



**STUDENT HANDBOOK 2018-19  
PLATTE CANYON HIGH SCHOOL**

57243 Highway 285 PO Box 1069 Bailey, Colorado 80421 (303) 838-4642

Welcome to the Platte Canyon High School 2018-19 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.

**Platte Canyon School District Mission:**

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

**THE PCHS VISION:**

The PCHS community aims to produce graduates who approach life with a positive attitude, who work to achieve to the best of their abilities, who strive to compete at the highest levels in their chosen fields, and who value their place in their community and seek to contribute to their community in a positive manner.

**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 develop these attributes. Do your part to *Run with the PACK!*

Principal: Mike Schmidt  
Counselor: Jana Jorn

Dean of Students: Mark Hirschfeld  
Athletics/Activities Director: Johnna Bambrey

### **PCHS Daily Schedule:**

**\*1<sup>st</sup> Period:** 7:25 – 8:10

Pass: 8:10 – 8:16

**2<sup>nd</sup> Period:** 8:16 – 9:01

Pass: 9:01 – 9:07

**3<sup>rd</sup> Period:** 9:07 – 9:52

Pass: 9:52 – 9:58

**4<sup>th</sup> Period:** 9:58 – 10:43

Pass: 10:43 – 10:49

**5<sup>th</sup> Period:** 10:49 – 11:34

**Lunch:** 11:34 – 12:02

Pass: 12:02 – 12:08

**6<sup>th</sup> Period:** 12:08 – 12:58

Pass: 12:53 – 12:59

**7<sup>th</sup> Period:** 12:59 – 1:44

Pass: 1:44 – 1:48

**8<sup>th</sup> Period:** 1:48 – 2:35

\*Note – Students will have alternating courses during 1st period on most days: Mondays/Wednesday - White days, Tuesdays/Thursdays - Blue days, Fridays - always Advisor/Advisee period.

### **STUDENTS' RIGHTS**

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

### **2018-2019 DATES TO REMEMBER**

Wednesday, August 1	Administrative Offices Open
Saturday, August 4	Sports Physicals at PCHS, 9-11 AM \$25
Monday, August 6	Mandatory Fall Sports Practices Begin
Thursday, August 9	Academic Letter Awards, 6:30 PM
Thursday, August 9	Back to School Night 7 PM
TUESDAY, AUGUST 14	<b>SCHOOL STARTS - 7:25AM – 2:35PM</b>
Friday, August 31	No School
Monday, September 3	No School – Labor Day Holiday
Monday, September 10	Progress Reports posted on Infinite Campus
Wed./Thurs. Sept. 12-13	Parent-Teacher Conferences 3-5 PM, 6-8 PM
Saturday, September 22	Homecoming Dance 8-11 PM
Tuesday, October 9	Husky Ticket Drawing
Wednesday, October 10	<b>Mid-terms: 2 - 5 periods</b>
Thursday, October 11	<b>Mid-terms: 6 - 8 periods</b>
Friday, October 12	No School – Teacher In-service. End 1st Q.
Wednesday, October 24	PSAT/NMSQT exam
Friday, November 9	Winter Sports Practices Begin
Monday, November 12	Progress Reports posted on Infinite Campus
Monday, Nov. 19 - Friday, Nov. 23	No School - Fall Break
Wednesday, December 12	Finals Test Exempt. Criteria Deadline: 2:35 PM
Friday, December 14	2nd Q Husky Ticket Drawing
Tuesday, December 18	<b>Finals: 6 - 8 periods</b>

## 2018-2019 DATES TO REMEMBER (continued)

Wednesday, December 19	<b>Finals: 2 - 5 periods - Early Release 11am</b>
Thursday, December 20	No School – Teacher In-service, End Fall Smear
December 21 – January 3	Winter Break
Friday January 4	No School – Teacher In-service
Monday, January 7	<b>School Resumes</b> – Start Spring Smear
Monday, January 21	No School – Martin Luther King, Jr. Holiday
Monday, February 4	Progress Reports Posted on Infinite Campus
Wed./Thurs. Feb. 6-7	Parent-Teacher Conferences 3-5 PM, 6-8 PM
Friday, February 8	No School-Teacher In-service
Tuesday, February 12	Fall Smear Honors Assembly
Monday, February 18	No School – Presidents’ Day Holiday
Monday, February 25	Spring Sports Practices Begin
Tuesday, March 5	3rd Q Husky Ticket Drawing
Wednesday, March 6	<b>Mid-terms: 2 - 5 periods</b>
Thursday, March 7	<b>Mid-terms: 6 - 8 periods</b>
Friday, March 8	No School – Teacher In-service ... End 3rd Q
Friday, March 22	No School – Teacher Comp. Day
Mon., March 25 – Fri., March 29	Spring Break
Monday, April 1	<b>School Resumes</b>
Wednesday, April 3	SAT (11 <sup>th</sup> ) & PSAT (10 <sup>th</sup> ) pre-registration
Monday, April 8	Progress Reports Posted on Infinite Campus
Tuesday, April 9	SAT exam for all PCHS juniors
Wednesday, April 10	PSAT exam for all PCHS sophomores
Thursday, April 11	PSAT9 exam for all PCHS freshmen
Friday, April 19	No School – Teacher In-service
Fri./Sat., April 19-20	Prom 8-11 PM, After-Prom 11PM – 2AM
Tuesday, April 23 - Thurs., April 25	Make-up SAT, PSAT10, and PSAT9 exams
Tuesday, May 7	<b>Incentive Day Criteria Deadline 2:35 PM</b>
Wednesday, May 8	AP Eng. Lit. & Comp. exam
Friday, May 10	Incentive Day (qualified students only)
Monday, May 13	AP Biology exam
Monday, May 13	<b>Sr. Test Exempt Criteria Deadline: 2:35 PM</b>
Tuesday, May 14	AP Calculus AB/BC Exam
Wednesday, May 15	AP Eng. Language exam, 4Q Husky tix drawing
Thursday, May 16	AP World History exam
Thursday, May 16	<b>Senior Finals: 2 - 5 periods</b>
Friday, May 17	AP Computer Science exam
Friday, May 17	<b>Senior Finals: 6 - 8 periods</b>
Friday, May 17	9-11 Finals Test Exempt Crit. Deadline: 2:35p
Monday, May 20	Pin and Awards Night – 6:30 PM
Wednesday, May 22	<b>Finals: 6 - 8 periods</b>
Thursday, May 23	<b>Finals: 2 - 5 periods- Early Release 11 am</b>
Friday, May 24	No School: Teacher In-service End Spring smear
Friday, May 24	ALL SENIORS – Graduation Practice – Noon
Saturday, May 25	Graduation – 10 AM

