STUDENT HANDBOOK

School Song

**For when a County Hornet first falls in line**

**We’re going to win this game another time**

**And for the old High School we love so well**

**And for the old ball team I yell, I yell, I yell**

**We’re going to fight, fight, fight for every score**

**We’re going to win this game and then some more**

**We’re going roll those \_\_\_\_\_ on the floor off the court**

**Roll, roll, roll**

Hornet Fight Song

**Fight Hornets down the field**

**County must win!**

**Fight, fight for victory**

**County knows no defeat**

**So roll up a mighty score**

**never give in team**

**Shoulder to shoulder**

**we will fight, fight fight**

**fight!!!!!!**

“Rip ‘em up, Tear ‘em up

Give ‘em Hell Hornets”

Vision

An environment where all students can learn and learn well.

PCHS Mission Statement

Our mission for Pueblo County High School is to provide opportunities for students to actively and cooperatively engage in learning, in an environment of safety, support and trust, for the purpose of becoming healthy, well-prepared citizens who demonstrate ethical behavior and respect for themselves and others. That environment will be a place where manners and mutual respect are promoted and acceptance of diversity is encouraged by all. High standards of achievement will foster life-long learning and will enhance a student’s confidence and self-esteem. Students and staff experiencing growth will lead to a general sense of well-being that comes, in large part, from strong parental and community support. Such an environment of growth and support will result in increased graduation rates and decreased drop-out rates. We are confident as parents, students, and educators that our children will receive the best available resources to help them become responsible, productive adults.

 Developed by: parents, staff, students Spring, 1991

 Revised: Fall, 2010

Pueblo County High School is a drug free school zone, CRS-18-18-105(3.5)(a)

State Law prohibits tobacco use on all school property, CRS 25-14-103.5(3)(a)(II

Hornet Traditions

1. Homecoming Festivities are held during the fall of each year.

2. Underclassmen will clap out seniors at assemblies.

3. Students sit as classes in all assemblies.

4. Green and Gold Assembly is held in the spring to honor senior achievement

5. To know and sing the school song and the fight song

The students of Pueblo County High School should conduct themselves in such a way as to reflect pride and respect in their school and themselves.

High School Administration/

Counseling Staff

948-3351

Terrie Tafoya, Principal Ext. 10013

Cherie Toussaint, Activities Director Ext. 10011

Kathy Harrison, Assistant Principal Ext. 10015

JP DiPrince, Counselor Ext. 10003

Paula Stepan, Counselor Ext. 10008

Caren Vezzani, Counselor Ext. 10004

Jeff Wilson, Dean of Students…………………………………………..Ext. 10012

Cherl Sherwood, Dean of Students……………………………………..Ext. 10007

High School Office Staff

948-3351

Ginny Trujillo, Principal’s Secretary Ext. 10006

Shelly Provost, Registrar/Records Secretary Ext. 10000

Lori Greenhood, Activities/Accounting Secretary……………………...Ext. 10010

PCHS SCHEDULE 2014-2015

|  |  |  |
| --- | --- | --- |
| First Lunch1st Hour: 7:30-8:25Passing: 8:25-8:30Homeroom: 8:30-9:00Passing: 9:00-9:052nd Hour: 9:05-10:00Passing: 10:00-10:053rd Hour: 10:05-11:00Passing: 11:00 – 11:051st Lunch: 11:05-11:354th Hour:  11:40-12:40Passing: 12:40-12:455th Hour: 12:45-1:40Passing: 1:40-1:456th Hour: 1:45-2:40Passing: 2:40-2:457th Hour: 2:45-3:40 | Second Lunch1st Hour: 7:30-8:25Passing: 8:25-8:30Homeroom: 8:30-9:00Passing: 9:00-9:052nd Hour: 9:05-10:00Passing: 10:00-10:053rd Hour: 10:05-11:00Passing:11:00-11:054th Hour: 11:05-11:352nd Lunch: 11:40-12:104th Hour: 12:15-12:40Passing:12:40-12:455th Hour: 12:45-1:40Passing: 1:40-1:456th Hour: 1:45-2:40Passing: 2:40-2:457th Hour: 2:45-3:40 | Third Lunch1st Hour: 7:30-8:25Passing: 8:25-8:30Homeroom: 8:30-9:00Passing: 9:00-9:052nd Hour: 9:05-10:00Passing: 10:00-10:053rd Hour: 10:05-11:00Passing: 11:00-11:054th Hour: 11:05-12:103RD Lunch:  12:10-12:40Passing: 12:40-12:455th Hour: 12:45-1:40Passing: 1:40-1:456th Hour: 1:45-2:40Passing: 2:40-2:457th Hour: 2:45-3:40 |

Visitors

Pueblo County High School is dedicated to maintaining a quality learning environment. Parents/Guardians are always welcome. **Arrangements for adult visitors should be made through the office.** It is our belief that there be a daily focus on our work; therefore, student visitors are discouraged from attending classes with Pueblo County High students. All visitors and/or parents must check in at the main office and be issued a visitor’s badge to be worn at all times while they are on the campus.

Change of Address

If at any time during the school year it becomes necessary for your parents to change their home or mailing address or phone number, please report this change immediately to the office. ***It is also vital for the school to have the current employer, address, and phone number of both parents or guardians in case of an emergency.***

Graduation Requirements (Policy IKF)

**Graduation requirements for all students who attend Pueblo County High School are as follows:**

**A.** Twenty-five (25) units of credit will be required to graduate from Pueblo County High School. One-half unit of credit is earned for a course taken and successfully passed for one semester.

