

Pueblo West High School
Pueblo West High School



Staff Handbook
Staff Handbook
2009 - 2010

Pueblo West High School Staff Handbook
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PUEBLO WEST HIGH SCHOOL
STAFF HANDBOOK

Accident Reports

- All accidents incurred by students must be reported immediately to the principal or Assistant Principal.
- Appropriate help will be summoned.
- A student accident report form must be completed and filed in the main office.
- Staff injuries on the job, no matter how slight, must be reported immediately to the building administration. An accident report will be filed for Workmen's Compensation.
- If treatment is sought, an additional form is completed for this purpose.
- Staff members, if possible, will report to one of the following:
 - Centura Centers for Occupational Medicine, 4112 Outlook Blvd, Pueblo, CO 81008
 - Southern Colorado Clinic - Dept. of OCC, 3676 Parker Blvd STE 220, Pueblo, CO 81008
 - Emergicare Medical Clinics – Pueblo – 1009274, 4117 Elizabeth, Pueblo, CO 81008
 - Concentra Medical Centers – CO – CS South - 1023044, 2322 S Academy Blvd, Colorado Springs, CO 80916

Accountability Team

- Colorado School Law requires each school to have an Accountability Committee.
- Representatives include parent/guardian, students, staff and non-parent/guardian community members.
- If you are interested in serving on the Pueblo West High School Accountability Team, contact the Principal.
- Staff members should rotate this responsibility.

Activities/Athletics

The Activities Director will implement the student activities program and in so doing will work closely with students, teachers, sponsors, parent/guardian etc. Specific responsibilities include the following: planning, promoting, and budgeting of athletic programs; assemblies; supervision of all clubs and organizations; school calendar; student ID cards; building usage; field trips; fundraising; school pictures; fines and Booster Club Liaison.

- Contact the Athletic Director to schedule all school extracurricular activities.
- All school activities, i.e, dances, assemblies, etc. must be approved by the A.D and Principal at least two weeks prior to the date desired. This will avoid conflicts with the activities or other organizations.

- Check the Activity Calendar outside of the A.D.'s office to make sure there are no conflicts on the date that you wish to schedule an activity.
- List your activity on the Activity Calendar.
- Faculty members desiring to hold curricular activities in the evening, on weekends or during holiday periods should clear this with the A.D. and inform the Principal.
- All school-related trips must be cleared through the A.D.'s office. Transportation arrangements must be made with the A.D.'s approval as well. Transportation requests must be submitted a minimum of 10 school days to allow sufficient time for processing.
- Any trip that is taken requires parent(s)/guardian(s) permission. A list of students participating should be given to the secretary to the A.D. This list should include phone numbers and addresses of the students who will be in attendance.
- A transportation list must be prepared for the bus driver. This must include the name, address and phone number of those who will be transported to the school-related activity.
- **IMPORTANT** - The attendance clerk should receive a list of students a minimum of one day in advance for all activities and athletic events taking place during school hours.
- Teachers must be given a list of who will be out of school due to the field trip so that students can be excused accordingly. This list should be given to teachers, by the teacher planning the field trip, at least one full day in advance of the planned activity.
- Teachers/sponsors planning trips must give the kitchen a list of students participating a minimum of one full day in advance so that they may adjust food preparation on the given day.
- The attendance clerk must be notified of any students who were scheduled to go on a school-related activity but do not end up going.

ATHLETICS

- **FINANCES** – All athletics are financed by gate receipts and a pro-rated sport fee assessed each athlete per season. Receipts from all athletic activities are placed in a common fund. Each activity presents a budget for approval.
- **INTERSCHOLASTICS** – Programs in cross-country, softball, soccer, football, wrestling, basketball, baseball, tennis, golf, track, hockey, gymnastics, volleyball, and swimming are provided on the interscholastic level. If we don't have a certain team, athletes may co-op with another high school that does.
- Pueblo West High School is a member of the Colorado High School Activities Association and complies with all its rules and regulations.
- Pueblo West High School is also a member of the Pikes Peak League in Football. As a result of our affiliation with the South Central League, our member schools

are Alamosa, Pueblo County, Canon City, Pueblo Central High, Pueblo East High, Pueblo Centennial High, and Pueblo South High.

- Students must maintain satisfactory scholastic standing and good citizenship in order to participate on the interscholastic level.

ELIGIBILITY

- Before a student can practice, 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 Information Form (Parent(s)/guardian(s) release/liability waiver and medical consent form) – signed by parent(s)/guardian(s).
 - Safety rules (football)
 - Pay all fees (\$70 for 1st season, \$60 for 2nd or 3rd season, no catastrophic fees)
- Students must be enrolled in a minimum of 2.5 Carnegie units in the current as well as the previous semester. (This includes band, cheerleading, choir, Rifle Teams, and speech/debate.)
- If a student is enrolled in 6 classes, they cannot be failing more than one.
- If a student is enrolled in 5, they cannot fail any class.
- A student can't be failing more than the equivalent of one course in nine week intervals to be eligible to participate.
- 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.
- New students to School District No. 70 are eligible if they met the eligibility requirements from their previous school.
- The coach/A.D. shall provide participant/coach/sponsor lists to teachers of students involved in activities. These groups include all activity participants, athletes, forensics and debate students, cheerleaders, and Student Council members.
- If a teacher has a concern about a student's eligibility he/she should contact the coach and or the Athletic Director.
- Students not adhering to the accepted norms of behavior may be declared ineligible.

ACTIVITY DESCRIPTIONS AND INFORMATION

- CLASS – Each class is organized to conduct the business of the students of the different grade levels. Faculty sponsors are appointed or volunteer. The sponsors remain with their class throughout their high school years. Each class has fundraisers to support activities that they are responsible for.

ACTIVITY DESCRIPTIONS AND INFORMATION (cont.)

CLUBS – There are a number of clubs available to all students ranging from service clubs to curricular clubs. If there is enough student interest for starting a new club and there is a teacher interested in sponsoring this club, the teacher should notify the A.D. of this interest.

Sponsors must be present during all sponsored activities and preparations unless other specific arrangements are made.

All club treasuries will be housed with the Activities Director. All funds are deposited in a central fund. These funds are under supervision of the A.D. and Principal. Purchase order requests must be made through the A.D.'s office and approved by the Principal. Please check with the A.D. before any purchases are made.

- FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) – FCA conducts huddles that are student initiated and student-led. They meet regularly for fellowship and spiritual growth. Meetings are held prior to or at the end of the school day.
- FUTURE BUSINESS LEADERS OF AMERICA (FBLA) – 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.
- MATH AND SCIENCE CLUB – This club provides students interested in math and or science access to competition or projects. Practice for competitions will be held before/after school. This club is also responsible for the Math/Science Day for Pueblo West Elementary 3rd graders in the spring. The club is open to all grade levels.
- MUSIC – Band and choir concerts occur at different times throughout the year. The band also plays at many of the athletic events and all pep assemblies.
- 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 – For students who enjoy speaking in front of groups, competing in debate meets and enjoy the healthy competition of poetry, oration,

humorous and dramatic dialogue. Any student may join the team to compete against other high school teams in Colorado.

- **STUDENT COUNCIL** – This is a governing body of Pueblo West High School students. Members are elected by students of their own class. The class meets daily and is under the direction of the Student Council advisor.

ACTIVITY SPONSORS/FACULTY

- Unpaid faculty sponsors of student activities shall serve by mutual consent between the faculty member and the school's administration. They are under the direct supervision of the Activity Director's office. Every effort will be made to provide available time and resources for carrying out the activity.
- Scheduling for use of facilities, practice times and events shall be done by the sponsor subject to the approval of the Activities Director.
- No funds shall be expended by students or the sponsor unless a purchase order has been cleared through the Activities Director and the Principal.
- The sponsor may provide for student input relative to the governance of the club. If such a board or committee is used it shall be advisory in nature.
- Constitutions must be developed for each organized club or organization. This constitution must be submitted to Student Council for review and acceptance. The A.D. and Principal must be given a copy of the final constitution. Constitutions must be reviewed and updated at the beginning of each new school year.
- Sponsors are asked to make a serious effort to encourage student responsibility in the activity concerned.
- Sponsors/students are not to sell any food or drink during class time. In addition, no other items should be sold (calendars, pencils, etc.,) during class time.

ADMIT SLIPS

- Students will not be allowed into class after a tardy without an admit slip. These slips will be written by personnel from the office(s) or from another teacher.

ARMING THE BURGLAR ALARM

- Each staff member is assigned a code number to enter the building when no one else is present.
- Staff members will be given a user I.D. number by Stanley Security.
- If you are the first person to arrive, you must unlock and enter the kitchen door and then disarm the system. First shut the door, enter your code on the keypad and then press enter.
- After hours, those who are in the building must put their name, date and time on the dry-erase board so that people who enter are aware that someone else is in the building with them.
- Remove your name from the dry erase board upon departure.

- If you are the last one to leave, arm the system by entering your code and then pushing the enter key while the door is shut. You have approximately 45 seconds to leave and close the door. Beeping will stop once the system is armed.
- Do NOT share your code with anyone. If something does go wrong in the building, you don't want your code to appear on Stanley's Security Alarm log if you weren't in the building.
- Make sure that you have your user I.D. number and Stanley Security Alarm's phone number with you at all times when entering the kitchen door.

ARRIVAL – DEPARTURE TIMES

- Teachers' workday begins at 7:35 A.M.
- Teachers should not leave before 3:35 P.M. unless they have made specific arrangements with the Principal. The contracted workday is for eight hours on all contact days and seven hours on non-student contact days.
- Students' day begins at 7:50 A.M.
- Students' day ends at 3:20 P.M.

ASSEMBLIES

- Assemblies will be pre-announced.
- Check the Activity Calendar if you are not sure if an assembly is scheduled.
- **Teachers will sit in their assigned grade level's section in the bleachers monitoring students' behaviors.**
- Students are expected to be courteous, respectful and attentive.
- If a student acts inappropriately, speak to them. If they continue to act inappropriately, escort them to the office and let the secretary know the reason they are there so the Assistant Principal can obtain this information prior to dealing with this problem. **Students who exhibit inappropriate conduct will not attend future assemblies for the remainder of the year.**
- If props or posters are used for an assembly, it is the responsibility of the planning group to remove them following the assembly. This should be done the same day. All materials that are no longer needed should be appropriately discarded. The area should be left in a clean and orderly manner.

Pep Assemblies – Teachers are required to attend and sit in their assigned sections with students unless the assembly is during the teacher's planning period.

ASSESSMENTS (Times subject to change)

- **ASVAB** – interested juniors in February
- **CSAP** – sophomores, starting fall of 2001 (CSAP measures students' knowledge of the state model content standards and benchmarks.)
- **ACT** – state mandated exam for all Juniors in the State of Colorado (typically given on the third Wednesday in April).

ASSOCIATION BUSINESS

- Authorized representatives of the Association, and its respective affiliates, shall be permitted to transact official business on school property before and after school and during duty-free lunch periods.

ATHLETIC AWARDS/LETTERING PROCEDURE

GENERAL

- Each coach is to arrange a parent(s)/guardian(s) meeting before the start of their sport's practice to inform them of their philosophy, team rules and procedures, etc.
- Before any athlete may practice, they must have ALL REQUIRED FORMS SUBMITTED.
- Coaches must remember to allow money in their budgets for any awards and medical supplies.
- Coaches have a handbook with further details. See the Athletic Director if there are any questions.

