



STUDENT HANDBOOK 2011-2012

Platte Canyon School District Mission:

The mission of the Platte Canyon School District is to promote educational excellence in safe schools.

PLATTE CANYON HIGH SCHOOL

57243 Highway 285
Bailey, Colorado 80421
(303) 838-4642

WELCOME

Welcome to the Platte Canyon High School 2011-12 school year! We encourage your involvement in our school's programs and activities. We expect that all students will experience success during the upcoming year.

RUN WITH THE P.A.C.K.!

At PCHS, we expect our students to consistently possess and demonstrate the following characteristics: Positive attitude, Achievement-oriented, Competitive, and Kind.

Our staff is committed to helping you gain these attributes. Do your part to *Run with the PACK!*

Principal
Dean of Students
Counselor
Athletics/Activities Director

Mike Schmidt
Mark Hirschfeld
Alice O'Shea
Chris Hendrick

ATTENDANCE

Although the PCHS staff will make a concerted effort to fulfill its obligation to communicate with the home when attendance problems arise, school attendance is the primary responsibility of the student and the parents or guardians. By emphasizing good attendance, we hope to assist students in developing habits that will benefit them beyond their high school experience.

Student Responsibilities for School Attendance:

1. To attend school for all days of the established school calendar.
2. To appear in class on time, prepared for academic learning.
3. To contact teachers on the day the student returns from any absence to arrange to complete all makeup work assigned and to establish when this makeup work is due.
4. To complete work as assigned by the teacher when a preauthorized absence is requested and approved.
5. To follow the established school procedure when enrolling in or withdrawing from a class.

Parent Responsibilities for School Attendance:

1. To maintain communication with their children regarding attendance.
2. To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
3. To contact the school within 48 hours of the absence, and in the case of extended home confinement, request makeup assignments.
4. To monitor the makeup work of the student who has missed class.
5. To attend and participate in school attendance conferences when requested.
6. To recognize that student attendance at school is a collaborative effort between the home and school.

The following attendance procedure will be followed at Platte Canyon High School:

1. **Excused Absences** - An absence will be excused when the school is properly notified by phone on the day of the absence, or the parent sends a signed excuse no later than two days following the absence. If a parent fails to contact the attendance office within 48 hours of the absence, it will become unexcused. To maintain the accuracy of the student's classroom and office records, parents should telephone the high school at 838-4642 ext. 1601.
 - A. According to PCSD Board Policy 402, Article 2, the following list of excused absences applies to a child:
 1. Who is temporarily ill or injured;
 2. Who is absent for an extended period due to physical, mental, or emotional disability;
 3. Who has been suspended, expelled, or denied admission;
 4. Who is in the custody of a court or law enforcement authorities;
 5. Who has a court appearance and/or must participate in court ordered activities when the student is in out of home placement as verified by a caseworker;
 6. Who is participating in a school sponsored activity, work study program or approved college visitations, or being instructed at home (approved homeschooling or home bound instruction);
 7. Who has a counseling, dental, or medical appointment or procedure scheduled by a parent or guardian;
 8. Who is engaged in a religious observance;
 9. Who is temporarily absent due to an illness or death of a family member;
 10. Who has an absence approved by the Principal or designee on a pre-arranged basis.

The parent/guardian and student shall be responsible for providing confirmation or verification within 48 hours that a student's absence meets one of the above criteria for being excused. **Parents/guardians may only excuse absences that meet the above criteria. Parents are asked to be specific regarding reasons for absence. The fact that a parent/guardian has notified the school of a student's absence/tardy does NOT necessarily mean that the absence or tardy is excused.**

2. **Unexcused Absences** - The following are considered unexcused absences:

- A. **Any absence not mentioned in board policy**, unless approved by the Principal or the Dean of Students.
- B. If a student leaves the classroom without teacher permission or if he/she leaves the school grounds without signing out in the PCHS main office.
- C. **Failure to provide timely verification of a previous absence (within 48 hours)** or failure to provide legal documentation of an absence (when required).
- D. **If a student over-sleeps, fails to hear their alarm, misses his/her bus or ride or fails to provide an excuse covered under 1A above.**

Note: For unexcused absences, students will be allowed to make up work in each missed class in order to stay current with the curriculum for each class; however, students will receive an academic penalty from each teacher for days missed while unexcused. **Also, any unexcused absences disqualify a student from Incentive Day and Finals Exemption, regardless of when these absences occur (i.e., first day of the semester, last day of the semester, or any school day in between).**

3. **Attendance Plan** - Once a student accumulates four unexcused absences in one month, or ten unexcused absences during the school year, they shall be considered as habitually truant. When a student is habitually truant, an attendance plan will be developed with the goal of assisting the child to remain in school. Further actions may be warranted, including initiating a Truancy Petition with Park County Court, notifying Park County Human Services, and/or possible loss of academic credit when an unexcused absence occurs following implementation of the attendance plan.

4. **Re-admittance to Class** - When a student has been absent from school for a complete day, he/she should go to the attendance secretary if he/she has a written note from parents. If a parent calls the school and excuses the student on the day of the absence, the student does not need to report to the office, unless summoned by the Dean. When a student has been absent during the course of a school day and returns once class has already begun, he/she should go to the attendance secretary for an admit slip and to sign in. A student who misses more than 15 minutes of class will be counted absent. Repeated failure to sign in may result in disciplinary action.

A student returning to school during regular passing periods should go directly to the attendance secretary to clarify the absence.

5. **Good Attendance** - We feel that good attendance should be encouraged at Platte Canyon High School. Therefore, those students who maintain good attendance, good grades, and good school behavior may earn exemption from their semester finals and may be eligible for Incentive Day. Students with any **UNEXCUSED** absences will not be eligible for Incentive Day or test exemptions.

6. **Parent Notification** - Following the 5th and 7th absence, parents will be informed of the student's attendance status by the Dean of Students via mail according to Board policy. Parents may be asked to come in for a conference to discuss the student's attendance record. Students will be contacted on a daily basis by the Dean of Students regarding an absence that has not been cleared by the office. Parents will be notified within 48 hours if a student has an unexcused absence.

7. **Bereavement:** Students may take three days of absences if a death in the immediate family occurs within the state of Colorado. Students may take five days of absences if a death in the immediate family occurs out of the state. These absences will not be counted against a student's attendance for exam exemption or incentive day purposes.

8. **Educational/Career/GT Day:** The purpose of the Educational, Career or GT Day is to provide opportunities for juniors and seniors to investigate post-secondary options or for students to engage in enrichment activities. Educational Days are to be taken to visit post-secondary institutions or for students to engage in enrichment activities. Career Days are to be used for job-shadowing experiences.

Juniors and seniors may apply for two Educational Days per school year. Additional Educational Days may be awarded upon administrative approval (only for those days approved in advance). All missed schoolwork must be made up. An oral report of the educational experience must be given to the Dean of Students within 24 hours upon the student's return. If this oral report is not given, the Educational Day will be changed to an excused absence. Partial Educational Days will not be granted. Educational Days do not count against a student's attendance for exam exemption and incentive day purposes.

Educational Days must be requested by the student, in writing, from the registrar's office at least 24 hours in advance. A parent's signature is necessary for this request. Administrator approval is also required prior to the absence.

Educational Days will NOT be granted after the absence has been taken.

Juniors and seniors are allowed 2 Career Days each year. All Career Day absences must be pre-arranged through Post-Graduate Coordinator and each teacher. Career Days will be job-shadowing experiences. Students must have parental permission, complete a Student Preliminary Survey and a Student Questionnaire, participate in a Skills Interview while working with the workplace mentor, complete a Student Evaluation Form, complete a Workplace Mentor Evaluation Form, and send a thank you letter to the employer. Failure to do any of the above-listed tasks will result in the absence being changed to an excused absence.

Students may apply for three GT days per school year. Additional GT Days may be awarded upon administrative approval (only for those days approved in advance). All missed schoolwork must be made up. A written synopsis of the GT experience must be submitted to the registrar's office within seven days of returning from the absence. If this written assignment is not submitted, the GT Day will be changed to an excused absence. GT Days do not count against a student's attendance for exam exemption and incentive day purposes. At their discretion, PCHS administrators may deny GT requests if the proposed activity has questionable educational value.

9. **Make-up Work Following an Absence:** For excused absences, students will be allowed one day for each day missed to make up work following an absence. For unexcused absences, students may make up missed work, but will be assessed an academic penalty as determined by each teacher.

AFTER-SCHOOL PRESENCE

Students may not be on school grounds after school unless they are conducting school-related business. Students who loiter on school grounds after school hours will be subject to disciplinary actions by the administration. In order to ride the 3:10 bus, students must possess a green bus pass signed by a teacher as well as office personnel.

ASSISTANTSHIPS

Students may be teacher/office assistants during their junior year and senior years, upon teacher, counselor, and administrative approval. Sophomores may also be assistants as part of the Gifted-Talented Online Program. These students must possess an overall grade average of at least 80%. These students will receive a pass/fail grade for their assistantship at the end of the semester. This grade will not be calculated into a student's overall grade average. The student will receive a ½ credit for passing this class. Student assistants may also be asked to tutor fellow students as a part of their assistant duties. If an assistant becomes irresponsible, he/she will lose the position and be placed in a regular class.

ASCENT PROGRAM

The ASCENT Program, as described by CDE, means the “Accelerating Students through Concurrent Enrollment Program.” A qualified student (see Article 10 of Board Policy 540) who is designated by CDE to be a participant may concurrently enroll in postsecondary courses, including academic courses and career and technical education courses, in the year directly following the year in which he or she was enrolled in the twelfth grade at PCHS. A qualified student may be designated as a participant if he/she:

1. Has completed or is on schedule to complete at least twelve credit hours of postsecondary course work prior to the completion of his or her twelfth-grade year.
2. Is not in need of a basic skills course.
3. Has been selected for participation in the program by the PCHS Principal.
4. Has been accepted into a postsecondary degree program at an institution of higher education.
5. Has satisfied any other selection criteria established by the State Board of Education.
6. Has not been designated an Ascent Program participant in any prior year.