**B**. Beginning with the graduating class of 1999 and entering classes thereafter, the following requirements shall be met:

 1. English - 4 credits

 2. Social Studies - 3 credits - including Geography/World History (1), US History (1),

 American Government (1/2) and elective (1/2)

 3. Mathematics - 3 credits - each student must successfully complete
 three years of math including course work in Geometry and Algebra.

 4. Science - 3 credits - including Earth Science (1) and Biology (1)

 5. Physical Education - 1 1/2 credits - earned in the classroom, or through ROTC or Marching Band, and 1/2 credit can be waived through Sports or Cheerleading, and (1 credit) must be taken in the classroom.

 6. Health - 1/2 credit

 7. Technology - (1) credit

 8. **Recommended but not required:** All students are encouraged to take at least 2 years of the same foreign language if they plan to go to college, which counts as elective credits.

 8. **Recommended but not required:** All students are encouraged to take 4 credits of mathematics if they plan to go to college.

 Total Required Credits 16

 Elective Credits 9

 Total for Graduation 25

Students and parents should note: Pueblo County High School students will be able to earn up to 28 credits during their high school career.

**Students will not participate in graduation exercise unless they have earned all necessary credits and have satisfied all requirements for graduation as prescribed by the Board of Education.** Seniors who have outstanding fines will receive a blank diploma until they make arrangements for payment through the principal.

**Courses that may count toward Core Requirements:**

Agricultural Sciences I, II, III, IV 1/2 Science Credit each full year

**Students must take all required classes during the regular session. When a required class is failed, students are expected to make it up during summer school or through credit recovery. (Summer school and credit recovery are for remediation only).**

Honor Roll/Academic Letters

Students who earn a semester grade point average between 3.25 and 4.0 will be listed on the Honor Roll for that semester. A list of all semester Honor Roll students will be sent to the Pueblo Chieftain. Students who receive a 4.0 for any given semester shall be recognized at an awards assembly and shall receive an academic letter or a star.

Gold and Silver Cord

Seniors who have maintained a 3.6 to 4.0 GPA for four years shall receive a Gold Cord during graduation activities. Seniors who have maintained a 3.25 to 3.59 GPA shall receive a Silver Cord.

Class Rank and Valedictorian/Salutatorian Process

1. **Enrollment Requirement**. Valedictorian and Salutatorian candidates must have attended PCHS for a minimum of two years prior to their graduation. Honor graduates are not restricted by this requirement.

2. **Declaration of Intentions.** Students must declare in writing their interest and/or viability for valedictorian or salutatorian honors within two weeks at the beginning of both their junior year and their senior year. Such notification should be directed to the Principal and that student’s counselor. Upon the receipt of such notification, a formal conference will be held with the student and their parent/guardian to review their transcript of classes taken in previous semesters, as well as to discuss and finalize the courses to be taken in their junior and senior years.

3. **Course Selection Requirements**

 a. Four years of English to include Honors English III and IV (Honors English I, II, III, IV

 for the graduating classes of 2005)

 b. Four years of Science to include Chemistry and Physics, Biology II or Anatomy.

 c. Four years of Math to include Calculus

 d. Four years of Social Studies

 e. Two years of Foreign Language

4. **GPA as Initial Criteria**. The student with the highest GPA will be declared the valedictorian if there are no ties. After the valedictorian has been selected, the salutatorian will be determined using the same criteria.

5. **Minimum/maximum classes completed.** To be considered for valedictorian, a full load of classes (8 per semester for four years) earned as letter grades from any combination of PCHS classes and classes from approved institutions of higher learning. The grades earned in classes will be calculated as they are earned. No classes taken after other classes taken may be substituted for those earned previously.

6. **Class/Courses Excluded.** Partial Absences, Study Halls, Teacher Aides, or any classes that do not assign a letter grade will not count toward the determination of class rank.

**Scholarships**

Pueblo County High School has established a Futures Office to assist graduating students who seek financial aid to continue their education. It is important for students to take on the responsibility of acquainting themselves with the Futures Office and the scholarships that are available. The application process for some scholarships can be demanding, so students need to become familiar with the process. Seniors should fill out a profile sheet through the Futures Office at the very beginning of the year.

Scholarships are awarded by colleges and universities, by businesses and professional organizations, and by the National Merit Program. These scholarships are awarded on the basis of a student’s high school record, financial need, or rating on competitive exams. In addition to maintaining an excellent grade point average, students are encouraged to demonstrate leadership and to participate in student activities and student government.

Most colleges and universities require applicants to take the College Entrance Exam Board tests or ACT tests. Parents are asked to submit Parents Confidential Statements or Family Financial Statement. College Board Exams (ACT) are scheduled on various dates throughout the year at specified exam centers. Seniors are advised to take these exams in October, November, or December. College entrance requirements differ among institutions. Students are urged to ascertain early in their high school career, the entrance requirements of the college of their choice.

Students are asked to report information on scholarships awarded to the school to aid in recognition at the annual Green and Gold Assembly.

Counseling

The counselor is directly concerned with the counseling of students. Students should feel free to discuss concerns with the counselor and with their teachers who are also interested in their progress.

Guidance services are available to every student at Pueblo County High School. Guidance counselors can help with educational planning, interpretation of standardized test scores, occupational information, or any questions you may feel you would like to discuss with a counselor. If you wish to see a counselor during class time, please sign the appointment sheet outside the guidance offices. Counselors will make a point to see every student who signs the appointment sheet. **Counselors will not see students who do not have a pass from their teacher or who walk in during passing periods or lunch.**

Schedule Change Procedure

1. Student schedules may not be changed after the first week of the semester except for “EXTREME EMERGENCIES”. Extreme emergencies will be decided upon following a staffing or conference with student’s parent(s), the teacher, the counselor and the principal or his designee.