## **AFTER-SCHOOL PRESENCE**

Students may not be on school grounds after school unless they are conducting pre-arranged, 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 3:15 bus, students must possess a green bus pass signed by both a teacher **and** office personnel.

## **ASSISTANTSHIPS**

Students may be teacher/office assistants, during their junior/senior years, upon teacher, counselor, and administrative approval. Sophomores may also be assistants as part of their Advanced Learning Plan. In order to qualify, students must possess an overall GPA of at least 80%. Student assistants receive a pass/fail grade for their assistantship at the end of each semester. This grade is not calculated into a student's overall GPA. Students receive a ½ credit for passing this class.

### **Student assistants must meet the following criteria to pass the class:**

- 1) Student assistant meets minimum attendance standards.
- 2) Student assistant's relationships with students and staff are positive.
- 3) Student assistant is consistently punctual to class.
- 4) Student assistant organizes time well and functions in an efficient manner.
- 5) Student assistant carries out assigned tasks in a prompt and professional manner. Students will remain in their assigned area and will be expected to promptly return to their assigned area upon completing assigned tasks.

## **ASCENT PROGRAM**

The ASCENT (Accelerating Students through Concurrent Enrollment) Program allows a qualified student (see Article 10 of Board Policy 540 and description below), designated by CDE, to 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. Because space in this program is limited, students will be placed according to criteria developed by the administrative team.**

**Because CDE allots a limited number of ASCENT students per district, PCHS uses the following criteria to determine which students receive these spots:**

- 1) Must be full-time PCHS student previous two semesters (either on campus, PCHS Online, or Concurrent Enrollment).

Tiebreaker 1) Highest overall GPA.

Tiebreaker 2) Highest average GPA previous two semesters at PCHS.

Tiebreaker 3) PCHS Staff Leadership Team recommendation.

## ATHLETICS AND ACTIVITIES

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. Students' eligibility will be governed by rules set forth by the Colorado High School Activities Association (CHSAA).

A participation fee of \$135.00 is charged for every sport as well as speech. **Students will be required to pay no more than \$270 in participation fees for the school year. Additionally, no family will be asked to pay more than \$500 per school year for athletics/activities.** 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 athletics office prior to the first practice.

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

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Basketball	Baseball
Volleyball (Girls)	Wrestling	Track
Softball (Girls)	Swimming (Girls)	Cheer
Cross Country	Ski	
Cheer		

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

Rugby	Student Council	Chess Club	Science Olympiad
Band	Speech Team	Drama	Robotics Club
Travel Club	National Honor Society	Jazz Band	Key Club
Rocketry Club	Dungeons & Dragons Club		

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

1. The student is enrolled in a minimum of three courses, attempting at least 2.5 credits.
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. This rule may be waived by PCHS Administration in rare circumstances, generally that the student did not have the opportunity to change his/her grade during the week following placement on Academic Notice.
4. Ineligible participants will not be permitted to travel with the team during the week.
5. **All participation forms and fees, including physical, must be submitted to the athletic director prior to any participation.**

<u>ATHLETICS/ACTIVITIES VIOLATIONS</u>	<u>CONSEQUENCE</u>
1. Unexcused absence from class or practice	Miss next competitive event
Individual exceeds team's allowance for absences	Dismissal from team
2. Failure to meet academic requirements	See Sports Eligibility
3. Violation of PCHS Drug, Alcohol & Tobacco Policy (see Student Handbook)	1 <sup>st</sup> offense – suspension from 1/3 season competition; notify parents.
4. Behavior that discredits the team, school, and/or District.	2 <sup>nd</sup> offense – suspension from 2/3 season competition; conference with parents; referral to counselor.  3 <sup>rd</sup> offense – suspension from all participation for a calendar year. Notify parents.
5. Participant receives out of school suspension	No participation on day of suspension and no attendance on school property.
6. Participant involved in hazing of others season.	Dismissal from team for the remainder of season.

All consequences will be carried over to the following athletic/activity season for completion.

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

1<sup>st</sup> Step: Written appeal to Coaches, AD, Principal

2<sup>nd</sup> Step: Written appeal to Superintendent

3<sup>rd</sup> Step: Written appeal to Board of Education

\*\* Out of school suspension will not be considered unexcused absences.

