact that it is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped, I was lucky, in this."

**NON-DISCRIMINATION STATEMENT**

Pueblo School District No. 70 does not lawfully discriminate on the basis of race, color, religion, national origin, sex, age or handicap (disability) in admissions or access to or treatment, or employment in its educational programs or activities. Inquiries about ADA, section 504, and Title IX may be addressed to the Superintendent of Schools, 24951 Highway 50 East, Pueblo, CO 81006.  
Phone (719) 542-0220.

Inquiries regarding compliance of nondiscrimination may be directed to:

School District No. 70  
Director of Educational Programs  
24951 HWY 50 East  
Pueblo, CO 81006

School District No. 70 is an equal opportunity affirmative action employer. Complaints may also be filed with the office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

**Counselors/Assistant Principals Assigned to Students ending in:**

- A-Go = Mrs. Brockman and Mr. Kuhlman
- Gr-Ph = Mrs. Farbo and Mr. McCown
- Pi-Z = Mrs. Stiles and Mr. King

**Important Phone Numbers:**

PWHS 547-8050  
PWHS Fax 547-8041 PWHS Athletics Fax 647-5015  
District No. 70 Ad. Building 542-0220

**Important Websites:**

PWHS [www.pwh.district70.org](http://www.pwh.district70.org)  
School Board [www.district70.org](http://www.district70.org)

*“To succeed...you need to find something to hold onto, something to motivate you, something to inspire you.”*

*Ron D. Chapin Jr.*



## STUDENT/PARENT HANDBOOK VERIFICATION

We, \_\_\_\_\_ Student and Parent \_\_\_\_\_ have received and reviewed the Pueblo West High School Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Pueblo West High School and School District No. 70.

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**(This page does not need to be returned to PWHS. Parent(s), please initial the front page of the back to school packet that you receive indicating that you have read and understand the Student/Parent Handbook.)**

**Comments:** (Your ideas are important to us. Please feel free to share them with us, 547-8050.)

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