Awards Night

- Each sport will be responsible for arranging their own awards night.
- This night can be anything from a meeting with athletes and parents/guardians to a catered banquet.
- All award nights should take place before the next season starts.
- Give out letters to all letterman and participation certificates to all athletes.
- Special Awards (Coaches Award, MVP, Most Improved, Best Offensive and Defensive Player, All Conference, All State Honors, etc.) will be given at the year-end banquet. Special Awards will be in the form of an individualized 3 x 5" plaque. The number of plaques given is determined by the nature of the sport. For instance, there are more participants in football than in basketball.
- 8 X 10" Pueblo West High senior plaques will be given out at the final awards banquet. A criterion for a plaque requires the athlete to have lettered a minimum of two years, one of which must be their **senior** year.
- Each coach determines the criteria for lettering in their individual sport.
- All participants should not be able to letter unless there are special circumstances such as State Championship, etc.
- Our letters must stand for something special so every participant should not be able to meet the criteria.
- Make sure parent(s)/guardian(s)/athletes know what the criteria for lettering is before the start of the season, preferably at the parent(s)/guardian(s) meeting.

ATTENDANCE

- 1st week of school take roll as directed by the main office in order to complete an accurate count of students.
- Only count students who have shown up. Do not count students just because they are on your roster.
- It is an important classroom expectation that attendance is taken at the beginning of every hour without exception.
- Teachers are accountable for taking ACCURATE daily attendance records. Please update your entries if they change.
- The security office will place an absence verification form in your mailbox each school day. These are to be filled out and returned to the security office the same day they are issued.
- An in-service showing new teachers how to use the attendance module on the computer will be conducted at the beginning of each school year. Teachers needing a refresher course are welcome to attend this in-service.
- Substitutes may use a hard copy for attendance. You need to have an attendance pad in your substitute handbook or on your desk for them to use. This should be sent to the attendance clerk each block.
- When a student has accrued their first three tardies in any one class, detention will be issued by one of the Assistant Principal's. Parents will be notified by the office as well.

BELL SCHEDULE

** Doors open daily at 7:30 A.M. unless there is inclement weather.

FIRST LUNCH

1 st Period:	7:50-8:45
2 nd Period:	8:50-9:45
3 rd Period:	9:50-10:45
LUNCH	10:45-11:15
4 th Period:	11:20-12:15
5 th Period	12:20-1:20 (Announcement Hour)
6 th Period	1:25-2:20
7 th Period:	2:25-3:20

SECOND LUNCH (Split 4th block)

1 st Period:	7:50-8:45
2 nd Period:	8:50-9:45
3 rd Period:	9:50-10:45
4 th Period:	10:50-11:15
LUNCH	11:15-11:45
4 th Period	11:50-12:15
5 th Period	12:20-1:20 (Announcement Hour)
6 th Period	1:25-2:20
7 th Period:	2:25-3:20

THIRD LUNCH

1 st Period:	7:50-8:45
2 nd Period:	8:50-9:45
3 rd Period:	9:50-10:45
4 th Period:	10:50-11:45
LUNCH:	11:45-12:15
5 th Period	12:20-1:20 (Announcement Hour)
6 th Period	1:25-2:20
7 th Period:	2:25-3:20

BENEFITS (See Board Policy GCBC in Negotiated Agreement)

BUDGET

- Lead teachers will receive a letter regarding the next school year's budget at the end of first semester.
- Once the projection figures come from the Director of Finance, we can begin planning. The lead teacher will get with the other teachers in their department to begin discussing needs.
- Lead teachers must budget for duplicating paper used by their department. This is the reason that department codes are used on the copy machines.
- If you need updated catalogs for texts or equipment, call the necessary vendors to obtain them well in advance of preparing your budget. (Vendor names and rep numbers are posted inside the cabinet labeled "Catalogs – Publishers' Names & Numbers.)
- Please turn in budget by requested date – the budget deadline is on a short but critical timeline.
- Sponsors and coaches will receive a budget request worksheet. The amount that you request is the amount that you anticipate to generate as revenue.
- You will receive worksheets to record your preliminary figures on. This is the anticipated budget.
- Final orders must be ready to generate for the new fiscal budget July 1st. This needs to reflect any necessary adjustments or changes.

BUS INFORMATION

- Bus schedules appear in the Pueblo West View at the beginning of the school year.
- Teachers sign up for one A.M. or P.M. bus duty per week through Assistant Principal's office.
- **A.M. Duty – 7:35 A.M. to 7:45 A.M.** – Duty areas will be assigned by an assistant principal.
- **P.M. Bus Duty – 3:20 to 3:30 P.M.** - Duty areas will be assigned by an assistant principal.

CARE OF SCHOOL PROPERTY

- Staff members are responsible for proper use of all school property committed to their care.
- Pupils should be taught to respect school property as if it were their own.
- All acts of vandalism should be reported to the Principal/administration as soon as possible.

- **Students should not be given your keys.** Your keys are your responsibility.
- Book covers are available free of charge in the main office. Please encourage students to take care of their textbooks.

CENSORSHIP

- If there is a parent(s)/guardian(s) complaint regarding the contents of a text or novel being required, they need to submit a written request to the Principal that their child is not to read this book and state the reason why.
- An alternative reading/assignment will be provided by the teacher.
- If they wish that this book be reconsidered for use in the school/district, they need to complete the policy form File: KEC-E. (See form)

CHANGE OF ADDRESS

- Any time staff members have a change of address, they must notify the administrative/receptionist secretary.
- You should also contact the payroll office at Central Administration so that anything that is mailed during the summertime reaches you.

CHARACTERISTICS OF GOOD CLASSROOMS

- **CARING ENVIRONMENT:** The teacher does not take advantage of his/her position as the one with authority, the one who can threaten, or the one privileged to use sarcasm. He or she assures control so that learning activities can go forward. In a good classroom, there is **MUTUAL RESPECT** between the teacher and the students. The students know that bottom line, the teacher cares about them as a person.
FLEXIBILITY: The program must be flexible enough to meet emergencies, to allow for interruptions and to take advantage of temporary interests and other learning opportunities. Problems must be met as they arise. Flexibility does not imply the absence of a plan. Applying a variety of strategies, using multiple modalities, allowing a number of student choices, and taking into account the four learning styles while planning lessons will maximize the potential of reaching all students
- **CONSISTENCY:** How you deal with students will always be remembered. They may not remember what you taught them, but they will always remember how you treated them. Students must be treated firmly, fairly and consistently. Be willing to apologize to a student if you find that you have treated them unfairly. Be a good example in matters of honesty, fairness, courtesy, promptness, orderliness and kindness. Have a dignified, friendly attitude toward all students.
- **INTEGRATION:** An integrated program helps students develop simultaneously in several phases of living and to establish functional relationships between what might otherwise be isolated parts of school life. At a minimum, encourage students to write across the curriculum and see the importance of writing no matter what the subject is.
- **BALANCE:** Balance is to be given consideration. The needs of students must be

given careful thought. There are a variety of ways students can demonstrate mastery of a concept. There is no better way for a student to celebrate their learning than for them to teach the concept to someone else. You supply the basic criteria that you expect in their presentation, but it is their choice how they complete the project.

CLASSROOM MANAGEMENT

- Teachers need to establish a positive classroom environment.
- Take charge the first day.
- Do not allow undue familiarity.
- Do not leave classrooms unattended, except in emergencies involving the health, safety or well-being of students or teacher.
- Expectations must be clearly defined.
- It is suggested that students be given input on what the classroom rules/agreements will be. Even have them sign off on what they agree to – just like a contract.
- Have as few rules as possible.
- Say what you mean and mean what you say.
- Choose your words wisely because they cannot be taken back.
- Use positive reinforcement with students.
- Set high expectations for your students.
- Teachers need to be present before the tardy bell rings.
- The presence of teachers in classrooms and hallways is absolutely the best safeguard in maintaining order.
- Teachers are required to be more emotionally controlled than students.
- Avoid sarcasm.
- Do not compare one student to another.
- Provide interesting, meaningful and challenging activities.
- Learn students' names and the correct pronunciation as soon as possible.
- Use parent(s)/guardian(s) as partners.
- Teachers are to use the log entry function in Power School to log all student behavioral issues.

CLASSROOMS

- Classrooms should always have a pleasant appearance – **it is not just the custodian's responsibility to maintain a clean classroom.**
- Student work should be displayed for ownership.
- Standards must be posted.
- Teachers are encouraged to decorate their rooms and use color as a motivator.
- Only mount things to wallpapered walls, which have been installed for that purpose, or to bulletin boards.
- Do not alter, deface or depreciate the physical appearance of any classroom.
- No tape of any kind should be put on the walls.
- Close and lock windows at the end of the day.

- Leave your room in a clean, orderly fashion.
- Please report any damage or need for repairs to the Principal.

CLASS SPONSORS

- Teachers rotate this responsibility.
- Class sponsors oversee a class beginning with the freshman year all the way through graduation.
- Teachers oversee club/class budget and finances.

CLOSED CAMPUS

- Board policy prohibits students from leaving campus without permission from parent(s)/guardian(s). Students must check out in the office through the attendance clerk. Failure to get proper authorization to leave will constitute a truancy.
- Students must remain on the school grounds from the time they arrive until school is dismissed.
- If there is a question regarding a student leaving, staff members should verify with the attendance clerk that the student has permission to leave.

COMMITTEE WORK

- School level committees are formed on an as-needed basis.
- Please share the responsibility of volunteering when the need arises to help with the efficient operation of our school.

COMMUNITY RELATIONS

(The best opportunity to establish good public relations will occur through the teacher's work with their students. It will be worthwhile to make an effort to know parent(s)/guardian(s) before any trouble arises.)

- Get to know your students. If there are students you think might have academic or social difficulty, contact their parent(s)/guardian(s) to establish a friendly partnership early.
- Acknowledge outstanding efforts or improvement made by your students with a note or a phone call. A positive communication will be more welcomed, and you will be appreciated for the effort. (School related mailings will be paid for by the school.)
- It is necessary for parent(s)/guardian(s) to be notified of problems that exist leading to poor academic achievement in your class.
- It does not matter that these are high school students that we are dealing with, communication home is a must to have the student's best interests in mind.

COMPLAINTS

- 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 involving instruction, discipline, alleged discrimination, employment or learning material will be as follows:
 1. Teacher
 2. Principal
 3. Superintendent
 4. Board of Education

COMPUTER/ELECTRONIC DEVICE USE

Access to Pueblo West High School's computers and electronic devices are a privilege, not a right. Students are responsible for good conduct in all areas of the school.

- Students/parent(s)/guardian(s) must sign a Computer/Electronic Device Use Policy and Responsibility Contract before they can use computers and other electronic devices, i.e., fax machine, copy machines etc.
- Students are not allowed to load software or play games on the computers.
- If a student causes any intentional damage, that student will be responsible for the cost of repair or replacement of damaged hardware, software or other materials.
- Students should report any computer damage or problems immediately.
- Staff may use the copy machine on either floor. They are to use the access code provided so that paper can be budgeted according to usage.
- Staff are to direct their teacher assistants or students to use the copy machine on the upper level.

