

Plateau Valley Middle & High Schools 2016-2017



**Positive
Ownership
Willingness
Effort
Respect**

School Mascot: Cowboys
School Colors: Kelly Green & White

Plateau Valley Fight Song
Oh, here's to dear old P.V., P.V. so true.
Cowboys so loyal, fighting on for you.
Rah-rah-rah!

We will cheer for P.V. where e'er we be,
So fight, Cowboys, fight, fight, fight
For Vic-tor-y!

Our 2016-2017 Cover Art was taken
from an original painting by
Paula Grundy

Telephone Number (970) 487-3547
Fax Number (970) 487-3876
Address 56600 Highway 330
Collbran, CO 81624

Website: www.pvsd50.org

Administration

Superintendent..... Greg Randall
Secondary Principal LeRoy Gutierrez
Assistant Principal..... John Holmes
Counselor Joanna Gibbs
Activities Coordinator Lester Wheeler
Athletic Director..... John Holmes

Office Staff

Secretary/Registrar Mabelle Williams
Bookkeeper/Secretary Tina Marsteller

Vision of the Plateau Valley School District:

**A 21st Century education for every
student, every day.**

Table of Contents

ACADEMICS	3
ACTIVITIES	3
ALCOHOL/TOBACCO/ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	3
ASSEMBLIES, PROGRAMS, CONCERTS	3
ATHLETICS	3
ATTENDANCE	3
BUS CONDUCT	4
CLOSED CAMPUS	4
CODE OF CONDUCT	4
COMPLAINTS AND GRIEVANCES	5
COMPUTERS/ELECTRONICS	5
DANCES (High School)	5
DISCIPLINE	5
DISPLAYS OF AFFECTION	5
DRESS CODE	5
DUE PROCESS STUDENT RIGHTS	5
EARLY RELEASE	5
FEES/FINES	6
FIGHTING	6
FOOD/DRINKS	6
FUND RAISING	6
GANG/SECRET SOCIETY ACTIVITY	6
GRADING SYSTEM	6
GRADUATION REQUIREMENTS	7
HABITUALLY DISRUPTIVE STUDENTS	7
HARASSMENT	7
HATS	7
HOMEWORK	7
HONOR ROLL	8
LIBRARY CONDUCT	8
LOCKERS (HALL AND P. E.)	8
LOST AND FOUND	8
LUNCHROOM	8
MAKE UP WORK	8
MEDICATION	8
MOTOR VEHICLES	8
ELECTRONIC COMMUNICATION DEVICES	6
HONORS & AWARDS	9
• NATIONAL HONOR SOCIETY	9
• ACADEMIC LETTER	9
NON-CONFIDENTIAL DATA	9
OUT OF SCHOOL ACTIVITIES	9
PARKING LOT SEARCHES	9
POSTERS	9
PROFANITY/OBSCENITY	9
RESTRICTED AREAS	9
ROLLERBLADES/SKATEBOARDS	9
SCHOLASTIC LETTERING	9
SCHOOL CLOSURES	10
SENIORS GRADUATING WITH HONORS	10
TARDIES	10
TELEPHONES	10
TEXTBOOKS	10
THEFT	10

TRUANCY	10
VIDEO RECORDING DEVICES	10
WITHDRAWAL	10
STUDENT EXPECTATIONS & DISCIPLINE POLICY	11
DRESS CODE FOR PVHS/PVMS STUDENTS:	14
ACCEPTABLE STUDENT USE OF THE INTERNET AGREEMENT (AUA)	15

The contents of this handbook are an abbreviation of school board policies. For more detailed inquiries, please contact the school administration.