2. Student’s classes are not to be changed if they have never had the teacher before.

3. Students may change classes through the first week upon request if they have had a failing grade from the teacher for a previous class, and if the change does not create a class load imbalance or a deficiency in a required class.

5. Teacher requests for student schedule changes will follow the above procedures.

6. Restrictions apply to students who are in need of multiple classes in the same core area. Please see your counselor for details.

Incomplete Grades

Incomplete grades must be made up within two weeks of the end of the grading period or revert to “F”. Teachers and students are responsible to see that incomplete grades at the end of a quarter or semester are cleared up.

Class Drop Procedures

Student schedule changes are to be made through counselors during the first week of each semester.

1. Once in a class, the student is committed to that class until the end of the semester or year.

2. Any student dropped from a course during the second through seventh week will have a WP (withdraw pass) or WF (withdraw fail) recorded on the cumulative record depending on whether the student is passing or failing the course at the time of the drop. This drop procedure can only take place after a parent conference with the teacher, student and counselor results in this being the only recourse.

3. After the seventh week, WF (Withdraw Fail) will be recorded on the cumulative record even if the student is passing or failing the course at the time of the drop. All WF are calculated in the cumulative grade point average.

4. A student dropping a class will have to remain in that classroom for the remainder of the semester on a no credit basis.

5. The principal shall have the right to determine unique cases.

Guidelines for Students Taking Summer School, Credit Recovery, and Correspondence Courses

1. District #70 students may use summer school and credit recovery classes to makeup deficient credits. Students are expected to take all required courses at Pueblo County High School before they register for credit recovery/summer school.

2. Credit recovery and summer school courses are not to replace or remove a previous passing grade for the same class.

3. If a student repeats a class, credit will only be used once toward graduation requirements.

4. Applications for summer school, credit recovery classes, and correspondence courses must be approved and signed by your counselor at Pueblo County High School.

5. Credit Recovery courses may be started at any time throughout the year, however there will

 be set deadlines for completion. Credit recovery classes are $100 per ½ credit.

Examinations - In Advance

Students who leave school before the close of the school semester risk losing credit. **Students will not be given advance examinations or be given any assurance of full credit when the student leaves, unless approved by Administration.**

Fees, Field Trips, Costs Associated with Courses Offered

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

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

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

Field Trip Disclaimer

A field trip may be associated with a course. In accordance with District No. 70 policy regarding field trips and fees, the cost of this trip may be passed along to the individual students in the class who participate in the field trip. This cost includes the per mile expense of the vehicle used for transportation as well as the per hour cost of the driver.

All students are encouraged to participate in the enhanced educational opportunity a field trip represents. Should the student be either unwilling or unable to participate in the field trip or to pay for the cost of the trip, alternatives exist regarding assignments as well as payment of the fee. Please see the teacher of the class or the building principal for details.

Club/Activity Disclaimer

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

Clubs and Organizations

Numerous clubs and organizations are active at PCHS. Check with the office for a list of those available.

Eligibility to Hold Office

To hold a school office, a student must:

1. Have and maintain a C (2.0) or better grade point average.

2. Student Council Officers must have and maintain a 2.5 or better grade point average and Student Body Officers must have a 2.7 cumulative grade point average. The principal, aided by the staff, has full authority to remove a student from office or place a student on probation for violations of PCHS policies or guidelines.

Scheduling Activities

All activities are to be scheduled as far in advance as possible. Generally, one week’s notice is considered minimum when requesting an activity. **ALL ACTIVITIES MUST BE APPROVED BY THE PRINCIPAL AND PLACED ON THE MASTER ACTIVITY CALENDAR.**

Activities

Pueblo County High School is a member of the Colorado High School Activities Association; this membership requires that students comply with the general eligibility rules covered by Article 16 of the CHSAA Handbook. The Activities Director and/or the sponsor/coach will review these rules with the participants of each activity at the beginning of the season.

1. To participate in sports a student must pass a physical examination, be covered by the District’s catastrophic insurance, and be eligible by the rules of the Colorado High School Activities Association. Required procedures for participation:

 a. Physical examination

b. Participation Fee - $80 for 1st sport/child, $70 for 2nd sport/child thereafter

c. Emergency Card Information

d. CHSAA Competitor’s Brochure Sign off sheet

e. Pueblo School District No. 70 parent information sign off sheet

f. Parent meeting with coach

2. In order to participate in a CHSAA sanctioned activity, a student must be enrolled in a minimum of 5 classes (2.5 Carnegie units) in the current as well as previous semester (This includes Band, Cheerleaders, Stepperettes, Choir and Speech/Debate).

3. An athlete is bound by the athletic rules for the entire four years the athlete is here and not just for the time the athlete is participating in his/her sport(s). These rules are in force 24 hours a day, 365 days a year.

4. In addition, athletes are governed by rules specific to Pueblo County High School. These rules and policies will be reviewed with you at the beginning of each sport.

5. Consequences for violation of athletic/activity policies/rules will be enforced immediately and consistently. Please refer to the athletic handbook.

6. Academic eligibility is required for participation.

Philosophy of the Extracurricular Programs.

Pueblo County High School believes that all students must meet eligibility requirements set forth by CHSAA as well as the requirements set forth by Pueblo High School. Be sure that you understand the eligibility requirements set forth by both entities.

