

PUEBLO WEST



Pueblo West High School
IB World School

SCHOOL DISTRICT NO. 70

661 Capistrano Avenue • Pueblo West, Colorado 81007

Telephone (719) 547-8050

Fax: (719) 547-8041

Cyclones

Principal

Mr. Chris James

Assistant Principals

Mr. Mark Koopman
CI - GE

Mr. Gary McCown
LE - OR

Mr. John Gomez
OS - SL

Athletic Director

Mr. Jamison Wagner

Dean of Students

Mr. Monte Pinkerton

Counselors

Mrs. Lisa Middleton
A - CH

Mrs. Jan Stiles
SM - Z

Mrs. April Smith
GH - LA

Dear Cyclone Families!

As we begin the 2017-2018 school year, we would like to wish you well on the academic endeavors you will be faced with in high school. “Respect: A Way of Life at Pueblo West High” is our motto and one you will hear, see in actions, and be expected to model. Our expectations of discipline are stringent; our demands for academic excellence are high and will continue through the years. “Relationships, Relevance, Rigor” have been guiding themes in academic development and cultural aspects of our school over the the past year and will continue to be implemented in each of your classes.

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

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

Make this year your BEST year!1

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

All District No. 70 schools are accredited through the Colorado Department of Education
This handbook is to be utilized as an instrument of reference. Should concerns arise about the contents, please contact the
office. Policies are subject to change.

HOME OF THE CYCLONES

MISSION STATEMENT

“Relationships, Relevance, Rigor”

Pueblo West High School’s mission is to graduate compassionate, responsible individuals who recognize intercultural connectivity and the value of lifelong learning.

MOTTO

RESPECT – a way of life at Pueblo West High.

PUEBLO WEST CYCLONE SCHOOL SONG

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

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

Important Phone Numbers:

PWHS (719) 547-8050
PWHS Fax (719) 547-8041
PWHS Athletics Fax (719) 647-5015
District No. 70 Administration Building (719) 542-0220

Important Websites:

PWHS <http://pwh.district70.org>
District 70 Administration www.district70.org
Athletics Activities website www.cycloneactivities.org

Important Email Addresses:

Principal James - cjames@district70.org
Asst. Principal Gomez- jgomez@district70.org
Asst. Principal McCown- gmccown@district70.org
Asst. Principal Koopman- mkoopman@district70.org
Athletic Director Wagner- jwagner@district70.org
Counselor Stiles- jstiles@district70.org
Counselor Middleton- lmiddleton@district70.org
Counselor Smith- aesmith@district70.org
Dean Pinkerton- mpinkerton@district70.org
Principal Secretary Carey- dcarey@district70.org
Athletic Director Secretary Ribaud- bribaudo@district70.org
Register Moore- imoore@district70.org
Attendance Secretary Quint- jquint@district70.org
Front Office Secretary Thompson- tathompson@district70.org
Scholarship Office Turner- jturner@district70.org

CRISIS ROLES AND RESPONSIBILITIES - EMERGENCY PROCEDURES

Safety will be Pueblo West high school's number one priority

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

TABLE OF CONTENTS

GENERAL INFORMATION	7-11
SCHOOL DAY	7
<i>Supervision</i>	
<i>Drop-off/Pick-up</i>	
<i>Parent Call in Procedure</i>	
<i>Transportation</i>	
<i>Student Parking</i>	8
<i>Crisis Roles and Responsibilities</i>	
<i>School Cancellation/Delayed Start/Early Dismissal</i>	
<i>Visitors</i>	
<i>ID Cards</i>	9
<i>Classroom Passes</i>	
<i>Cell Phones/Electronics</i>	
<i>News Releases</i>	
<i>Lockers by Request</i>	
<i>Leaving Campus/Partial</i>	
<i>Absence</i>	
<i>Lost & Found</i>	10
<i>Lunch Program</i>	
<i>Yearbooks</i>	
<i>Class Rings</i>	
<i>Textbooks</i>	
.....	
<i>Accountability Committee</i>	11
STUDENT HEALTH SERVICES	12-13
<i>School Nurse</i>	
<i>Accidents and Insurance</i>	
<i>Medical Transportation</i>	
<i>Emergency Cards</i>	
<i>Communicable Diseases</i>	
<i>Immunization</i>	
<i>Sick Room</i>	
ACADEMIC	14-27
<i>Counseling Mission Statement</i>	
<i>Academic Policies</i>	
<i>Curriculum</i>	
<i>Academic Content Standards</i>	15
<i>Recording</i>	
<i>Grades</i>	
<i>Marking System</i>	
<i>GPA</i>	
<i>Weighted Grades</i>	16-17
<i>Power School/Grade Check</i>	17
<i>Teacher Office Hours</i>	
<i>Course Loads</i>	
<i>Teacher Aides</i>	
<i>Independent Study Contracts</i>	18
<i>Transfer Students</i>	
<i>Schedule Changes</i>	

Graduation Requirements	18-19
Testing Information	20
College Credit Opportunities	21
Scholarships & College Selection	22
Costs Associated with Courses Offered, Field Trips, and Fees	22-23
Exceptional Student Services	23
Gifted & Talented	
Student of the Month	
Academic Letter.....	
Honor Roll	24
Renaissance Program	
Valedictorian & Salutatorian	
Gold / Silver Cords / Class Rank	25
Early Graduation	
Transcripts	
NCAA Eligibility Requirements	26
Final Exams.....	
Failed Courses/Credit Recovery	
Withdrawal Process.....	
Makeup Policy-Classroom Assignments	
Elementary Student Mentors	27
Student	
Records.....	
Attendance Policy	28-29
Parent Call-in Policy.....	
Truancy	30
Tardy Policy.....	
Lunch Detention.....	
Classroom Discipline	31
Code of Conduct	
Interrogation & Searches	32
Escalation of Consequences.....	
Safe 2 Tell.....	
Dress Code	33-34
Behavioral Expectations	34-38
Food & Drink	34
School Functions	
Assemblies	
School Functions	
.....	
Media Center	
.....	
Teacher/Office/Media Aides	
Building & Grounds	35
Field Trips	
Bus	
.....	
Code of Conduct Violations Process	36
Suspension / Expulsion	37-43
District 70 Student Code of Conduct and Discipline Codes	37
Grounds for Suspension or Expulsion	37-38
ESS Students	38

<i>Tobacco Policy</i>	39
<i>Drug, Alcohol, and E-Cigarettes Use Policy</i>	
<i>Defacing Property</i>	40
<i>Distribution of Non-Curricular Material</i>	41
<i>Discrimination/Harassment/Sexual Harassment</i>	42
<i>Complaint Procedures</i>	43
Athletics/Activities	44-50
<i>Fundraisers</i>	44
<i>Budgets</i>	
<i>Organizations & Clubs</i>	
<i>Eligibility to Hold Office</i>	45
<i>Athletics</i>	
<i>Scheduling Activities</i>	46
<i>Eligibility for Activities/Athletics</i>	
<i>School Attendance Extra-Curricular Participation</i>	47
<i>Athletic Letter</i>	
<i>Activity Tickets/Passes</i>	
<i>CHSAA Playoff Tickets</i>	48
<i>Booster Club</i>	
<i>League Affiliation</i>	
<i>Sports</i>	49
<i>Insurance</i>	
.....	
<i>SCL</i>	
<i>Sportsmanship</i>	
<i>P.E. /Athletic Lockers</i>	50
<i>Ten Guidelines for Parents with Student-Athletes</i>	51
<i>Signs</i>	
<i>How to be Cyclone Sponsor</i>	52
<i>Returned Checks</i>	
Policy Changes	53
Complaints/Grievance	54
Nondiscrimination Statement	54
Important Phone Numbers/Websites	54

GENERAL INFORMATION

SUPERVISION

Pueblo West High School is open from 7:00 A.M. until 4:30 P.M Monday through Thursday and 7:30 A.M. until 11:30 A.M. on Fridays. During these hours, the faculty and/or staff provide supervision of students. ***After 4:30 p.m., only students who are involved in an activity will be allowed to remain on campus or in the building.*** Pueblo West High School cannot assume responsibility for students in the building before or after these times unless a staff member directly supervises them. ***The above times are subject to change.***

DROP-OFF/PICK-UP

Any parent(s)/guardian(s)/non-student(s) picking up or dropping off students must do so in the main parent loop or the south end (dirt lot) parent loop. Please consider using the south lot as more classrooms are located closer to this drop-off. These areas have been designated as the drop off/pick-up points to ensure the safety of all students. ***When picking up or dropping your student, please pull forward as far as possible in the parent loop(s). This will help alleviate congested traffic.*** There are 15-minute visitor parking areas designated in the student parking in front of the school to enable parents/guardians to come in and sign students out.