Note to Parents:

- An important segment of the total educational setting is the family and the role of parents. If we are to secure satisfying results, this vital force cannot be ignored. In consideration of this, we respectfully present these suggestions:
- Cooperate with school officials in making these rules and policies effective.
- Realize the importance of a good education in the scheme of a successful life, and stress this importance to the student.
- Work for an atmosphere, both intellectual and physical, which is conducive to intellectual attainment.
- Understand that your child's future depends to a large extent on the skills, attitudes, and habits which develop prior to and during school years.
- Emphasize high scholastic achievement and intellectual achievement first. Extracurricular participation supports the academic program.
- Contact the teacher or principal with questions regarding school matters. Any differences with members of the educational system should be brought to the attention of the proper authority (teacher, principal, or superintendent) and not aired before the student or any person not specifically involved. When educators and parents present a unified front, real educational progress will be made.
- See to the health needs of the child, especially including a schedule allowing for a quality breakfast and plenty of rest during the week.
- Become aware of what the school is attempting to do for the students and lend what support you can to bring about worthwhile results.
- Keep criticism on a constructive basis and use objective reasoning in attempting solutions to difficult or ticklish problems.
Realize that educators as a whole have the interest of the majority in mind and are capable, dedicated people.

Note to Students:

It is our wish that you, as a student, will take great pride in YOUR school and that by working together we can make a good school even better. As a staff, we pledge our cooperation--the rest is up to YOU.

How to use this planner:

- Record homework assignments daily.
- When work is completed, place a check beside the assignment.
- Record future dates for tests, projects, and papers as soon as they are assigned by your instructor, counselor, or coach.

ACADEMICS

- Students will be expected to fully complete assignments neatly and hand them in on time.
- Students who are absent are responsible for getting assignments, completing make-up work, and turning it in on time (with two (2) days make up time allowed for each day absent)
- Students may change classes during the first three (3) days of the quarter.

ACTIVITIES

- Students attending extracurricular activities should keep in mind that the Code of Conduct applies at all activities whether on or off campus.
- Use of school facilities by students is permitted only when a faculty sponsor is present. Students must be under adult supervision to stay after school.
- Middle school students must have a note signed by parents and/or an adult sponsor to stay after school for an activity.
- Elementary students must be accompanied by an adult at all athletic events and after school activities.
- No Sunday activities may be planned.

ALCOHOL/TOBACCO/ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

Any student who appears at school or at a school-sponsored activity with intoxicants or giving evidence of having drunk alcoholic beverages will immediately be suspended from school for up to 5 days and from any school-sponsored activity. A second offense is a mandatory recommendation for expulsion.

Students are not permitted to use tobacco in any form in the school building or on school grounds, nor are they to have it in their possession. Plateau Valley School maintains a zero-tolerance policy. Therefore, possession of tobacco or smoking is a mandatory suspension offense by state law.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange, or to be under the influence of alcohol, drugs or other controlled substances.

Illegal use or possession of drugs or controlled substances, paraphernalia, or being under the influence of illegal drugs or controlled substances at school functions will result in disciplinary action, suspension, and involvement of parents and police. A second offense is a mandatory recommendation for expulsion.

ASSEMBLIES, PROGRAMS, CONCERTS

Assemblies are provided for the student body and are usually presented by students. All students are required to conduct themselves in a manner that is acceptable in relation to the activity. The general rule is to be courteous and supportive of fellow students and of all visitors.

ATHLETICS

Students and parents should check the Plateau Valley Athletic Handbook for information concerning responsibilities, rules, and regulations governing interscholastic athletics.

ATTENDANCE

According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. CRS 22-33-104

We intend to work with parents and families to allow reasonable arrangements for legitimate exceptions to insure that absences do not interfere with the education of students.

Attendance Procedures

For purposes of these procedures, an excused absence is defined as:

- Temporary illness or injury.
- Absence approved by the school administration.
- Absence due to physical, emotional, or mental disability.
- Absence caused by detention of courts or law enforcement.