CONFERENCES –TRADITIONAL

- Conferences are held a minimum of twice a year.
- Dates and times TBA.
- No appointments are necessary.
- Provide chairs outside your room for people waiting to visit with you.
- Have all guests sign in.
- Conferences should be held to 10 minutes. This is especially true later in the evening when conferences are the heaviest.
- If you teach in more than one area, designate where you want your conferences held and notify the office in advance so this can be posted.
- Expect your students to take part in the conference. They should be sharing how they are meeting standards.
- Turn in your list of the conferences you conducted before leaving for the night.

CONSTITUTIONS

- Constitutions are required from each active club or organization.
- All constitutions should be reviewed annually and altered as appropriate.
- Submit constitutions on an annual basis to Student Council.

CONTRIBUTIONS TO SCHOOL

- Any contribution to the school needs to be reported to the Principal.
- Donations to our school must be accepted by the Board of Education.
- A letter of thanks needs to be sent after the Board's approval of the gift.
- Contributions to the school are tax deductible.

COURSE GUIDES

- Please submit course descriptions for new courses being offered for the next school year to the Counselor by the end of February.
- Teams should get together and decide who will be teaching what and/or if any new courses need to be added for the upcoming year.
- Course descriptions must be tied into the content standards.
- Course syllabi reinforce the course guide description and give students the details of the course so they fully understand what will be covered and what will be expected in each course. **Course syllabi must be given at the beginning of each term to introduce the course.**

COVERAGE

- If a substitute is unavailable for class coverage, staff members will be asked to cover during their preparation period. We have agreed this will be done on a rotating basis.
- Coverage shall be paid at the rate of \$15.00 per hour.
- To get paid for covering a class, you must complete a "Partial Absence" form. Obtain this form from the administrative secretary. (See form)
- Submit the completed signed "Partial Absence" form to the Principal's secretary.

CRISIS SITUATION PLANS

In time of crisis everyone has the responsibility of remembering and following the A, B, C's:

Always remain calm – follow staff directions

Be quiet and listen for trouble and for further directions

Cover and concealment should be found.

GENERAL INFORMATION

- At the beginning of each semester, each teacher is to share with their students each block the emergency procedures from their assigned area.
- ABC poster should be displayed in each classroom as a reminder of the important things to remember during a time of crisis.
- Two red placards have been prepared for each classroom and office area. The plain red one is to place in a window to designate there are people in this particular room that need to be rescued. The red placard with a white cross is to be placed in a window to designate there are people in this particular room that need medical attention. **Nothing is to be placed in windows at any time other than these emergency placards.**
- An annual safety audit will be conducted to review our building's crisis plans.
- Any deviations in plans will be made in the best interest of our students and staff.

Bomb Threat or Bomb Threat Drill – Evacuation will take place as directed via public address system or fire alarm.

**Drills and evacuation procedures will vary.

- **Fire alarm evacuation, which would be signaled after a safety sweep of the premises. This would be conducted in the usual manner.**
- **Public address system announcement, which would verbally implement the plan of action.**

GENERAL INFORMATION (continued)

- Take all bomb threats seriously, especially those which may have a specific time indicated.
- Notify the quickest appropriate person, who will notify others as needed: Student Resource Officer, administrator-in-charge, sheriff (583-6250), fire department (547-7337) or 911.
- Evacuation will be handled like a fire drill, after checking the exterior of the building, unless otherwise notified.
- Students stay with their assigned teacher or staff member.
- Teachers take a hard copy of their class roster with them to take roll and account for their assigned students.
- Secretaries take crisis notebooks containing student information, emergency numbers and check-out sheets with them to designated site.
- Students take their belongings such as computerbags and purses with them.
- Once evacuation has begun, no one will be allowed back in the building.
- Administrator-in-charge will communicate with the designated evacuation site to coordinate efforts if applicable.
- Administrator-in-charge will communicate with SRO to verify that roads are blocked off in surrounding areas.

- Security personnel will lock the elevator.
- Disconnect all radios, short wave, weather, etc.
- Do not touch, handle, move or pick up strange objects left in rooms, hallways, stairwells, bathrooms, etc.
- Be aware of strange wires, boxes, people and things that might look differently than usual as you exit and report these observations to the Administrator-in-charge.
- The bus garage will be notified to send buses out to our school or another location to provide students shelter or transportation if needed.
- No one is to leave in vehicles for safety purposes.
- Determine if parent(s)/guardian(s) will be notified to pick students up from designated site.
- Designate offices, at designated site, that can be used for various reasons, i.e., communications, investigations, etc.
- Staff should always keep their file cabinets and storage cabinets locked.

TELEPHONE BOMB THREAT (most common):

- A Bomb Threat Checklist is in the Crisis Notebooks next to the main office phones on the upper and lower level.
- School personnel receiving a telephone bomb threat should first note the time of the call and then attempt to engage the caller in a conversation in which the following questions should be asked: Where is the location of the bomb? When will it explode? What does it look like? Furthermore, listen for an accent; certain profane language (caller may use it with other threats); also listen for background noises and try to identify the caller as a male or a female and by approximate age and significant characteristics.
- **Document the conversation.**
- Dial *57 to lock and trace the call.

NOTE BOMB THREAT

- Where did the note come from?
- Who has been in the area?
- Avoid handling the note as much as possible.

BOMB THREAT IN PERSON

- Get a description of the person.
- Which way did they go?

Civil Disturbances (Including demonstrations)

STUDENT WALK-OUTS

- Teachers will advise students not to leave the building.

- No physical restraints will be used.
- An effort will be made to “play down” the walk-out, keeping those involved to the lowest number possible.
- Small groups who walk out peacefully will be identified. A suspension process will take place requiring parent(s)/guardian(s) to come to school before their student can come back to school.
- All outside doors will be locked by the custodian, upon request by the Principal, when outsiders are expected.
- If student(s) insist on leaving the classroom, ask them to report to the office to air their grievance.
- Discourage followers if possible.
- Physical resistance for self protection or protection of students under bodily attack is expected.

HAZARDOUS MATERIAL INCIDENT

- Follow evacuation or shelter-in-house plan depending on where the toxin is coming from.

Drugs

If a student appears to be under the influence of drugs or whose behavior indicates the need of immediate medical attention, this situation should be handled in the following way:

- Initial referral should be to the respective Assistant Principal. If referral cannot be written immediately, it needs to be sent to the Assistant Principal as soon as possible.
- If the student is unable to go to the Assistant Principal’s office, summon assistance from the Counselor and/or Assistant Principal.
- Should the situation occur outside of the classroom, the teacher should take the student to the office or get help to get them to the office.
- The school nurse will be notified, 911 will be contacted and the parent(s)/guardian(s) notified.

Epileptic Coma, Diabetic Shock Other Medical Emergencies

- School nurse will maintain a current list of students with known, pre-existing, health conditions in the file cabinet in the nurse’s station. This list may be viewed by staff members, but it is to be kept confidential and cannot leave the nurse’s station.
- Seek emergency help immediately. Make sure 911 is called.
- Teachers are not allowed to administer medication to students. Only designated staff members have the authority to administer prescribed medications to students with a doctor’s instructions and parent’s/guardian’s written permission. These authorized prescriptions are kept locked in the office unless special permission authorizes a student to carry their medication, i.e., asthma inhaler.

- Any student known to have any type of medication at school should be sent to the respective, Assistant Principal.

Fire (Drills) Fire Alarm Sounded

Fire drills will be conducted once each term without notification. Be familiar with the location of fire extinguishers and fire alarms in the school. Be ready to assume the responsibility for safety of students if normal exits are blocked.

- Teachers must post the evacuation routes from their classroom.
- Students should be informed of the primary and secondary route out of the building from each teacher's room at the beginning of each term.
- Staff and students follow the pre-arranged plan for immediately exiting the building when the fire alarm is sounded.
- Custodian will lock the elevator.
- Windows, doors and lights should be shut. The last person exiting should shut any doors behind them.
- Students should conduct the evacuation with minimal noise.
- Students should not bring anything outside with them.
- Teachers should remain with their class when their designated destination has been reached.
- The teacher will bring their attendance roster outside and take roll.
- Staff and students should stay out of fire lanes.
- Teachers must inform students that if they are away from their group at the time of the fire alarm, they are to leave the building and join their group on the grounds in their designated area.
- Upon reaching the waiting area, at least 150 feet from the building, the students wait for the teachers to take roll to make sure that all students present that day are accounted for.
- Everyone will return to the building when the signal is given.

Natural Disasters (severe weather, flood, tornado, earthquake)

- Action taken will depend on severity of conditions.
- Possible actions - sheltering until emergency ends
 - controlled, staggered release of students
 - possible early release if time permits
- Procedures during natural disasters will be directed by the Associate Superintendent of Support Services and School's Administration.
- Information relative to buses not operating, early closing or delayed start of school is aired on the radio and television stations between 6:00 and 6:30 A.M. The stations repeat all information periodically.

Threat of Violence – “LOCKDOWN” ALERT

In the event that someone comes on campus or someone already is on campus threatening violence of any nature, the following procedure will be followed:

- The Administrative Team will report to their designated areas, if possible, to perform their assigned tasks and assist as needed.
- The “**LOCKDOWN**” announcement will be the signal to take shelter-in-house, but if this is not the best course of action, staff members will make a judgment call to get students out of the building in the safest possible way. Directions will be made accordingly. The main floor intercom area will be set up as the first command post. If this area is unavailable, administrators/SRO will be communicating via short-wave radios and/or pagers.

CRISIS ROLES & RESPONSIBILITIES

On-site Crisis Codes – Announced on Public Address System

“**LOCKDOWN**” means danger may be imminent inside the facility or outdoors. Take shelter. The building will be locked and **NO ONE** will be admitted for the duration of the lockdown.

“**EVACUATE**” means danger to the facility may be impending. A sweep of the outside area will be conducted for safety and then the fire alarm sounded for release to designated areas. If evacuation takes place, **NO ONE** is to leave in vehicles for safety purposes.

TEACHERS

(Other staff members roles and instructions for specific rooms are in the back Crisis Section)

1. Initiate “**LOCKDOWN**” or “**EVACUATION**” procedure when signaled.
2. If closest to academic wing doors,
 - a. initiate “lockdown” in your assigned room as you are going to shut the academic wing doors
 - b. direct authorized/non-threatening people to safety before closing doors.
3. Do NOT use teacher work area as a place to shelter students.
4. Bring roster & report missing students to Administrator-in-charge.
5. Turn off any lights that you can get to safely.
6. Keep students/people calm and quiet.
7. Move to alternate site if instructed or if situation warrants this.
8. Assist as needed.
9. Movement after “Lockdown” will be governed by the situation.
10. If evacuation is necessary, leave through the nearest, safest exit. If this means breaking a window etc., to get out, do it. Use cover such as a backpack when evacuating building.

11. If on lunch duty or prep during the “LOCKDOWN” alert, teacher becomes a part of the Crisis Response Team and will assist in directing authorized/non-threatening people to safest area.
12. If students or staff are in commons area during the “Lockdown” announcement, they should report to the kitchen, gym or locker rooms. As a last resort exit through quickest, safest door.
13. **“All Clear”** announcement will be made if and when it is safe to resume school. Staff and students will report back to the class they left when the “Lockdown” alert was made to get an update on the situation.

“Tornado Alert - Shelter-in-House”

(The National Weather Service/Sheriff’s Department will notify schools in the event that the threat of a natural disaster (tornado) is eminent.)