**NOTE - The severity of an athlete's misbehavior may warrant action being taken at any referral level.**

## 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/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. Attend school for all days of the established school calendar.
2. Appear in class on time, prepared for academic learning.
3. 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. Complete work as assigned by the teacher when a pre-authorized absence is requested and approved.
5. Follow the established school procedure when enrolling in or withdrawing from a class.

### **Parent Responsibilities for School Attendance:**

1. Maintain communication with their children regarding attendance.
2. Recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
3. Contact the school within 48 hours of the absence, and in the case of extended home confinement, request makeup assignments.
4. Monitor the makeup work of the student who has missed class.
5. Attend and participate in school attendance conferences when requested.
6. 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. To report an absence and to maintain the accuracy of the student's classroom and office records, parents should telephone the high school at 838-4642 ext. 1601. **If a parent fails to contact the attendance office within 48 hours of the absence, it will become unexcused.**

According to PCSD Board Policy 402, Article 2, the following list of **excused** absences applies to a child:

- A. Who is temporarily ill or injured;
- B. Who is absent for an extended period due to physical, mental, or emotional disability;
- C. Who has been suspended, expelled, or denied admission;
- D. Who is in the custody of a court or law enforcement authorities;
- E. 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;
- F. 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);
- G. Who has a counseling, dental, or medical appointment or procedure scheduled by a parent or guardian;
- H. Who is engaged in a religious observance;

- I. Who is temporarily absent due to an illness or death of a family member;
- J. 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 criteria previously listed and/or in PCSD Board Policy 402, Article 2.** 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.**

If a student becomes ill during the day, they must report to the main office to see the nurse. If it is determined that the child should not stay at school, the parent/guardian will be called from the main office and the student will wait in the nurse's office until the parent/guardian arrives.

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 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 his/her alarm, misses his/her bus or ride or fails to provide an excuse covered under number 1 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 "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. **Good Attendance** - We encourage good attendance at Platte Canyon High School. Therefore, 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.

5. **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.

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, email, or phone 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. Career Days are to be used for job-shadowing experiences. GT Days are to be taken to participate in enrichment opportunities. In all cases, missed school work must be made up. Also, in all cases, Ed. Days, Career Days, and GT Days do not count against a student's attendance for exam exemption and incentive day purposes.

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). 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. Educational Days must be requested by the student, in writing, from the registrar's office at least 48 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 may apply for two Career Days each year. All Career Day absences must be pre-arranged with the Principal or the Dean of Students. Students must have parent permission, give an oral report of the career experience to the Dean of Students within 24 hours upon the student's return, and send a thank you letter to the employer. Partial Career Days will not be awarded. **Failure to do any of the above-listed tasks will result in the absence being changed to an excused absence.**

Students may apply for two GT days per school year. Additional GT Days may be awarded upon administrative approval (only for those days approved in advance). An oral report of the GT experience must be submitted to the administration within seven days of returning from the absence. If this oral report is not given within seven days, the GT Day will be changed to an excused absence. 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 are 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.

## **BUS/TRANSPORTATION CONDUCT**

School transportation is a privilege and not a right, and will be suspended and/or terminated for deliberate student misconduct while on district transportation. The Student Code of Conduct (PCSD Policy 403) applies on all school transportation and at bus stops. Furthermore, a video camera may be on board and the film may be used in the disciplinary process of students (as outlined in Board Policy 106, Article 13). 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 to direction.
2. A student may be assigned a seat based on the discretion of the driver or an administrator.
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.

### **Transportation Discipline Report (DR) Procedure**

Students who violate the code of conduct while waiting for transport or being transported shall be issued a Discipline Report (DR) by the Driver. The Transportation Dept. shall notify the student's parents/guardians that the DR has been issued. A copy of the DR shall be sent to the Principal/designee of the child's school. Upon receipt of the DR, the Principal/designee shall meet with the student in order to determine the severity of the incident, consider circumstances related to the incident and to determine disciplinary action to be taken. Minimally, a warning will be issued for a 1<sup>st</sup> 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. If PCSO has to remove a student from any bus, a minimum 40 day suspension will result. DR's given on any route (route bus, athletic/activity bus, 3:22 bus) are cumulative relative to the above disciplinary procedure.

## **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 age, race, color, national origin, ancestry, creed, religion, sex (which includes marital status) sexual orientation, genetic information, disability, need for special education services, or any other status protected by law in violation of Policy 107 and Policy 404.
2. Intimidate, threaten, bully, harm and/or harass, or sexually harass a student or staff member based on any of the protected categories listed above (*See Article 2(B) & Policies 107 and 404*) or engage in any “hazing” activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which endangers the health or safety of an individual for purposes of initiation into any student group.
3. Behave in a manner that may cause or does cause physical harm or hurt to another individual including, but not limited to, fighting, assaulting, or attacking another person.
4. Violate the Student Dress Code (Policy 405).
5. Promote or participate in any secret society or gang behavior or activity that promotes drug use, violence or disruptive behavior (Policy 406).
6. Possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances (Policy 407).
7. Use of tobacco products in violation of the District’s Tobacco Free Schools (Policy 106, Article 10)
8. Carry, bring, possess or use a weapon (Policy 408).
9. Violate the District’s Policy on Student Expression (Policy 409) or engage in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements that precipitate disruption of the school program or incite violence.
10. Cause or attempt to cause damage to school or personal/private property or to steal or attempt to steal school or personal/private property including furnishings, equipment supplies or materials (Policy 410)
11. Throw objects that can cause bodily injury or damage property (Policies 404 & 410).
12. Violate the District’s Policy on Student use of Computers, Internet and Electronic Communications (Policy 412).