To Excuse an Absence

For short-term absences, a phone call from a parent or guardian to the school office by 9 a.m. on the day of an absence or a note presented to the office upon return will insure an excused absence except as noted below (see excessive excused absences). Long-term absences of more than three (3) days should be prearranged with the principal to insure they will be excused. Students should do as much work as possible before they are absent. Some additional requirements, such as make up time until work is completed, may be required for approval. Students are responsible for getting assignments and making arrangements with teachers. Emergency situations will be considered on a case-by-case basis. Work from excused absences may be made up, with two (2) days make up time allowed for each day absent.

Excessive Excused Absences

If the number of excused absences becomes excessive, the administration may impose additional requirements for excusing absences. These may include, but are not limited to, requiring doctor's excuses for illnesses, pre-approval of all absences, and phone contact for all absences; i.e., a temporary illness of one day could be unexcused if a doctor's note was not presented to the office.

Unexcused Absences

Any absence not excused as outlined above will be unexcused. Suspensions will be treated as excused absences. An attendance meeting between the principal and parents may be scheduled for any student who has accumulated four (4) unexcused absences. A student who

accumulates ten (10) or more unexcused absences in a school year, four (4) or more in any month, or four (4) or more in a single class will be required to make up the time for credit to be awarded. Work from an unexcused absence may be made up, but only partial credit will be given.

BUS CONDUCT

Transportation on a school district vehicle is a privilege and not a right. Students are responsible for their behavior and will be expected to participate in determining workable solutions to eliminate recurrence of bus rule violations. Inappropriate behavior can result in the bus driver being distracted. Such distraction could endanger the lives of all students being transported.

Failure to follow school bus rules may result in bus detention, bus clean-up, assigned seats, bus suspension or expulsion, or other appropriate consequences. Suspension of bus privileges includes suspension of activity bus riding privileges as well.

The following bus rules are in addition to the Code of Conduct printed in this handbook:

- Noise level must be kept to a minimum.
- No standing or changing seats while the bus is in motion.
- Keep all aisles clear.
- The bus driver may assign seats at any time.
- No throwing of objects on or from the bus.
- No student shall board or leave the bus until acknowledged by the driver.
- Students may get off the bus only at their regular bus stop, except when a note is provided by the parent, signed by administration, and given to the driver.
- Transportation of potentially dangerous items is prohibited.

CLOSED CAMPUS

Plateau Valley School is a closed campus. Students will stay on school grounds from the time that they arrive until they are picked up by a bus or school is dismissed. Any student leaving the school grounds must check out through the office and have parental permission through a signed and dated note or a phone call. The campus is closed during lunch. Students may leave campus at lunch only if accompanied by a parent or guardian.

CODE OF CONDUCT

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

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- 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.

- Violation of criminal law.
- Violation of district or building regulations.
- Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- Violation of the district's policy on bullying prevention and education.
- Violation of the district's violent and aggressive behavior policy.
- Violation of the district's policy on sexual harassment.
- Violation of the district's policy on non-discrimination.
- Violation of the district's dress code policy.
- Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm in accordance with state law.
- 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.
- Violation of the district's tobacco free schools policy.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
- Engaging in verbal abuse; for example, name calling, gender, ethnic or racial slurs, or derogatory statements addressed to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail; for example, 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.
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- Lying or falsifying information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
- Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- Repeated interference with the school's ability to provide educational opportunities to other students.

COMPLAINTS AND GRIEVANCES

- It is the policy of the Board that any student or citizen shall have a ready means of resolving any claim of discrimination on the basis of sex, race, religion, national background or handicap in the educational programs or procedures of the District.
- PLEASE FOLLOW PROTOCOL AND CHAIN OF COMMAND:
Parents and students are encouraged to follow the chain of command by addressing problems and concerns directly with teachers and building-level principals. This process gives us the opportunity to resolve these issues at the earliest and most fundamental level. In the event a grievance is alleged in circumstances over which a school employee has immediate jurisdiction, the grievance should be directed to that individual. If satisfaction is not received at that level, the complaint should be appealed in writing to the principal. If the grievance is not satisfactorily adjusted by the principal, the complaint should be appealed in writing to the superintendent. The employee involved shall also present an explanation of the incident and the attempts made to adjust the grievance in writing to the superintendent.
- If the student or citizen submitting the written statement of an alleged grievance is not satisfied with the handling of the matter by the employee, principal, and superintendent, s/he may appeal in writing to the Board. The Board shall require the superintendent to furnish a complete history of the grievance, together with the attempts made by the district employees to adjust the grievance.
- If approached by any individual alleging a grievance, Board members will inform the individual of the proper procedure and will make every effort to get the individual to initiate the process at the level to which the alleged grievance applies. Board members will not bring matters to a Board meeting unless the grievance procedure has been followed.