PARENT CALL IN PROCEDURE

Parent(s)/guardian(s) must notify the attendance secretary by telephone (719) 547-8050 within 48 hours of the student's absence or the absence will be considered unexcused. (Written notes are not accepted.) School office hours are from 7:00 A.M. to 4:30 P.M. It is important to remember that parent(s)/guardian(s) report absences, but they may legally be excused only by the school.

TRANSPORTATION

District 70 has contracted with First Student, Inc. for its transportation services. School buses are operated on a regular schedule. ***Students must obey State Bus Regulations and cooperate with the bus driver at all times.*** While on the buses, students are responsible directly to the driver at all times. ***Disorderly conduct and refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student and could result in school discipline.***

Parents may find their student's bus route by accessing the Pueblo County School District 70 website. www.district70.org. Then scroll down to the school bus icon. This will open a transportation webpage <http://pueblo.firststudentinc.com/mlinkrp/Login.aspx>, use the word ***Parent*** for both username and password. You will be prompted to put your student's grade and address. This will give you a time and bus number for pick-up and drop-off.

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

STUDENT PARKING

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

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

1. Provide your vehicle model, year, and license plate number. (Security Office)
2. Keep your car locked at all times; the school is not responsible for theft or vandalism.
3. Obey the 15 MPH speed limit on school grounds. Driving faster than this constitutes a danger to other students. Violators will face loss of driving privileges on school grounds and/or referral to the proper authorities.
5. Keep out of bus loading zones and fire lanes. Driving or parking in these areas will result in disciplinary action and possible towing or police involvement. The parking lots are school property, and we reserve the right to take any actions necessary to enforce policy and safety. The privilege of parking on school property may be revoked if abused.
6. Park locked bicycles in designated rack.
7. Visitors must park in the designated area.
8. **ALL VEHICLES BROUGHT TO SCHOOL WILL BE DONE SO AT THE STUDENT'S' OWN RISK.**
9. **All student vehicles on school property are subject to search per BOE JIHB**

SCHOOL CANCELLATION/DELAYED START/EARLY DISMISSAL

Information relative to buses not operating, early closing or delayed start of school will be aired on local media outlets and posted on the Pueblo County School District 70 website.

If the school buses are unable to operate safely, school will be canceled. Pueblo County School District No. 70 Administration will contact local media outlets in time for their 5:30 A.M. or 6:00 A.M. transmission to share messages regarding a school closure or delay for the day.

VISITOR'S PASS

Parent(s)/guardian(s) who wish to visit a classroom are welcome. You need only **contact** the teacher to set up a **mutually agreed upon** date and time. If a conference is necessary, this needs to be set up outside of class time. All parent(s)/guardian(s), non-student or other adult visitors must check in at the office with the secretary for a visitor's pass. **All visiting minors must be accompanied by a parent/guardian.** There are to be **no outside visitors on campus at lunch or after school.** **We do not allow students to shadow other students. PWHS is a closed campus.**

ID CARDS

Student identification cards are made at the same time that school pictures are taken. If you miss picture day or lose your I.D., please see our Activities Secretary for scheduled re-takes. Checking out materials from the media center will require a Pueblo West High School Student I.D. You also need your I.D. for various school events, and receive discounted ticket prices for all athletic events. A school I.D. is also required for admittance to all dances. Return of school I.D. is required when a student withdraws from PWHS.

PASSES

Students are expected to remain in class during the seven (7) instructional periods. Trips to the office, restroom, etc., should be planned during passing periods and/or lunchtime. Students **MUST** have a pass from the instructor to leave a classroom during class time. Teachers will encourage students to follow the 10-10 policy, meaning students will remain in the classroom during the *first ten minutes and last ten minutes of the class*. Without a pass, the student will be escorted back to class.

CELL PHONES/ELECTRONICS

The use of cell phones/electronics in a classroom is dictated by teachers' classroom policies. Students must keep them in their pockets or backpacks and they are to be turned off while in the academic setting unless otherwise stated in the teachers' policies. On the first offense, instructors will confiscate the phone and take it to the office. Students may pick up their cell phone in the security office at the end of the school day. Detention may be issued. On the second offense, the cell phone will be confiscated and a parent will have to come and pick up the cell phone from the appropriate Assistant Principal. Detention will be issued. If there is a 3rd offense, the cell phone will be confiscated, must be picked up by a parent, and Friday school will be assigned. ***The school will not be held responsible for the loss or theft of cell phones or any electronic devices.***

LOCKERS BY REQUEST

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

LEAVING CAMPUS/PARTIAL ABSENCE

Pueblo West High School is a ***closed campus***. This means that once your child arrives, he/she must have permission by a parent or guardian to leave the school grounds. When parents call students out, students **must sign out** of the office. If this does not occur, the student will be considered *truant*. **Students may not leave for lunch.** Students may not be in the front of the school or in the parking lot during lunch. If a student has a partial absence for a PCC or CSU-P college courses or is involved with our Mentor Program, they must sign out when leaving campus and they must sign in upon their return. Failure to do so may result in being denied a partial absence for PCC-CSU-P college courses or being involved in the Mentor Program. **Students may not leave the building to go to their car without a pass from the security office. Violation of this policy will be treated as truancy and could result in Friday detention/suspension.** In addition, school officials may subject the student's vehicle to a search. (Per BOE JIHB)

LOST AND FOUND

Lost and found items will be held in the nurse's office. All found articles should be turned into the main office. If a student should suspect that something has been stolen, he/she should report it to school security personnel or the designated assistant principal.

LUNCH PROGRAM

A school lunch and a la carte breakfast program will be served each day. Students may purchase breakfast, lunch or snack items on a daily basis. Free and reduced price meals are available to those who meet federal income guidelines. At this time, students who qualify for free and reduced lunch will receive free breakfast. Application forms for free or reduced meals are available in the school office. Use of Student ID required for computer purposes. A student's fourth hour class period determines their lunch period. Visitors are not allowed to come in and eat lunch with the students.

PRICES FOR LUNCH: **Student: \$2.50**
 Adult: \$2.75 w/o milk (\$3.10 with milk)

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

YEARBOOKS

As of press time of this handbook, the price of yearbooks has yet to be determined for the 2017-2018 school year. Typically, however, yearbooks are cheaper before the winter break. The earlier you order your yearbook, the more money you are able to save. Yearbook prices will be announced to students in the fall.

CLASS RINGS

Class rings are selected and ordered in the fall of the sophomore year.

TEXTBOOKS

Teachers issue textbooks to the students. Students are responsible for the care and return of the books. Fines will be assessed for lost or damaged books. Book covers are advised. In order to be reissued another book; the student must pay for the lost one at the replacement cost. Students are responsible for textbooks and materials left in the classroom areas or on buses.

ACCOUNTABILITY COMMITTEE

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

Parent Involvement and Student Achievement...What Does Research Tell Us About the Influence of Parental Involvement on Student Achievement?

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

Characteristics of Families Whose Children Are Doing Well in School:

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

Student achievement improves when parents play four key roles in their children's learning.

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

STUDENT HEALTH SERVICES

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

School Nurse:

- A nurse is available on a rotation schedule with all schools in Pueblo West. School nurses will be in our building for mandatory ninth grade vision and hearing screenings. A nurse will also be assigned to Pueblo West High School for special education staffings. The nurses will carry pagers and will be available for emergencies that arise. Students should report to the main office for assistance.
- Leaving campus without having the nurse or secretary first call a parent/guardian will result in an unexcused absence and will be considered truancy.

Accidents and Insurance:

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

Medical Transportation:

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

Emergency Cards:

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

Communicable Diseases:

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

Immunization:

- Evidence of immunization is required of **all** students **prior to enrollment**. Below are the additional vaccines required by the State of Colorado:
 - Pneumococcal Disease (Pevnar/PVC7)
 - Chickenpox (Varicella)
 - Tetanus/Diphtheria/Pertussis (Tdap)

Sick Room:

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

ACADEMIC

COUNSELING MISSION STATEMENT

The mission of the PWHS Counseling team is to provide a comprehensive guidance program that addresses the personal/social, education and career needs of all students. Counselors will assist students in acquiring the skills, knowledge and attitudes needed to become effective students, respectful and responsible citizens, productive workers and lifelong learners.