An Ascent Program participant shall not be considered a high school graduate until he/she has completed his/her participation in the ASCENT program and any remaining PCHS graduation requirements.

ATHLETICS AND ACTIVITIES

Academic endeavors always take priority over athletic endeavors.

The Platte Canyon School District provides a K-12 athletic program (including physical education), which fosters the personal and academic growth of the young people who participate. The District and all participants recognize that participation in extracurricular activities is a privilege. Above all, athletics and activities programs will be conducted in a safe atmosphere that demonstrates respect for self and others, sponsors good sportsmanship, values the enjoyment of participation, values the rigorous demands of the student-athlete commitment, and offers the challenges of athletic competition.

The students’ eligibility will be governed by rules set forth by the Colorado High School Activities Association (CHSAA) and the Frontier League.

A number of athletics programs are available to students at PCHS. The athletics programs for students at PCHS include:

FALL

Football
Volleyball (Girls)
Softball (Girls)
Cross Country
Cheer

WINTER

Basketball
Swimming (Girls)
Cheer
Ski
Wrestling

SPRING

Track
Baseball

A participation fee of \$125.00 is charged for every sport and speech. No athlete can participate without an annual physical, proof of insurance, parental permission, and payment of participation fees. Forms from the Athlete Participation Handbook must be on file in the athletic office prior to the first practice.

Platte Canyon High School also offers various activities to its students. Activity programs sponsored by the school include:

Student Council
Speech Team
National Honor Society

Travel Club
Drama
Choir

Band
Key Club
Rugby

Academic eligibility for athletics and activities programs will depend on the following criteria:

1. The student is enrolled in a minimum of three courses.
2. The student must have earned a minimum of 2.5 academic credits during the previous semester/prior grading term. Academic eligibility may be regained following a period of nine weeks at the end of a grading period. Summer courses may be taken to make up for previously-failed classes.
3. Grades are monitored on a weekly basis. A grade below 60% will place the athlete on ACADEMIC NOTICE. A second consecutive grade below 60% will place the athlete on ACADEMIC INELIGIBILITY for a minimum of one week. The athlete may continue to practice, but no competition will be allowed.
4. Ineligible participants will not be permitted to travel during the week.
- 5. All participation forms and fees, including physical, must be submitted to the athletic director prior to any participation.**

ATHLETIC/ACTIVITY TRAINING AND CONDUCT VIOLATIONS

NOTE - The severity of an athlete's misbehavior may warrant action being taken at any referral/consequence level. All consequences will be carried over to the following athletic/activity season for completion.

| <u>VIOLATIONS</u> | <u>CONSEQUENCE</u> |
|---|--|
| 1. Unexcused absence from class Note: A student may not participate in practice or in a contest if he/she has missed more than 2 periods of classes unless due to a professional appointment that has been approved and documented. | Miss next competitive event or practice. |
| 2. Individual exceeds team's allowance for absences | Dismissal from team |
| 3. Failure to meet academic requirements | See Athletic Eligibility |
| 4. Behavior that discredits the team, school, and/or school district including use or possession of alcohol, tobacco, nonprescription drugs, and/or narcotics | 1 st offense – suspension from 1/3 season competition 2 nd offense – suspension from 2/3 season competition; conference with parents; referral to counselor 3 rd offense – suspension from all participation for a calendar year. Notify parents. * |
| 5. Participant receives out of school suspension. presence on school property or at away events. ** | No participation during suspension and no |
| 6. Participant involved in hazing of others. | Dismissal from team |

* The student may appeal for reinstatement of athletic/activity status at the end of the calendar year suspension.

- 1st Step: Appeal to Coaches, AD, Principal
- 2nd Step: Appeal to Superintendent
- 3rd Step: Appeal to Board of Education

** Out of school suspension will not be considered unexcused absences relative to athletic absences.

BATTERIES/CALCULATORS

For calculators assigned to a student for long-term personal use outside of the classroom, the school will provide the first set of batteries for the calculator. Students will be responsible to replace the batteries for personal use equipment as needed beyond the first set. Once school equipment has been assigned for personal use, financial responsibility for damaged, lost, or stolen items is assumed by the student.

BUS CONDUCT

The overall safety of school vehicles and occupants of these vehicles is the primary goal of the PCSD Transportation Department. School transportation is a privilege and not a right, and will be suspended and/or terminated for deliberate misconduct while on district transportation. The Student Code of Conduct (PCSD Policy 403) applies on all school transportation and at bus stops. In an effort to promote good behavior, the following transportation rules are enforced:

1. The driver is in charge of the bus and students; students shall comply promptly with his/her requests.
2. A student may be assigned a seat based on the discretion of the driver.
3. Students are expected to be at the bus stop five minutes before their scheduled time; the bus will not wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Students shall not cause any type of disruption that, in the opinion of the driver, may constitute a safety hazard to other students or the driver.
6. Students shall not open bus windows without permission from the driver; students shall not extend arms, legs, or head out the window, nor shall they throw objects out the window.
7. Students shall be seated properly, keeping aisles clear, and shall not stand up or move about within the bus while it is in motion.
8. Books, lunches, backpacks, band instruments, and other large objects shall be kept out of the aisles; any items (e.g., skis, poles, skateboards, etc.) that in any way would endanger the safety of the passengers or the driver shall not be permitted.
9. Students shall be absolutely quiet while the dome lights are on.
10. No food or liquids shall be consumed on the bus without the driver's permission; the bus shall be kept clean.
11. Once a student has boarded a bus at school, the student will be expected to stay on the bus. Leaving the bus after boarding could result in the driver refusing to transport the student. Students shall not use emergency doors unless directed to do so by the driver.
12. No unsafe objects may be carried onto buses (weapons, laser pens, etc.).
13. Students shall not vandalize the bus and will be held financially responsible for damage caused to the bus.
14. No animals of any kind are allowed on the bus because of possible distraction to the driver or possible danger to other students. Service dogs are exempt from this rule.
15. Students may not physically or verbally intimidate other students.
16. Students shall ride their assigned school bus and be received and discharged at the same point unless permission for change of stops has been requested by the parents/guardians and approved by the Transportation Director, Administration, or designated office personnel.

Students who violate bus rules, engage in behaviors detrimental to the safe operation of the bus, and/or violate the code of conduct while waiting for transport or being transported shall be issued a Discipline Report (DR) by the Driver. The Transportation Department shall notify the student's parents or guardians that the DR has been issued. A copy of the DR shall be sent to the Principal or designee of the child's school. Upon receipt of the DR, the Principal or designee shall meet with the student, and as appropriate, the parents. He/she shall determine the severity of the incidence, give consideration to the student's age, disability, and circumstances related to the incident and determine the disciplinary action to be taken. Minimally, discipline action shall result in a warning for a 1st time offense. Further incidences shall result in a minimum of five (5) days suspension from the bus and a maximum of forty (40) days suspension unless the behavior warrants an expulsion recommendation. Any violation of the

Code of Conduct (Policy 403) or related conduct policies may result in suspension from school as well as removal from the bus.

DR's given on any route (route bus, athletic/activity bus, 3:10 bus) are cumulative relative to the above disciplinary procedure. The School Board encourages Transportation personnel to use a variety of informal discipline techniques, such as assigning seats, prior to issuing DR's.

A video camera may be on board and the film may be used in the disciplinary process of students.

CELLPHONES, IPODS, ETC.

Cell phones, Ipods, pagers, and/or PDA's are not to be used during any class period for any reason. Ipods and headphones should be properly stored in a backpack, pocket, etc, and should not be visible during the class period. Teachers, staff, and SRO will confiscate these items if they are seen, and/or being used by students during class. Cell phones, Ipods, and other music devices may be used by students on school grounds during passing periods and lunch. PCSD is not responsible for lost or stolen cell phones, Ipods, etc.

CLOSED CAMPUS

No student is to leave school during school hours without parental permission. Permission notes should be given to the attendance secretary, and students should sign the appropriate sign-out form. Failure to do so will result in the revocation of driving/parking privileges and/or disciplinary action. (See "Student Discipline")

CODE OF CONDUCT

While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall:

1. Adhere to policies of the Board of Education and comply with Colorado and Federal laws.
2. Behave in a manner that is safe to self and others, and promote a positive learning environment.
3. Show respect for others and school property.
4. Obey the adult in authority including any employee or volunteer who is in a position of responsibility for the welfare and supervision of students.
5. Report any observed student behavior or planned action or behavior known to them that is a violation of this Code of Conduct.

Prohibited Student Conduct

While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall not:

1. Discriminate against a student, staff member or visitor to the School District on the basis of race, color, religion, sex, age, national origin, or handicapping condition.
2. Intimidate, threaten, bully, harm and/or harass, or sexually harass a student or staff member.
3. Violate the Student Dress Code.
4. Promote or participate in any secret society or gang behavior or activity that promotes drug use, violence or disruptive behavior.
5. Possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances.
6. Use of tobacco products in violation of the District's Tobacco Free Schools Policy.
7. Carry, bring, possess or use a weapon.
8. Violate the District's Policy on Student Expression.
9. Cause or attempt to cause damage to school property or to steal or attempt to steal school property including furnishings, equipment supplies or materials.
10. Throw objects that can cause bodily injury or damage property.
11. Commit any act that if committed by an adult would be robbery or assault as defined by State law.
12. Violate a criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.

13. Coerce or blackmail, i.e., obtain money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Direct profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
15. Lie or give false information, either verbally or in writing, to a school employee.
16. Engage in scholastic dishonesty including cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Be willfully disobedient, or defiant with school staff.
18. Disrupt, in any fashion, classroom activities or the learning environment.
19. While riding in a school bus or school vehicle, distract the driver or fail to comply with rules established by a school bus/vehicle driver or the school district's transportation director.
20. Be absent from school unless the absence is "excused" or leave school grounds during school hours without the knowledge and approval of school officials or for purposes other than a sanctioned school activity.

Discipline

Students who fail to comply with the Code of Conduct shall be disciplined in keeping with provisions of Board of Education Policies. Violations of the conduct code may result in academic penalties, suspension from school, and/or expulsion.