GENERAL INFORMATION:

- Post and discuss Tornado/Shelter-in-House procedures and shelter sites from your classroom.
- Demonstrate to your students the “protective position”. Kneel down, put hands over head, put your head as close to your knees as possible to make as small of a target as possible.
- When on the ground, everyone needs to face the outside wall and get in the protective position.
- Upon the tornado signal, “Alert - Shelter-in-House,” teachers will lead their classes to the pre-designated shelter areas as quickly and quietly as possible. Follow protective measures while in the shelter area.
- Teachers must direct and monitor that their students are leaving their class in a single file line as they report to their designated area.
- Teachers that are on planning period will report to the southwest stairs and help direct the flow of traffic to two single file lines on each side of the stairwell.
- Students/staff are to remain quiet and listen for further communications.
- In rooms that are being used for a safety destination, backpacks and other belongings should be placed under desks so they are not taking floor space that students and staff could occupy. Staff members must monitor that this takes place.
- Whoever enters a room last is to close the door behind them. Teachers monitor that this gets done.
- Administrators will be in communication via their short-wave radios and/or pagers and will direct traffic accordingly.
- Teachers, who are in class, will accompany their students and will take their attendance roster to account for their assigned students.
- Students are not to leave the building.
- Students/staff who are outside of the building during the “Alert- Shelter-in-House” announcement, immediately report to the closest shelter, i.e., football storage shed or the exterior entrance to the locker rooms.

- Teachers will keep all students in the shelter areas until the “All Clear” signal is given. At that time, each teacher will escort their students back to their classroom.

DISCIPLINE

Be as proactive as possible. Communicate with your students and their parent(s)/guardian(s) to work together to prevent problems.

- **Minor offenses** – rule of thumb - 3 strikes you’re out!
 1. General Warning
 2. One-to-one conference with student
 3. Parent(s)/guardian(s) contact to seek their help

*** **Referral to Assistant Principal**
- **IMPORTANT** – Always complete a referral form indicating all steps taken prior to making a minor offense referral. A minimum of three interventions is required.
- Discipline referrals are housed in the office. You should keep a supply in your room.
- Teachers are to log discipline steps 1 and 2 in the Powerschool log entry function, including parent phone calls.
- **Major offenses** (detrimental or disruptive behavior) should be referred to the office immediately. Send the student to the office with specific instructions. Never say, “I don’t care where you go!” or “Just get out!” Give details, “Go to the Assistant Principal’s office immediately.” Then call the office and let them know that the student is on the way for a referral and state the offense or accompany this student to the office yourself and tell someone in the office why this student needs to see the Assistant Principal. Follow up with a referral form as soon as possible.
- It is not the Counselor’s role to administer discipline. Please send students to the Counselor when they need counseled but not for discipline reasons.
- **Reasons for Possible Suspension:**
 - Abuse directed towards another student, teacher or substitute teacher
 - Carrying or use of weapons
 - Computer/electronic device abuse
 - Defiance of authority
 - Disruptive demonstration
 - Excessive tardiness
 - Student assault on another student (police involvement)
 - Failure to respect property or rights of others
 - Fighting or provoking a fight
 - Forging teacher’s signature
 - Harassment of other students or staff
 - Leaving campus without proper checkout procedure or authorization
 - Misconduct in class
 - Misconduct on the bus
 - Misconduct at any Pueblo West High School event
 - Profanity or vulgarity
 - Smoking or using tobacco products (fake or otherwise)
 - Substance infraction-alcohol possession/use

DISCIPLINE TIPS & REMINDERS

Treat misconduct as a violation to the school rules rather than a personal affront. Don't argue with students. Don't punish the entire class because of the misconduct of a single offender. Undesirable behavior has an underlying cause. The inappropriate behavior is only the symptom. Try to find the real cause. The punishment should fit the offense. When a case is settled, drop it. A private conference with the student is one of the best means of developing good rapport. Avoid unnecessary humiliation of the student.

DRESS CODE

As teachers and administrators, it is important that we set a good example for our students by dressing professionally. It is not our intention to hassle students regarding the way they dress, but it is our responsibility to address inappropriate attire if we expect to have a positive image portrayed at Pueblo West High School. We rely to a large extent on the good judgment of parent(s)/guardian(s) and students when it comes to appropriate dress; however, if problems do arise in this area, we shall make an effort to keep them counseling problems not discipline problems. Disciplinary action could result due to defiance of the dress code.

- Teachers are expected to dress professionally.
- Friday or game day is considered dress down day and a day to wear school colors. Jeans and tennis shoes are acceptable on these days.
- If a student's dress or hair causes a disruption, it is not acceptable.
- If a student is seen with inappropriate attire, this matter should be addressed, and then they should be sent to the office to get this situation corrected.

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 shirts, sweaters, or sweatshirts that make reference to violence, aggressive/assaultive behavior, tobacco, drugs, vulgarities, obscenities, sexual behaviors or innuendos, death/mutilation of one's-self or others. Also, references to music groups that support these behaviors, such as Slipknot, Insane Clown Posse, and Marilyn Manson, are not acceptable.
2. 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. Individual schools reserve the right to require students to wear sleeved shirts at all times.
3. District 70 accepts pants, slacks, and shorts that are traditional in nature. Pants are acceptable if they can be pulled away from the students' thighs no more than four inches. 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 or higher, no exceptions. Any pants that are being worn below the hips will be considered sagging. Additionally, pajama bottoms are not acceptable pants to be worn at school. Chains attached to pants and wallets are not acceptable. Building staff will have the discretion to determine if pants are sagging.

4. 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 because of heating difficulties. Further, students can wear their coats between buildings, but they must be removed when they get to class. Trench coats are not acceptable at any time.
5. 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.
6. 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.
7. 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.)
8. District 70 accepts traditional ear piercings as appropriate attire. Piercing through the nose, eyebrows, tongue, 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.
9. Other additions to one's-self that are considered distracting to the educational environment will not be acceptable. This refers to items such as tattoos. 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.
10. 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, and other socially inappropriate attitudes and comments are not acceptable. Examples of this type of jewelry are spiked collars, spiked bracelets, chains, jewelry with skulls, etc.
11. 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.

12. 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.

DUE PROCESS

The procedure, which is in place, ensures that a student is treated fairly when involved in a disciplinary situation, which might result in suspension or recommendation for a disciplinary action.

- The minimal constitutional requirements of due process mandate the student be given the following:
 - Oral or written notice of charges against him/her
 - Explanation of the evidence school authorities have
- The minimal constitutional requirements of due process mandate the student be given the following:
 - An opportunity to present his/her side of the story
 - Length of time student will be excluded from school
 - Avenue of appeal in event student or parent(s)/guardian(s) does not concur with the decision to suspend or expel.

DUTY TIME

- Contract work year for teachers is 185 work days.
- Secondary work day is 8 hours (7:35 A.M. until 3:35 P.M.)
- Teachers are required to attend a reasonable number of evening activities such as open houses and parent(s)/guardian(s) meetings, and a reasonable number of building meetings necessary to ensure effective school building and program operations.
- Teachers can leave school premises during their half hour duty-free lunch after notifying office personnel. (There is a sign-in & sign-out clipboard in the office for this purpose.)
- Teachers have five preparation periods per week.

E-MAIL

- Each teacher is given an E-mail address through the District.
- Teachers are not to let students use their computers for Internet /Email access.

- Students must have parent's/guardian's permission to use the Internet. It is the teacher's responsibility to verify this authorization. Parent's/guardian's permission slips are on file in the media center.
- Teachers are encouraged to use the District E-mail, in lieu of other providers, i.e., Hotmail, Yahoo, etc.

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EMERGENCY INFORMATION CARD (See form)

- Staff members receive an information card to complete so that the office knows who to notify in case of an emergency.
- Turn staff emergency information card in to the administrative secretary.
- It is important that we have a card for every staff member.
- Any time the information on your emergency information card changes, please notify the administrative secretary.
- Student emergency cards are distributed the first day of school, usually in the first block class. Whichever class distributes the card is the class that collects it. As soon as all cards are returned to you, submit them in to the attendance secretary. It is your responsibility to see that this gets done. It is important that we have a card for every student.

ERRANDS BY STUDENTS

- Teachers are not to send students on errands that take them off the school grounds.
- A student must obtain permission to leave the school grounds by their parent(s)/guardian(s) and Principal.
- If a student is sent on an errand within the school, the student should be supplied with a signed pass from the teacher indicating the destination of that student.
- Teachers are still responsible for their students' whereabouts when they are out of their classroom.

EVALUATION PROCESS

The overall objectives of the evaluation process are to help teachers be the best they can be, to build on strengths and to provide assistance in areas needing improvement. Any teacher needing assistance will be put on an Improvement Plan.

- Annually, within three weeks after school starts, a meeting will take place to go over the evaluation process.
- Teachers will receive a packet of information that outlines expectations at our building regarding the following three areas: Instruction/standards; Professionalism and Human Relations.
- A Professional Profile is requested of new teachers so that we can determine some background prior to our pre-conference.
- All staff members complete a Professional Development Plan (HB138). These must be completed by mid May.

- **Probationary Teachers** are evaluated their first three years in our district on a semester cycle. This consists of informal observations (minimum of 10 minutes), pre-planned conference to discuss formal observation and to establish the date for the formal observation (minimum of 30 minutes) and the post conference (held within five working days). At the post conference, the informal/formal observations and professional development plan are discussed.
- One formal observation, each semester, can be spontaneous and not on a pre-arranged date. A summation conference is held to go over the report that will be sent to the Associate Superintendent of Educational Programs in December and May. (Minimum of 2 formal observations per semester – minimum of 30 minutes each for a total of 60 minutes for the semester. A total of 4 for the year for 120 minutes per year.)
- **Non-Probationary Teachers** are on an evaluation cycle and must be evaluated every third year. A minimum of two formal observations will be held each semester. One observation must be pre-planned requiring a pre and post conference. Sixty minutes must be spent in a formal observation for the year. A summative conference will be held.
- All non-probationary teachers will receive at least one documented observation each year and at least one evaluation that results in a written report every three years.

EXCUSING STUDENTS

- No student is to be excused from school or class time unless permission is granted by an administrator or designated office staff after home contact has been made.
- At no time, is a student to be released upon the request of another student or by an adult other than those listed on their emergency card.
- Students should not be released from class early.

FIELD TRIPS

- Any trip that is taken requires parent's/guardian's permission prior to the trip. Arrangements must be made for students who do not obtain this permission.
- Accurate and complete itineraries must be provided to parent(s)/guardian(s) for all field trips.
- Transportation for field trips must be paid for by the student. This includes fees that need to be assessed for use of district buses.
- Verify that any field trip you are planning does NOT conflict with finals.
- Field trips need to be cleared through the Activities Director and the Principal. The field trip must be placed on the Activity Calendar.
- If you are requesting a bus, complete a Transportation Request Form located in the main office area. Submit this form to the A.D. for approval and obtain the Principal's signature. If approved, your request will be forwarded to the Director of Transportation so arrangements can be made.