13. Commit any act that if committed by an adult would be robbery or assault as defined by State law.
14. Violate a criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
15. 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.
16. Direct profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
17. Lie or give false information, either verbally or in writing, to a school employee or make false accusations of criminal activity against a District employee to a law officer or to the District.
18. Engage in scholastic dishonesty including cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
19. Be willfully disobedient, or defiant with school staff.
20. Disrupt, in any fashion, classroom activities or the learning environment, or repeatedly interfering with the school's ability to provide educational opportunities for other students.
21. 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.
22. While riding in a school bus or school vehicle, distract the driver or fail to comply with rules established by a driver or the School Transportation Director (Policy 411).
23. Be absent from school unless the absence is "excused" (Policy 402) 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/ELECTRONIC DEVICE USE GUIDELINES**

Students may use PCSD electronic equipment, including iPads and Netbooks, with staff permission, solely for school-related work. Students may not access inappropriate material via the Internet, or play computer games at any time. Students may check email, and download material from the Internet solely with staff permission. Violators will lose the privilege of using the school computer system, including wifi, and/or receive additional consequences. 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 to the Superintendent.

## 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. Concurrent Enrollment courses are recorded on PCHS transcripts on a Pass/Fail basis. The grades earned in Concurrent Enrollment courses do not affect students' grade point averages (GPA).

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/pass 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.

## 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 at the discretion of school administration.
- 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. Juniors and seniors are expected to honor dance restrictions.

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

## **DISCRIMINATION NOTICE/PROHIBITION**

The Platte Canyon School District does not tolerate discrimination or harassment on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, genetic information, or any other status protected by law in admissions or access to its programs and services, or employment in the educational programs or activities which it operates. **Please see District Policy 107 for details regarding the District’s prohibition against discrimination and harassment and its related complaint procedures.**

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**

Students and parents are to contact their Principal to request information or to file a discrimination/harassment complaint. 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.

## **DISPLAYS OF AFFECTION (PDA)**

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

## **DRESS CODE/REQUIREMENTS (PCSD POLICY 405)**

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Students are expected to wear clothing that is clean. Dirty, torn and soiled clothing that calls attention to the student or that disrupts the learning environment is not acceptable. 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 or tops (shirts, blouses or tank tops) with straps narrower than 1.5 inches in width that reveal bra straps or that are cut low enough to reveal cleavage or expose the midriff.

- b. See-through clothing; Sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- c. Pants that are unfastened, cut low, sag or fit below the waist allowing undergarments to be visible. Pants must be worn above the hips.
- d. Shorts, dresses, skirts or skorts shorter than mid-thigh length.
- e. Pajamas of any kind.
- f. Clothing that is ripped or torn for “style.”

These dress requirements do not apply to authorized sports uniforms or to dress at public events where students are spectators. Specific dress rules for school special events (e.g. dances) are to be established by the Principal.

2. Non-prescription sunglasses in classrooms 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, knives, hatchets, or axes; that promote any activity prohibited by the student code of conduct; or that are contrary to the mission of the School District.

4. Any clothing, paraphernalia, grooming, hair coloring, accessories, body adornments, pictures or jewelry that:

- a. refer to drugs, tobacco, alcohol, or weapons;
- b. are of a sexual nature;
- c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
- d. are obscene, profane, vulgar, lewd, or legally libelous;
- e. threaten the safety or welfare of any person;
- f. denote membership in gangs or may be associated with gangs, groups or societies that advocate drug use, violence, or disruptive behavior. Trench coats, long coats, bandanas worn on the head, used as a headband or hanging from a pocket or backpack, “doo-rags” or “skull” caps are included as are chains and “spiked” accessories;
- g. promote any activity prohibited by the student code of conduct;
- h. otherwise disrupt the teaching-learning process.

5. Hoods worn on the head in any school building.

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

#### **Dress Code enforcement**

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. 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. 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. 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 AND ALCOHOL 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 and cannabis-infused candy, soda, or any other food product, 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. 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. Students violating the Drug and Alcohol policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.
- B. 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.
- C. 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.
- D. 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 student will be suspended for 5 days. 2) A parent conference will be required. 3) The parent and student will be provided information concerning education and rehabilitation programs that are available with the understanding that PCSD assumes no financial responsibility for the expense of any assessment and/or treatment provided by other agencies or groups. 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.

**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 Principal for an additional 5 days suspension. 2) A parent conference will be required. 3) The parent and student will be provided information concerning education and rehabilitation programs that are available with the understanding that PCSD assumes no financial responsibility for the expense of any assessment and/or treatment provided by other agencies or groups. 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.

**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 possible recommendation for expulsion. 2) The student will immediately be referred to the Park County Sheriff's Office for appropriate action.

### **Tobacco Policy**

Students shall not use tobacco while on School District property including bus stops. Use is also banned at any school or School District sponsored or sanctioned activity or event. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product. Tobacco means any product that contains nicotine or tobacco or is intended to be ingested or inhaled by or applied to the skin of an individual including cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, cloves and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco product" also means electronic devices that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, *Juul*, cigar, cigarillo or pipe.

#### **Disciplinary Action for Tobacco Use, Distribution, or Possession:**

<b>1st Offense:</b>	1 day In-School Suspension
<b>2nd Offense:</b>	3 days In-School Suspension
<b>3rd Offense:</b>	5 days In-School suspension

Disciplinary action could also include revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school.