COMPUTERS/ELECTRONICS

*Every student must complete ethics training to obtain computer usage and abide by computer use agreement.

Students using electronic media must abide by the Acceptable Use Agreement (AUA) adopted by the District or face suspension of privileges for up to one year. As per the AUA, students may not access chat rooms or games on the computers or send or receive personal communications. (See documents AUA and computer use agreement.)

DANCES (High School)

Dances are school activities. All rules that apply to other school activities apply to school-sponsored dances. Students inviting guests who do not attend PVHS must obtain prior permission from the principal's office. Individuals below the ninth-grade level or 20 or older will not be allowed to attend a PVHS dance.

- Admission will be denied anyone showing signs of intoxication or who does not have proper identification. Guests must follow all dance guidelines and rules.

- If any student or guest is asked to leave, it will be reported to the person in charge of the dance and a written report submitted to the administration.
- Behavior considered inappropriate includes:
 - Drinking
 - Fighting
 - Improper entry to a dance
 - Loud or obscene language
 - Obnoxious behavior
 - Smoking
- If evidence is found that a student is under the influence of alcohol or drugs, parents will be called to come for the student. In addition, the matter will be turned over to the police.
- Students and/or guests will not be readmitted if they leave the dance.

DISCIPLINE

Please refer to "Student Expectations and Discipline Policy" on page 11.

DISPLAYS OF AFFECTION

Hand holding is appropriate behavior. Kissing and embracing, or other contact of a personal nature between students is not acceptable behavior at PVS.

DRESS CODE

Please refer to "Student Expectations and Discipline Policy" on page 1.

DUE PROCESS STUDENT RIGHTS

Due process is a procedure which the courts of law recognize as a necessary responsibility of the school for all students. Due process is of primary importance because it recognizes the right of individuals to have recourse within a decision-making process. Due process assures the student of the following steps:

- Regulations and penalties are available in writing.
- The student has the right to be informed of specific reasons for action.
- All members are obligated to work out difficulties at the level at which they occur, if possible.
- The student has the right to present a defense against charges and to produce information in his/her parents' presence.
- The student, administrator, and/or teacher has the right to request the presence of the parents.
- Proper consideration should be given to the student's right to privacy.
- Disciplinary action shall be reasonable and related to the infraction.

EARLY RELEASE

The school calendar is planned in advance of the school year to allow parents and students the opportunity to plan summer vacations.

- The student and/or parent must meet with an administrator and discuss the reason for the request.
- If approved, the grade will be figured through the last day of attendance.
- If denied and the student leaves, the grade will

reflect work missed through the remainder of the semester, including the final exam.

ELECTRONIC COMMUNICATION DEVICES

Students are discouraged from bringing any of the above to school. Given their cost, they are a temptation for theft. Additionally, they are distracting to the learning environment. Such devices are not to be used in any classroom or learning area.

FEES/FINES

- The athletic fee for Middle School shall be \$25.00 per student per sport. High School Athletic fees shall be \$50 per student per sport. The athletic fee includes cheerleaders and middle school students, but not band students. Students not paying the athletic fees will not be allowed to participate.
- The instrument rental fee is \$40.00 per school year and \$6.00 during the summer.
- High school art students will be charged a material fee of \$10 per class per semester.
- Students will be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials, or equipment for the amount of loss.
- All fees may be waived or reduced for indigent students. For purposes of determining if a student is able to pay, an indigent child is defined as any child who is eligible for a free or reduced price lunch under the poverty income guidelines.