**General Eligibility Requirements**: During the period of participation, the student must enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.

**Weekly Eligibility Requirements:** In addition to the CHSAA eligibility requirements stated above, Pueblo County High School will perform weekly grade checks on all students during their participation in a sport/activity. When a student receives an **F** in any class,they will beplaced on **Academic Probation** for 1 week. While on Academic Probation, the student will be allowed to practice and compete in all activities but is encouraged to concentrate on their grades. At any time thereafter, if the student receives an **F** in **any** class, they will become **Academically Ineligible** for 1 week. During Academic Ineligibility, the student may not compete in any contest, travel to any game site, or sit on the bench with the team at any contest. They may practice with the team but again, they are strongly encouraged to concentrate on their academics. **An ineligible player cannot help a team if they cannot compete**. Each sport season that the student participates will have a 1-week Academic Probation period. Weekly eligibility runs from Monday to Monday with Sundays begin inclusive.

**Check Acceptance Policy**

Pueblo County School District 70 has established the following policy for accepting checks and collecting returned checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. When paying by check, you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment. For assistance please contact Paytek at 866-399-4101.

When paying by check you authorize the recovery of unpaid checks and the recovery of state allowed fee by means of electronic re-presentment.

District 70 accepts credit cards for payment of athletic fees, fines or purchases of yearbooks, dues, etc. District 70 accepts VISA, Mastercard, American Express and Discover.

Activity Ticket

All students at County High (except band members who are required to perform) are required to pay adult prices for athletic contests at the school unless they have an activity ticket. The activity ticket costs $35.00 and entitles a student to attend all home athletic events.

Assemblies

Each student is personally responsible for the impression made by the school as a whole. Conduct should be courteous, respectful and attentive. Unacceptable conduct would include whistling, excessive or out of place clapping, boisterousness and talking during a program. Students who exhibit inappropriate conduct will be banned from future assemblies

We take great pride in the presentation of our Nation’s Flag. All students and guests should stand and show respect for our colors by remaining silent until the flag leaves the floor.

Field Trips

Regulations regarding pupil conduct:

1. The instructor in charge is directly responsible to the school and to the parents for the conduct of students on a field trip.

2. Field trips are an extension of the classroom and pupils are expected to act appropriately.

3. Students who leave school on the bus for any trip must return to the school on the bus. The only exception to this rule is where parents of the student personally pick him/her up and take him/her home.

4. Students may not use their cars to attend sponsored field trips or school activities unless prior permission has been cleared through the office.

5. No tobacco products or drinking shall be permitted on a field trip.

6. Parents will be notified of field trips in advance and will be required to sign a permission slip.

7. Any student who has a total of three (3) unexcused absences in any semester, or a total of ten absences, excused or unexcused, may not be school excused for field trip activities. Three unexcused tardies equal one unexcused absences.

8. Each student wishing to attend a field trip must be passing all classes and will be required to get their teachers’ signatures, indicating they are passing their classes, before they will be allowed to attend the field trip.

School Function Behavior

(SPORTS, DANCES, ETC.)

Sportsmanship and fair play must be shown at all times and in accordance to the Handbook of The South Central League and CHSAA. Conduct at dances should reflect respect and pride of self, others, the school and property.

Court Nominations:

Throughout the school year there are several court nominations commemorating different occasions and traditions. Students are reminded that to be nominated to a court by their peers is an honor that brings with it certain obligations and responsibilities. Nominees may be asked to speak at a school wide assembly, to organize and deliver an individual or group performance and to attend other events celebrating their nomination.

Any one student can only be nominated for one court for the school year. Nominees will be voted on by their peers. Any misconduct or deviation from what is expected by the nominees could result in consequences established by the school administration that may impact the final make up of the court.

General Rules and Regulations

*Administration reserves the right to change or modify these general rules and regulations due to safety concerns or changes in District policy.*

1. Maintain a respectful attitude toward other students, teachers, and administrators. Insubordination toward any staff member will not be tolerated and appropriate disciplinary action will be taken.

2. No drinking, tobacco or use of narcotics, are allowed in the school building or on the school grounds at any time.

3. Students, while in the building or on the school grounds, will refrain from outward demonstrations of affection. Anything beyond holding hands is out of place, and will not be tolerated.

4. Fighting will not be tolerated on school property at any time. Any infraction will result in charges and suspension.

5. Permission to leave school grounds must be granted by PCHS Office Personnel. Sick leave is granted through the nurse’s office or through PCHS office staff. If a parent or guardian cannot be contacted, the student will not be permitted to leave campus. If the student leaves anyway, they will be marked truant or unexcused and may be suspended. **No parent will be allowed to excuse the student at a later date.** Any student who leaves the grounds during the day for lunch, ditching classes, etc., faces disciplinary action.

6. Any senior who has a Partial Absence must leave the school grounds immediately at the time of the Partial Absence. If a student is found to be causing a disturbance in the community during their partial absence, they may face the loss of their P.A. and/or other disciplinary actions.

7. Damaging school property is considered a serious offense and the offender will pay for the expense of repairs and replacement. Offender faces suspension and charges.

8. Snowballing is not allowed on school grounds because of the danger involved to other students, and could result in suspension.