### **ELECTRONIC DEVICES**

iPods, iPads, pagers, PDA's, laptops, tablets, Netbooks etc. may only be used during any class period with teacher permission AND for a direct educational purpose. **Earbuds, cell phones, iPods/MP3 players, headphones, etc., should be properly stored in a backpack, pocket, etc, or device should be laid screen-down on student desks.** Teachers and staff will confiscate these items if they are being used by students inappropriately during class. Personal electronic devices may be used by students on school grounds during passing periods and lunch. PCSD is not responsible for lost, stolen, or broken cell phones, iPods, iPads, etc.

### **EQUIPMENT/PHOTO ID's/TEXTS**

PCHS will provide each student a photo ID. Textbooks and equipment, including netbooks, will also be provided 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 ID's, equipment, including iPads, netbooks, and/or textbooks. Diplomas may be held until students meet their financial obligation(s).

## FIELD TRIP INFORMATION

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. Students will not be reimbursed for the cost of field trips if ruled ineligible to participate.

## 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. "Incomplete" grades must be resolved within two weeks of the end of the grading period (quarter) in which it was awarded.

For Advanced Placement (AP) 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 28 credits 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 (including English 12)	9 - 12
Mathematics	3 credits in prescribed sequence	9 - 11
Physical Science	1 credit	9
Biology	1 credit	10
Earth Science, Chemistry or Physics	1 credit	10 - 12
World History	1 credit	9 - 10
United States History	1 credit	11 - 12
Civics/Government	1 credit	11 - 12
Economics	.5 credit	11
Electives	14.5 credits	9 - 12

Additionally, **students must demonstrate proficiency** by obtaining a "College Ready ERW score on the PSAT10, SAT or ACT OR a percentile rank of 40 or higher on a national standardized test including computerized reading assessments.

## 2018-2019 GRADING SCHEDULE

### Fall Semester (Smear): Aug. 14 – Dec. 19 = 1 semester block

September 10.....	Progress Reports Posted
October 10 & 11.....	Mid-term Exams
November 12 .....	Progress Reports Posted
December 18 & 19.....	Final Exams

### Spring Semester (Smear): Jan. 7 – May 22= 1 semester block

February 4.....	Progress Reports Posted
March 6 & 7.....	Mid-term Exams
April 8.....	Progress Reports Posted
May 16 & 17.....	Senior Finals
May 22 & 23.....	Final Exams

Last day for seniors –Friday, May 17

Graduation-Saturday, May 25, 2018, 10 a.m. (subject to change by the PCSD School Board)

### HIGH HONORS-HONORS ROLL/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 smear. Students will receive “high honors” if they maintain 90% or above in each class during each the smear. 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 smear. Students’ transfer grades from their previous school will be calculated with their grades at PCHS to determine eligibility.

### HONORS PROGRAM

**To participate in the Honors Program**, a student must meet all graduation requirements, take six out of the nineteen Honors classes in the proper sequence **AND** maintain **a grade greater than or equal to 80% in EACH Honors class**. For two-credit AP courses, each semester will be treated as a separate Honors class relative to grades. For classes in which grades are weighted, the weighted grade will be the grade reviewed in terms of Honors criteria. The Honors program will include the following classes:

#### PREREQUISITE

English 9 & 10 (90% or above) and/or  
Advanced Eng. 9 and 10 (80% or above) and/  
or English 10 & 11(80% or above) and/or  
teacher recommendation

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

CP English 2 (80% or above) and/or

#### COURSES

College Prep (CP) English 1

CP English 2

Advanced Placement (AP) English

teacher recommendation

Algebra 2 (70% or above)

Algebra 3

Algebra 3 (80% or above) and/or  
teacher recommendation

Pre-Calculus

Pre-Calculus (80% or above) and/or  
teacher recommendation

AP Calculus\*

Teacher recommendation

AP World History\*

World History and CP English 1  
(both 80% or above) and/or  
teacher recommendation

AP U.S. History\*

U.S. History (80% or above) and/or  
teacher recommendation

CP Civics/Government

Algebra 2, 80% or better in Biology or  
Physical Science, and/or teacher  
recommendation

AP Biology\*

Algebra 2  
Biology (80% or above) and/or  
teacher recommendation

Chemistry, Physics, and/or  
Anatomy and Physiology

World Language 1 and 2 (80% or  
above) and/or teacher recommendation

World Language 3 and 4

\*For these two-smear courses, each successfully completed smear counts as one Honors course.

**To compete for Valedictorian/Salutatorian**, students must complete all high school graduation requirements, take **eight** of the **nineteen** honors courses (two of which must be AP courses in different subject areas), 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 salutatorians. **All Honors students will receive special recognition at the graduation ceremony.**

## INCENTIVE DAY POLICY

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 eligible students. Qualifying students who earn Incentive Day may participate in this school activity on May 10, 2019 if they meet the following criteria by 2:35 pm on Tuesday, May 7, 2019:

- 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, or 15 Husky Tickets will “buy back” a sixth absence.**

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.

## LOCKERS/LOCKER ROOMS

Lockers may be 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 or locker rooms.

## LUNCH

Students are not allowed to leave campus for lunch. Students may congregate in the Canyon Room, Learning Commons, or 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.

## ONLINE COURSES

PCHS has a robust online program that offers a wide variety of courses, not available on campus, in order to supplement our in-building course offerings. Successful online students budget time wisely, work well independently, and are proactive about contacting online teachers when questions arise. If you would like to explore this option as part of your ICAP, please see Mrs. Jorn. All online coursework is subject to approval by Mrs. Jorn and Mr. Schmidt. Students who fail an online course will be financially responsible to reimburse the District for all costs associated with the course.