The school may withhold the grades, credit, diploma, and transcripts of a student with outstanding debts to the school until such debts are paid.

FIGHTING

Plateau Valley School maintains a zero-tolerance policy. Therefore, fighting is a mandatory suspension offense. In the case of any bodily injury deemed serious by the administration, police will be called and a citation issued. Disputes should be settled through other channels.

FOOD/DRINKS

No food or drink is allowed in the gym, locker rooms, media center or hallways. Classroom use is subject to teacher discretion. Pop and snack machines will be turned off during the lunch hour due to Federal lunch program requirements.

FUND RAISING

Fund raising in the community by students for school activities shall be at the discretion of the administration. Fund raising shall be conducted in such a manner as to offer minimum competition to commercial concerns and regular academic programs while at the same time offering maximum educational opportunities.

Activities specifically authorized are:

- Sale of tickets to scheduled athletic events and school drama performances.
- Sale of advertising space in school publications as authorized by the Board.
- Sale of concessions at school athletic events.
- Certain fund-raising for charitable purposes or of benefit to the school or community.

Authorized clubs and organizations within the schools may use district facilities and equipment for fund-raising if such use does not create an additional cost or obligation to the district. If additional cost is incurred, the club or organization shall pay such cost.

There will be no money-making projects scheduled in the month of May. Money-raising activities must have the principal's approval before these projects can take place.

GANG/SECRET SOCIETY ACTIVITY

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The principal or his designee shall maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

Gang Symbols

The Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or his designee as the need for it arises at individual school sites.

GRADING SYSTEM

Middle and High School teachers will use uniform criteria and this criterion will be displayed on each teacher's class syllabus on a quarterly basis.

The following grading system will apply:

- A. Exceeded standards, demonstrating exceptional quality of effort, skills, knowledge, and products.
- B. Exceeded standards, demonstrating quality of effort, skills, knowledge, and products.
- C. Met standards, demonstrating satisfactory quality of effort, skills, knowledge, and products
- D. Met standards, demonstrating unsatisfactory quality of effort, skills, knowledge, or products.
- F. Did not meet standards.
- IC. Incomplete
- IP. In progress.

No plus or minus symbols will be reported.

- All grades must be recorded at the end of each quarter. With permission from the principal, extensions may be granted for extenuating circumstances. The grade earned at the end of the quarter will be recorded, and then changed when work is completed.
- Time extension may be approved and granted by the principal in accordance with PVSD Policy JH to make up work not completed due to excused absence. Credit will be awarded for an A, B, C, or D grade. Points will be earned and will be averaged into the GPA.
- Failing any portion of a class will require work being made up.

- In extenuating circumstances, the principal may grant approval to accept credits from other sources toward graduation credit.
- Teacher aides, etc., will receive a grade of pass or fail. Credit will be awarded, but will not be averaged into the GPA.
- The following grade points will be issued:

A	4 points
B	3 points
C	2 points
D	1 point
P	0 points
F	0 points

- Weighted classes as defined in Policy IKD (Honor Awards) will be computed on a 5.0 scale:

A	5 points
B	4 points
C	3 points
D	2 points
P	0 points
F	0 points

Classes which may be approved for a weighted grade include 100 level and above college courses of three or more credit hours at an approved institution of higher learning and advanced placement classes which follow a nationally approved AP curriculum.

“IP” grades will not be averaged into the GPA. The following grades will be included in the GPA:

- Courses taken at Plateau Valley High School.
- Transfer grades from previously attended high schools.
- Concurrent enrollment classes through accredited Colorado colleges.
- Western Colorado Community College classes.
- Concurrent Job Corps vocational program classes or Grand Mesa High School classes. Job Corps grades will be based on the Job Corps color system.
- Distance learning classes.