COMPUTER USE GUIDELINES

Students may use school computers solely for school-related work. Students may not access inappropriate material via the Internet, check e-mail, download any material from the Internet, or play computer games. Violators will lose the privilege of using the school computer system. Intentional disruption of the school computer system will result in loss of computer privileges, out-of-school suspension, and referral to the Park County Sheriff's office. A recommendation for expulsion from the School District may also be made.

COUNSELING AND GUIDANCE

The purpose of the counseling program is to provide services designed to foster the personal, social, educational, and career development of the student. Services include, but are not limited to testing, career counseling, educational counseling, college counseling, personal counseling, and scheduling. Students with personal or educational problems or concerns are urged to use these services.

CONCURRENT ENROLLMENT OPTIONS

Concurrent enrollment options are available to PCHS students in keeping with Colorado's Concurrent Enrollment Programs Act. "Concurrent enrollment" means the simultaneous enrollment of a qualified Platte Canyon High School (PCHS) student in one or more postsecondary courses including academic or career and technical education courses at an institution of higher education. "Qualified student" means a person who is less than twenty-one years of age and is enrolled in the **ninth grade or a higher grade level** at PCHS.

Students interested in pursuing concurrent enrollment options should contact their counselor to review qualifications and to fill out required paperwork. Concurrent enrollment courses successfully completed at the higher education institution shall count for credit toward the qualified student's high school graduation requirements at PCHS. In general the District will pay for the tuition of up to six semester hours' worth of concurrent enrollment courses, at the resident tuition rate of the nearest Colorado public institution of higher education. The student will be financially responsible for any amount exceeding this residential rate.

Before the District pays the tuition for a course, the student and his/her parent or legal guardian must sign a document requiring repayment of the amount of tuition paid by the District if the student does not complete the course for any reason without the consent of the PCHS Principal. Also, before the District pays the tuition for a course, the student and his/her parent or legal guardian must sign a statement of understanding that the District is not required to provide or pay for transportation for the student to or from the institution or to pay any fees or charges beyond the tuition.

2011-12 DATES TO REMEMBER

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| Monday, August 1 | Administrative Offices open |
| Monday, August 15 | Fall Sports practices, Back to School Night |
| Thursday, August 18 | School Starts |
| Wednesday, August 24 | School Pictures |
| Monday, September 5 | Labor Day holiday |
| Tuesday, September 6 | New Student Luncheon – both lunches |
| Wednesday, September 7 | Junior Class Mtg., Auditorium, 9 a.m. |
| Wednesday, September 14 | Class ring orders during lunches |
| Wednesday, September 14 | Progress Reports Posted |
| Wed./Thur. Sept. 21-22 | Parent Teacher Conferences |
| Sept. 26-30 | Homecoming Spirit Week |
| Tuesday, Sept. 27 | Kindness Day |
| Friday, September 30 | Homecoming Pep Rally |
| October 5-7 | Fall Play |
| Thursday, October 6 | School picture retakes |
| Tuesday, October 11 | MID TERMS 2 & 4 |
| Wednesday, October 12 | PSAT, 7:30-10:40 |
| Thursday, October 13 | MID TERMS 1 & 3 |
| Friday, October 14 | Teacher In-service |
| <u>Wednesday, October 19</u> | <u>Senior Meeting, Auditorium, 9 a.m.</u> |
| Saturday, October 22 | Home Speech Meet |
| <u>Wednesday, October 26</u> | <u>Senior announcement orders, lunches</u> |
| Friday, November 11 | Winter Sports Practices Begin |
| Wednesday, November 16 | Progress Reports Posted |
| Friday, November 18 | Open Mic |
| Wednesday, November 23 | Teacher Conferences Compensatory Day (No School) |
| November 24-25 | Thanksgiving Holidays |
| Dec. 5-9 | Spring Musical Auditions |
| Thursday, December 8 | Band Concert |
| Tuesday, December 13 | TEST EXEMPTION CRITERIA DEADLINE |
| Thursday, December 15 | FINALS 2 nd & 4 th |
| Friday, December 16 | FINALS 1 st & 3 rd , End of Smear – Students Released at 11 a.m. |
| December 19-January 4 | Winter Break |
| Tuesday, January 3 | Teacher In-service/Work Day (no students) |
| Wednesday, January 4 | Students Back after Break, Second Semester Begins |
| Monday, January 16 | Martin Luther King Jr. Holiday |
| Friday, February 3 | Teacher In-service (no students) |
| Tuesday, February 7 | Progress Reports posted |
| Wed.-Thurs./February 8-9 | Parent/Teacher Conferences |
| Saturday, February 18 | SnoBall 8-11pm |
| Monday, February 20 | Presidents Day Holiday |
| Monday, February 27 | Spring Sports begin practice |
| Thursday, March 1 | Band Concert |
| Wednesday, March 7 | 2 nd & 4 th MID TERMS |
| Thursday, March 8 | 1 st & 3 rd MID TERMS |
| Friday, March 9 | Teacher In-service (no students) |
| March 12-15 | Spring Musical Practice in Auditorium |
| Tuesday, March 13 | TCAPs 7:30-11:15 |
| <u>Tuesday, March 13</u> | <u>Senior Composite Pictures in cap and gown, 9 a.m.</u> |
| Thursday, March 15 | TCAPs, 7:30-11:15 |
| Thur.-Saturday - March 15-17 | Spring Musical |
| Tuesday, March 20 | TCAPs, 7:30-11:15 |
| Thursday, March 22 | 10 th Grade Science TCAPs 7:30-11:15 |
| Friday, March 23 | Teacher Comp Day for conferences (No school) |
| March 26-March 30 | Spring Break |
| Tuesday, April 17 | ACT Registrations for Juniors (7:30-9:30) |
| <u>Friday, April 20</u> | <u>Last Day for Graduation Contracts and plans to Mrs. Villarreal</u> |

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| Friday, April 20 | Open Mic |
| Tuesday, April 24 | Juniors ACT Test |
| Friday, April 27 | Prom (8:00-11:00), Teacher In-service (No school) |
| Friday, April 27 | After Prom (11:00-2:30 a.m.) |
| Wednesday, May 2 | Freshman Orientation |
| Tuesday, May 8 | Make up ACT |
| <u>Wednesday, May 9</u> | <u>Cap and Gown Delivery & Jr. Officers Mtg.</u> |
| Thursday, May 10 | Pin Assembly (4 th period) |
| Thursday, May 10 | INCENTIVE DAY CRITERIA DEADLINE FOR 9-12 STUDENTS |
| <u>Thursday, May 10</u> | <u>SENIORS MUST MEET TEST EXEMPTION CRITERIA DEADLINE</u> |
| Monday, May 14 | Incentive Day Activity (9-12) |
| <u>Tuesday, May 15</u> | <u>Scholarship Awards Night</u> |
| <u>Wednesday, May 16</u> | <u>2nd & 4th SENIOR FINALS</u> |
| <u>Thursday, May 17</u> | <u>1st & 3rd SENIOR FINALS, Seniors Last Day</u> |
| <u>Thursday, May 17</u> | <u>GRADES 9-11 STUDENTS MUST MEET TEST EXEM. CRIT. DEADLINE</u> |
| Thursday, May 17 | Band Concert |
| <u>Friday, May 18</u> | <u>Graduation Rehearsal, 8 a.m. in Auditorium (Attendance Required)</u> |
| <u>Sunday, May 20</u> | <u>Graduation 2 p.m.</u> |
| Tuesday May 22 | FINALS 2 ND & 4 TH |
| Wednesday, May 23 | FINALS 1 ST & 3 RD , Last Day of School for students, Students Released @11 a.m. |
| Thursday, May 24 | Teacher In-service |
| <u>Seniors: Please note all bolded and underlined activities</u> | |

Revised 8/4/11

DISPLAYS OF AFFECTION

School is not an appropriate place for overt displays of affection between students. Excessive, prolonged, and inappropriate displays of affection disrupt the learning environment for other students. Students who repeatedly engage in this type of behavior will be disciplined accordingly by the administration (See “Student Discipline” section). Utilize a “Catch and Release” mentality.

DISCRIMINATION AND HARASSMENT PROHIBITED

- A. The District shall not discriminate on the basis of race, color, sex, religion, national origin, age, marital status or disability, nor tolerate such discrimination by students, staff or guests. No otherwise qualified person shall be excluded from participation in, be denied the benefits of or be subjected to discrimination in the District’s educational programs, activities, or employment practices.
- B. The District affirms the right of all students and staff, regardless of race, color, sex, religion, national origin, age, marital status or handicapping condition, to be treated with respect and to be protected from discrimination, intimidation, physical harm and/or harassment.
- C. Individuals or groups shall be deemed to be in violation of this policy if, on school grounds, at school-sanctioned activities, or in District vehicles, they:
1. Make demeaning comments or remarks directly or indirectly, such as name-calling, racial slurs or “jokes”, or physically threaten or harm an individual on the basis of race, color, sex, religion, national origin, age, or handicapping condition.
 2. Display visual or written material or deface school property or materials to demean the race, color, sex, religion, national origin, age, or handicapping condition of an individual or group.
 3. Damage, deface or destroy private property of any person because of that person’s race, color, sex, religion, national origin, age, or handicapping condition.

Discrimination complaints/ policy violations

A. Reports of alleged discrimination and/or harassment, including sexual harassment, of students shall be filed with the principal as required by School Board Policy 404. The principal shall conduct a thorough investigation of the allegation, take appropriate actions as outlined in Policy 404, and file a written report with the superintendent (Dr. James Walpole, Platte Canyon School District, Box 295, Bailey, CO 80421, 303-838-7666 ext. 1000) within ten school days of the date the student report was filed. Exception: The report of alleged discrimination and/or harassment shall be filed with the superintendent if the allegation is against the principal. Any allegations involving the superintendent shall be filed with the Board of Education.

B. Any student who violates this policy by engaging in conduct described in Part 1 of this policy shall be subject to disciplinary action as specified in Policies 403 and 404.