Following ASCA (American School Counseling Association), counselors will help all students in the areas of academic achievement; personal/social development and career development, ensuring today's students become the productive, well-adjusted adults of tomorrow. To see a counselor during class time, please sign the appointment clipboard. The counselors will send for students who have signed the appointment sheet. Students must remain in class until they are called out to see their counselor.

ACADEMIC POLICIES

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

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

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

CURRICULUM

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

ACADEMIC CONTENT STANDARDS

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

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

RECORDING GRADES

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

MARKING SYSTEM

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

Letter grades are based on percentages. Rounding grades will be left to the discretion of each teacher. Teachers will notify students regarding their rounding procedure.

GRADE POINT AVERAGE

- All courses receiving a letter grade will be used in computing the student's grade point average (G.P.A.). Final G.P.A. will be calculated on eight semesters.
- The following point average will be used to compute grade point average for non-weighted classes:
A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points, W/F = 0 points
The following point average will be used to compute grade point average for weighted classes: A = 5 points, B = 4 points, C = 3 points, D = 1 point F = 0 points, W/F = 0 points.
- When a student transfers into Pueblo West High School, decisions on placement, credits, etc. will be based upon the information on the accompanying transcripts as interpreted by Pueblo West High School counselors/advisors.

- Incomplete grades may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless prior arrangements have been made in writing with the teacher. In the absence of prior arrangements, the INCOMPLETE work becomes an F after the two-week period.
- If a student drops a class prior to the end of the semester, a grade of W/F (withdraw/fail) will appear on the student's transcript. A W/F calculates as an F for GPA.

WEIGHTED GRADES

Weighted courses receive an additional value toward a student's grade point average. The idea is to reward a student's achievement proportional to degree of difficulty of a course. Weighted grades encourage students to take more challenging courses. Each weighted course is as follows: A=5, B=4, C=3, D=1, and F=0. Un-weighted courses are calculated as: A=4, B=3, C=2, D=1, and F=0. Weighted grades will be recorded on the student's transcript. Early College and Concurrent Enrollment courses are not weighted. This excludes courses of 300 level and above. Below is a list of PWS weighted courses.

ENGLISH

Accelerated English 1, 2
 AP English Language and Composition
 Advanced Speech

AP English Literature/Composition
 IB English 11 & 12 HL
 Advanced Debate

MATH

Accelerated Algebra 1, 2
 Pre-calculus/Trigonometry
 AP Statistics
 IB Math 11 & 12 SL

Accelerated Geometry
 AP Calculus
 IB Math Studies 11 & 12 SL

SCIENCE

Accelerated Physical/Earth Science
 AP Biology / Biology 2
 Accelerated Chemistry
 IB Chemistry 11 & 12 SL
 IB Physics 11 & 12 SL
 IB Environmental Systems 11 & 12 SL

Accelerated Biology
 IB Biology 11 & 12 HL
 AP Chemistry
 AP Physics
 Anatomy & Physiology

SOCIAL STUDIES

Accelerated US History AP US History
 Accelerated World History
 IB Philosophy 11 SL HL IB
 IB Psychology 11 & 12 SL
 AP US Gov't /Politics Adv. Modern World

IB History 11 & 12 HL
 AP Human Geography
 Psychology 11 & 12 HL
 IB Theory of Knowledge

WORLD LANGUAGE

Accelerated Spanish 1, 2, 3
IB Spanish ab Initio 11 & 12 SL
French 4
Italian 4

Spanish 4
IB Spanish B 11 & 12 SL
IB French ab Initio 11 & 12 SL
IB Italian ab Initio 11 & 12 SL

BUSINESS

IB Business Management 11 & 12 HL

IB Business Management 11 & 12 SL

MUSIC

IB Music 11 & 12 SL

ART

IB Visual Art 11 & 12 HL

IB Visual Art 11 & 12 SL

This list is subject to change as the curriculum is modified and supersedes any previous quality point/weighted chart. (6/2015)

POWERSCHOOL/GRADE CHECK

PowerSchool login information is available in the main office or in the counseling office. If a parent does not have Internet access for PowerSchool, a printed grade check can be issued by request only. A report card will be given to your student first and third quarters. A final report card will be mailed at the end of each semester, as long as the student has no fines. Students and parents may retrieve their own grades via PowerSchool at any time.

TEACHER OFFICE HOURS

Parents and/or students can contact teachers during teachers' office hours which are posted on the school website.

COURSE LOADS

The Colorado High School Activities Association requires students earn a minimum of 2.5 credits per semester. Refer to the athletic director's office for details regarding eligibility.

TEACHER AIDES

1. Students will receive a .5 elective credit for an 'S' for satisfactory and no credit for a 'U', or unsatisfactory based on their performance as judged by their supervisor.
2. Students must have 14 credits earned prior to the Junior year or 18 prior to Senior year.
3. Only juniors and seniors are eligible to be teacher assistants and may only do so once per semester.
4. **Please note that a teacher assistant does not count as a graded class. Honor roll requires a minimum of five graded classes. Students who receive a grade of 'U' as a teacher assistant or "F" in another class will not be eligible to be a teacher assistant for the following semester.**

INDEPENDENT STUDY CONTRACTS

Independent study contracts are available to Juniors and Seniors.

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 .5 credit.
- The contract will require the signatures of the lead teacher, the parent(s)/guardian(s), the student, the counselor, and the principal.

TRANSFER STUDENTS

Students who enter Pueblo West High School during the first quarter of a semester and have not been in attendance at another school will have the opportunity to make up work in an effort to earn semester credit. Students are responsible for all course work and finals. If a student entering has been enrolled in a similar course from their previous school, their current grade percentage will be used as a transfer grade at PWHS. If a student enrolls during the second or fourth quarter and has not been in attendance at another school, he or she will be enrolled as a full time student, expected to follow all school and classroom rules, but will NOT earn credit for the semester. It is in the best interest of the student to enroll at the beginning of 1st or 2nd semester.

SCHEDULE CHANGE

Schedule changes will only be made if:

- A student does not have a full schedule
- A student was placed in a class that he/she has already taken
- A student needs a specific class for graduation

Students must sign up to see their advisor during the drop/add period (**the first week of the semester**). Schedule changes will be considered only if the above conditions are met. Students are required to fully complete the semester in the assigned schedule. Any withdrawals will result in a “W/F” (withdraw fail), which will calculate into the student’s grade point average as an “F”.

GRADUATION REQUIREMENTS

- Graduation from Pueblo West High School requires the completion of a minimum of 25 credits. All credits must be completed before the student may participate in graduation exercise.
- Four years of attendance shall be required unless early graduation has been applied for and approved in keeping with Board and individual school policies.
- All students will be required to take coursework that meets Colorado State Standards in the following areas:

English: 4 credits

Four credits in English are required for graduation. One full credit of English must be taken each year.

Mathematics: 3 credits

Three credits in mathematics are required for graduation. Coursework in Algebra and Geometry is required.

Science: 3 credits

Three credits in science are required for graduation. Coursework in Physical/Earth Science and Biology 1 is required.

Social Studies: 3 credits

Three credits in social studies are required for graduation. Course work in U.S. History, World History and American Government/Economics is required.

Physical Education: 1.5 credits

Participation in Band, JROTC, or Show Choir will count as P.E. credit (.5 per semester). Participation in a sport will count for .5 P.E credit for the first sport played, and a P.E. waiver for subsequent sports played (this is only a waiver from the P.E. class, and 1 credit must be earned by way of another elective course to fulfill graduation requirements).

Health: .5 credits

Parent(s)/guardian(s) may request in writing their student be exempt from all or part of this course. If this is the case, .5 credits must be earned from a different elective course to fulfill graduation requirements.

Business & Technology: 1 credit

Electives: 9 credits

Students will not participate in graduation exercises unless they take and pass all required courses, pay all fees and fines, order a cap and gown, participate in mandatory practice, and conform to dress and behavioral expectations. GATEWAY students have the option of participating in both the PCC graduation ceremony and the PWHS graduation ceremony. NOTE: Seniors are not to wear jeans and tennis shoes at senior night or graduation.