- Field trips are considered an extension of the educational program of the school and students' behavior must be in accordance with school rules.
- It is the teacher's responsibility to plan and supervise field trips and to arrange for extra chaperones if needed.
- A list of students participating should be given to the A.D. This list should include phone numbers and addresses of the students who will be in attendance.
- A transportation list must be prepared for the bus driver. This must include the name, address and phone number of those who will be transported to the school-related activity.
- The attendance secretary should receive a list of students a minimum of one day in advance.
- Teachers must be given a list of who will be out of school due to the field trip so that students can be excused accordingly. This list should be given to teachers as soon as possible, with a minimum of one full day in advance of the planned activity.
- Teachers/sponsors planning trips must give the kitchen a list of students participating a minimum of one full day in advance so that they do not overcook.
- Teacher/sponsor should inform the attendance secretary of the planned arrival time back at the school.
- Teachers are to allow students on the list to make up any work missed while on the trip.
- Students are expected to get make-up work.
- Students who are on field trips will receive an excused absence on their attendance record.
- Permission of other faculty members for absences of a group of students for less than two days is not necessary.

FINALS

- Please avoid scheduling activities during finals unless they have been cleared with the Activities Director and placed on the calendar.
- **Every student is expected to take finals in every class.** The only way to waive a final is with the Gold Renaissance Card. Students should not be excused from a final in a class for having an "A".
- Please try to avoid taking personal days or applying for short leaves, if at all possible, during final review and final exam days.
- Stress to your students the importance of the finals. All grades become a part of their Grade Point Average (GPA) that are used for many purposes beyond high school, i.e., college admission. Attitude is everything! Relax and put forth your best effort.
- Finals taken late will result in an incomplete and must be made up within a two week period or the incomplete will become a zero and will be averaged into the term grade.
- **No finals are to be given early.**
- After finals, assess fines depending on the condition of books turned in. Fines should be turned into the Counselor's secretary.
 - Students can be exempt from a final if they meet the criteria established by the Renaissance program of PWHHS.

FUND RAISERS

- Clear all fund raisers through the Activities Director.
- **There are to be NO door-to-door sales.**

GIFTED & TALENTED

- A cadre of teachers represent each school in District 70.
- They attend regularly scheduled meetings at the Administrative Services Center (ASC).
- Parent/guardian nights and conferences are scheduled for parent(s)/guardian(s) of identified G/T students.
- A student is identified for the G/T Program in a variety of ways:
 - Teacher observation checklist
 - Teacher nomination form
 - Parent(s)/guardian(s)/other adult inventories
 - Student self-assessment or project submitted to be reviewed by the G/T cadre
 - Standardized Achievement Test Scores
 - Cognitive Ability Test upon special request of parent(s)/guardian(s)
- A personal learning plan is developed for each student in cooperation with parent(s)/guardian(s).

GRADING

It will pay big dividends to keep parent(s)/guardian(s) and students informed regarding their grades and class performance. Written detailed grading practices should be explained to all classes at the beginning of each term. This explanation should also be available to parent(s)/guardian(s). The Principal and Assistant Principal(s) in charge of evaluations must receive a copy of your grading procedures.

Grading Scale	Performance Levels
A 90 – 100	4 Advanced
B 80 - 89	3 Proficient
C 70 - 79	2 Partially Proficient
D 60 - 69	1 Unsatisfactory
F 59 & Below	O No Measurable Evidence
I Incomplete	
NC No Credit (Audit)	
WF Withdrew Failing	

- **Report Cards** are sent out as soon as possible after the term ends. Teachers at Pueblo West High are given one extra day at the end of the first and second term to work on their grades for the purpose of expediting the mailing of report cards.
- An in-service showing new teachers how to do this will be conducted at the beginning of the school year.

- **Grade checks** should be given to students on a frequent basis, i.e., 3rd, 6th and 9th weeks.
- Parent(s)/guardian(s)/students can request a grade check at any time through the counseling office.
- Assistant Principal's may request grade checks from students that are facing discipline measures.
- After midterms and final grades are figured for each class that you teach, you must complete the Midterm/final Grade Deficiency Report that will be placed in your mailbox. Return completed form to the Principal.
- All parent(s)/guardian(s) must be warned in some way if their child will receive a "D" or an "F" on their report card, i.e., telephone call, conference, midterm failure notice.
- 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.
- A grade change is accomplished by the classroom teacher submitting the appropriate grade-change form to the Counselor.
- All courses receiving a letter grade will be used in computing grade point averages.
- **Make-up work** is accepted for students with excused absences. Students have one extra day beyond the amount of days they were absent to make up work, i.e. if a student is absent three days they have four days to get their work made up and turned in. Unexcused absence make-up work is also provided to the student, and a 1% deduction in the student's final grade per unexcused absence is made.
- Incomplete grades can 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 must be updated appropriately.
- A student shall be allowed to make up an incomplete grade within a two-week period after the end of the term unless prior arrangements have been made in writing with the teacher. In the absence of prior arrangements, the INCOMPLETE work becomes a zero after the two-week period.

GUEST SPEAKERS

- The office must be notified whenever an outside speaker will be in the building.
- If you would like a guest speaker, get approval from the Principal.
- Teachers must be in charge of making such arrangements for the speaker.
- Care should be taken that the speaker provides an educational experience for the majority of the class.
- Determine with the Principal if a notice needs to be sent home requiring parent(s)/guardian(s)/permission for their son or daughter to participate in this session.
- Plan an alternate activity for any student who does not have permission to hear the guest speaker if permission was required.

HALL PASSES

- **IMPORTANT** - Do NOT allow students to leave your classroom, unless they have been called to the office, without signing their agenda hall pass record.
- Traffic in the building during class periods should be kept to a minimum.
- A student **must obtain a pre-arranged pass if they wish to come to your class** during lunch.
- If a student from your class is sent on an errand for you, write them a note designating the task, destination and time. Do not use space in their agenda when they are assisting you.

HARASSMENT

- Harassment is not tolerated by anyone.
- Anyone being harassed should file a formal complaint of discrimination or general harassment with their immediate supervisor. If the immediate supervisor is the harasser, report the incident of sexual harassment to the Associate Superintendent of Educational Programs.
- If a student, parent(s)/guardian(s) or another staff member harasses a teacher, this needs to be brought to the attention of an administrator. Further actions will take place based on the input given by the person being harassed and by filing a formal complaint.
- Do NOT allow students to harass another student either sexually or by demeaning their race, color, religion, national origin, gender or disability or create an intimidating, hostile or demeaning environment. Address the harasser and let them know that this person can file harassment charges against them.
- If the student chooses, she/he should file a formal complaint and notify our Student Resource Officer of the complaint. A decision will be made if formal charges will be filed.
-

HEAD COACHES AND SPONSORS

- Make sure that the A.D. has a copy of your schedules.
- Make sure that participants do NOT participate until their participation fees/ catastrophic insurance and the designated number of practices have been fulfilled.
- Make sure that you have the student's emergency cards with you at all events.

HOMEWORK

- If a student has a prolonged absence of three or more days, they may request their homework. This request is directed to the counseling office.
- A request will be put in your mailbox by noon. By the end of the request day, you should bring the homework sheet to the main office and place it in the designated location in the student-waiting area. If the request is not in your box before noon, the assignment sheet needs to be in the main office the following day before noon. The

time of the request will be placed on the homework request. For each day the student is absent, give them one extra day to get their work turned in. For example if the student is absent two days, you add one more day and allow three days upon their return to get make-up work turned in.

- Tests missed should be made up using the same time frame as make-up work.
- Late work, not determined by excused absence, is up to the teacher's discretion.
- Let your students know your expectations regarding late work at the beginning of each term.

INCOMPLETE GRADES

- All incomplete grades become zeros after a two week period unless special arrangements have been made by the student with the instructor.

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.

INTERNET ACCESS

- Please refer to the new District 70 technology rules and regulations.

INTERROGATION & SEARCHES

- If a staff member has reasonable suspicion to believe that a search will turn up evidence that a student has violated either the law or the rules of the school, they should notify an Assistant Principal to conduct the search.
- At no time should staff members conduct a search themselves.

LATE ENTRIES

- Students who register at Pueblo West High School after the term begins, but before it is half over, may enroll in a similar course as they had in their former school.
- If a student has a percentage grade in a similar course, that will be their starting percentage in the new class.
- If a student does not have a percentage grade, they must sign a performance contract. They will start accumulating grades from that point in their new course(s). They enter with the possibility of earning credit. Earning credit is based on proving proficiency. To increase the chance of earning credit, the student should have good attendance, complete all assignments from the date of entry, pass the final and have no unexcused absences or disciplinary referrals. If they do not meet the criteria, they will have audited the course and may repeat it at another time for credit.
- All of the student's teachers and the Counselor will receive a copy of the performance contract.

LEAD TEACHERS

- Lead teachers are responsible to communicate with other members in their core team.
- Teams should meet on a regular basis so that there is cohesion, assistance and support for all members.
- Lead teachers are responsible for the following:
 - budget in their area
 - planning new course offerings with their core teachers
 - orienting new teachers to the department, standards and curriculum
 - servicing as a liaison between the administration and the department
 - maintaining department inventories
 - recommending repairs and replacements of equipment and materials
- Lead teachers may be paged to come to the office and escort substitutes to respective core area classes and make sure that lesson plans are understood by the substitute.

LEAVE PROCEDURES GENERAL TO P.W.H.S.

- If a teacher needs to call off from school, he or she is to access Smartfind prior to the day of absence or between 5:45 a.m. and 6:00 a.m. the day of the illness.
- If a teacher knows he or she will be absent in advance, the teacher is to access Smartfind then make arrangements with the administrative secretary for a substitute.

LEAVE TIME

- Please refer to the most recent negotiated agreement for accurate leave information and procedures for taking leave.

LEAVE TIME DUE TO INJURY

- A teacher who is injured while employed in District No. 70 shall be granted personal injury leave up to 30 days without sick leave days being deducted if the injury was not due to that teacher's own negligence.

LEAVE – ACADEMIC

- Academic leave may be granted to non-probationary teachers for the purpose of continuing their education.
- Academic leave is granted for one school year, renewable upon application and approval by the Board for a second school year.
- Requests must be filed with the Associate Superintendent before or on March 15th of the preceding school year that the request is to take effect.

LEAVE – ASSOCIATION

- No more than six teachers may use Association leave on any school day.
- All requests for Association leave shall be submitted to the Associate Superintendent of Educational Programs at least five days prior to the day the leave is requested.

LEAVE – CHILD CARE (See Board Policy GCBDI in Negotiated Agreement)

LEAVE – CIVIC DUTY

- Civic duty leave with pay will be granted to any teacher summoned for jury duty.

LEAVE – MEDICAL (See Board Policy GCBDJ)

- Non-probationary teachers who are medically disabled and unable to work, and who have exhausted their accumulated sick leave or desire not to use such accumulated sick leave, may be granted medical leave without pay.

LEAVE – SABBATICAL

- Sabbatical leave for study designed to improve instruction may be granted for one school year.
- Teachers requesting sabbatical leave must be full time employees of the district and have six years of uninterrupted, satisfactory service with the district.
- No more than two teachers can be on sabbatical leave in any school year.
- Requests must be submitted to the office of the Associate Superintendent no later than February 15th prior to the school year in which the leave is to become effective.

LESSON PLANS

- Teachers are not required to submit weekly lesson plans, but are required to complete their Curriculum Maps on a monthly basis.
- Emergency lesson plans must be given to the main office secretary so that they are on hand in the event that a teacher is absent from school unexpectedly and did not have a chance to leave plans, or if the sub is unable to follow the plans that were left.