C. Any staff member who violates this policy by engaging in conduct described in Part 1 of this policy shall be subject to disciplinary action including, but not limited to, reprimands, suspension, withholding of pay, termination of employment and referral to law enforcement authorities.

D. Ethnic intimidation, as defined by Colorado law, is classified as a criminal offense. Incidents of ethnic intimidation will be reported to the Park County Sheriff's office for investigation.

DRESS REQUIREMENTS

School District Dress Requirements (Policy 405):

A. A student dress code is established to enforce a safe and disciplined learning environment. Standards for student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The policy for student dress is to be enforced while students are at school or while students are engaged in school-sponsored activities.

B. Students are expected to wear clothing that is clean. Dirty, torn, or soiled clothing that calls attention to the student or disrupts the learning environment is not acceptable.

C. While a wide-range of clothing is acceptable at school, not all clothing or jewelry that is worn elsewhere is acceptable at school.

The following items of dress are prohibited:

1. Brief and revealing clothing including, but not limited to,
 - a. Strapless or backless tops
 - b. Tops (shirts, blouses, or tank tops) that reveal bra straps or that are cut low enough to reveal cleavage or expose the midriff
 - c. See-through clothing.
 - d. Pants that are unfastened, cut low, sag or fit below the waist allowing under garments to be visible. Pants must be worn above the hips.
 - e. Shorts, skirts, or skorts shorter than mid-thigh length.
 - f. Pajamas of any kind.
 - g. Clothing that is ripped or torn for style.

Exceptions: shorts or short skirts are approved for physical education and/or extra-curricular activities such as cheerleading.

2. Sunglasses in the buildings except for a medical purpose verified by a doctor.

3. Clothing items, jewelry or backpacks that contain messages that are vulgar, offensive, obscene, profane, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug, or tobacco use or violence; that are of a sexual nature; that threaten the welfare or safety of any person; that threaten disruptive behavior; that contain pictures of weapons including, but not limited to, grenades, bullets, guns, hatchets, axes etc; that promote any activity prohibited by the student code of conduct; or that are otherwise contrary to the mission of the school district or disrupt the teaching-learning process.

4. Clothing items, pictures or jewelry that denote memberships in gangs or may be associated with gangs, groups or societies that advocate drug use, violence or disruptive behavior. (see Policy 406, Article 2: Any apparel, jewelry, accessories, notebooks or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes memberships in gangs that advocates drug use, violence, or disruptive behavior is prohibited on school grounds, in school buildings, in school vehicles or at any school activity or sanctioned event.) Such items include, but are not limited to:

- a. chains and “spiked” accessories.
- b. trench coats or long coats.
- c. bandannas worn on the head, used as a headband, or hanging from a pocket or backpack, “doo rags” or “skull caps”

5. Hoods worn on the head in any building.

6. Hats worn in the classrooms if deemed by the teacher or administrator to be disruptive to the educational process

Dress Code enforcement

A. All employees are responsible for helping students to be familiar with the dress code and understand dress code requirements and prohibitions.

B. When a student is wearing clothing items prohibited by the code, he or she is to be informed of the violation and asked to comply (e.g. remove hat, remove chain). If it is inappropriate to remove the item or if the student does not comply, the Principal or designee shall be notified by the employee.

C. PCHS staff members may *require* that the student add additional clothing (e.g. sweater, jacket) for the remainder of the day or have the student contact a parent/guardian to bring alternate clothing for the student.

D. Disciplinary actions shall be taken, as determined appropriate by the Principal or Dean of Students, when a student continues to violate the code. Refusal of a student to comply with the dress code shall be considered to be a violation of the Conduct Code and the student shall be subject to suspension and/or possible expulsion.

E. When a disagreement arises over the appropriateness of student dress, the Principal or Dean of Students shall make the final decision as to whether the dress is or is not in compliance with this policy.

DRUG, ALCOHOL AND TOBACCO USE POLICY

Students shall not possess, use, sell, distribute, procure, engage in a conspiracy to conduct a drug/alcohol transaction, or be under the influence of alcohol, illegal drugs or other controlled substances while on school property, in a school vehicle, while taking part in any school sponsored or sanctioned activity, or within 1000 feet of the school campus.

A. For purposes of this policy, controlled substances include, but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, including medical marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with Board policy and regulations on administering medicines to students.

B. This policy also includes substances that are represented by the student to be any such controlled substance or what the student believes to be any such substance.

Drug, Alcohol, Tobacco Use Policy Violations

A. Recommendation for expulsion and notice to the Park County Sheriff’s office shall be mandatory for involvement in a sales transaction involving drugs or other controlled substances, or for distribution of drugs or other controlled substances. The length of expulsion shall be determined by the superintendent, but shall be for a minimum of 80 school days.

B. Students engaging in a conspiracy to conduct a drug/alcohol transaction, or possessing, using, procuring, or under the influence of illegal drugs or alcohol, shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

- C. Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis. When appropriate, parents shall be involved and every effort will be made to direct the substance abuser to sources of help.
- D. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs that are available.
- E. Any infraction involving drugs, alcohol, and/or tobacco is considered to be a major infraction (see “Student Discipline”).

First Offense for Use of, Possession of, or Being Under the Influence of Alcohol, Being Under the Influence of Drugs, or Possession of Drug-Containing Paraphernalia: (all of the following will apply): 1) The students will be suspended for 5 days. 2) A parent conference will be required. 3) The school official will attempt to develop with the parent and the student a procedure and follow-up program that will outline the responsibilities of the parent, student, and the school in an effort to keep any further offense from occurring. 4) The parent and student will be provided information concerning voluntary drug/alcohol treatment programs. 5) Law enforcement authorities will immediately be contacted by the Principal or his/her designee. A written report will be submitted to the Park County Sheriff’s Office informing them of the incident.

Second Offense for Use of, Possession of, or Being Under the Influence of Alcohol, Being Under the Influence of Drugs, or Possession of Drug-Containing Paraphernalia: (all of the following will apply): 1) The student will be suspended for 5 days and a recommendation made to the superintendent for an additional 5 days suspension. 2) Information concerning voluntary drug or alcohol treatment programs or an acceptable voluntary counseling program will be given to the student and parent. 3) Written evidence of the student having taken the initiative to participate in a treatment program will be required prior to the consideration for re-admittance. This can be accomplished by attending an acceptable counseling, treatment or rehabilitation program using the student's own resources to pay for either a private facility, the county mental health facility or appropriate publicly-funded programs. 4) Law enforcement authorities will immediately be contacted by the Principal or his/her designee. A written report will be submitted to the Park County Sheriff’s Office informing them of the incident.

Third Offense: (all of the following will apply): 1) The student will be suspended pending referral to the Board of Education for expulsion. The Principal or his/her designee will notify the superintendent in writing of the suspension and the superintendent will make a recommendation to the Board. 2) Law enforcement authorities will immediately be contacted by the Principal or his/her designee. A written report will be submitted to the Park County Sheriff’s Office informing them of the incident. 3) If the student participates in an appropriate rehabilitation program and receives significant treatment, the district will consider re-admittance to school in accordance with any terms of the suspension or expulsion.

Selling, Giving, or Exchanging Alcohol, Narcotics or Other Dangerous Drugs on School Premises: Students engaged in selling, giving or exchanging alcohol, narcotics, or other dangerous drugs will be dealt with in the following manner: 1) The student will be suspended from school pending recommendation for expulsion. The school Principal or his/her designee will notify the superintendent in writing and the superintendent will then make a recommendation to the Board of Education. 2) The student will immediately be referred to the Park County Sheriff’s Office for appropriate action.

Disciplinary Action for Tobacco Use, Distribution, or Possession on School Premises and at School Related Events:

- 1st Offense:** 1 day In-School Suspension
- 2nd Offense:** 3 days In-School Suspension
- 3rd Offense:** 5 days In-School suspension

EQUIPMENT/TEXTS

PCHS will provide textbooks and equipment as required in specific classes. For equipment loaned to students on a long-term basis, such as graphing calculators, students will be expected to provide batteries. Students will be financially responsible to replace lost, damaged, or stolen equipment/texts. Diplomas may be held until students meet their financial obligation(s).

FIELD TRIPS

Occasionally, teachers may schedule field trips that enhance school curriculum. In order to attend a field trip, a student must first secure written permission from the student's parent or guardian. At the discretion of the teacher, the Principal, or the Dean of Students, a student may be denied the privilege of attending a field trip due to disciplinary, medical, safety, academic, or attendance concerns. If field trips are determined to be supplemental to the educational program, as opposed to a required part of subject-area curriculum, transportation costs may be charged to each student.

FIRE DRILLS

Fire drills will be conducted once a month, as required by law, at various times during the school day. Students will become familiar with exit routes, which are posted in each room. Students are to exit the building in a quiet, orderly manner and return in the same manner and route.

2011-2012 GRADING CALENDAR

1st Semester (Smear): Aug. 18 – Dec. 16 = 1 semester block = 1 year = 1 credit

| | |
|-----------------------|-------------------------|
| September 16..... | Progress Reports Posted |
| October 11 & 13..... | Midterm Exams |
| November 16 | Progress Reports Posted |
| December 15 & 16..... | Final Exams |

2nd Semester (Smear): Jan. 4 – May 23= 1 semester block = 1 year = 1 credit

| | |
|------------------|-------------------------|
| February 7..... | Progress Reports Posted |
| March 7 & 8..... | Midterm Exams |
| April 11..... | Progress Reports Posted |
| May 16 & 17..... | Senior Finals |
| May 22 & 23..... | Final Exams |

Last day for seniors –Thursday, May 17

Senior Finals – May 16-17

Graduation-Sunday, May 20, 2011 (subject to change by the PCSD School Board)

GRADING SCALE

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59

Quarter grades are averaged equally to result in a final grade for each semester. The midterm exam grade and the final exam grade count as 20% of each respective quarter grade. At the discretion of the teacher, a grade of "Incomplete" may be awarded due to unusual circumstances. However, an "Incomplete" grade must be resolved within two weeks of the end of the grading period (quarter) in which it was awarded.