TESTING INFORMATION

The **ASVAB** (Armed Services Vocational Aptitude Battery) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational successes. It is available to any student. *There is no cost for this test.*

The **PSAT-10** is a state-mandated test for sophomores administered in the spring. *There is no cost for this test.*

The **NMSQT/PSAT** is available for juniors. It is the qualifying test for the National Merit Scholarship Program. The test is administered at the high school in the fall. *The cost for this test will be posted.*

SAT is a state-mandated test for juniors. All juniors are required by the State of Colorado to take the SAT on campus in April to monitor State standards. *This state-mandated SAT is free of charge and is only administered to juniors.*

State Assessments (CMAS - science, PSAT-9 - freshmen) are state-mandated tests given each year. These assessments show how students are performing in accordance to state standards. District 70 Board of Education has agreed to award .5 elective credits to students who demonstrate high proficiency levels of “met or exceeded” on all each of these tests (CMAS/PSAT 9). In addition to the .5 elective credit, PWHS will award students with an achievement pin at the Renaissance Assembly if a student has earned a score of “met or exceeded” on all tests.

State assessment scores will be included on the student’s permanent academic record.

*The State of Colorado is currently in transition with regards to State testing.

COLLEGE CREDIT OPPORTUNITIES

Concurrent Enrollment Site-Based (CESB) courses are available at Pueblo West high school to juniors and seniors. Dual credit (high school and college) is earned for these courses. These courses are taken at PWHS. *There are fees associated with this program.* For a list of these courses please reference the Pueblo West course guide. (Available on our school web page)

Early College Part-Time (ECPT) courses are available at Pueblo Community College (PCC) for juniors or seniors on the basis of total credits and grade point average. Students have the opportunity to enroll in selected courses at Pueblo Community College while attending high school in School District No. 70. Because these are college-level courses, students receive college credit as well as high school credit. One-half credit will be awarded by the high school for each three, four, or five-semester hour course successfully completed by the student at PCC. Pueblo School District No. 70 will pay the cost of the assessment test and tuition for the regular school year (evenings and weekends included). The District does not pay for courses taken during the summer. ECPT courses offered at PCC or CSU-P are available for juniors and seniors who are on track with credits and have a 2.0 GPA or higher. Dual elective credit (high school and college) will be awarded for these courses. **Please note that these courses are not weighted and are 100 or 200 level courses.** Exception: if a student has reached the highest level of a course that PWH offers and that student elects to take a higher-level course in a core area at CSU-P, weighted credit may apply. The college course must be one of the student's seven period courses and be at a level of 300 or higher. The course must be pre-approved by the student's advisor and principal to determine if there will be a weighted grade. Also, a student's class rank will be based on a maximum of 7 classes per day (3.5 credits per semester). Any classes taken outside of the 7-class framework will not count toward the student's class rank.

Concurrent Enrollment Information:

- Students must provide their own transportation to PCC or CSU-P.
- Students must receive a minimum grade of "C" in each course to be eligible to continue courses. A student who receives a "D" or "F" in any course will not be eligible for the following semester and will be billed for the cost of the course.
- Students must follow the college procedure to drop/add courses. These are college courses and are not weighted, and cannot be treated as high school courses. If a student does not follow the procedure for drop/add, the cost of the course will be added to the student's fine prior to graduation. Students who have not paid any financial obligations prior to graduation will not be allowed to participate in graduation practice or the graduation ceremony.
- Students and their parents must sign an agreement with the high school to secure enrollment.

Early College Full-Time (ECFT) is for qualifying high school juniors and seniors to earn college credit while completing high school. ECFT participants earn credits applicable toward high school graduation and college degree requirements at a minimal cost to the student.

Recommendations from the high school counselor, principal, and approval of the D70-ECFT committee is required. Students may take one elective course at PWHS each semester. ECFT courses are not weighted. ECFT students are not eligible for honor roll, but the courses will be included in class rank. Students must pass these courses with a "C" or higher, otherwise will be **required to refund Pueblo County School District 70 the cost of the tuition.** *There are fees associated with this program.*

SCHOLARSHIPS AND COLLEGE SELECTION

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

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

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

Requirements to enter a university or college differ somewhat with the institution. Since college entrance requirements are constantly changing, parents and students are advised to decide early what type of college the student wishes to attend, and what those requirements are. Seeking information and advice from the counselor as early as the sophomore year and no later than first semester of the senior year may do this. Only by early commitment is proper planning possible for meeting specific requirements. College applications, view books, catalogues, etc. are available in the scholarship office and are accessible online. **FAFSA** (Free Application for Federal Student Aid) applications are available online at www.fafsa.ed.gov. CSU-Pueblo and Pueblo Community College hold public meetings to assist students and parents in applying for financial aid.

COSTS ASSOCIATED WITH COURSES OFFERED, FIELD TRIPS AND FEES

General Information: Students and their parents/guardians need to be aware that there may be certain costs or fees associated with the different courses offered in District No. 70 schools. These fees are utilized to offset expenses connected with these courses and the activities or materials used to enhance the overall educational component of the specific courses. Any fees connected with the courses will be noted in the course guide from which students select their courses for upcoming semesters. Teachers in those courses will also make known to students the costs of these fees and what they are specifically designed to cover.

Should any student experience legitimate difficulty or inability to pay these fees, a process of providing assistance is available. These students may either contact their teacher directly or the principal's office at their school for assistance.

While students are encouraged to participate in either the activities or to benefit from the materials purchased through the payment of these fees, they should also be aware that no academic penalty of any kind may be levied against those students who are unable to pay the fees on time or to pay the fees at all.

Field Trip Disclaimer: A field trip may be associated with different courses. In accordance with District No. 70 policy regarding field trips and fees, the cost of a field trip may be passed along to the individual students in the course who participate in the field trip. This cost includes the per mile expense of the vehicle used for transportation as well as the per hour cost of the driver. All students are encouraged to participate in the enhanced educational opportunities that field trips represent. Should the student be either unwilling or unable to participate in the field trip or to pay for the cost of the trip, alternatives exist regarding assignments as well as payment of the fee. Please see the teacher of the course or the building principal for details.

Club/Activity Disclaimer: A fee may be charged for students who sign up for an elective course or club. Alternatives exist for students who are unable to cover this fee. Students should contact their teacher or the building principal for details.

EXCEPTIONAL STUDENT SERVICES

Exceptional Student Services staff facilitates the instructional services as stipulated by each eligible student's Individualized Education Program (IEP). Instructional support to the classroom may include the services of the school psychologist, speech and language personnel, school counselors, administrative staff and the consulting special education staff members.

Supplementary supplies, materials and instruction are available depending upon the student's needs as determined by the individual education staffing team. Instructional services vary per classroom, academic content and the student's individual needs.

GIFTED AND TALENTED

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

- Teacher nomination
- State Standardized Exams Performance Level
 - Three qualifying scores of 95% or more
 1. Important to Note: If student drops below these scores, student will be pulled from GT plan, and possibly placed in Talent Pool.
- Already in G/T from a middle school program or other school

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

STUDENT OF THE MONTH

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

ACADEMIC LETTER/RENAISSANCE ASSEMBLY

Students who take a minimum of five graded classes at PWHS during a semester, and receive a 4.3 or higher weighted grade point average for any given semester shall be officially recognized at the Renaissance Assembly and receive an academic letter or bar and Renaissance Card, which allows a student to waive one final the following semester. A student may not waive a final for the same class twice in the same school year. NOTE: off campus courses, i.e. STEP, and Concurrent Enrollment (full-time or part-time) are not part of the five graded courses.

HONOR ROLL

Students who take a minimum of five graded classes at PWHS during a semester and earn a 3.75 or higher weighted grade point average will be listed on the Honor Roll for that semester. “S” & “U” marks are not calculated into the GPA. NOTE: off campus courses, i.e. STEP, Early College, and Concurrent Enrollment (full-time or part-time) are not part of the five graded courses.

RENAISSANCE PROGRAM

The Renaissance Program recognizes student’s achievement. Through this program, students with a 4.0 or above weighted grade point average may waive one final per semester at the teacher’s discretion. (Students receiving a renaissance card may waive a final the following semester) A student may not waive a final for the same class twice in one school year. Special discounts are provided per level of honor roll for students that qualify and may be found on the back of the awarded Renaissance card. Renaissance cards can only be issued and used at Pueblo West High School and must be used in the school year it was received.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

- Valedictorian/Salutatorian is based on semester grades earned in grades 9 through 12. Courses graded A, B, C, D and F are included in the weighted grade point average computation. Classes graded S or U are not included.
- All graduates must complete the courses and credits required by the School District 70 Board of Education.
- To be eligible for Valedictorian/Salutatorian, a student must be enrolled at Pueblo West High School their junior and senior years. Early College and Gateway students are not eligible for this honor.
- The Valedictorian/Salutatorian must have an SAT composite score of 1230. This score must be recorded by the counselor’s office no later than January of the graduation year.
- Valedictorian status will be awarded to the highest weighted grade point average; the second highest will earn the Salutatorian award.
- 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.