Grades from any other academic setting must be received from an accredited institution under the direct supervision of a designated district employee with pre-approval for GPA inclusion by the principal. Any specific situation not covered by this regulation shall be referred to the administration with right of appeal to the Board of Education.

GRADUATION REQUIREMENTS

Please refer to board policy.

HABITUALLY DISRUPTIVE STUDENTS

Under House Bill 1203, a student may be declared “habitually disruptive” if he or she is suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of student behavior that was initiated, willful, and overt. Expulsion proceedings shall be mandatory for habitually disruptive students.

HARASSMENT

Harassment is a serious disciplinary infraction, dealt with by suspension and/or expulsion, defined as any threatening or

menacing behavior with harmful intent including:

- **Physical Assault:** the act of striking or touching a person or that person’s property with a part of the body or with any object with the intent of causing hurt or harm.
- **Verbal Abuse:** includes, but is not limited to swearing, screaming, obscene gestures, or threats directed, either orally (including telephone) or in writing, at an individual, his or her family or a group.
- **Intimidation:** an act intended to frighten or coerce someone into submission or obedience.
- **Extortion:** the use of verbal or physical coercion to obtain financial or material gain from others.
- **Bullying:** the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker. *An example would be when someone says or does something intentionally hurtful and they keep doing it – even when you tell them to stop or show them that you’re upset – THAT’S BULLYING.*
- **Stalking:** the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- **Discriminatory Slurs:** insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person’s race, sex, sexual orientation, religion, national or ethnic background, or handicap.

HATS

Hats are not to be worn inside the building. Removal of the hat is a sign of respect.

HOMEWORK

There are many opportunities for help at Plateau Valley School:

- Ask the instructor for additional help before or after school or during the instructor’s planning period.
- Select a student partner from each subject area who would be willing to help when you are confused about directions or need help in daily assignments. Have a partner for every class.
- Ask for help from a Link Crew member or member of WEB.
- The office should be called if you are requesting homework from your teachers due to an extended absence. Please give the office one full school day to obtain the work.
- Students absent three days or more may request homework. Homework picked up in this manner will be due upon return to school.
- Credit for missed work will be awarded only on excused absences. For every day missed, students have two days to hand in make-up work.

HONOR ROLL

Honor Roll recognition is given at the end of each quarter.

SECONDARY SCHOOL - students must earn B's or better.

ELEMENTARY SCHOOL - students must earn B's or better, grades 4 and 5.

SUPERINTENDENT'S HONOR ROLL - students must earn all A's.

LIBRARY CONDUCT

The library media center (LMC) is a place to do research, use computers, and have a quiet place to study or read. It is accessible during school hours and a half hour before and after school. Students are expected to behave responsibly and courteously while in the LMC. Library personnel as well as teachers are responsible for student behavior in the library.

The LMC computer lab may be used during the day with direct teacher supervision for class assignments and projects. The library computers may be used with teachers' permission. None of the computers, either in the lab or in the library, may be used for checking e-mail, playing games, or printing for personal use. Students must sign an "Acceptable Use of the Internet" agreement before using the computers for internet research.

LOCKERS (HALL AND P. E.)

Student's lockers and desks, while intended to hold personal belongings of the students, remain the property of the district, and the district reserves the right to inspect them without notice to the student. The district prohibits the display of pornographic pictures, illegal substances, tobacco, or alcohol promotions in the student lockers. A student's locker, desk, or vehicle on school property may be opened and the contents inspected, only upon approval of the administration of the school. If drugs, weapons, bombs, or evidence of criminality are found, a complete report shall be prepared, checked with a witness, including the students involved, and a copy filed, within a reasonable period of time, with the superintendent's office.

Law enforcement shall be contacted and school officials shall thereafter cooperate with their requests and directives. Students should not share their combinations or lockers with anyone! Lockers need to be locked and completely shut on all four sides. Students are urged not to keep valuables in their lockers. For additional locker information, please check with the office.