For Advanced Placement classes, students will receive an additional 1.0 grade for As, Bs, and Cs when determining their 4.0-scale GPA. AP classes will be weighted using the following scale:

A: 100-110 B: 90-99 C: 80-89 D: 60-69 F: 0-59

GRADUATION REQUIREMENTS

Students must earn 26 credits (28 starting with the class of 2015) in order to graduate from PCHS. All courses count toward high school graduation and toward college entrance and must be earned in the following manner (grade in which course is usually taken is shown on the right):

| | | |
|---|---|--------|
| English | 4 credits | 9 - 12 |
| Mathematics | 3 credits in prescribed sequence including Geometry | 9 - 11 |
| Physical Science | 1 credit | 9 |
| Biology | 1 credit | 10 |
| Earth Science, Chemistry or Physics | 1 credit | 11 |
| Geography | 1 credit | 9 |
| World History | 1 credit | 10 |
| United States History | 1 credit | 11 |
| Civics/Government | 1 credit | 12 |
| Economics | 1 credit | 12 |
| P.E. | 1 credit | 9 - 12 |
| Electives | 10 credits (12 starting with the class of 2015) | 9 - 12 |

Additionally, **students must demonstrate proficiency** by obtaining a proficient or advanced rating on the grade 10 CSAP Reading exam OR an ACT Reading score of 18 OR a percentile rank of 40 or higher on a national standardized test including computerized reading assessments.

HONORS PROGRAM

To participate in the Honors Program, a student must meet all graduation requirements, take six out of the fourteen honors classes in the proper sequence **AND** maintain **a grade greater than or equal to 80% in EACH honors class**. The honors program will include the following classes:

PREREQUISITE

English 9 (95% or above) OR
English 9 and 10 (80% or above and
teacher recommendation)

College Prep (CP) English 1 (80% or
above and teacher recommendation)

CP English 2 (80% or above and teacher
recommendation)

Algebra 2 (80% or above)
Algebra 3 (80% or above)
Pre-Calculus (80% or above)

World Geography and teacher rec.

World Geography, World
History & CP English 1

U. S. History (85% or higher,
CP English 1 **AND** teacher rec.)

Biology 1, Earth Science
AND Algebra 2

COURSES

College Prep English 1

CP English 2

Adv. Placement (AP) English

Algebra 3
Pre-Calculus
AP Calculus

AP World History

AP U.S. History

CP Civics/Govt.
CP Economics

Chemistry **AND** Physics

PREREQUISITE

Biology 1 (80% or above and teacher recommendation)

Foreign Language 1 and 2

COURSES

Anatomy and Physiology

Foreign Language 3, 4, and 5

To compete for Valedictorian/Salutatorian, students must complete all high school graduation requirements, take **8** of the **14** honors courses (two of which must be AP courses), and obtain the highest percentage grade. The student who receives the highest percentage grade will be valedictorian, while the student receiving the second highest percentage grade will be salutatorian. If more than one student receives the highest percentage grade, all will be designated valedictorians. If more than one student receives the second highest percentage grade, all will be designated salutatorian. All Honors students will receive special recognition at the graduation ceremony.

HONORS/HIGH HONORS/ACADEMIC LETTER

Each semester's grades will be used to determine academic achievement. Students will be on the **honor roll** each semester if they earn an 85% average or above (with no grades below 80%) during each semester. Students will receive "high honors" if they maintain 90% or above in each class during each the semester. An **academic letter** will be awarded to students who have maintained an 85% (with no grades below 80%) during the entire school year. This is only based on each year's performance. A highest honors pin is awarded each year to the member of each class with the top percentage grade.

The above honors will be awarded to students if they have enrolled in classes for three credits each semester. Students' transfer grades from their previous school will be calculated with their grades at PCHS to determine eligibility.

PCHS INCENTIVE DAY POLICY

(effective August 18, 2011)

Purpose: Promote good school attendance/**BEHAVIOR**

Students can earn the opportunity to participate in an Incentive Day activity off campus, which will be chosen via election by the student body. Qualifying students who earn Incentive Day will participate in this school activity on May 14, 2012 if they meet the following criteria:

- Pass all classes with a 70% each quarter, both semesters
- 5 or less excused absences for the year
- No tardies
- No disciplinary referrals
- Are not a fifth year senior.

Students will also have the opportunity to "buy back" the ability to earn Incentive Day and/or Test Exemption, one time a year, with earned Husky Tickets. Each student will be allowed to turn in 10 Husky Tickets, and in turn, 1 minor discipline referral, as determined by the administration, will be removed from their file.

If a student has an unexcused absence, he/she IS NOT eligible for Incentive Day. All fees, fines, and lunch charges must be paid, as well as all books and uniforms returned, before a student is eligible for Incentive Day. A PARTIAL Incentive Day will not be awarded.

On Incentive Day, teachers will assign students class work that is counted as 5% of their grade or totals 50 points. Students who are required to attend school on Incentive Day, but do not, will receive a zero for that day's assignment unless their absence is excused by parents and they make up that assignment within one school day of their return.

INFINITE CAMPUS

Parent Portal Acceptable Use Policy

PCSD provides a service that allows students and parents the ability to access student academic activity via any computer connected to the Internet. The Parent Portal is a means to further promote educational excellence and to enhance communication with parents and students. Parents or students can find instant access to information about school attendance, grades, and class assignments.

Every person accessing the Platte Canyon School Districts' Parent Portal is expected to act in a responsible, ethical, and legal manner. The portal will be available to every parent or guardian of a student enrolled in the Platte Canyon School District. Parents are required to adhere to the following guidelines.

1. Parents will not share their passwords.
2. Parents will not attempt to harm or destroy data of their own children, or another user, school or district network, or the Internet.
3. Parents will not use the portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who believe they have identified a security problem with the myCampus Parent Portal must notify the district office immediately.
6. Parents who are identified as a security risk will be denied access to the myCampus Parent Portal.

In order to access the Parent Portal, please contact Shelly Carlstrom at 303-838-7666 x 1018 or scarlstrom@plattecanyonsd1.org. You will then be given log-in instructions. You will then be prompted to enter a user name and password. Please make a note of this user name and password. Users who try to enter an incorrect user name and password will be locked out of the myCampus portal on the third try.

By activating your myCampus account, you are agreeing to the Platte Canyon Acceptable Use Policy.

In order to access the Parent Portal, your computer will need to meet the following requirements. If you do not have the correct browser, you will need to upgrade.

- a) Internet connection – 56k modem speed or greater.
- b) Browser – Internet Explorer 5.5 or higher, Mac or Windows. The latest version of Internet Explorer can be downloaded at the following Internet address: <http://www.microsoft.com>

Parents will need your GUID (Global Unique ID) as provided to log on to the network. Please email Shelly Carlstrom: scarlstrom@plattecanyonsd1.org to receive this information. For student access, students will use their student ID as their username and their birthdate (mmddyy) as their password. In order for the school to be able to email you regarding your students grades, attendance, or behavior we need you to go to the "Change Contact Info" icon and check on the appropriate boxes.

To further ensure your privacy and security you may wish to set your browser to delete the web pages after you have viewed them so they cannot be accessed again without logging in again.

- Open Internet Explorer
- Click on the Tools menu
- Click Internet Options
- Click on the Advanced Tab
- Find this setting and check the box next to it: **Do not save encrypted pages to disk**
- Once the check mark is added click Apply, and click OK.
- Close your Internet Browser for new settings to take effect.

Website: https://mst.epm.infinitecampus.org/campus/portal/platte_canyon.jsp

Click on the following icons to access the described information:

FAMILY – will show you the current demographic information we have on your student.

(Please notify us if any information needs to be updated.)

CALENDAR – will show you what days your student has assignments due. Click on each “A+” to see detailed assignment info. Holidays and weekends will be grayed out.

SCHEDULE – will not only show you the current schedule for your student, but also their current grade (click on the name of the class to see detailed grade description) and will provide a direct email link to the teacher (click on the envelope next to the teacher’s name). We are on a semester system. We have two semesters per year, two quarters per semester.

HEALTH – enables parent to view or print a current copy of student immunizations

FEES – shows all fees assessed to the student as well as payments made

REPORTS – allows parent to view most recent report card, progress report, transcript (unofficial) and more

PLATTE CANYON HIGH SCHOOL – connects user to the PCHS school website

PARENTS OR STUDENTS WHO HAVE QUESTIONS REGARDING GRADES THEY ARE VIEWING SHOULD CONTACT THE TEACHER DIRECTLY BY PHONE OR EMAIL. OFFICE STAFF CANNOT ASSIST YOU WITH GRADE QUESTIONS FOR A SPECIFIC TEACHER.

INSURANCE

The school makes an accident insurance policy available as a service to students and their families. Brochures are available in the main office.

LOCKERS

Lockers are issued to sports participants at the discretion of coaches. All students must provide their own lock and register their locker number with their coach. **Lockers are the property of the school and may be searched at any time. PCHS is not responsible for lost or stolen articles from lockers.**

LUNCH

Students are not allowed to leave campus for lunch. Students are directed to congregate either in the Canyon Room, in the areas around the sidewalks bordering the South and East sides of the West Building. All other areas are off-limits to students during lunch unless students have received prior written permission from a staff member. Students are expected to return trays to the Canyon Room and are expected to place their trash in the appropriate receptacles.

PARKING

Student and visitor parking at PCHS is a privilege, not a right. Student parking may be limited due to availability. Parking permits will be issued each year by the Dean of Students at a cost of \$45 per semester. Parking passes MUST be visible. Parking fees shall not be required of students who need a vehicle to participate in an off campus course of study, instruction, or class including, but not limited to, students participating in ACE, Warren Tech Vocational programs, and Concurrent Enrollment classes.

Replacement parking tags will be provided for lost or stolen tags at a cost of \$5 per tag. Students are not to remain in their cars upon arrival to school nor sit in vehicles during lunch. Loitering in the parking lot is prohibited. All students are to drive slowly in the parking lot. Students are required to park in their assigned spot in a manner as not to impair access for the buses. Students who choose to drive recklessly or in an unsafe manner on school grounds will lose driving/parking privileges.