GOLD AND SILVER CORDS AND CLASS RANK CRITERIA

- Cords and class rank will be finalized based on cumulative weighted grade point average at the end of the senior year prior to graduation. Gold cord recipients must have a weighted GPA of 4.3 or above. Silver cord recipients must have a weighted GPA of 3.75-4.29. Also, a student's class rank will be based on a maximum of 7 classes per day (3.5 credits per semester). Any classes taken outside of the 7-class framework will not count toward the student's class rank (unless approved by a counselor/advisor). (Students with significant accommodations will not be ranked.)

This supersedes any previous criteria for Valedictorian/Salutatorian, class rank and cords (June 2017).

DISTRICT NO. 70 EARLY GRADUATION/COMPLETION POLICY

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

- The student has successfully satisfied state requirements.
- The student shall make a written request for early graduation to his or her counselor by the end of the first nine weeks of their senior year.
- The student must possess the twenty-five required credits for graduation.
- English credits must be obtained at the appropriate time/level, i.e. English 4 at 12th grade level.
- Summer school or correspondence courses used for graduation purposes must have been for remediation of a required deficiency only.
- Students, by special approval of their counselor, can take a course not offered at the school for enhancement purposes at a different site.
- Parent/guardian must authorize the early graduation of their son/daughter by stating their approval and signing off on this in letterform.
- The Superintendent and Associate Superintendent shall review each request, approved by the principal, before presenting it to the Board of Education for final approval. The Board shall act upon each request individually.
- Students who graduate early shall not be eligible for valedictorian or salutatorian honors, but may be eligible for a cord if they meet the GPA requirements. Students who graduate early may participate in the prom and athletic banquets with the permission of the school's principal. The Colorado High School Activities Association (CHSAA) prohibits students from participating in athletics if they are not currently enrolled in school.

TRANSCRIPTS

Transcripts will be provided by the counselor's office upon request for a fee.

NCAA DIVISION I/DIVISION II ACADEMIC ELIGIBILITY REQUIREMENTS

For information regarding the above, please visit www.eligibilitycenter.org. See your counselor if you have questions.

FINAL EXAMS

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

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

FAILED COURSES/CREDIT RECOVERY

If a student fails a required course at Pueblo West High School, he or she must earn this credit through another source at the parent/student's expense. *Repeating a failed course at PWHS is only an option if class size allows.*

District No. 70 students may enroll in online Fuel Credit Recovery classes. Students may request an application form from their academic advisor. There is a \$100 fee associated with each credit recovery course.

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

WITHDRAWAL PROCESS

- A student withdrawing from Pueblo West High School must complete a clearance form, which is available in the registrar's office.
- The office will put a hold on the student's records and no transcript will be issued until all financial obligations are fulfilled.

MAKEUP POLICY – ASSIGNMENTS

It is the responsibility of the student to make up any work missed as a result of an absence. It is also the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class. The time limit for make-up work is **THE LENGTH OF THE ABSENCE PLUS ONE DAY**. If a test has been scheduled during the time of the absence, the student is expected to take the test during the designated make-up period.

Only in the event of prolonged or prearranged absences (3 or more days) can assignments be requested from teachers. Such a request should be directed to the attendance office. Homework for pre-arranged absences is the responsibility of the student. It is up to the teacher if the work will be given in advance or on the return of the student.

ELEMENTARY STUDENT MENTORS

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

STUDENT RECORDS SCHOOL DISTRICT NO. 70 POLICY FILE: JRA/JRC SYNOPSIS

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

BEHAVIORAL EXPECTATIONS

“Respect – A way of life at Pueblo West High.”

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

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

MESSAGES FOR OUR STUDENTS

- Focus on academics: take care of yourself, your future, and your responsibilities. WE CARE.
- We want you to succeed, to put forth effort, and to try.
- Attitude is important; choose a positive one
- Students’ rights and rules are made for the safety, organization, and best interests of the group.

ATTENDANCE POLICY

The philosophy of the attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation between parents/guardians, school officials and students. Regular and punctual attendance is a major contributor to success in the classroom and on the job. Pueblo West High School students are expected to attend every class.

Initially, the responsibility to attend school rests with the student. **Responsibility to ensure that the student has good attendance rests with the parents/guardians.**

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

- The school will initiate a progression of written notifications until the total number of absences **exceeds 10 in a school year.**
- At that time, judicial proceeding will begin with respect to truancy.

Students who are beyond the age of 17 will:

- Receive written notification progressively
- Upon reaching 10 absences in a school year, the student **may be dropped** from the classes affected and will receive no credit for that semester.

Student absences will be classified into three (4) categories:

1. **General/excused:** Parent is aware of absence and has called the school within 48 hours of absence. **Parents may excuse 10 (ten) absences per year.** After a student has accrued ten absences, we will require medical or other state excused documentation. Continued excessive absences, even if excused by the parent/guardian, will be grounds for truancy proceedings or, if the student is over the age of 17, the dropping of the student from our roll, regardless of his/her current grade.

2. **Other excused:** work-study, CSU-P, PCC courses, and school-sponsored activities (field trips) Powerschool will show ACT. These types absences do not count toward truancy.
 1. Students are expected to make arrangements for make-up work prior to the date of the scheduled field trip.
3. **State Excused:** State excused absences fall into these categories: illness (with medical verification), counseling, dental, incarceration, bereavement, court proceedings, Absences for the above (with documentation) do not count toward truancy or for a student being dropped from our roll.
4. **Unexcused:** If a student is absent without parental notification, the student will be considered unexcused. 10 unexcused absences may result in either truancy proceedings (under 17) or being dropped from the class if the student is over 17.

Excused Absences:

According to the Colorado School Attendance Law (22-33-104) and School District Policy FRE/JH, the following conditions excuse a student from compulsory school attendance:

- Temporary illness, injury, or absence approved by a school administrator. (Dr. appointment, field trip, pre-arranged absence, death of family member or relative, observance of a religious holiday, athletic events, etc., fall into this category.)

Pre-arranged absences:

May be excused up to three days, if an educational value can be established (i.e., college visitation, special religious observance, etc.). Students with pre-arranged absences must make arrangements for completing make-up work either prior to the absence or on their return at the teacher's discretion.

The following procedure is to be followed:

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

PARENT CALL IN PROCEDURE

Parent(s)/guardian(s) must notify the attendance secretary by telephone (719) 547-8050 within 48 hours of the student's absence or the absence will be considered unexcused. (Written notes are generally not accepted.) School office hours are from 7:00 A.M. to 4:30 P.M. It is important to remember that parent(s)/guardian(s) report absences, but they may legally be excused only by the school.

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

- Absences will not be excused past 48 hours from the absence.
- Students who are absent or tardy must report to the attendance secretary to check in.

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

TRUANCY (DITCHING)

If a student is absent without a parental excuse or if the student does not show up to a class, the student shall be considered truant or absent unexcused (ditching). It will be an automatic Friday School and an escalation of disciplinary consequences if the truancies continue.

TARDY POLICY

Students not in the classroom when the tardy bell rings, are considered tardy. These occurrences will be tracked by the classroom instructor and reported to the appropriate advisor. Should a student be tardy more than half the class, an absence (not a tardy) will be recorded.

RANDOM SWEEPS MAY BE CONDUCTED THROUGHOUT THE YEAR. STUDENTS IN THE HALLWAYS AFTER THE BELL RINGS WILL BE ASSIGNED ONE LUNCH DETENTION.

PARENTS MAY EXCUSE ONLY THREE TARDIES TO SCHOOL PER SEMESTER

Students could face the following consequences for being late to class:

- Third tardy – Teachers will either impose their own consequence or will refer a student to his/her respective advisor. 2 days detention.
- Sixth tardy - 4 days detention.
- Ninth tardy - 4 days detention and Friday school
- Friday School will be issued for each additional tardy past nine. Suspension could result if habitual tardiness is not corrected.