LUNCH

- There is a thirty minute duty-free lunch period.
- Teachers may leave the school grounds during their assigned lunch, but should notify the office that they are leaving. Teachers should sign out and back in so that the office knows they have arrived safely back to the building. There is a clipboard in the main office for this purpose.
- Hot lunches and a la carte items are available. Prices are posted and subject to change.
- Students will eat the same lunch as their 4th block teacher.

MAIL DELIVERY AND PICK UP

- Inter-district mail is delivered to the building and picked up on Mondays, Tuesdays, and Thursdays.
- Inter-district outgoing mail or District No. 60 mail should be placed in inter-district mailing envelope, addressed and put in the designated mailbox in the office for pick up.
- The Teachers' Association has the right to deliver and receive materials through the school delivery system.

MAILBOXES

- Each teacher is given a mailbox in the main office across from the conference room.
- Mail, phone messages, or notices, which are addressed to a teacher, will be placed in their mailbox.
- Mailboxes should be checked on a daily basis.
- Association notices may be placed in mailboxes. However, the Principal should receive a copy of all notices.
- Staff may not use the teacher mailboxes for dispersing political campaign related materials.

MAKE-UP WORK

- For each day a student has an excused absence, that student has one additional day to make up work; i.e., gone 3 days, has 4 days to make up work.
- Incomplete on a report card – the student has two weeks to get the missing test or assignment(s) in. After the two week deadline, the incomplete grades become zeroes and are averaged into the final grade.
- It is at the teacher's discretion if he or she will accept late work.
- If a student has a pre-arranged absence, a teacher may give the student his or her homework before that student leaves or upon the student's return. If a teacher gives homework to a student before he or she leaves, the student needs to come back with work complete. If a student gets their make up work when he or she returns, the student has one day for each day they were gone, plus one extra day to get their work turned in. After that, work is considered late, and a teacher's normal consequence for late work applies, i.e., not to accept late work, partial credit, etc.

MEDIA

- Students in the media center who are not accompanied by a teacher must have their agenda signed by the sending teacher.
- A student I.D. is necessary to check out library resources.
- Staff may check out resources through the media clerk or media specialist.
- If a teacher will be bringing his or her entire class into the media center, that teacher must reserve the media center through the media specialist or clerk prior to use.

MENTORS

- Mentors will be assigned to new teachers that have not yet obtained their teaching license.
- Mentors attend monthly meetings with their mentees.
- The expectations of the mentors will be explained at the first mentor-mentee meeting.
- Mentors are to be available to assist their mentees in school procedures and policies.

NEGOTIATED AGREEMENT

See Negotiated Agreement booklet from P.C.T.A. for specific details regarding the following: definitions, general provisions, recognition, representative rights, negotiations procedure, teacher grievance procedure, leaves of absence, contract year and hours, non-teaching duties, fringe benefits, assignments and vacancies, teacher rights, staff reductions, teacher evaluation, extra duty performance schedule, teachers' salary schedule, lateral movement on salary schedule, terms of agreement and memorandum of understanding.

NEW STUDENT REGISTRATION

- Students must have a current immunization record or a signed exemption in order to register for school.
- A minimal Health Assessment Form must be completed (see form).
- A medication form will be provided for all students who need to take prescription drugs while at school. This form must be completed and signed by the student's physician and parent(s)/guardian(s). Only authorized personnel can administer medication to students.
- New students need to see the Counselor to register.
- New students will receive a new student packet and an orientation to our building.

NURSING SERVICES

- If a sick student is sent to the office, they will call home to be picked up or get permission to drive home.
- Students can lie down until their ride arrives.
- Students not feeling well should go home or should be sent back to class.
- Students staying in the clinic must sign in and out, designating the time of arrival and departure.
- If a student is too sick to leave a class, help should be summoned.
- There is a list of students with known health concerns available in the nurse's station. This list is confidential and needs to remain in the nurse's station. If at any time a teacher has a question regarding the health of a student, the teacher should contact the nurse.

ORIENTATION FOR INCOMING FRESHMEN

An orientation for incoming freshmen will take place prior to the first full day of school. Freshmen will report to the gym for a welcoming and informational assembly. They will receive their schedules and visit with each of their classes in order to become acquainted with the high school setting.

PARKING

- Staff may park in the east parking lot or in the southwest lot.
- Student parking lots are directly in front of the school. Student parking permits may be purchased from the Security Office: \$3.00 per school year.
- PWS Security and the Student Resource Officer will patrol the parking areas.
- Students who are suspended or expelled are not allowed to park on school property.

PHONE TREE

- Teachers will be asked for their phone number and address for our phone tree.
- If there is an emergency, a teacher will be contacted by the person above them on the phone tree.
- Staff members call the person below them on the phone tree.
- Each limb of the phone tree ends with the person who started it to ensure that it has completed the full cycle.
- If at any time a teacher's phone number changes, that teacher must report the change to the administrative secretary.

PICTURES

- Staff members are required to have their school picture taken so that it can be placed in the yearbook.
- Flyers are sent home to advertise picture day. Pictures are usually taken in August prior to school with make ups the first week of school. Students will receive an envelope for their money, which they give to the picture clerk the day they have their pictures taken.
- On student picture day, the alphabet will be divided as follows: A-G; H-M; N-S and T-Z. Students will be called by grade level to the designated area.
- Pictures are usually delivered approximately three weeks later.
- Retakes usually happen approximately one to two weeks after the first delivery.
- On retake days, half of the alphabet is called at a time per grade level: A-M & N-Z.
- Student ID's will be sold for \$1.00 (students on free/reduced lunch receive their I.D. free). Students should keep their I.D.'s on them at all times. Student I.D.'s are required to check out resources from the media center, enter activities at discounted rates, attend all dances, and required for computer service and identification.

PLANNING PERIOD

- Teachers have one 55 minute block per day for planning purposes. This time is to be used for school-related duties. Occasionally, emergency coverage of classes may be required, but compensation will be offered at \$15.00 per hour.
- Colleagues with common planning time can be a valuable resource in supporting each other and in improving student achievement.

POSTINGS

- **ACTIVITIES/EVENTS:**
 - Two month staff planning calendar -- main office across from A.D.'s office
 - Upcoming Events - Marquee – main driveway entrance to school and directory in lobby

- BUS DUTY SCHEDULE – Main office bulletin board
- BUS NUMBERS, PICK UP SITES & ROUTT MAPS – Administrative secretary
- COLLEGE ANNOUNCEMENTS – Counselor bulletin boards
- CONTESTS – Bulletin board in the commons nearest main entrance pop machines
- COURSES BEING OFFERED: Bulletin board in main office.
- MISCELLANEOUS: Main office bulletin board and staff lounge, C211
- SCHOOL BOARD AGENDAS: Reminder bulletin board next to staff mailboxes.
- SUPERINTENDENT UPDATES: Reminder bulletin board next to staff mailboxes.
- P.C.T.A. BULLETINS: Staff Lounge.
- RECOGNITION: Lobby Directory
- UPCOMING EVENT POSTERS: Must be proofed by sponsor/coach and approved before posting in school. DO NOT TAPE posters to windows or painted walls. Remove posters on completion of event.
- VACANCIES: All District vacancies are posted on the large bulletin board in the main office.

POST-SECONDARY OPTIONS

Students from District No.70 may register for classes at PCC or CSU-P for elective courses as long as PWHS does not offer the same course. For instance, once a student has completed a basic speech class here, she/he may wish to take a college level class at PCC or CSU-P. This course must be during the regular school sessions – not summer school. The District will pay tuition only. Credits earned will count as elective credits.

- District does not provide transportation, books or lab costs for these courses.

(Note that some classes may require an entry-level skills test.)

PUPIL TEACHER RELATIONSHIPS

- Be confident; act with quiet self-assurance regardless of your inner emotions.
- Exercise absolute self-control.
- Be cheerful and enthusiastic regardless of your personal feelings.
- Be kind, sympathetic and understanding, but not emotional and sentimental.
- Praise where praise is due.
- Do not nag and find fault.
- Be firm, but above all, be consistent and fair.
- Keep all relationships on a professional basis.
- Teachers should be careful of their language at all times.
- Teachers are in a position of trust at all times.

SAFETY

School safety is a commitment we have made to our community. We must act as a team to provide the safest learning environment.

- **Between classes it is everyone's job to monitor students.** If you see something inappropriate, address it. It does not matter if you have this/these student(s) or not.
- Teachers should monitor the area outside their classroom.
- If everyone does their part, we will have a safe environment.
- A teacher should address safety concerns, expectations and evacuation procedures to each of their classes at the beginning of each new term.
- Teachers must make sure the windows in their room are locked at the end of each day.
- Teachers should avoid placing things on their windows except for the designated emergency placards in the event of an emergency situation.
- Teachers should report any unusual activities during the day or any strangers in the building to the office or the Student Resource Officer.
- Never intervene in a fight when weapons are involved. Protect yourself and property only. Notify administration and or Student Resource Officer immediately of any problems.
- Never attempt to break up a fight alone. Always be sure there are others available to help.
- If a teacher suspects or knows that someone has a weapon, he or she must immediately report it to the office and or Student Resource Officer.
- Signs are posted on all exterior doors for visitors to report to the main office.
- Short wave radios will be used for the purpose of communicating on a daily basis and for emergencies, with the exception of bomb threats.
- PWHS Security will be in charge of monitoring the halls, parking lots and school grounds.
- No gang colors or symbols will be allowed at any time on campus by any one individual gang member or group of gang members.
- Street gangs and gang activity will not be tolerated at Pueblo West High School. This includes any part of the school campus, both exterior and interior.
- We reserve the right and administrative privilege to seek outside help to prevent and protect our staff, students and facility from all types of hostility in order to maintain a quality learning environment.

SCHEDULE CHANGE

1. Changes will only be made for the following reasons:
 - Student has taken the course before and passed, i.e., summer school
 - Student has been scheduled into the wrong class, i.e., failure of a prerequisite course, medical condition, etc.
 - Request of teacher, counselor, assistant principal(s), or principal.

2. Students' schedules may not be changed without the assigned teacher's and counselor's recommendation. This decision must follow a conference with the student, the parent/guardian, assigned teacher, counselor, and principal, and/or assistant principal. Any course a student withdraws from without following this procedure will result in a "WF" grade on the student's transcript, and this grade will calculate into the student's grade point average as a zero.
3. Students must attend the original class to which they were assigned until the teacher of the class is notified by the counseling/attendance office that the administrative change is complete. No class is officially added or dropped from a student's schedule until the paperwork has been completed in the counseling office and the two teachers involved have been properly notified.
4. Students who have accepted a WF may only add another class pending instructor's approval and credit may or may not be issued.

SCHOOL RECORDS (Public Law 93-380 – Family Educational and Privacy Act)

- Under the law, the Principal is the official custodian of all school records. The Principal may designate others to carry out the custodial acts connected therewith, but only the Principal shall have the power to alter an educational record covered under the act.
- The following persons are designated as eligible to go over records with parent(s)/guardian(s) or other eligible parties in interest: the Counselors, Assistant Principals and the Principal.

SCHOOL RECORDS (Public Law 93-380 (cont.))