Parking violations will be addressed in the following manner:

1st violation --- Warning

2nd violation --- \$5 Parking ticket issued. Student will not be allowed to park at school until fee is paid. Written notification will be provided to the registered owner of the vehicle.

3rd violation --- Vehicle may be towed from lot at student’s expense. Student will forfeit parking fee. Parking privileges will be revoked for the remainder of the semester.

SCHEDULE CHANGES

Changes of classes are permitted *through* the first five days of each semester for academic reasons only with the permission of the parents, the teachers involved, and the counselor. Classes dropped **two weeks** after the beginning of each semester may result in a failing grade.

SCHEDULING ACTIVITIES

All activities must be scheduled through the activities director well in advance. This includes dances, field trips, pep rallies, assemblies, and class meetings.

SCHOOL SCHEDULES

Daily (Regular)

1st Period: 7:30 – 9:00

Pass: 9:00 – 9:10

2nd Period: 9:10 – 10:40

Students with 1st Lunch:

1st Lunch : 10:40 – 11:10

Pass: 11:10 – 11:15

3rd Period: 11:15 – 12:45

Students with 2nd Lunch:

Pass: 10:40 – 10:50

3rd Period: 10:50 – 12:20

2nd Lunch: 12:20 – 12:45

Pass: 12:45 – 12:55

4th Period: 12:55 – 2:30 OR

4A: 12:55 – 1:40

Pass: 1:40 – 1:45

4B: 1:45 – 2:30

Minimal

1st Period: 7:30 – 8:20

Pass: 8:20 – 8:30

2nd Period: 8:30 – 9:20

Pass: 9:20 – 9:30

3rd Period: 9:30 – 10:20

Pass: 10:20 – 10:30

4th Period: 10:30 – 11:30 OR

4A: 10:30 – 11:00

Pass: 11:00 – 11:05

4B: 11:05 – 11:30

DELAYED START SCHEDULE

The district will implement the delayed start schedule listed below if inclement weather creates the need for a late start. The District IRIS system will be employed to notify District families of the delay. School will start at **9:00 a.m.** on delayed start days.

1st Period: 9:00-9:45

Pass: 9:45-9:55

2nd Period: 9:55 – 10:40

Students with 1st Lunch:

1st Lunch: 10:40-11:10

Pass: 11:10-11:15

3rd period: 11:15 – 12:45

Pass: 12:45-12:55

4th Period: 12:55-2:30 or

4A: 12:55-1:40

Pass: 1:40-1:45

4B: 1:45-2:30

Students with 2nd Lunch:

Pass: 10:40-10:50

3rd Period: 10:50-12:20

2nd Lunch: 12:20-12:45

SCHOOL CLOSURE

In the event that school is cancelled because of weather, building facility breakdown, or other emergency cases, notification will be posted on the District website (www.plattecanyonschools.org) as well as broadcast over the district IRIS system, KOA, KHOW and school voice mail at 303-838-4642.

SCHOOL NURSE / HEALTH ROOM

Health services are provided to the Platte Canyon School District through The Children's Hospital School Health Program. The Health Office is located inside the main office. In the unlikely event that a student need medical attention during the school day, trained school personnel will provide minimal services and will contact parents and/or medical personnel, if warranted.

Medications:

In accordance with the Colorado State Medication Guidelines, trained Platte Canyon School District employees will administer prescription and over the counter medications with **written parent and physician permission**. It is the parent/guardian's responsibility to furnish the medication. In order to assure the safety of students, ALL medications must be brought to school by a parent/guardian and must be in the original container. All medications must be stored in the health office unless there is written parent and physician permission indicating special circumstances requiring alternative carrying and/or storage of medications (i.e. inhalers, diabetic supplies, etc.). Prescription medications must come in the original container labeled with: child's name, name of medicine, times medicine is to be given, dosage, pharmacy name and number and physician's name.

According to Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act (passed in 2005), students may carry emergency medications (i.e. inhalers and epipens). The law requires written parent and physician permission, a health care plan, and a contract signed by student, parent, and the School Registered Nurse.

Immunizations

Colorado State Law requires ALL students to be fully immunized and to provide a copy of the immunization record upon school entry. Parents also have the option of signing the personal exemption on the immunization record stating they do not want their child immunized for personal or religious reasons. A physician can also sign the immunization record indicating the child is unable to receive immunizations due to medical reasons. Please call Mike Schmidt, PCHS Principal, at 303-838-4642 if you have any questions regarding health services.

SCHOOL DANCES

School dances are conducted for the enjoyment of PCHS students. PCHS students may bring a non-PCHS student guest (including PCSD home-schooled students) to a school-sponsored dance under the following conditions:

- A. **Guests must be registered with the Principal or Dean of Students prior to a set deadline before the dance or they will not be admitted.**
- B. Guests may be denied admission to the dance due to safety concerns.
- C. While on the school grounds, guests will follow all PCHS rules and guidelines.
- D. Guests must be of high school or college age (not younger than 13 and not older than 20), and if enrolled in a school, must be in good standing at their school at the time of the dance. Middle school students may not attend.
- E. Students are limited to one guest per dance.
- F. The Prom is intended to be a Junior/Senior dance. However, a junior or a senior may bring a sophomore guest.

Non-registered guests will be turned away at the door on the day of the dance.

SCHOOL SECURITY CAMERAS/PERSONNEL

PCHS employs the use of several security cameras in order to maintain 24-hour surveillance of certain regions of the PCHS campus. These cameras provide video surveillance coverage of classrooms, grounds, hallways, and common areas. The utilization of these cameras helps provide a safer school environment for students, staff, and visitors.

STUDENT DISCIPLINE

The district's approach to student discipline is oriented toward the positive, through encouraging the use of a variety of informal disciplinary steps such as teacher/student/parent conferences prior to formal disciplinary action. Should, however, informal procedure prove ineffective, district policy calls for formal disciplinary strategies such as temporary removal from class, in-school suspension, out-of-school suspension, and expulsion.

In-school Suspension (ISS)

The in-school suspension (ISS) program is predominately utilized at Platte Canyon High School. This program is an alternative to the traditional out-of-school suspension option in which students are denied their right to attend school. It is a constructive approach used for disciplinary action to help students learn more about their own behavior when it becomes disruptive to the educational process. Students will receive credit for the work they perform during their in-school suspension and will hopefully show a change in behavior and attitude. We wish to have a positive impact on the students served through the ISS program.

In the ISS program, students will be required to complete assignments from academic teachers as well as those issued by the ISS instructor. Students who do not follow the ISS guidelines will be referred to the Dean of Students who will assign additional days in ISS or suspend out of school. Once students are suspended out of school for disruption in ISS, they will not re-enter the regular classroom until they have completed their original ISS assignment. Students are encouraged to enter the ISS room with a cooperative attitude so that the option of out-of-school suspension need not be exercised, and that their opportunity for instruction need not be interrupted.

When assigned to the ISS room, students will be provided a copy and explanation of the ISS rules. The student will sign the rules sheet and date it. Students will be assigned to ISS for a designated time; that time will be extended if **ALL** work is not completed within the designated timeframe. Students who are not assigned to ISS are not permitted in the area. Detention will be assigned to those who choose to interrupt the ISS room.

THE SEVERITY OF A STUDENT'S MISBEHAVIOR MAY WARRANT ACTION BEING TAKEN AT ANY REFERRAL LEVEL. EXPULSION COULD OCCUR ON A STUDENT'S FIRST OFFENSE IF THE SEVERITY OF THE INFRACTION WARRANTS SUCH ACTION.

After-school Detention:

Students may be assigned after-school detention by any authorized school personnel. It will be held on a daily basis for 30 minutes following the regular school day. Students may arrange for a ride or take the 3:10 bus to Deer Creek Elementary School, and arrange for a ride from there. During after-school detention, students will bring academic work to complete. Simply sitting will not be allowed. Students who choose not to attend after-school detention will be referred to the Dean of Students and an in-school suspension will be assigned.

THE FOLLOWING INFRACTIONS AT PCHS WILL BE CONSIDERED MINOR OFFENSES:

- | | |
|-------------------------------------|---------------------------------------|
| 1) Inappropriate language | 5) Minor class disruption |
| 2) Leaving class without permission | 6) Inappropriate display of affection |
| 3) Being in an unauthorized area | 7) Dress code violation |
| 4) Tardiness | 8) Electronic device misuse |

Minor offenses will be dealt with by individual classroom teachers or other authorized school personnel. After-school detention may be assigned. Students who continually disrupt the educational process through minor infractions may be referred to the Dean of Students and may be assigned to ISS.

THE INFRACTIONS LISTED BELOW WILL BE DEALT WITH IN THE FOLLOWING MANNER:

1) Tardies

Students are considered tardy if they are not in their classroom seats when the tardy bell rings. Tardies are cumulative for the semester. Any tardy over 15 minutes will be considered an absence from that class. Teachers will refer students to the Dean of Students who will assign detention in the following order when tardies become habitual:

3rd tardy: one day of after-school detention

5th tardy: two days of after-school detention, parents notified by phone

6th and 7th tardy: 3 days of after-school detention.

Any tardy after 7-ISS for repeated class disruption and insubordination

2) Detention Violation (Missing an assigned after-school detention)

1st offense: one day in-school suspension (ISS)

2nd offense: three days ISS

3rd offense: five days ISS

3) Inappropriate Public Display of Affection or Inappropriate Language

1st offense: Official **Written** Warning from Dean of Students

2nd offense: one day after-school detention

3rd offense: three days after-school detention

4) Parking Violation (No visible parking tag, parking in a space designated for someone else, using someone else's parking tag, or illegal/obstructive/dangerous parking)

1st offense: Official warning sticker placed on vehicle

2nd offense: Parking fine of \$5 and revocation of parking privileges until fine is paid in full

3rd offense: Vehicle may be towed at owner's expense. Parking privileges will be revoked for the remainder of the semester and parking fee will be forfeited.