# PCSD Parent Portal Acceptable Use Policy

**The Parent Portal is a means to further promote educational excellence and to enhance communication with parents. As parents, you will find instant access to information about your child's school attendance, grades, class assignments, online payments, and food service.**

Every parent 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 with anyone including their own children.
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 Campus Parent Portal must notify the district office immediately.
6. Parents who are identified as a security risk will be denied access to the Campus Parent Portal.

To access the Campus Parent Portal, please email [scarlstrom@pcsdk12.org](mailto:scarlstrom@pcsdk12.org). You will then be given an activation key along with some instructions. Once on the portal site you will be asked to enter your activation key which will then prompt you to enter a user name and password. Please make a note of this user name and password. Users who try to enter an incorrect username and password will be locked out of the Campus portal on the third try. Each person should have their own account. Please parents do not use your students and student should use only their account. The reason for this is because each account may have different announcements.

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

For student access, students will use their student ID as their username and they will use their initials and birth date (mmddyy) as their password. In order for the school to be able to email you regarding your student's grades, attendance, or behavior we need you to go to the "**Change Contact Info**" icon and check on the appropriate boxes.

## **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 other students. Students who choose to drive recklessly or in an unsafe manner on school grounds will lose driving/parking privileges.

Starting during the 2018-2019 school year, students will be allowed to paint their parking spots, once paid. Students must use school colors (royal blue, black, white and/or silver). Painting must be appropriate and the parking spot number must be evident. Violations will be painted over at the student's expense.

### **Parking violations will be addressed in the following manner:**

1<sup>st</sup> violation --- Verbal Warning, documented

2<sup>nd</sup> violation --- Student's parking/driving privilege at PCHS will be revoked for 14 days. Written notification will be provided to the registered owner of the vehicle.

3<sup>rd</sup> violation --- Parking/driving privileges will be revoked for the remainder of the semester, parking fee will be forfeited. Written notification will be provided to the registered owner of the vehicle.

## **PCHS "OFF" PERIOD EXPECTATIONS**

PCHS students may request an "off" period in their course schedule if they are a sophomore, junior, or senior, are "on track" to graduate (having earned an average of 3.5 credits per high school semester), and have demonstrated the ability to work independently in a mature manner. PCHS students who have an "off" period as part of their daily course schedule must meet the following expectations:

1) Students MUST report to the Learning Commons prior to the start of their "off" period for attendance purposes. After that, students may be in either the PCHS West 1<sup>st</sup> floor lobby, PCHS West 2<sup>nd</sup> floor lobby, or in the Learning Commons. In rare cases, students may be with teachers in classrooms with prior, written permission. Students may not be in classrooms if teachers are conducting classes.

2) Students may use this time for school-related business or to conduct personal business, but may not use school resources in any manner that is a violation of PCSD/PCHS policies and procedures.

3) Students may not disrupt the learning environment at any time during their "off" periods.

4) During fire drills or evacuations, students on "off" period should report to the center of the evacuation area (middle of A gym or under football press box).

Failure to follow these simple expectations will result in the loss of the "off" period for the remainder of the school year, and the offending student may possibly face additional consequences.

## SCHEDULE CHANGES

Schedule changes are permitted through **August 17, 2018 for Fall semester, and January 10, 2019, for Spring semester.** Changes may be made for academic reasons only, and, 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.

## SCHEDULE - DELAYED START

We utilize a delayed start schedule listed below if inclement weather creates the need for a late start. The District ShoutPoint 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 - 9:34

Pass: 9:34 - 9:39

**2nd Period:** 9:39 - 10:13

Pass: 10:13 - 10:18

**3rd Period:** 10:18 - 10:52

Pass: 10:52 - 10:57

**4th Period:** 10:57 - 11:31

Pass: 11:31 - 11:36

**5th Period:** 11:36 - 12:16

**Lunch:** 12:16 - 12:46

Pass: 12:46 - 12:49

**6th Period:** 12:49 - 1:23

Pass: 1:23 - 1:28

**7th Period:** 1:28 - 2:00

Pass: 2:00 - 2:04

**8th Period:** 2:04 - 2:35

## SCHOOL CLOSURE

In the event that school is cancelled or delayed because of weather, building facility breakdown, or other emergency cases, notification will be posted on the District website ([www.plattecanyonschools.org](http://www.plattecanyonschools.org)) as well as broadcast over ShoutPoint, the school voice mail at 303-838-4642, and the following TV and radio stations; Denver TV channels 2, 4, 7, 9, and 31, AM stations KHOW 630, AM 760, KOA 850, FM stations KTCL 93.3, The Party 95.7, KBCO 97.3, The Fox 103.5, and KBPI 106.7.

## SCHOOL NURSE / HEALTH ROOM

PCSD employs a full-time nurse to provide medical services on its two campuses. The PCHS Health Office is located inside the main office. It is preferred that students are seen by the nurse or health assistant if they are not feeling well during the school day. In the unlikely event that a student needs medical attention during the school day, a trained Health assistant and/or the nurse will provide minimal services and will contact parents and/or medical personnel, if warranted. No use of electronic equipment and/or device is allowed in the Health room.

### 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.

### **SECURITY CAMERAS**

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 utilized at PCHS. This program is an alternative to out-of-school suspension in which students are denied their right to attend school. Students will receive credit for the work they perform during their in-school. We wish to have a positive impact on the students served through the ISS program. Additionally, teachers are authorized to pull students out of ISS if attendance in class is critical to the student's academic success.