LOST AND FOUND

Lost and found articles are turned in to the main office. Articles not claimed will be donated to a charitable organization.

LUNCHROOM

Students will be expected to conduct themselves in an orderly and proper manner while eating in the lunchroom. Each student is responsible for bussing his/her own lunch tray and for keeping the eating areas clean.

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 principals. It is the responsibility of the

student to pick up make up work for each day of absence. Two days for every day absent shall be allowed for makeup work.

MEDICATION

Plateau Valley School is required to follow a specific protocol when students take medication at school. This protocol will apply to both prescription and nonprescription drugs.

Prescription Medications:

- Will be given only with the parent or guardian's written permission.
- Will be given only on the written authorization of a physician. The pharmacy-labeled container cannot be used as the physician's written authorization.
- Will be provided by the parent in an individual pharmacy-labeled container for the student who is to receive it.
- Will be recorded by the school personnel who assist the student to take the medication. This record states the student's name, medication dosage, time taken and the name of the staff member assisting the student.

Nonprescription Medications:

- Will be given only with the parent or guardian's written permission. Permission forms will be available at the time new students register for school.
- Will be given only in accordance with written school protocol specific to each medication and signed by a physician. Such medications might include: Tylenol, an anti-acid, antihistamine, or decongestant.
- Will be provided by the parent or school in a pharmaceutical company labeled container.
- If the parent or guardian wants a nonprescription medication given which is different from those approved by written protocol, the parent shall obtain for the school the physician's written authorization for that drug. The parent must also supply that drug in a pharmaceutical company labeled container. Students are not to share nonprescription drugs with any other individual.

Controlled Drugs

- Controlled drugs are drugs with a potential for abuse. These are identified by the Food and Drug Administration and are usually medications for pain, ADD and ADHD, anxiety and emotional problems. A prescription is required to obtain a controlled drug.
- All the rules for regular prescription medications at school must be followed as to parent and doctor permissions. All controlled drugs will be dispensed to the student from the school office or from the nursing office. Students may come to the office or nurse's office for doses during the school day. The teacher will be asked to allow the student this trip to the office. Reasonable attempts will be made to respect the student's dignity and privacy.

MOTOR VEHICLES

- Any student making a trip on a bus will return on the same bus unless prior arrangements are made through the administration or sponsor by a parent or guardian. Athletes will travel with the team.

Parents may sign students out at events, but release to any other adult must have the principal or head coach's approval.

- Students who do not follow the rules established on extracurricular trips may be excluded from any future trips for the remainder of the school year.
- Students who drive their own vehicles to school are to leave them parked during school hours.
- Students are not to be in their cars during school hours or at noon without permission from the administration.
- Students will not park beyond the northeast corner of the school building.
- Students will drive safely on the school grounds (not driving faster than 10 m.p.h., spinning tires, swerving from lanes, etc.).
- Students may lose their right to park on school property or be reported to the authorities if they drive carelessly on school grounds.

HONORS & AWARDS

• NATIONAL HONOR SOCIETY

Rules for membership are established based upon outstanding performance in grades 10 through 12 in scholarship, service, leadership, and character. Selection is handled through the local chapter.

Scholarship: The Plateau Valley School Chapter of NHS requires a grade point average of 3.25 or better.

Service: This quality is defined through voluntary contributions to the school or community done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Experiences can be drawn from school or community activities working with or for others. Student leaders are resourceful, problem solvers, promoters of school activities, idea contributors, dependable and have a positive attitude.

Character: Students uphold principles of morality and ethics, are courteous, concerned with and have respect for others, and maintain a clean lifestyle.

• ACADEMIC LETTER

Students will be eligible for a letter at the end of their freshmen year. The student's grade point average must be at least a 3.25 or 3.5 Super Score in order to letter or be recognized in that that year. Recipients of the letter will be awarded in the same method as outlined in the athletic awards procedure.