LUNCH DETENTION

Detention will be held during all three lunches in the form of community service (clear tables in the lunchroom). After the student finishes his or her lunch, he/ she will spend the last 10 minutes of his/her lunch clearing tables. Days of detention will be served consecutively. Only extreme circumstances will be taken under consideration for a student missing detention without additional days being assigned. All missed detentions must be made up. Failure to serve detention will result in the student being assigned to Friday School.

CLASSROOM DISCIPLINE CODE

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

PUEBLO WEST HIGH REGULATIONS / CODE OF CONDUCT

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

1. Maintaining a respectful attitude toward other students, teachers, substitutes, administrators, security, bus drivers, our student resource officer and visitors is mandatory. Insubordination toward any staff member or defying reasonable adult requests will result in disciplinary actions.
2. Being rude, harassing, taunting, threatening, hazing, using vulgarity or profanity will not be tolerated and may result in suspension.
3. Abusing someone verbally or in written form such as name calling or making ethnic or racial slurs will not be tolerated.
4. **Fighting will not be tolerated on school property or school sponsored events at any time. Any infraction will result in suspension and could result in disorderly conduct charges.**
5. District policy will be followed in handling students in possession of drug, e-cigarette paraphernalia, and/or alcohol products with an automatic **referral to ASC-Director of Student Services.**
6. Damaging school/private property or theft of school/private property are serious offenses. The offender will pay for the expense of repairs or replacements. The offender could face suspension, possible expulsion and/or arrest.
7. Public display of affection beyond hand holding is out of place while in the school building, on the school grounds, at a school-related event or on a school bus. Inappropriate behavior will not be tolerated and consequences will be assigned.
8. Inappropriate dancing will not be tolerated at school dances/activities. Consequences may include; start dancing appropriately or asked to leave the dance.
9. Possessing weapons (real or fake), dangerous devices or substances on school property are major offenses and will result in an automatic **Referral to ASC-Director of Student Services.** PWHS JROTC activities are excluded from the above.
11. Possessing and using glass containers is prohibited for safety reasons.
12. Using water guns/ balloons or similar types of apparatus on school property are prohibited and will be confiscated with the possibility of the apparatus not being returned.
13. Throwing snowballs is not allowed on school grounds because of the danger involved. Disciplinary measures will be taken.
14. Scuffling, running and yelling in the halls are not allowed.
15. Cheating and plagiarism are unacceptable at PWHS. Infractions will result in disciplinary action by the teacher and administrator.
16. Skateboards are not allowed on school property due to liability issues.
17. **Unacceptable Computer/Phone usage** pertaining to social media during school hours is prohibited. (Per BOE JS*)
18. Violent and aggressive behaviors are addressed in district policy JICDD

INTERROGATION AND SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, book-bags, desks, storage areas, student automobiles, etc. *Whenever a school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, the school authorizes a search.* From time-to-time, the K-9 unit will be utilized to do a drug sweep of the building and/or parking lot.

ESCALATION OF CONSEQUENCES FOR OFFENSES TO THE GENERAL CODE OF CONDUCT

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

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

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

Safe2Tell <https://safe2tell.org/make-report>

Safe2Tell Colorado wants every student to know - telling isn't "snitching." Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors or dangerous situations.

Not sure if you should use Safe2Tell? If you don't, who will? We need your help to improve your school and community. By calling, you can help stop a friend from committing suicide, get another student off drugs, or stop a bully from making other people miserable. If you have information about the following topics, please call. [1-877-542-7233](tel:1-877-542-7233)

PUEBLO COUNTY SCHOOL DISTRICT 70 DRESS CODE

Pueblo County School District 70 encourages individuality among our students and encourages them to celebrate their unique qualities and potential. The best manner in which our students can express their individuality and unique qualities is through exhibiting their ultimate potential academically, athletically, in fine arts, community service projects, or other similar endeavors. All students are encouraged to wear clothing to school that is appropriate for the educational environment and not disruptive or distracting to the educational process or the educational process of others, including the school staff.

Once at school if a building staff member identifies a student's clothing and attire as disruptive to the educational process, then the student will be referred to school security or the building level administrator for final review and decision. If building level administrator deems the student's attire to be disruptive to the educational process, then the student will be asked to contact their parents to create alternative solutions to the disruptive attire. The school may have options such as a school shirt or the school may request that the student simply remove or cover the item that is deemed distracting. Parents and students may discover differences between school facilities.

Pueblo County School District 70 believes that this type of dress code will allow students to celebrate their individuality and also provide for the larger function of the building level educational process.

PWHS STUDENT DRESS CODE

1. PWHS accepts shirts, sweatshirts, and sweaters that are not excessively bulky.
 - 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.
 - Shirts shall cover the student appropriately. No excessive skin should be visible.
2. Pants:
 - Pants are to be worn at the hips or higher.
 - Excessively baggy pants, excessively ragged pants that are torn, ripped or cut up are not allowed.
 - Shorts and skirts need to be of modest length. Modest length will be defined at Administration's discretion. (Example: Modest length is beyond fingertips.)
 - Holes in pants, skirts and jeans that show skin are not allowed above the fingertips.
 - Pockets showing below the bottom of the shorts or through holes in pants would be deemed not acceptable.
 - Pajama bottoms are not acceptable.
 - Slippers are not allowed at any time at school.
 - Chains attached to pants and wallets are not acceptable.
 - Building staff will have the discretion to determine if pants are sagging.
3. Trench coats are not acceptable at any time.
4. Hats are not to be worn in the building. The term 'hat' includes stocking caps and bandanas.

5. **Hair:**
 - Any non-traditional/un-natural hair color, hairstyle, haircut, or arrangement that distracts from the educational environment is considered unacceptable. (*For example, Mohawks, brightly colored hair, long hair into the face covering the eyes.*)
6. Piercings:
 - The only acceptable non-ear, visible piercing, will be a small stud through the nostril. Through the eyebrows, cheeks, lips are not acceptable and cannot be worn in the school building.
 - Spiked jewelry of any kind is not allowed at school.
7. Tattoos must be appropriate in nature or may have to be covered.
8. 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.
9. *Building administration reserves the right to make any modifications or changes to the dress code as it deems necessary. Any changes to this school policy can found online.*

BEHAVIORAL EXPECTATIONS

1. For Food and Drink
 - Classroom instructors will have the discretion in allowing food or drink.
2. Assemblies
 - Individual conduct should be courteous, respectful and attentive. **Students who exhibit inappropriate conduct will lose assembly privileges for a designated amount of time.** Due to limited seating and/or the nature of the assembly, students may be charged a fee.
 - We take great pride in the presentation of our nation's flag. Students should stand and encourage our guests to show respect for the colors. Hats should never remain on the head while the flag is present on the floor. All those present should remain silent and standing until the flag is retired.
3. School Functions
 - Sportsmanship and fair play must be shown at all times in accordance with CHSAA guidelines and guidelines set by Pueblo West High School.
 - Conduct at activities should reflect respect and pride of self, others, the school and property. All school behavior policies and dress codes will apply at extra-curricular functions unless prior notification is given or in the case of semi-formal or formal occasions. (For example: Prom, Mr. Cyclone, and Homecoming.) There are to be no shorts, jeans or tennis shoes at semi-formal events.
4. Teacher/Office/Media Aides
 - Student assistants are expected to assist staff since they earn an elective credit for this service.
 - If an aide leaves class, they must possess the designated teacher assistant pass that authorizes them to be outside of this classroom.

5. Building and grounds:

- Only you can make your school look good; therefore, please pick up and throw trash in available containers. **BE PROUD OF YOUR SCHOOL – KEEP IT CLEAN!**
- From time to time, students may be asked to participate in school-wide cleanup.
- Students, groups or individuals may use the building only when faculty sponsors are present.
- No loitering is permitted.
- No skateboarding or bicycling on school walkways is permitted.

6. Field Trips

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

7. Bus

- We hope and expect that students will have a safe and pleasurable experience riding the buses provided by the services of First Student. We encourage families to review these basic rules and regulations and support a positive educational experience.
- Pueblo County School District 70 provides transportation for our students through a third party provider, First Student Inc. It is important to note that bus ridership is a privilege and is available to all students until the students’ conduct on the bus proves otherwise. As a result, we believe that parents and students should be aware of our **Code of Conduct** expectations that govern bus ridership.
- Students should be at the bus stop approximately 5 minutes before the designated pick up time.
- Behaviors at the bus stop should mirror the behaviors a student is expected to exhibit in the school building. i.e. no behavior that endangers the welfare and safety of the student or others.
- While on the bus, the bus driver is considered an extension of the staff is the extension of the school staff. As a result, the bus driver is in charge and the students must comply with the requests of the driver.