9. Scuffling, running or yelling in the halls is not allowed.

10. Rudeness, vulgarity, rebelliousness and profanity will not be tolerated at any time.

11. Students are not permitted to wear hats, caps, leg, arm, or headbands in the building.

12. The use of radios/cassettes/electronic games is strictly prohibited. These items are not to be brought to school. **The school will not be responsible for confiscated or stolen items and PCHS will not investigate lost or stolen electronic items, including Ipods, cell phones, etc.**

13. The possession and or use of glass containers outside of the Commons Area is prohibited.

14. The use of water guns/water balloons or similar items on the campus of Pueblo County High is prohibited. Any student who disregards this rule could be suspended from school. These items will be confiscated and may not be returned.

15. Graffiti will not be tolerated and any student found defacing school property may face suspension and/or expulsion.

16. **Cell Phones may not be used during class time (includes text messaging.)** Parents, please

 do not call your student on his/her cell during school hours. In case of an emergency, please

 call Pueblo County High Office at 948-3351

Student Discipline

The Board of Education of School District #70 assigns the responsibility of student discipline to the principals of each building and his staff. Refer to Colorado Revised Statute 123-20-7.

Students must respect the rights of others as outlined in the Code of Conduct. Students suspended are not allowed at any school function or activity during the time of their suspension. Infractions can and/or will be referred to the proper authorities.

Disciplinary Process

Once a student is referred to the office with a written discipline referral, it is at the discretion of the school administration, along with school and board policy, on what actions will be taken. The action(s) taken would depend on the severity and number of offenses by the individual student. Consequences range from verbal and/or written warning, detention, and out of school suspension or possible referral for expulsion. If a parent or student has any questions they should refer to the Pueblo School District No. 70 Student/Parent Information Handbook or the Pueblo School District 70 Board Policy Manual. Please call Pueblo County High School’s administration if you have any further questions or concerns.

Code of Conduct File: JICDA

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.

5. Violation of district policy or building regulations.

6. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.

7. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.

8. Violation of the district’s tobacco-free schools policy.

9. Violation of the district’s policy on sexual harassment.

10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.

12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressing publicly to others that precipitate disruption of the school program or incite violence.

13. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

14. Lying or giving false information, either verbally or in writing, to a school employee.

15. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

17. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.

18. Repeated interference with the school’s ability to provide educational opportunities to other students.

Each principal shall post a copy of these rules in a prominent place in each school and post the handbook/rules on the school website for students, parents, and community to review. Copies shall be available to any member of the public upon request.

Student Tobacco Free Policy

**Notice of enactment of Colorado law - C.R.S., Section 25-14-103.5(3)(a)(II)**

**PROHIBITION AGAINST THE USE OF TOBACCO AT SCHOOLS**

Effective July 1, 1999, all Colorado public schools, K-12 are required under Colorado law to prohibit tobacco use on all school property, including building interiors and grounds, and at all school-sponsored activities. This applies to students, teachers, staff, and visitors.

If students are observed with tobacco products during the school day, those tobacco items will be confiscated and possible suspension will occur.

Zero Tolerance: Use, Possession and Abuse of Alcohol and Other Drugs

Student use, possession, distribution, or sale of alcohol or other drugs is prohibited in all District #70 schools, on school grounds, at school sponsored activities, or when students are being transported in vehicles dispatched by the District at any time during the calendar year.

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution.

The term “other drugs” includes, but is not limited to, narcotics, stimulants, depressants, inhalants, hallucinogens, and cannabis derivatives, other than that which can be purchased at a pharmacy without a prescription or prescribed by a licensed physician, or any other item being represented as a drug.

The regulations, which shall guide the enforcement of this policy, shall be in keeping with applicable laws and shall be observed by all school personnel.

Appropriate procedures shall be followed by all District #70 school personnel in working with students who may:

1. Be “under the influence” of alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.

2. Possess alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.

3. Be engaged in acts of using, selling or distributing alcohol or other drugs on school grounds, at school sponsored activities or when students are being transported in vehicles dispatched by the district.

Grounds for Suspension or Expulsion

The following may be grounds for suspension or expulsion of a child from the schools:

A. Any ground authorized by the Colorado Statutes including but not limited to the following:

 1. Continued willful disobedience or open and persistent defiance of proper authority;

 2. Willful destruction or defacing of school property;

 3. Behavior which is detrimental to the welfare, safety, or morals of other pupils.

B. Violation while on school property or while engaged in school functions or school sponsored activities of any criminal statute of the State of Colorado, or the doing of an act made unlawful by the statutes of this state.

\*C. Violation of any policy of the Board of Education.

\*D. Violation of any written rule or regulation adopted by the principal of any school, or adopted by any other employees of the district who is authorized by the Board of Education to establish rules and regulations in regard to a particular school, or in regard to a particular activity.

\*E. Insubordination or continued and willful misconduct.

\*F. Student behavior that is detrimental to the welfare and safety of teacher or school employees.

G. In addition to the foregoing, the following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offense by a student directed toward a teacher or school employee. A student shall follow these same procedures in instances of damage to the personal property of a teacher or school employee occurring on school district premises.

 1. The teacher or employee shall file a written complaint with the building principal, the Superintendent’s Office and the Board of Education.

 2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for up to five days in accordance with established procedures.

 3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student.

 4. The Superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident or determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

 5. A copy of this policy shall be distributed to each student and posted in each school building

 6. The foregoing shall not be construed as a limitation on the normal powers of a Superintendent in regard to suspension or expulsion.

H. If suspension or expulsion involves a handicapped child (as defined by federal and state law), before such child can be expelled, it shall be determined (1) that the child has been appropriately placed and (2) that the child’s conduct giving raise to suspension or expulsion was not caused by the child’s handicap. A handicapped child may be suspended however in an emergency situation in which the child is endangering himself/herself or others. Otherwise during the pendency of any administrative or legal proceedings the placement of the child shall not be changed. The foregoing factors shall be determined by the same group established to determine placement and the same procedures shall be used. After an affirmative finding as to both factors, the foregoing grounds for a suspension or for an expulsion shall be applied and the factors set out shall be applicable.