- Included under the Act are the following records:

Identifying dates	Interest inventories
Academic work completed	Health data
Level of achievement	Attendance data
Family background information	Discipline records
Intelligence and aptitude information	Psychological tests
Teacher or Counselor ratings or observations cards	Cumulative record cards
- Only the following persons with a legitimate educational interest shall have access to student's records at Pueblo West High School:
 - The parent(s)/guardian(s) of an enrolled or previously enrolled student under age 18
 - The student, if age 18 or older
 - A teacher in the school who has the student enrolled in a class
 - A teacher to whom a student is assigned for a subsequent class
 - A teacher who has the student in an activity or athletic program
 - The Counselors, Activities Director, Assistant Principal and Principal
 - Special education teachers working with students: LIF, EH, speech therapist, hearing therapist and other resource teachers.
 - District level psychologists or outreach teachers working with the student
 - A professional carrying out accreditation duties

- Others for whom the Principal finds to have a specific, legitimate or educational interest

SCHOOL RECORDS RELEASE

- All records covered by the Family Education and Privacy Act may be transferred to any public school, college or other educational institution without notice of release.
- All records covered by the act may be transferred to an agency or organization to which the student has applied for financial aid without notice of release.
- A written release of records will be required and filed in the student's cumulative record folder for all transfers or reviews of records. The individuals authorized to sign the release are as follows:
 - The parent(s)/guardian(s), if the student is under age 18
 - The verified agent of a parent(s)/guardian(s) if the student is under age 18
 - The student, but only if he or she is age 18 or older
- Confidential recommendations or evaluations placed in the file prior to January 1, 1975 are not subject to P.L. 93-380 and are not open to inspection by anyone.
- The following records will be released, published and otherwise used as open records unless the parent(s)/guardian(s) or eligible student has a written exclusion on file. The responsibility for making the exclusion will be on the individual concerned via the Counselor's office. The following are open records unless an exclusion has been filed with the Counselor:
 - Honor rolls
 - Activity rosters
 - Student group rosters
- At any time that an eligible parent(s)/guardian(s) or student is asked to sign a release, she or he will be told, "You are entitled to see all records covered under Public Law 93-380, to have copies if you so desire and to have a hearing to contest any part thereof to which you object."

SCHOOL RECORD REQUEST FOR HEARING

- A hearing may be requested by an eligible parent(s)/guardian(s) or student for the following:
 - Exclusion of material in the record on the grounds of accuracy or propriety
 - Alteration of recorded material on the grounds of accuracy
 - Determination of the accuracy of the recording of a teacher's grade
- No hearing will be allowed for the following:
 - Contesting a grade assigned by a teacher
 - In the event a hearing is requested, it shall be impaneled at that time or as soon thereafter as is convenient for the school and the parent(s)/guardian(s) or eligible student. The Principal shall preside over the hearing. The parent(s)/guardian(s) of the eligible student shall represent the objection. The party making the entry or their counterpart shall defend the entry. The panel

shall be comprised of one Assistant Principal and one teacher with a preparation period at that time. Where possible, the free teacher shall be one that teaches the student. A Counselor may be added to the panel by the Principal when in the best interest of a fair hearing. The decision will include a summary of the facts and the conclusion and shall be rendered in writing.

- Appeals to school hearings are to be directed to:

Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
330 Independence Ave. S.W.
Washington, D.C. 20201

SENIOR-TO-SOPHOMORE PROGRAM

- Teachers who qualify can offer senior-to-sophomore classes to students who are interested in acquiring college credit while still in high school.

SHORT LEAVE OR PROFESSIONAL LEAVE REQUEST (See form)

- If you are requesting time off to attend a conference, meeting, inservice, workshop, etc., you must complete a short leave request form.
- Short leave forms are in the main office.
- Turn your completed short leave form in to the Principal at least 10 school days in advance for approval or denial.
- Submit copies of conference/workshop information with your short leave form.
- Your request will be forwarded to the Administrative Services Center (ASC) for approval or denial. At this time, only eight people throughout the district can be accepted per day for short leave requests.
- You will be notified of approval or denial by ASC when you receive the pink copy back from your original short leave request.
- Once a conference registration is approved, the instructor pays the fee.
- Reimbursement for all approved expenditures will be included in one check.
- Keep all receipts from registration, hotel, mileage (rate of .24 per mile), and expenses and submit to Principal on return, who will in turn submit these receipts to the accounting department at central administration.

SICK BANK – See the most recent negotiated agreement.

SMOKE FREE CAMPUS

- Our district is a smoke free district.
- Students, employees, patrons and visitors shall not use tobacco in school or on school property in any manner. If a student is found smoking or in possession of tobacco

products (fake or otherwise), send them to the Assistant Principal for disciplinary action.

SPECIAL EDUCATION, STAFFINGS AND SPECIAL POPULATIONS

- Teachers will be a part of staffings that involve students in their regular classes.
- If a teacher feels that a student should be referred for special services, they should contact the special education teacher for a conference.
- There will be a floating substitute available, if at all possible, to accommodate staff coverage for staffings. Teachers will be notified by the special education department if they will be a part of a staffing.
- We have an inclusion program at Pueblo West High School. This means that students are in the regular classroom setting as much as possible. Teacher assistants help these students within their classroom. If they need special help with work or with tests they can get assistance in the resource room.
- Regular teachers and special education staff should be in constant communication with each other regarding students that have Individualized Education Plans (IEP's).

STAFF DEVELOPMENT DAYS

- New teachers to our district are required to attend a designated amount of employment training sessions.
- All staff members are required to attend both the District and school level in-services that are provided.

STAFF LOUNGE

- The staff lounge is in C211.
- This is off limits to students without permission from the administration.
- Staff members are encouraged to use the lounge for lunch. A pop machine, telephone, refrigerator, microwave, table, couch, TV, etc. have been added for your pleasure and convenience.

STAFF MEETINGS

- Staff meetings will be held the first Monday of each month at 3:30 P.M. in the Media Center.
- Emergency meetings will be called on an as needed basis. Teachers will be notified where to report.
- Meetings are required to ensure effective school operation.
- Attendance at such meetings is expected unless specifically excused.

STANDARDS

- Content standards that teachers focus on must be posted in his or her classroom.
- Students must be aware of the standards for each content area.
- Teachers must expect his or her students to be able to identify the standards they are using within their classroom and how what they are doing applies to the standards.
- Teachers should provide a hard copy of the standards in their content area for their students.
- Teachers should expect their students to talk about the standards in their classroom.
- Lifelong learning standards should be incorporated into all content areas: personal manager, effective communicator, problem solver, team worker, community contributor and pursuer of excellence. Students of the Month are selected using the lifelong learning standards.
- Lesson plans must reflect the standards that the teacher is focusing on in their specific lessons.
- Students' work/projects must reflect the standards.
- It should be evident that standards are taking place to anyone walking into any classroom.

STORAGE

- Most classrooms have a storage cabinet to secure personal items and the VCR and/or DVD. Please make sure this cabinet is locked at the end of each day.
- Teachers' valuable, personal items should never be left out to create an unnecessary temptation.
- Each academic wing has a teacher's work area with lockable storage closets and drawers. These areas should be divided up by the teachers for personal/school use.
- Textbooks and materials should be locked up for summer storage.

STUDENT CRIME STOPPERS

- A student governed board which encourages students to take pride in their school and not stand for crimes against their school by reporting information they may have regarding school crimes to Crime Stoppers at 543-TIPS (8477).
- Tipsters are kept anonymous. They receive a code number for their call and are informed to call back in two to three weeks. If after an investigation an arrest is made for the tip, the person calling in receives a reward based on a point system for the type of crime involved.
- A student suggestion box will also be set up where tips can be shared.

STUDENT/TEACHER ASSISTANTS

- Teachers may request a student assistant for the upcoming term through the counseling office.
- Student assistants are the responsibility of the assigned teacher and must stay in the assigned classroom unless they have been authorized by the teacher to run an errand. They are to immediately report back to their assigned teacher on the completion of the errand. Any student assistant wandering around will be escorted back to their assigned teacher.
- It is the teacher's responsibility to keep their student assistants actively engaged.
- Student assistants earn an "S" for favorable assistance and a "U" for unfavorable assistance on their report card.
- Student assistants are to use the upstairs copy machine unless they are specifically assigned as a downstairs main office aide.

STUDENT OF THE MONTH

- Student Council will request that you nominate a male and a female to be recognized as student of the month.
- Choices should be based on which student's best demonstrate the lifelong learning standards: personal manager, effective communicator, problem solver, team worker, community contributor and pursuer of excellence.
- Return the "Student of the Month" nomination form to the Student Council sponsor.
- Students who have been chosen will be recognized at the Renaissance Assembly.

STUDENTS' RECORDS

- Records are confidential, but teachers do have access to students' permanent files. These files should not be removed from the records' room. Access to the information will be conducted in accordance with the District policy.
- Student records will be maintained and the information will be updated on a yearly basis.
- A copy of each term's report card will be placed in each student's file.

STUDENT RESOURCE OFFICER

- A sheriff deputy is assigned to our school.
- Teachers may use the Student Resource Officer within their classroom to teach appropriate law-related lessons.
- If a teacher needs the assistance of the Student Resource Officer for a discipline problem, the teacher should notify the office immediately.
- The office will notify the officer and the administrators of a teacher's request for assistance.
- If the Student Resource Officer is not on school property when an emergency or need arises, she/he will be paged or the sheriff's dispatch office will be contacted.

- The Student Resource Officer serves on the Pueblo West High School's Student Crime Stoppers Board.
- The Student Resource Officer assists the school in the following ways:
 - patrols the parking lot before and after school
 - monitors the lunch sections and school grounds
 - circulates throughout the school
 - visits with students to build a trusting relationship
 - listens to students' concerns
 - deals with law-related offenses
 - promotes positive choices and habits
 - arranges for periodic K9 visits
 - provides security at school events
 - sets up student assistance programs such as substance abuse and anger management, mediation, mentoring and peer assistance
 - sets up student suggestion box to involve students in school decisions and to provide a place to report a crime on site
 - educates staff and parent(s)/guardian(s) regarding early warning signs for drug abuse, anger development in today's youth, suicide prevention, and communicating with today's youth
 - provides guest speakers such as judges, judicial system personnel and law enforcement
 - conducts safety audits

STUDENT TEACHERS

- A teacher may have a student teacher if he or she has been teaching a minimum of three years for District No. 70.
- Student teachers are arranged through the cooperation of the University attended by a prospective student teacher and School District No. 70.

SUBSTITUTE PREPARATION

- The teacher's Substitute Handbook must be kept on his or her desk so that it is easy for a substitute to find.
- Teachers need to keep their Substitute Handbook up to date with class rosters, schedule, student aides, helpful students, seating chart if applicable, etc. The more details a teacher can leave the substitute the more helpful it will be.
- Teachers must let his or her students know that they are to show substitutes respect, and that they are to give them 100% cooperation. If they are out of line, the substitute has been authorized to complete a discipline referral, resulting in a possible two day suspension for that student.
- Leave ample notes for the substitute so that he or she can fulfill your plans adequately.

- Leave an emergency lesson plan with the main office secretary in the event that a substitute cannot follow the plans left or in case there has been no plans left due to an emergency.
- A teacher should communicate with his or her sub. Let the substitute know that he or she should leave the names of any students who need to be visited with upon the teacher's return.
- If we are not able to get a substitute, teachers will take turns covering classes. In order to get paid for covering a class for a colleague, complete the necessary form.