- Students shall board and depart from the bus only at their own school or at their designated stop unless written either the school or transportation department has received permission. Forms are available at First Student or contact PWSHS office.

Code of Conduct BUS Violation Process:

First Violation: Driver verbally warns the student and may move the student to a different seat.

Second Violation: Driver issues a written warning (conduct report) to the student that must be signed by the parent and returned to the driver before the student is allowed back onto the bus.

Third Violation: Driver will issue a second written warning that is reviewed by the central transportation department and will result in a 1-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Fourth Violation: Driver will issue a third written warning that is reviewed by the central transportation department and will result in a 3-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Fifth Violation: Driver will issue a fourth written warning that is reviewed by the central transportation department and will result in a 5-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Any further violations will result in suspension from the bus pending a hearing with the Director of Student Services for Pueblo County School District 70. A decision about further ridership privileges will be made at that hearing.

Automatic suspensions of ridership privileges includes, but are not limited to:

- Physical harm or threat of physical harm to the driver or other individuals on the bus.
- Property damage.
- Endangering other vehicles traveling with the bus on roadways.
- Any other behavior that jeopardizes the welfare and safety of individuals on or around the bus.

It is important for parents and students to keep in mind that severe violations of bus code of conduct can also result in school disciplinary action as well as ridership disciplinary action. Additionally, any suspension of bus ridership on any bus means that ridership on all buses is suspended.

STUDENT SUSPENSION/EXPULSION

PUEBLO SCHOOL DISTRICT NO. 70 STUDENT CONDUCT AND DISCIPLINE CODES

GROUND FOR SUSPENSION OR EXPULSION (JKD/JKE-E)

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

1. Any grounds authorized by the Colorado Statutes including but not limited to the following:
 - Continual willful disobedience or open and persistent defiance of proper authority. (Section 22-33-105(2)(a), C.R.S.)
 - Willful destruction or defacing of school property. (Section 22-33-105(2)(a), C.R.S.)
 - Behavior on or off school property, which is detrimental to the welfare or safety of other pupils or school personnel. (Section 22-33-105(2)(a), C.R.S.)
 - Repeated interference with the school's ability to provide educational opportunities to other students. (Section 22-33-105(2)(a), C.R.S.)
 - Making false accusations or criminal activity against a school employee.
 - Carrying, using, actively displaying or threatening with the use of a firearm or facsimile.
 - The commission of an act that if committed by an adult could be considered robbery, assault, or a felony.
2. Violation of any criminal statute of the State of Colorado or the doing of an act made unlawful by the statutes of this state while on school property or while engaged in school functions or school-sponsored activities.
3. Violation of any policy of the Board of Education.
4. Violation of the Board of Education's Student Code of Conduct.
5. Violation of any written rule or regulation adopted by the principal of any school or adopted by any other employees of the district who are authorized by the Board of Education to establish rules and regulations in regard to a particular school or in regard to a particular activity.
6. In addition to the foregoing, the following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offenses by a student directed toward a teacher or school employee occurring on school or district premises.
 - The teacher or employee shall file a written complaint with the building principal, the Director of Student Services, and the Board of Education.
 - The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for up to three (3) days in accordance with established procedures.
 - The Director of Student Services shall initiate procedures for the further suspension or expulsion of the student.
 - The Director of Student Services shall report the incident to the district attorney or the appropriate local authorities.
 - A copy of this policy shall be posted to School District #70's website.
 - The foregoing shall not be construed as a limitation on the normal powers of a Superintendent in regard to suspension or expulsion.
7. If suspension or expulsion was not caused by the child's handicap, a handicapped child may be suspended temporarily if exclusion is due to disruptive behavior, which represents a physical

danger to self/others/property. Otherwise, during the interim of any administrative or legal proceedings the placement of the child shall not be changed. The foregoing factors shall be determined by the same group established to determine placement and the same procedures shall be used. After an affirmative finding as to both factors, the foregoing grounds for a suspension or for an expulsion shall be applied and the factors set out shall be applicable. (C.R.S. 22-33-106 (2)) JK*-2 Discipline of Students with Disabilities

Make-up work: Suspended students will be provided an opportunity to make up schoolwork during the period of suspension so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive credit for makeup work, which is completed satisfactorily.

ESS STUDENTS

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

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

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

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

Such suspensions must be for a definite period of time, and not longer than five (5) days.

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

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

STUDENT TOBACCO FREE POLICY

Since the 1988 – 1989 school year, a tobacco free policy was implemented in District 70. Students are not allowed to bring tobacco products, including e-cigarettes and vaping to school or to use them on school grounds during the school day or during school sponsored activities either home or away. **(Policy ADC)**

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

- 1st Offense: Two (2) day suspension**
- **2nd Offense: Three (3) day suspension**
- **3rd Offense: Five (5) day suspension and referral to Director of Student Services**
- **E-cigarettes and vaping, drug paraphernalia are an automatic Five (5) day suspension and referral to Director of Student Services.**

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

USE, POSSESSION AND ABUSE OF ALCOHOL, E-CIGARETTES & OTHER DRUGS

1. Drug and Alcohol Involvement by Students

- In accordance with the accompanying policy, the following procedures are established for addressing alcohol or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy JICH-R and will not be deemed to limit or suspend such other authority.
- When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.
 - If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
 - If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
- When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the student's parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he will remain under observation.

2. Students who possess or are involved in any distribution or exchange of alcohol, non-alcoholic beer and wine, candy containing alcohol, drugs, other controlled substances or drug-related paraphernalia (including e-cigarettes and vapor mechanisms) will be assigned an automatic **5 - day Out of School Suspension** with a **“Referral to the Director of Student Services.”**

- A. Use, possession, distribution or sale of alcohol or other drugs by students and adults are prohibited in all District No. 70 schools, on school grounds, at sponsored activities (i.e. sports, field trips, and school sponsored events) or any time during the calendar year.
- B. The term “other drugs” includes, but is not limited to nicotine, narcotics, stimulants, depressants, inhalants, hallucinogens and cannabis derivatives, or other than prescribed by a licensed physician.
- C. The regulation, which shall guide the enforcement of this policy, shall be in keeping with applicable laws and shall be observed by all school personnel. Appropriate procedures shall be followed by all District No. 70 school personnel in working with students who may:
 - a. Be “under the influence” of alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
 - b. Possess alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
 - c. Possess any electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
 - d. Be engaged in acts of using, selling or distributing alcohol or other drugs on school grounds, at school sponsored activities or when students are being transported in vehicles dispatched by the district.

3. The District No. 70 School Board has authorized the use of the Pueblo County Sheriff Department’s K9 Unit to conduct random searches for illegal drugs when requested by Pueblo West High School administrators.

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

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

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

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

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

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

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

**STUDENT DISTRIBUTION/POSTING OF NON-CURRICULAR
MATERIAL (Posters/ Flyers/Social Media)
(CONSTITUTIONAL RELATIVITY)**

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

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

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

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

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

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

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

- **Place:** Distribution of printed materials must be made at places within the school or school grounds as designated by the principal except that in no way shall such materials be distributed or posted in any classroom of any building then being occupied by a regularly-scheduled class.

- **Time:** Distribution may be made one-half hour before school and/or fifteen minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
- **Removal:** the persons distributing or posting such materials must remove all items discarded in school or on school grounds.
- **Manner:** No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such material or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

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

DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT

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

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

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

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

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

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

1. Submission of such conduct is made either explicitly or implicitly or via social media, as a term or condition of a person's employment, advancement or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion or educational decisions affecting an individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment at the district, at specific schools, or in other district setting, such as school buses.