I. Suspension/expulsion is considered an unexcused absence per district/state policy. (JED-R) Assignment to In School Suspension/In School Exclusion is also considered an unexcused absence. Students who have been assigned to ISS/ISE will be required to take final exams in the classes that were not attended as a result of being assigned to ISS/ISE.

\*Please note that these grounds may support suspension and could be grounds for expulsion as further highlighting A, but grounds of A are the only ones provided for in the statute.

Colorado School Laws 1971, Article 29

Property Defacing Control Law

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

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

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

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

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

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

Student Distribution of Non-Curricular Materials (Constitutional Relativity)  **See policy JIC BC**

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

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

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

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

School equipment and supplies shall not be used for publication of such written material unless authorized as a school-sponsored activity. Students who wish to distribute non-curricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place, and manner of distribution.

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

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

1. **Place**

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

2. **Time**

 Distribution may be made one-half hour before school and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. **Littering**

 All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. **Manner**

 No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

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

Gang Activities

Pueblo County High School has a Zero Tolerance Policy for gang-related behavior and/or

paraphernalia (including clothing). Some of these behaviors or paraphernalia may be, but are not limited to, weapons, threatening language or gestures. Students may be subject to suspension and/or referral to the superintendent or other legal authorities for any behavior that jeopardizes the safety and welfare of any other student(s).

Student Parking

Student Parking Permits will be distributed the week before school begins.

All students obtaining a parking permit must provide a driver’s license at time of distribution. The permit will be limited to a specific lot. If a student loses a permit, a second one will be given by request. Permits will be good for one school year.

**Cars that are parked in a lot without a permit or outside the designated, striped areas may be ticketed or be subject to disciplinary measures.**

Parking Lot Searches

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle onto school premises.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

PCH Attendance Policy (Revised August, 2011)

Based on the Board’s attendance philosophy outlined in the District 70 Student/Parent Handbook, student absences will be closely monitored. One criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to have actual teach-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

**Any student who comes to school late, or leaving school early MUST sign in/out at the office.**

**Tardies**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Getting up late in the morning is not an excused tardy, even if a parent calls the tardy into the office.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy. Going to any class 15 minutes late, or leaving any class 15 minutes early (ex. Dr. Appt.), will be considered an absence.

**Tardy Consequences**

1. 3 tardies – 1 day lunch detention
2. 6 tardies – 4 days lunch detention
3. 9 tardies – Friday School/In School Suspension & parent notification
4. 12 tardies – 1 day In School Suspension & parent notification
5. 15 or more tardies – Out of School Suspension & parent notification

**Excused absences**

**The following shall be considered excused absences with parent/guardian notification.**

1. A parent or guardian must notify the school within 24 hours of the student’s absence or the absence could be considered truancy.

2. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

3. A student who is absent for an extended period due to physical, mental or emotional disability.

4. A student who is pursuing a work-study program under the supervision of the school.

5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

6. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is as defined by C.R.S. 22-32-138(1)(e), absences due to court appearances and participation in court-ordered activities shall be excused. The student’s assigned social worker shall verify the student’s absence was for a court appearance or court-ordered activity.

 **Parents must report the absence within 24 hours of the occurrence of the absence.**  In situations where an extended absence will be necessary, the parents need to communicate with the school ahead of time. It is important that parents attempt to arrange medical appointments outside of school hours. If this cannot occur, parents are expected to have their student’s absence pre-approved by building administration. Students are allowed to have prearranged absences for up to three days if the absence has an educational value. If the excused absences appear to be in excess, the principal/designee may require suitable proof that the absence was justified. The proof may include written statements from the student’s physician. Students may not miss more than 10 days unexcused in a school year, or judicial proceedings may be considered.

**Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student’s record. The parent/guardians of the student receiving an unexcused absence shall be contacted by a recorded message via phone and/or by an administrator.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, lunch detention, Friday School or In-School-Suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is 10 school days during any calendar year or school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, may be considered a “dropout” and may be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line program, such student is not considered a dropout and shall not be reported.

**Make-up Work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments on the day returning to class. There shall be one day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student’s expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

**Field Trips**

Any student who has a total of three (3) unexcused absences in any period, or a total of ten (10)

absences, excused or unexcused, may not be school excused for field trip activities. Three (3) unexcused tardies equal one (1) unexcused absence in a class. Students who are failing one or more classes may not attend a field trip. It is the student’s responsibility to demonstrate that they are passing all of their classes.

***Note***: **Permission to leave school grounds must be granted by PCHS Office Personnel!!!** ***Sick leave*** is granted through the nurse’s office or through PCHS staff. If a parent cannot be contacted, the student will not be permitted to leave campus. If a student leaves anyway, they will be marked ***truant*** and may be suspended. No parent will be allowed to excuse the absence at a later date. Any student, who leaves the grounds during the day for lunch, ditching classes, etc., faces disciplinary actions.

**Appeals**

Every reasonable effort will be made by the student’s teacher to contact the parent(s) by phone, e-mail, or letter for unexcused tardies and unexcused absences. When a student has been dropped from a class, the student and parent will be notified. At that time the student and parent must contact an administrator to start the appeal process if they wish to do so. The student and parent will have the opportunity to document the reasons for absence. Students will not be reinstated if the appeal is denied.