In the ISS program, students will be required to complete assignments from academic teachers as well as those issued by the ISS proctor. Students are assigned to ISS for a designated time; that time will be extended if **ALL** work is not completed within the designated time frame. Students who do not follow ISS guidelines will be referred to the Dean of Students for additional consequences. If students are removed from ISS because of disruption, they will not re-enter the regular classroom until they have completed their original ISS assignment.

#### **After-school Detention**

Students may be assigned after-school detention by any authorized school personnel. It will be held on a daily basis for 45 minutes following the regular school day. Students may arrange for a ride or take the 3:25 bus to Deer Creek Elementary School. During after-school detention, students will bring academic work to complete or an AR book to read. Simply sitting will not be allowed. Students who choose not to attend after-school detention will be referred to the Dean of Students and ISS 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 SEVERITY OF A STUDENT'S MISBEHAVIOR MAY WARRANT ADMINISTRATIVE 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.**

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

**1) Tardies**

Students are considered tardy if they are not in their assigned seat prior to the final bell. 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, parents notified

**5<sup>th</sup> tardy:** two days of after-school detention, parents notified

**6<sup>th</sup> and 7<sup>th</sup> tardy:** 3 days of after-school detention, parents notified

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

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

1<sup>st</sup> offense: one day in-school suspension (ISS)

2<sup>nd</sup> offense: three days ISS

3<sup>rd</sup> offense: five days ISS

**3) Dress Code Violation**

1<sup>st</sup> offense: Verbal warning and request to conform to dress code and email to Dean of Students

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

3<sup>rd</sup> offense: After-school detention assigned

4<sup>th</sup> offense: ISS due to repeated insubordination.

**4) Inappropriate Public Display of Affection or Inappropriate Language**

1<sup>st</sup> offense: Official Written Warning from Dean of Students

2<sup>nd</sup> offense: one day after-school detention

3<sup>rd</sup> offense: three days after-school detention .

**5) 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, reckless or unsafe driving)**

1<sup>st</sup> offense: Verbal warning, documented

2<sup>nd</sup> offense: Student's parking/driving privilege at PCHS will be revoked for 14 days.

Written notification will be provided to the registered owner of the vehicle.

3<sup>rd</sup> offense: Parking/driving privileges will be revoked for the remainder of the semester, parking fee will be forfeited. Written notification will be provided to the registered owner of the vehicle.

**6) Repeated Refusal to Complete Homework**

1<sup>st</sup> offense: Teacher-assigned time to make up work

2<sup>nd</sup> offense: Teacher notifies parents-assigns time to make up work

3<sup>rd</sup> offense: Referral to Dean of Students and parents notified

4<sup>th</sup> 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)**

1<sup>st</sup> offense: In-school suspension (ISS) --- one to three days based on severity of infraction

2<sup>nd</sup> offense: one day out-of-school suspension (OSS)

3<sup>rd</sup> 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**

1<sup>st</sup> offense: one to three days ISS, based on severity

2<sup>nd</sup> offense: three to five days ISS, based on severity

3<sup>rd</sup> 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)**

1<sup>st</sup> offense: teacher will give a zero for the assignment and contact parents; one day of ISS will be assigned.

2<sup>nd</sup> offense: teacher will give a zero for the assignment, two days of ISS will be assigned, and conference will be held with student, parent, teacher, and administrator.

**4) Fighting/Physical Aggression/Violent Behavior ... Minimal consequence is as follows:**

1<sup>st</sup> offense: three days OSS

2<sup>nd</sup> offense: four days OSS; student will be placed on a behavior/safety plan

3<sup>rd</sup> offense: five days OSS

All fights/physical aggression/violent behavior will be investigated thoroughly. If extenuating circumstances arise, further review of consequences may be necessary. Any serious PROVOCATION of a fight, physical aggression, or violent behavior will result in the same consequences as stated above. Any student exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action which may include a Threat Assessment, suspension, expulsion and/or referral to law enforcement.

## **5) Bullying**

Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress or threat upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. Bullying may include a pattern of minor recurring incidences or a single major incidence. Referrals for bullying may result in school disciplinary action including, but not limited to, suspension, expulsion, referral to law enforcement, referral to the school-wide RTI team or a combination of these.

**IT IS CRITICAL THAT STUDENTS REPORT BULLYING/HARASSING BEHAVIOR TO AN ADULT (OR ANONYMOUSLY TO SAFE-2-TELL).**

## **6) Unexcused Absences**

1<sup>st</sup> offense: Students will receive an academic penalty for the class (es). One detention will be assigned for roughly every 45 minutes of class time missed. Parents will be notified either via phone or email.

2<sup>nd</sup> offense: Students will receive an academic penalty for the class (es). One detention will be assigned for roughly every thirty minutes of class time missed. Parents will be notified either via phone or email.

3<sup>rd</sup> 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.

## **7) In-school Suspension Violation**

If a student causes a disruption in ISS, the student may 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 before returning to their regularly scheduled classes.

## **8) Threatening Students and Staff, Harassment**

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) 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.

## **10) 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 filed as appropriate. Administrators are authorized to pursue payment from the student and/or his/her parents for the costs of any vandalism.

### **11) Inappropriate behavior**

Members of the student body are expected to conduct themselves as mature individuals during their “off” periods on-campus and when attending school gatherings, pep rallies, plays, assemblies, sporting events (home or away), etc. Those students who exhibit inappropriate behavior such as disrupting learning environments, throwing objects, yelling obscenities, being disrespectful, etc. will face appropriate consequences (including ejection from activities/events).

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

### **12) Cheating (other than plagiarism)**

1<sup>st</sup> offense: teacher will give student a zero for the assignment, contact parents, and notify Dean of Students

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

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

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

### **13) Sexual Harassment**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of this policy. All such harassment by District Employees, students and third parties is strictly prohibited.