3. Factors to consider when determining whether sexual harassment exposes students to a hostile environment because of their sex includes the age of the victim(s); the frequency, duration, repetition, location, severity and scope of the act(s) of harassment; the nature and context of the incident(s); whether perpetuating the alleged harassment; and whether the harassment was directed at more than one person.
4. Sexual Harassment as defined above may include, without limitation:
 - Sex-oriented “kidding”, abuse or harassment.
 - Pressure for sexual activity.
 - Repeated remarks to a person with sexual, threatening or demanding implication.
 - Unwelcome written material, posters, letters, notes or other graphic writing.
 - Unwelcome touching, patting, pinching, hitting or repeated, intentional brushing against another’s body
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns.
 - Intimidating, tormenting or threatening verbally and/or physically, accompanied by implied or explicit threats. *“Either in person or via electronic or Social Media”*

COMPLAINT PROCEDURE

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

ATHLETICS / ACTIVITIES INFORMATION

BEHAVIORAL EXPECTATIONS FOR FUND RAISERS

For our students' safety there are no door-to-door sales allowed. The sponsor, through the Activities Director, must clear all fundraisers.

BUDGETS

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

ORGANIZATIONS AND CLUBS

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

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

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

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

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

National Honor Society: The Pueblo West High School Chapter of National Honor Society has been created to encourage the development of character, to create an enthusiasm for scholarship, to promote worthy leadership and to stimulate a desire to render service to others. Students are eligible to apply for NHS if they meet the following criteria:

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

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

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

ELIGIBILITY TO HOLD OFFICE

To hold a school office, a student must:

1. Have and maintain a C (2.0) or better grade point average.
2. Student council members must have and maintain a 2.5 or better grade point average and have had no “F’s” during any prior grading period that year to hold a position or to be a candidate for an upcoming position. The principal, aided by the staff, has full authority to remove a student from office or place a student on probation.

Other Clubs/Organizations: Yearbook, Newspaper, Band, Choir, Fellowship of Christian Athletes, Cheerleaders, French Club, Chess club, DECA, Future Teachers, Drama Club, Rifle and Drill, Film Club, Literacy Magazine, Tri-M Music Honor Society, Fishing Club, Science Club, Cycling Club, and Interact Club.

ATHLETICS

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

SCHEDULING ACTIVITIES

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

ELIGIBILITY FOR ACTIVITIES/ATHLETICS

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

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

ELIGIBILITY:

1. Before a student may practice for any sport or activity, he/she must submit the following to the Athletics/Activities Office:
 - Physical form – signed by parent(s)/guardian(s) and doctor
 - Training rules – read and signed by student and parent(s)/guardian(s)
 - Pueblo School District No. 70 Athletic Emergency Form (parental release/liability waiver and medical consent form) – signed by parent(s)/guardian(s)
 - Safety rules (Football)
 - Pay all fees (\$90 1st time participation fee and \$80 2nd sport fee)
 -
2. Students must be enrolled in 2.5 Carnegie units in the current as well as the previous semester. (This includes band, cheerleading, choir, speech/debate, and Rifle and Drill teams)
3. If a student is enrolled in 6 or 7 classes, they cannot be failing more than one class.
4. A student must be enrolled in 5 classes to be eligible and cannot fail any course.
5. A student cannot be failing more than the equivalent of one course each week to be eligible to participate.
6. Students enrolled, as a teacher/office/custodial/kitchen/media/counselor assistant will be given .5 Carnegie units of credit. Students may only take one of the above classes each semester.
7. New students to School District No. 70 are eligible if they met the eligibility requirements from their previous school.
8. The coach/athletic director shall provide participant/coach/sponsor lists to teachers of students involved in all activities. These groups include all activity participants, clubs, organizations, athletes/managers, forensics and debate students, cheerleaders and student council members.
9. If a teacher has a concern about a student's eligibility, he/she should contact the coach and/or athletic director.
10. Students not adhering to the accepted norms of behavior may be declared ineligible.

SCHOOL ATTENDANCE FOR CO-CURRICULAR PARTICIPATION

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

ATHLETIC LETTERING POLICY

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

ACTIVITY TICKET

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

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

- All sales are final/non-transferable/no refunds or exchanges.
 - Lost, stolen, or displaced tickets will not be replaced.
 - v Individual game costs – Adult - \$6.00
 - Students (Grades K-12) and Senior Citizens- \$4.00
 - Children under five – Free
 - Family Package (Admits five) - \$17.00
 - *Package includes one adult and four children or two adults and three children-children must be accompanied by an adult.
 - v 2014-2015 athletic year passes – (No Season Passes/Prices may be subject to change)
 - Adult - \$40.00 for 10 games
 - Student (with picture ID) - \$25.00 for 10 games
 - 10 punch tickets-\$30.00
 - Family Package (admits five) - \$100.00 for 10 games
 - *Package includes one adult and four children or two adults and three children-children must be accompanied by an adult.
- *** Student year passes ONLY are good for PWHS events.

CHSAA PLAYOFF TICKETS

CHSAA sets all playoff ticket prices. Activity tickets can be purchased from the activities secretary, the activity director or at the admission gate at games.

Booster Club Member

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

LEAGUE AFFILIATION

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

- [Pueblo West High School](#)
- Pueblo County High School
- Pueblo Central High School
- Pueblo Centennial High School
- Pueblo South High School
- Pueblo East High School

SPORTS

FALL SPORTS

Football
Volleyball (Girls)
Cross Country (G/B)
Softball (Girls)
Golf (Boys)
Soccer (Boys)
Gymnastics co-op (Girls)
Cheer & Dance

WINTER SPORTS

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

SPRING SPORTS

Track (Girls)
Track (Boys)
Soccer (Girls)
Golf (Girls)
Baseball
Tennis (Girls)
Swimming (Boys)
Lacrosse co-op (G/B)

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

INSURANCE

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

The Board of Education has approved a participation fee of \$90.00 per person/1st season and \$80.00 per person/2nd season or 3rd season. This fee does include Band. JROTC is exempt from participation fees. Cheerleaders are only required to pay the \$15.00 insurance fee.

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

SOUTH CENTRAL LEAGUE

Code of Sportsmanship:

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

SPORTSMANSHIP

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

P.E./ATHLETIC LOCKERS

- All those in physical education classes and athletics should use lockers. However, lockers are **NOT** secure. The school **CANNOT** be responsible for items lost or stolen and **NO REIMBURSEMENT** will be given. Please be sure you lock your locker.
- Locks will be furnished.
- **VALUABLES SHOULD NOT BE LEFT IN LOCKERS.** Students should **CHECK TO SEE THAT THE LOCK IS LOCKED BEFORE LEAVING FOR CLASS.** Students should **NOT** give combinations to anyone else. Valuables may be left in the main office for safekeeping.

TEN GUIDELINES FOR PARENTS WITH ATHLETIC CHILDREN

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

SIGNS

In order to maintain a pleasant place in which to work and learn, some guidelines have been adopted covering where and how to hang posters, signs, announcements, etc. Please keep the tape used in putting up such items away from smooth painted wallboard or windows. Windows may not have anything displayed on them with the exception of emergency posters. When making and painting signs, please do so on a covered table or sealed floor surface and not on carpet. Under no circumstances is glitter to be used in the building. Any announcements, posters or signs concerning activities inside or outside of the school need to be approved by a sponsor then by the Activities Director or designee prior to being displayed. **All signs must be removed at the conclusion of the said activity or project.**

WE NEED YOU! BECOME A CYCLONE SUPPORTER!

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

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

Career/Scholarship Center Volunteers: Volunteers who give of their time to enrich the educational experience of students and to assist the Pueblo West High School staff. Volunteers are always needed to help improve school programs and school climate, provide services and support, help students with scholarship information, and help teachers with their daily workload. The staff of Pueblo West High School would like to see all parents/community members involved in the high school setting. When parents, teachers, students, and others view one another as partners in education, a caring community forms around students. Please call the main office at 547-8050 if you are interested in volunteering your services in any way.

PAYTEK TO COLLECT DISTRICT 70 RETURNED CHECKS

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

POLICY CHANGES

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

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

NEWS RELEASES

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

COMPLAINTS/GRIEVANCE

It is the policy of School District No. 70's Board of Education to provide due process of law and appropriate grievance process to students, parent(s)/guardian(s)' and school personnel. District No.70 school board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints or other issues involving instruction, discipline, learning material will be as follows:

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

NONDISCRIMINATION STATEMENT

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 301 28th Lane, Pueblo, Colorado 81001. 719-542-0220

Inquiries regarding compliance of nondiscrimination may be directed to

School District No. 70
Director of Educational Programs
301 28th Lane
Pueblo, CO 81001

School District No. 70 is an equal opportunity affirmative action employer.

Complaints may also be filed with the office of Civil Rights, U.S. Department of Education, and 1961 Stout Street, Denver, CO 80294.