5) Dress Code Violation

1st offense: Verbal warning and request to conform to dress code and e-mail to Dean of Students

2nd offense: Written warning from Dean of Students and request to conform to dress code

3rd offense: After-school detention assigned

4th offense: ISS due to repeated insubordination.

6) Repeated Refusal to Complete Homework

1st offense: Teacher-assigned time to make up work

2nd offense: Teacher notifies parents-assigns time to make up work

3rd offense: Referral to Dean of Students and parents notified

4th offense: Possible referral to school-wide RtI Team

THE FOLLOWING INFRACTIONS AT PCHS WILL BE CONSIDERED MAJOR OFFENSES:

1) Disrespect to school officials or others, insubordination (failure to comply with reasonable request by staff)

- 1st offense: In-school suspension (ISS) --- one to three days based on severity of infraction
- 2nd offense: one day out-of-school suspension (OSS)
- 3rd offense: OSS --- 3 to 5 days based on severity; student will be placed on a behavior plan

2) Habitual/Extreme Disruption in the Classroom/Hallway

- 1st offense: one to three days ISS, based on severity
- 2nd offense: three to five days ISS, based on severity
- 3rd offense: one to five days OSS, based on severity

3) Plagiarism (To submit as one's own writing the words or ideas of someone else)

- 1st offense: teacher will give a zero for the assignment and phone parents. One day of ISS will be assigned.
- 2nd offense: the student will be withdrawn from the course. The student will not receive credit for the course.

4) Fighting

- 1st offense: three days OSS
- 2nd offense: four days OSS; student will be placed on a behavior/safety plan
- 3rd offense: five days OSS

All fights will be investigated thoroughly. If extenuating circumstances arise, further review of consequences may be necessary. Any serious PROVOCATION of a fight will result in the same consequences as stated above. Any activity, that is extremely violent in nature, may result in out-of-school suspension, expulsion, and/or referral to the Park County Sheriff's office.

5) Truancy

- 1st offense: Students will receive an academic penalty for the class(es). Two days of after-school detention will be assigned for each class missed. Parents will be notified either via phone or email.
- 2nd offense: Students will receive an academic penalty for the class(es). Three days of after-school detention will be assigned for each class missed. Parents will be notified either via phone or email.
- 3rd offense: Students will receive an academic penalty for the class and Dean of Students will phone parents. One day of in-school suspension will be assigned. A letter will be sent notifying parents/guardian of the third unexcused absence as per Board Policy.

6) In-school Suspension Violation

If a student causes a disruption in ISS, the student will be sent home for the remainder of the day. Additional day(s) in ISS or OSS will be assigned. Students must complete assigned days in the ISS room before returning to the regular classroom.

7) Bullying

Bullying is any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, on school transportation, at a designated bus stop, or at school activities or school-sanctioned events. Referrals for bullying may result in school disciplinary action, referral to law enforcement, referral to the school-wide Rtl team or a combination of these.

8) Threatening Students and Staff, Harassment

The School Resource Officer or a deputy from the Park County Sheriff's office may be notified when serious threats are made or when students physically or verbally intimidate and/or harass other students. Students engaging in this type of behavior will be suspended out of school for one to five days. When a threat is made, the severity of the threat will be determined by the Threat Assessment Team. Disciplinary action may be warranted at any referral level (including possible expulsion), based on the severity of the infraction.

9) Theft/Vandalism

The School Resource Officer or a deputy from the Park County Sheriff's office will be notified when serious theft or vandalism occurs. Restitution will be made by the student, and out-of-school suspension will be assigned from 1-5 days, according to the value of the property taken or damaged. Recommendation for expulsion may be warranted according to the severity of the offense.

10) Inappropriate behavior

Members of the student body are expected to conduct themselves as mature individuals when attending school gatherings, pep rallies, plays, assemblies, sporting events (home or away), etc. Those students who exhibit inappropriate behavior such as throwing objects, yelling obscenities, being disrespectful, etc. may be escorted from the event and will face appropriate consequences.

Any behavior at school or school-related events, which is deemed inappropriate by school staff, may result in disciplinary action.

11) Cheating (other than plagiarism)

1st offense: teacher will give student a zero for the assignment, phone parents, and notify Dean of Students

2nd offense: teacher will give student a zero for the assignment and one day in-school suspension (ISS) will be assigned.

3rd offense: teacher will give student a zero for the assignment and three days ISS will be assigned

4th offense: teacher will give student a zero for the assignment and one day OSS will be assigned.

12) Sexual Harassment

Students who sexually harass other students may be subject to a conference with school officials and parents, an in-school or out-of-school suspension assignment, and/or a recommendation for expulsion from the school district, depending upon the severity of the offense. Sexual harassment may include, but is not limited to: sex-oriented verbal "kidding," abuse or harassment, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, and unwelcome touching such as patting, pinching, or constant brushing against another's body.

13) Violent crimes committed out of school

Any student who commits a crime of violence, or of a sexual nature, at school or outside of school, as described in Board Policy, Section 400 ("Students"), may be recommended for expulsion from the Platte Canyon School District or suspended out of school, pending the outcome of the juvenile or criminal proceedings.

14) Hazing

Any form of mental/physical abuse directed by an upperclassman towards an underclassman for the purpose of a “rite of passage” membership on a team or club will be viewed and treated as hazing. Students involved in such behavior will be dismissed from the team or club, and will be subject to in-school or out-of-school suspension, depending on the severity of the offense. The Park County Sheriff’s office may also be notified.

15) Closed Campus Violation

Students who violate the closed campus policy by driving, riding, or walking off-campus during the school day, without properly securing prior permission to do so, will be subject to the following consequences:

1st offense: Revocation of privilege for the registered driver of vehicle for two weeks. Passenger(s) will receive three days of after-school detention.

2nd offense: Revocation of privilege for the registered driver of vehicle for one month. Passenger(s) will receive five days of after-school detention.

3rd offense: Revocation of privilege for the registered driver of vehicle for three months. Any further violation may result in revocation of the driving privilege for the remainder of the year. Passenger(s) will receive two days of ISS.

16) Possession or use of water balloons, water guns, shaving cream, spray strings, eggs, etc. or water bottles (used to spray water or other liquid) on school property or buses may result in in-school suspension, out-of-school suspension, or expulsion, based on the severity of the offense.

17) Gang Activity

The Platte Canyon School District maintains that any gang or gang-related activity, or the presence of any gang, in the school disrupts and interferes with school programs and obstructs the lawful missions and operations of the schools. Students will not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes. Furthermore, students will not recruit or aid in the recruitment of gang members, wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang, or engage in behavior intended to threaten or intimidate those individuals or engage in any actions that aid or further gang or gang-related activities or purposes.

Students displaying any of the above behaviors will be suspended out of school, a parent conference will be held, and a recommendation for expulsion may occur.

18) After-School Discipline Problems

All after-school problems will be handled according to the disciplinary policies and procedures that are in place for the regular school day.

WEAPONS: The Board of Education determines that possession and/or use of a weapon by students is detrimental to the safety of students and personnel within the district. Possession and/or use of a weapon shall result in disciplinary action as described in the “Weapons” section of this student handbook. The Principal or designee shall report any student who violates this policy or any incident involving a weapon to law enforcement officials.

***** All drug-related, alcohol-related, tobacco-related, and weapons-related incidents are considered to be major offenses. The disciplinary consequences for these infractions are described in the “Drug, Alcohol, and Tobacco Use Policy” and “Weapons” sections of this handbook.**

Habitually Disruptive Procedure

Any student who accumulates **three** major offenses may be placed on a remedial plan agreed upon by the Dean of Students, counselor, parents and student. A student who accumulates **four** major offenses may be temporarily placed in an alternative program, and an update of the student's remedial plan may occur. A student who accumulates **five** major offenses may be recommended for permanent alternative placement or expulsion from the Platte Canyon School District.

STUDENT EXPRESSION

Rights and Limitations

A. For purposes of this policy, student expression includes expression in any media, including, but not limited to, written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

B. Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school. Materials judged by authorized school personnel to be any of the following shall be deemed inappropriate at school:

1. Obscene.
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law.
3. Profane or vulgar.
4. False as to any person who is not a public figure or involved in a matter of public concern.
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school.
6. Violates the rights of others to privacy.
7. Threatens violence to property or persons.
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap.
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process.
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.

C. **Violation of this policy shall result in disciplinary action as determined by the Principal and in compliance with Policy 420, Student Discipline.**

School Sponsored Publications

The School Board encourages students to express their views in school-sponsored publications and productions and to observe rules for responsible journalism. No student will be permitted to express views in school-sponsored publications or productions that:

- 1 Are false or obscene, libelous, slanderous or defamatory under state law.
- 2 Present a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school.
- 3 Violate the privacy rights of others.
- 4 Threaten violence to property or persons.

Student editors of school-sponsored publications or productions shall be responsible for determining the news, opinion, and advertising content of their publications or productions subject to the limitations of this policy and state law. The media advisor within each school shall be responsible for supervising the production of school-sponsored publications or productions and for teaching and encouraging free and responsible expression and professional standards of journalism.

The media advisor has authority to establish or limit writing assignments for students working with publications or productions and to otherwise direct and control the learning experience that publications

or productions are intended to provide when participation in a school-sponsored publication or production is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications or productions shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy.

School-sponsored student publications or productions may be distributed to students at a place and time, and in a manner determined by the principal.

Student Distribution of Non-curricular Materials

Students shall be allowed to distribute non-curricular written materials 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 material in any media containing expression that is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

Student Expression Policy Violations

Students violating this policy shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion.

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

1. Equal Educational Opportunity
2. Due Process
3. Exercise Free Expression
4. Freedom of Assembly
5. Open Records.

STUDENTS' RESPONSIBILITIES

1. Protect the rights of others to study and learn.
2. Attend classes, be on time and attempt to complete course of study as prescribed by the Board of Education.
3. Respect public property by caring for it and protecting it from theft or damage; at the same time, respect the individual property of staff and students in the same manner.
4. Promote the physical safety and personal security of all others.
5. Personally refrain and discourage others from possessing or exchanging any kind of weapon.
6. Personally refrain and discourage others from using, possessing, buying, being under the influence of, or selling alcohol and narcotics or other dangerous drugs.
7. Practice and encourage honesty in academic work and in all other transactions.
8. Respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.