For purposes of this policy, sex-oriented verbal “kidding,” pressure for sexual activity, repeated remarks to a person with sexual implications, unwelcome sexual advances (including patting, pinching or constant brushing against another’s body), requests for sexual favors or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

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.

### **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) 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.

**16) 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.

**17) Theft**

The School Resource Officer/Park County Sheriff's office will be notified when serious theft occurs. In-school suspension, out of school suspension, and/or expulsion may be assigned based on the value of the property taken. Restitution will be made by the student.

**18) 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:

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

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

3<sup>rd</sup> 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.

**19) 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, 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. Any apparel, jewelry, accessories, notebooks or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate 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.

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.

**Habitually Disruptive Procedure**

A student who has caused a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year shall be declared "habitually disruptive." Any student enrolled in the District's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the

student's expulsion. However, this policy shall not be invoked in any manner that does not comply with state and federal laws including laws regarding students with disabilities.

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.

**\*\*\* 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.**

## **STUDENT EXPRESSION**

### **Rights and Limitations**

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.

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.

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 violence, 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.

#### **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.**



## TEST EXEMPTION POLICY

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 during the current semester.
- 5 or less excused absences for the semester unless otherwise specified in a student's individualized education plan such as an IEP, 504, etc. **Note: A 6<sup>th</sup> excused absence in any period for the semester disqualifies the student from test exemption in all finals. For test exemption, an unexcused absence will be treated as a minor disciplinary action for the current semester.**
- Not a fifth year senior.

### Test Exemption Deadline Fall Semester, 2018

All students must meet the academic criteria for test exemption by Wednesday, December 12, 2018 at 2:35 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. Students who earn exemption from all final exams will be excused from school on the last two days of the semester. All other students will be expected to attend school as normal, unless the student is exempt from both finals held on the last day of the semester.

### Test Exemption Deadline Spring Semester, 2019

All seniors must meet test exemption criteria by Monday, May 13, 2019 at 2:35 pm. Freshman, sophomores, and juniors must meet test exemption criteria by Friday, May 17, 2019 at 2:35 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, or a student may “buy back” a sixth absence for 15 Husky Tickets. This transaction must occur prior to the deadlines listed above.**

## 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, except with prior permission from Administration. During lunch, students may not be in either school building, with the exception of the Canyon Room or Learning Commons, 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.

## **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 (POLICY 408)**

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.

### **ARTICLE 1 DANGEROUS WEAPONS**

The Board of Education determines that possession and/or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Carrying, bringing, using or possessing a dangerous weapon on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the Principal or designee is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. As used in this policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in this paragraph (18 U.S.C. §921).

2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

3. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.

4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind..

5. Any student that is in possession of a knife of any kind, regardless of the length of the blade, will be suspended out of school for at least one day. The knife will be confiscated and will be kept secure until a parent/guardian can pick it up.

## **ARTICLE 2 ADMINISTRATIVE REQUIREMENTS**

- A. The Principal or designee may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such exceptions may include students with disabilities in order to meet requirements of federal law concerning students with disabilities. Such modification shall be in writing.
- B. In accordance with applicable law, the Principal or designee shall report any student who violates this policy or any incident involving a weapon to law enforcement officials.
- C. 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 as determined appropriate by the Principal or designee in accordance with applicable law.
- D. The District shall maintain records that describe the circumstances involving expulsions of students who have violated this policy including the name of the school, the number of students expelled and the types of weapons involved as required by law.
  - F. The District shall maintain records that describe the circumstances involving expulsions of students who have violated this policy including the name of the school, the number of students expelled and the types of weapons involved as required by law.

## **ARTICLE 3 FIREARM FACSIMILES**

A. Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the Principal or designee is prohibited. Students who violate this policy provision may be subject to disciplinary action including, but not limited to, suspension and/or expulsion.

B. A student may seek prior written authorization from the Principal to carry, bring, possess, or use a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior written authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The Principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

C. School administrators shall consider violations of this Article on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

## **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**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, the Platte Canyon School District does not discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, genetic information, or any other protected status in admissions or access to its programs and services, or employment in the educational programs or activities which it operates. Complaint procedures for Title IX and Section 504 have been established for students, parents and employees. Compliance Officers have been assigned to

coordinate compliance activities for the District. Written complaints of alleged discrimination should be addressed to one of the following individuals at the Platte Canyon School District, 57393 U.S. Highway 285, Bailey, Colorado 80421. For employment-related complaints:

Mr. Mike Schmidt, Interim Superintendent – District Compliance Officer

For student-related complaints:

Mr. Mike Schmidt, Principal Platte Canyon High School – High School student-related complaints

Mrs. Ginger Slocum, Principal Fitzsimmons Middle School – Middle School student-related complaints

Mr. Jeff Lubansky, Principal Deer Creek Elementary School – Elementary School student-related complaints

The District Non-Discrimination Equal Opportunity Policy, may be found on the District's website, [www.plattecanyonschools.org](http://www.plattecanyonschools.org), and it is available for review at the District office, 57393 U.S. Highway 285, Bailey, Colorado 80421. In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, the Platte Canyon School District does not tolerate discrimination or harassment on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, genetic information, or any other status protected by law in admissions or access to its programs and services, or employment in the educational programs or activities which it operates.

Please see District Policy 107 for details regarding the District's prohibition against discrimination and harassment and its related complaint procedures. Students and parents are to contact their Principal to request information or to file a discrimination/harassment complaint.

### **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