SUGGESTIONS

- Any time a teacher has a suggestion for smoother operation of our school, he or she should not hesitate to let an administrator know. This is a team and the more we work together, the better our school will be.
- There is also a suggestion box in the main office for student or staff use.

SUPPLIES

- Classroom supplies are ordered in the spring of the preceding school year. New staff members should meet with their lead teacher to acquire any supplies that they need.
- Lead teachers shall order supplies prior to leaving for summer vacation.
- All purchase orders must be approved by the Principal.

SUSPECTED CHILD ABUSE

- If a teacher suspects that a student is being abused, he or she is obligated by law to report this orally to a Counselor and/or the Principal.
- A teacher needs to follow up the oral report with a written report by completing the "Suspected Child Abuse Referral." Obtain this report from a Counselor or the Principal.

SUSPECTED CHILD ABUSE - ALLEGATIONS REGARDING AN EMPLOYEE

- School Board Policy JLF-R will be followed.
- Employee will be informed of allegation and given a copy of the child abuse report.
- The Principal shall inform the superintendent, the parent(s)/guardian(s) and the sheriff's department of the allegation.
- A written report of the incident on the official District form will be given to the Superintendent within three school days from the initial reporting of the allegation. (the Principal's copy of this written form will be destroyed within 15 days after the completion of the school year).
- Any further dissemination of the report or the information in the report is the responsibility of the Superintendent.

- The Sheriff's department will provide a written disposition to the accused employer or their representative. This disposition does not preclude civil litigation by the alleged victim.
- It is imperative that confidentiality be maintained by all who are involved with this procedure.
- Mutual cooperation among the school, employee(s), employee's representative, and the Sheriff's Department will facilitate resolution to the accusation for all parties concerned.

STEPS TO TAKE IF A CHILD ABUSE ALLEGATION IS MADE AGAINST YOU

- The teacher should report the allegation to his or her immediate supervisor but give no details.
- Contact the Teacher Association representative.
- Do NOT discuss the details with anyone.

TARDIES

TARDY POLICY PER SEMESTER

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 10 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.

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

- Third tardy – Teachers will either impose their own consequence 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?

*No more than three tardies to school will be excused per semester.

If habitual tardiness is on going and occurs throughout the student's schedule, the administration reserves the right to address the problem as they view appropriate. Habitual tardiness is a disruption to the students' ability to succeed and interferes with the learning environment of others.

Teachers will be responsible for referring students to the appropriate assistant principal at the proper times. Teachers are also expected to take measures to discourage tardiness with their students.

TEACHER ABSENCES (Also see Leave)

- In the event a teacher is unable to report to school, he or she must submit the absence in Smartfind between 5:45 and 6:00 A.M.
- Teachers must make sure his or her plans are in order for his or her substitute.
- An emergency plan must always be on file in the main office for a substitute in the event that a teacher was unable to leave plans or if the substitute can't follow the plans that the teacher has left.
- If a teacher knows that he or she is going to need to be gone in advance, he or she must let the Principal know so that arrangements can be made in advance for his or her substitute. The sooner the Administrative Services Center is contacted, the better chance we have of getting a substitute.
- Except in emergency situations, annual leave shall not be taken on the last day before or the first day after a holiday, or period of school intermission. Special permission may be granted by the Superintendent or the designee.

TEACHER INTENT FORMS

- Forms are given to teachers around March to designate their intentions for returning the following year.
- Teachers need to complete the form with his or her intentions and return it to the Principal's mailbox by specified date.

TEACHER WORK AREA

- As a courtesy to your fellow colleagues, please do not let students in these areas.
- Do NOT let students use the telephones in the work areas.
- Students should not be using the teacher work areas as a short cut.
- Teachers need to help keep these areas tidy.
- Teachers may bring in appliances for their own convenience for these areas.

TELEPHONE USAGE

The telephone, if used wisely and expediently, can solve many problems before they become distorted.

- Telephones for teachers' use have been installed in all teacher work areas, conference rooms and offices.
- Phones have been made accessible so that you can make parent(s)/guardian(s) contacts as needed.
- Use the phone and let parent(s)/guardian(s) know about situations arising that you are concerned with.
- Private calls should be limited.
- Long distance calls can only be made from main office telephones.
- Do NOT let students use the telephones in the teachers' work areas. Two pay phones have been installed for students' use.
- Coaches and sponsors remind your students that the office closes at 3:30, and they will need to bring change for the pay phones.

TEXTBOOKS

ASSIGNMENT OF BOOKS

- Textbooks for courses are assigned to students by their teachers.
- Books will be stored for the summer.
- Classroom sets may need to be utilized. Please develop a system to monitor the use of textbooks in your classroom. An example would be to place numbers on the backs of books that are large enough to see and easily noticed.
- It is mandatory that the books for each course are numbered.
- It is the teacher's responsibility to write on the inside front cover of the book the date and the name of the student being assigned the book so that the number of book correlates with the book card.
- Names of students must be in ink.
- Do not mark teacher's name on the outside of the book since staff changes.
- Teachers should submit assessed book fines to the counseling secretary.
- Students should submit book fines to the attendance secretary.

CHANGE OF PROGRAM

- **CHANGE OF TEACHER** -- if a student changes teachers but is in the same course using the same book, the original teacher transfers the book number to the new teacher to add to their textbook inventory.
- **TERMINATION OF A SUBJECT** -- will be handled by the student's teacher, who assigned the textbook for the course being dropped. Any fines issued at this time will be submitted to the attendance secretary to be posted on the clearance form.
- **WITHDRAWALS** -- from our building will turn books in to the teacher issuing them. They will present their clearance form to their teachers and the media clerk and any fines, etc., will be recorded and initialed. The last person the student goes to after obtaining check-out information is the attendance secretary. Fines should be given to

the counseling secretary, who in turn gives them to the administrative secretary in charge of deposits.

- **LEAVING WITHOUT CLEARANCE** -- books for students leaving the building without properly checking out will be collected by the Counselor and returned to the issuing teacher. Any book charges or fines will be recorded on a clearance form and submitted to the attendance secretary.

FINES

- At the close of the school term or when students withdraw or transfer, teachers must examine textbooks to determine whether fines should be assessed.
- Fines are determined by comparing the condition of the book when assigned and when returned. Normal wear and tear is not subject to a fine. New book values of textbooks can be obtained from the lead teacher or the secretary in charge of textbook purchase orders.
- The condition of the book is marked on the clearance card along with the date and the amount of the fine assessed.
- When textbooks are collected and a fine has been assessed, the teacher submits the fine information to the attendance secretary, who will collect and receipt the fines.

EXTRA BOOKS

- After all books have been assigned, teachers are responsible for storing surplus books safely in a secured area.
- Do not loan books to other schools without approval of the Principal and the proper documentation of the loan.

USE OF SCHOOL BUILDING

- Arrangements for use of the building for groups outside of school organizations must be obtained through the Activities Office, who then goes through the Director of Finance for final arrangements, contracts and fees.
- If the use of the facility involves the gym or athletic fields, the Activities Director will be included in the decision to determine if the group will be allowed to use the facility or not.

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 and AP English Composition
 Math: AP Calculus or AP Statistics
 Science: Biology 2 or AP Chemistry or AP Physics
 Social Studies: AP U.S. History or AP Human Geography

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, 4th 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).

VANDALISM – BURGLARY OR THEFT

- Any vandalism or theft must be reported to the main office.

- Appropriate measures will be taken and the Student Resource Officer will be notified to file a police report.
- Vandalism – Burglar Theft Report will be completed and forwarded to the Associate Superintendent of Support Services.

VISITORS TO OUR SCHOOL

- All visitors must report to the office to obtain a PWHS visitor's pass, which authorizes them to be in our building for a legitimate reason.
- Students are not allowed to bring guests to school.
- If a prospective student wishes to visit our school, they must be accompanied by an adult. They may stay the full day or part of the day.
- If a parent/guardian wants to visit a teacher's classroom, he or she is welcome to do this, but needs to make advanced arrangements with the teacher. The administration must be made aware of this plan.
- Visitors may attend assemblies, but they are expected to abide by our school regulations.
- Visitors from other schools may attend dances if they have been pre-registered by one of our students in the office prior to the dance and have completed a guest form.
- Visitors are always welcome to attend all sporting events, plays, concerts, etc.
- Guests are not allowed on campus during lunch without making specific arrangements with an administrator.

WITHDRAWALS

- Students withdrawing will present a withdrawal form for instructors to sign.
- This student must have turned in all textbooks, library materials, borrowed resources, uniforms, etc. that have been issued.
- Teachers should sign the referral only if the student is clear.
- If a student owes a fine for book damage or loss, indicate the amount owed on the withdrawal form.
- Turn in all fines to the counseling secretary who is responsible for final clearance of the student.
- When the student withdrawing has seen each of their teachers/coaches/sponsors, they see the counseling secretary for final clearance regarding return of books, assessed fines, fees, equipment/uniform return, etc. They must have all obligations taken care of before the withdrawal can be made.
- A hold will be put on student's records and no transcript will be issued until financial obligations are fulfilled.

WORKMAN'S COMPENSATION

- If a staff member is injured on the job, he or she must complete a workman's compensation form within 24 hours, which can be obtained in our main office. This should be done no matter how slight the injury seems.

- If a staff member needs to seek medical attention, he or she must complete the School District No. 70 Authorization for Treatment form, which can be obtained from the main office.
- Staff members, if possible, will report to one of the following:
 - Centura Centers for Occupational Medicine, 4112 Outlook Blvd, Pueblo, CO 81008
 - Southern Colorado Clinic - Dept. of OCC, 3676 Parker Blvd STE 220, Pueblo, CO 81008
 - Emergicare Medical Clinics – Pueblo – 1009274, 4117 Elizabeth, Pueblo, CO 81008
 - Concentra Medical Centers – CO – CS South - 1023044, 2322 S Academy Blvd, Colorado Springs, CO 80916

YEARBOOKS

- Yearbooks are available for purchase from the yearbook staff.
- Students and staff are encouraged to purchase this publication. It is a graphic representation of the year's activities.

YEAR END CHECK OUT PROCEDURES

- Teachers will receive a check-out form.
- Teachers must complete the checklist of items that need to be taken care of or returned as well as the list of any equipment that needs to be repaired following the instructions given on the sheet. Teachers must specify if their technology equipment is working in spaces provided.
- All assigned keys should be turned back in unless the teacher will be using them over the summer, i.e., coaches. Teachers must make arrangements with the Principal or designee in order to keep keys over the summer.
- Teachers must turn in their lesson plan books, grading disks, grade books or a hard copy of their grades to the Principal or designee.
- All audio-visual equipment must be returned to the media center.
- All student desk copies of books, teachers' guides, curriculum guides, answers keys, teacher resources, etc., must be stored and ready for use at the opening of school.
- All desks and cupboards should be cleaned out. Store items in teachers' work area, lock cabinets where materials are stored. The Principal or designee will do a final room check on the last day of school.
- Complete a classroom inventory and file it with the Principal.
- Music teacher – identify any musical instruments that need repair. Prepare a pick up and delivery slip and give it to the Principal to sign.
- If we have books that need to be repaired, bundle them up for pick-up.
- If there are books that are beyond repair, you may give them to students or complete a pick up and delivery form for warehouse to pick them up and dispose of them.