STUDENT TRAVEL

If students are representing PCHS as a team member, band member, choir member or class member on a field trip, they must conduct themselves in an acceptable manner. Students must ride in a school bus or school-approved vehicle. Trip sponsors/supervisors reserve the right to require that students ride the bus back to the Bailey area after the event. Parents wishing to take their child home after an athletic game or school-related event must provide the sponsor of the activity a written note requesting that the student be allowed to return home with the parent or another parent prior to the day of the event. **ONLY THE CHILD'S PARENT CAN RELEASE THE STUDENT. NO STUDENT WILL BE RELEASED TO ANOTHER STUDENT.**

PCHS TEST EXEMPTION POLICY

(effective August 18, 2011)

Purpose: Promote outstanding academic achievement

Students can earn the opportunity to be exempt from the final exam in a class if they meet the following criteria:

- At least 85% in the class, each quarter (at least 75% in AP classes)
- No disciplinary referrals
- 5 or less excused absences for the semester
- Are not a fifth year senior.

Fall Semester, 2011

All students must meet the academic criteria for test exemption by Tuesday, December 13, 2011 at 2:30 pm. Please keep in mind, a student can still lose the ability to earn test exemption after that date due to behavioral infractions and/or attendance violations.

Spring Semester, 2012

All students must meet incentive day criteria by Thursday, May 10, 2012 at 2:30 pm. All seniors must meet test exemption criteria by Thursday, May 10, 2012 at 2:30 pm. Freshman, Sophomores, and Juniors must meet test exemption criteria by Thursday, May 17, 2012 at 2:30 pm. Please keep in mind, a student can still lose the ability to earn incentive day and test exemption after the above dates due to behavioral infractions and/or attendance violations.

Students will also have the opportunity to “buy back” the ability to earn Incentive Day and/or Test Exemption, one time a year, with earned Husky Tickets. Each student will be allowed to turn in 10 Husky Tickets, and in turn, 1 minor discipline referral, as determined by the administration, will be removed from their file.

TUTORING CENTER

A tutoring center is available to students on a regular basis throughout the school year. Located in Room 202, the tutoring center allows students to receive assistance in many subject areas. This assistance is provided by peer tutors, but could also be provided by the supervising teacher. The schedule for the center is Tuesdays through Thursdays, 7:30-8, 9:10-9:40, 10:40-11:10, and 12:25 – 12:45 and 2:00-2:30. The schedule will be posted on the wall outside of Room 202. The tutoring center will be closed on Mondays and Fridays and may be closed at various times due to extenuating circumstances.

In order to utilize tutoring services, student must receive permission from their teacher in the form of a written pass. Permission to go to the tutoring center will be left to the discretion of the classroom teacher. It is a privilege, not a right.

UNAUTHORIZED AREAS

Weather permitting, students may go outside the buildings during break and the lunch period as long as they restrict themselves to authorized areas. During school hours, students are not allowed behind the school buildings, on the football fields, or on the bridge without staff permission. Students may not loiter in the parking lots during school hours. High school students are not to be inside or outside the middle school during the school day. During lunch, students may not be in either school building, with the exception of the Canyon Room, without prior written permission from a staff member.

USE OF FACILITIES

Use of either A or B gym, the weight room, or the athletic fields without proper permission and supervision is prohibited.

VANDALISM

Vandalism refers to any willful or malicious action to damage or destroy school property including, but not limited to, grounds, facilities, vehicles, equipment, supplies, or materials. Vandalism includes the knowing and unauthorized use, alteration, damage or destruction of any computer, computer system, software, program or computerized data. Vandalism includes any act of arson.

A student who plans an act of vandalism or who is identified to have committed an act of vandalism shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion. The student shall also be referred to law enforcement authorities and charges will be filed, as appropriate.

VISITORS

Parents are encouraged to visit their students during the school day to monitor student progress. If parents wish to visit the school, they should arrange such visits through the PCHS main office and with permission from the students' teachers. Students are not allowed to have non-parent visitors at school except under very extenuating circumstances. If such extenuating circumstances exist, permission must be secured from the administration and from each of the student's teachers prior to the day of the visit.

Upon arrival, all visitors to the building during school hours are required to secure a visitor's pass inside the main entrance. Loitering on school grounds is prohibited by law. Teachers will not admit any visitor to their classroom unless the visitor has a pass.

WEAPONS (DANGEROUS)

A. Students shall not carry, bring, possess or use a firearm in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. A firearm is defined as any gun including pellet and BB guns, whether operational or not, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm, or any device designed to propel projectiles by spring action or compressed air. Firearm facsimiles used for legitimate school purposes are excluded from this provision.

B. A student carrying, bringing, possessing or using a firearm as described in paragraph A of this Article shall be expelled for no less than one calendar year. However, mandatory expulsion is not required if the student discovers the firearm and notifies a district employee as soon as possible.

Knives

A. Students shall not carry, bring, possess or use knives in any school building, on school grounds, in any school vehicle or at any school-sponsored activity except for a specific, authorized educational purpose. A knife found in the possession of a student will be confiscated and returned to the parent upon request except that a knife as described in paragraphs "B" or "C" (below) shall be given to a law enforcement

officer for disposition. Further incidences of carrying, bringing, or possessing an unauthorized knife shall result in disciplinary action including possible suspension and/or expulsion for a length of time determined by the Superintendent.

B. A knife with a fixed blade longer than three inches in length or a pocketknife or spring-loaded knife with a blade longer than three and one-half inches is a dangerous weapon under Colorado law (C.R.S.22-33-106). A student carrying, bringing, possessing or using such a knife shall be expelled unless the student discovers the knife and notifies a district employee as soon as possible. The length of time of the expulsion shall be determined by the superintendent, but shall be for a minimum of 40 school days.

C. Any use of a knife of any length to threaten or harm any individual or to deface, damage or destroy school property shall be expelled for a length of time to be determined by the superintendent, but shall be for a minimum of 80 school days.

Instrument Intended to be Used or Used as a Weapon

A. A student who intends to use or uses any object, device, instrument, material, or substance, whether animate or inanimate, to threaten or harm any individual or to deface, damage or destroy school property shall be expelled for a length to be determined by the superintendent.

Potential Weapons

A. Any devices, instruments, materials or substances found in the possession of a student and deemed to be a potential weapon by the principal shall be confiscated and returned only to the student's parent, guardian or law enforcement official. Notice shall be given that any further possession in any school building, on school grounds, in any school vehicle or at any school-sponsored activity will result in disciplinary action.

**The superintendent may modify required expulsion lengths on a case-by-case basis to meet the provisions of statutes concerning the education of students with disabilities. Also, expulsion shall not be mandatory if a student discovers that he or she has carried, brought or possesses a weapon, notifies a teacher or school official, and as soon as possible, delivers the weapon to that person. In such actions by a student, the weapon in question shall be returned only to the student's parent, guardian, or law enforcement official.

WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school must obtain a withdrawal form from the counseling office. Each teacher, as well as other appropriate school personnel, must sign the withdrawal form. All books, library materials, and financial obligations must be cleared before a student can withdraw. A parental signature is required.

LEGAL NOTICES

Non-Discrimination Notice

The Platte Canyon School District complies with all laws prohibiting discrimination. All of the District's programs, activities and employment opportunities are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services. The Superintendent, Dr. James Walpole, Platte Canyon School District, Box 295, Bailey, Colorado 80421, phone (303) 838-7666 is the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of ...*

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use ...*

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Platte Canyon School District 1 has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Platte Canyon School District 1 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Platte Canyon School District 1 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Platte Canyon School District 1 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Availability of our Annual Report to the Public.

Every year, school districts in Colorado report about their performance to their communities, based on requirements in the *No Child Left Behind Act*. In addition, state law has required that districts report district accreditation information. Both the information required by federal law and district accreditation information is now available on the Colorado Department of Education's Web site at <http://www.schoolview.org/SchoolPerformance/index.asp>

There, the district profile for the Platte Canyon RE-1 School District includes the following information:

Assessment Data

1. Colorado Growth Model. The Colorado Growth Model provides a common understanding of how individual students and groups of students progress from year to year on the Colorado Student Assessment Program (CSAP) toward state standards based on where each individual student begins. Results are disaggregated by race/ethnicity, English language learners, economically disadvantaged students and students with disabilities.
2. CSAP results by grade level for each school and for the district. Results are disaggregated by race/ethnicity, English language learners, economically disadvantaged students and students with disabilities.
3. School and district CSAP performance for the last two years, compared with the state of Colorado as a whole.
4. CSAPA results (for students given the alternate assessment), if applicable.
5. National Assessment of Educational Progress results for Colorado students as a whole and disaggregated by race/ethnicity, English language learners, economically disadvantaged students and students with disabilities.

Accountability Data

1. Adequate Yearly Progress (AYP) results. Adequate Yearly Progress is the federal accountability measure for schools and districts under the No Child Left Behind legislation. The report includes the overall AYP determination for schools and districts as well as their specific AYP results.
2. The names and number of schools in your district that are identified as Schools on Improvement under No Child Left Behind.

Teacher Quality Data

1. The percent of classes not taught by Highly Qualified Teachers, and disaggregated by high and low poverty schools
2. Information about teachers including the professional qualifications of teachers, and the percent of teachers with emergency licenses.

Post-Secondary Readiness Data

1. Post-secondary readiness indicators including (as applicable): the number and percent of students taking advanced placement courses, students enrolled in institutions under the Post Secondary Enrollment Options Act.
2. Graduation rates and drop out rates.
3. Results of the college entrance exam (ACT) for the district as a whole, and compared to the state average.

Other Data

1. District budget, revenues and expenditures
2. Attendance rates
3. Evidence of a safe, civil learning environment, and
4. Number of expelled and suspended students;

This information is also posted on the district's Web site: www.plattecanyon.schools.org. If you would like a hard copy of this information, please contact Jan Howard at the District Office, 303 838-7666.