***Note***: **Final decisions during the appeals process are left to the professional judgment of the administrator(s) involved.**

Leaving Campus

Once a student’s classes for the day begin, the student must remain on the school grounds until his classes for the day are completed. Students are not to leave the grounds without a pass from the office.

A phone call from home must be made to the office **IN ADVANCE** when a student requests to leave, then student must sign out in the office before leaving campus. Failure to get a pass **could** constitute **TRUANCY** and can result in suspension. A parent will not be able to excuse a student after the fact.

Partial Absence Policy

In the event a senior has three or few requirements to complete for graduation and the courses needed to fulfill these requirements can be scheduled in a morning or afternoon block, the student may apply for released time for one-half day for employment purposes. The request for released time must be accompanied by written parental or guardian approval and written employment notification. Employment must be at least half time or three hours per day. In all cases, release from school must have the approval of the administration. When part-time employment is approved, the school shall not be responsible for the student except during those periods of time when he or she is an enrollee attending classes in school.

Should a senior demonstrate a need for released time following the start of semester, he or she may apply to drop a course and be granted released time with the required documentation. After five weeks, a senior may apply for released time and a “withdrawal failure” or a “withdrawal passing) from a course, depending on the circumstances, if it is an elective course and the required and the required documentation is furnished.

School District No. 70 DRESS CODE

Administrative Regulation In Accordance with Policy JICA

1. PCHS accepts shirts, sweatshirts, and sweaters that are not excessively bulky. It is not acceptable to wear shirts, sweaters, or sweatshirts that make reference to violence, aggressive/assaultive behavior, tobacco, drugs, vulgarities, obscenities, sexual behaviors or innuendos, death/mutilation of one’s self or others.
2. Shirts shall cover the student appropriately. No excessive skin shall be showing.
3. Excessively baggy pants, excessively ragged pants that are torn, ripped or cut up are not allowed. Pants are to be worn at the hips or higher. Shorts MUST be mid-thigh in length. Skirts that come higher than the fingertips are not acceptable. Additionally, pajama bottoms are not acceptable pants to be worn at school.
4. Any clothing and/or accessories that is considered gang related will NOT be accepted.
5. Trench coats are not acceptable at any time.
6. Hats are not to be worn in the building. The term hat includes stocking caps and bandanas.
7. Slippers are not allowed at any time at school.
8. All hair color MUST be of natural color.
9. Tattoos need to be covered if they are determined to be a distraction, as determined by administration.
10. Spiked jewelry of any kind is not allowed at school.
11. Undergarments, including bras, should not be exposed when the student walks, stands, bends, kneels, or sits.
12. NO spaghetti-strapped tops can be worn.
13. Non-traditional clothing, make-up, nail polish, lipstick, piercings and other attire that distracts from the educational process and environment is not acceptable. **Traditional attire is defined by the building administration**.

**Building administration reserves the right to make any modifications or changes to the dress code as it deems necessary.**

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

Consequences for dress code violation

1. Warning/call to parent

2. 1 week of Lunch Detention

3 Friday School

4. 1 day out of ISS; parent notification

5. 1 day of OSS; parent notification

Building and Grounds

1. Only you can make your school look good; therefore, you are encouraged to pick up and throw trash in available trash containers. **BE PROUD OF YOUR SCHOOL - KEEP IT CLEAN!**

2. The building may be used by student groups or individuals only when faculty sponsors are present.

3. The lunchroom conduct of students must be such that leaving trays, throwing food, etc., could result in the losing of lunchroom privileges.

4. Restrooms are to be kept clean and smoke free.

5. Students must remain in the commons area during their lunch period.

6. Parking lots are off limits during lunch

7. The gym is off limits during lunch.

Transportation

Buses for transportation of students living in an area designated by the Board of Education arrive at school in the morning before the first bell and leave in the afternoon after the last bell.

School buses are operated on a regular schedule and new students may secure information from the bus garage in regard to the time, various stops, and the route covered. Students must obey State Bus Regulations and cooperate with the bus driver at all times. While on the buses, students are responsible directly to the driver and disorderly conduct and refusal to cooperate with the driver shall be sufficient reason for refusing transportation to any student. Buses are also furnished on a limited basis for transportation to athletic and other special activity events. Students are reminded that their conduct to and from such events reflects directly upon the reputation of Pueblo County High School. Good conduct is essential to the safety of all.

Special requests from students to ride a bus must be approved through the office. To obtain a special bus request, prior parent/guardian permission is needed and student must obtain a Special Transportation form from the office.

Textbooks

The teacher issues textbooks to the students. Students are responsible for the care and return of the books and will be charged accordingly if books are lost or damaged excessively. Book covers are advisable. In order to be re-issued another text, the student must make arrangements with the principal to pay for the lost or damaged one. (Seniors who have not paid accumulated fines will not receive their diploma.)

Students and their parents/guardians shall be held responsible for the general care of books, school equipment and buildings when used by the student. Any accidental or irresponsible damage to books, school equipment or buildings shall be the responsibility of the student and his parent/guardian.

Lockers

Lockers are provided for the safekeeping of books and other property needed at school. In order that lockers may provide the security intended, students are strongly advised to keep their lockers locked at all times. Failure to do so is a temptation to others and often results in permanent loss of property and books. The locker combination is the personal property of every student who invites loss by divulging it to others. Students are issued a locker and combination when they first enter school in the fall.

Students will be notified well in advance of the deadline for cleaning out their lockers. Generally, the deadline will be the last regularly scheduled school day prior to the semester exam review day.

When cleaning out student lockers, custodians will throw away items that are obviously trash. Textbooks, supplies, and other personal items that appear to have some value will be placed in a plastic bag and tagged with the locker number. The bags are to be taken to the office and stored there for one week.

\*Lockers are the property of the School District and therefore may be checked without the consent of the student.

Student Health Services

The administration and faculty at our school consider this one of the most important sections of the student handbook. Good health is a prerequisite to learning; as a matter of fact, good health is essential to success in most activities. Following are a few simple regulations that are requested of students in order that we may help to maintain safety and health for all students.

**#1. School Nurse/Wellness Center:** A student wishing to see the nurse must first report to his/her class and be sent by the instructor with a pass. Students must report any emergency illness or injury to the nurse or office staff immediately and are not to stay in the restroom during class period because of the illness. A student may be seen by the Wellness Center after all necessary paperwork has been filled out.

**Missing class by staying in the restroom will be considered a truancy.**  Leaving campus ill without having the nurse or a secretary first call a parent or guardian will result in an unexcused absence and/or be considered a truancy.

**#2. Accidents and Insurance:** The school is responsible for immediate first aid. The Board of Education does not pay any medical or hospital expenses incurred as a result of accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

School District #70 will **NOT** provide insurance coverage for students. Students who participate in athletics must be covered by their own family plan or purchase special athletic insurance that will be made available through the high school office in addition to the required catastrophic insurance.

In case of accident, no matter how minor, the student should report that accident to the teacher immediately, and an accident report should be filed in the main office. In the case of severe accidents or acute illness, emergency care will be given and the parents/guardians will be notified.

**#3. Medical Transportation:**  It is the responsibility of the parent/guardian to provide transportation and further care if the student becomes ill or injured on school property. Students may not be sent home without parental approval, and no student may drive when excused for medical reasons unless parental consent has been given.

**#4. Emergency Cards:** In order to conform to the wishes of the parents, emergency cards stating conditions of an unusual nature, must be filled out and returned to the Nurse’s office for use in emergency situations.

**#5. Communicable Diseases:** Students returning to school after recovering from a communicable disease should be readmitted through the school nurse’s office. (German measles, measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis, etc.)

**#6. Immunization:** Evidence of immunization is required of all students.

Student Insurance

School District #70 will **NOT** provide insurance coverage for the student. Students who participate in athletics must be covered by their own family plan or purchase special athletic insurance that will be made available through the high school office in addition to the required catastrophic insurance.

Insurance for students who own their own musical instruments is available. The Band Instructor can provide you with the details concerning the plan.

Evacuation Drills

Fire, emergency, along with safety and security drills will be held throughout the school year. Students are to proceed to the exit designated on the chart in each classroom. Turning in a false alarm is a violation of both state and local laws.

**VIOLATORS WILL BE TURNED OVER TO THE AUTHORITIES FOR PROSECUTION** because any emergency system has to be reliable and we will not tolerate anyone endangering the lives of students.

Library/Media Center

Pueblo County High School Media Center provides informational services to all students and staff. The Autographics online library catalog, found on Mesa Moodle, provides students with access to more than 12,500 items. The Media Center houses books, hard copy periodical titles, DVD’s, video tapes, audio books and EBSCO, an online periodicals database with full text articles from over 500 periodical titles. Internet research as well as word processing may be accessed through a student laptop or the media center computer lab. Services include circulation of materials, reference assistance, database searching, inter-library loan, and library/media use instruction.

The following information will assist you in finding your way around the PCHS Library/Media Center. Please feel free to ask for additional assistance at the circulation desk.

**Library/Media Staff**

Mrs. Judy Stice, Library Technician

Room MC-1 948-3351 ext. 10018

**Library Hours**

Monday through Thursday - 7:30 a.m. - 3:40 p.m. school days.

**Student Behavior**

Students are expected to demonstrate respectful and polite behavior when visiting the library/media center, e.g. feet on the floor, not sitting on the tables, appropriate language, etc. It is expected that a student will keep the library/media center clean and leave it picked up. Please do not bring food or drink into the media center. Use of the library/media center is a privilege that can be rescinded.

**Library/Media Use**

All students not accompanied by a teacher must bring a signed pass from their teacher. When entering the library/media center the student will sign the check in-check out sheet; as they arrive and when they return to class. The pass is left at the library circulation desk to be signed by the library staff at the time the student returns to class.

**Circulation Department Book check-Out Procedures**

1. Student school I.D. cards will be used to check out materials.

2. Check-out period for books are 14 days.

3. Items not returned to the media center will be subject to a fine.

4. Reference books are not checked out of the library

**Overdues**

1. Overdue notices may be issued to students during 3rd period. However, it is the responsibility

 of the student to monitor due dates and to avoid fines.

2. Fines for overdue books/materials are 10 cents per day per item. Please be respectful and

 return books/materials on time.

3. Do not ignore overdue notices. If a mistake has been made, please help us clear it up.

4. Students holding materials overdue for more than 30 days will face the loss of

 library privileges.

**Charges**

1. Hardbound books: Current replacement cost

2. Econoclad books: $15. 00 each

3. Paperback books: $15.00 each

4. Damaged materials are charged as the situation demands

**Copy machine**

The copy machine is intended for student library use. There is a fee of 10 cents per copy. We reserve the right to refuse to copy student materials. WE WILL NOT COPY CLASS NOTES without a teacher’s request.

**Computer Printouts**

Computer lab and laptop printouts will cost 10 cents per page.

**We look forward to assisting you.**

**Enjoy the school year!**

**Read to Succeed!**

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