NON-CONFIDENTIAL DATA

Permission to release non-confidential data is implied by enrollment at Plateau Valley Middle and High Schools. Parents must file a written request with the school if the student and/or parent do not want this type of information released. Data such as photographs, sports data, honor rolls, awards lists, and student of the month designations constitute non-confidential information.

OUT OF SCHOOL ACTIVITIES

- A student cannot be failing a course of study at the time of participation. (Students who have D's in any courses may not travel out of building if they will miss any school.)
- A student may be declared ineligible by school

administration based on attitude or breaking conduct rules as shown in the Plateau Valley Student Handbook (Major Misconduct).

- An ineligible student cannot travel with the team without prior approval from the school administration.
- Each week the office will provide to administration a list of students who are failing in their classes. If a student receives a failing grade, s/he is ineligible for the week. Students may not regain eligibility until the following week.

PARKING LOT SEARCHES

The privilege of bringing a student-operated motor vehicle onto 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 any vehicle onto school premises. Such refusal shall also subject the student to disciplinary action, and law enforcement may be called.

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

POSTERS

Before any poster may be placed anywhere on campus, it must be approved and initialed by the administration. Only posters promoting activities of specific interest to PV students may be placed. It is the responsibility of the person or group placing posters to take them down the day after the activity is held.

PROFANITY/OBSCENITY

As part of the responsibility to the school and the community, students are expected to exercise discretion in their use of language and in their actions. The sensitivities of other individuals present or nearby must be given due consideration.

RESTRICTED AREAS

Students are not permitted to loiter in areas adjacent to school property. This includes the pond area on school grounds. Safety and community relations are primary concerns.

ROLLERBLADES/SKATEBOARDS

Rollerblading and skateboarding are not allowed on campus.

SCHOLASTIC LETTERING

Students will be eligible for a letter at the end of their freshmen year. The student's grade point average must be at least a 3.5 in order to letter or be recognized in that that year. Recipients of the letter will be awarded in the same method as outlined in the athletic awards procedure.

SCHOOL CLOSURES

In the event that school is cancelled due to weather or an emergency situation, the administration will contact local radio and television stations, and a notice will also be posted on the school website's homepage at www.pvsd50.org. Notice will also be sent out to your emergency contact choices from Infinite Campus.

SENIORS GRADUATING WITH HONORS

- A student must attend Plateau Valley High School his/her entire junior and senior years as a full-time student (full-time students take at least four courses at Plateau Valley High School each quarter) to qualify for valedictorian or salutatorian.
- Grade point averages shall be figured with courses completed at the end of the sixteenth quarter. Student aide grades shall not be included.
- For selection of valedictorian, salutatorian and class rank, grades shall be averaged and rounded to two decimal points.

TARDIES

Tardiness is defined as arriving late for class without a proper excuse. Students are expected to be in their seats or at their work stations by the time the bell sounds.

Each teacher will establish a due process discipline plan for dealing with tardiness. Each plan will include at a minimum, a student conference, parent communication, and a classroom level consequence for repeated violations.

All steps taken in dealing with tardiness will be documented for the principal. After two tardies, teachers may assign detention. If the tardiness problem persists, the student may be referred to the principal who will establish an individual plan to address the problem.

TELEPHONES

- A phone for student use is located near the front foyer. The phone may be used during break time and only in an emergency during class time. Only local calls can be made, and there is no charge for using the phone. The office telephones are for school business and may be used by students in cases of emergency with the permission of the office staff.

- The office staff is unable to act as an answering service for students. Only emergency telephone messages will be delivered.
- Messages and deliveries should be left in the office. Students will be called out of class only in an emergency.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of each year or term. Fines will be issued to students who lose or damage a book while it is checked out to them. Book covers are required on all books.

THEFT

Students are to lock their bicycles, automobiles, valuables, and lockers. In the event of theft in the building or on school grounds, the school does not accept responsibility for personal articles or property. Students are cautioned not to bring large amounts of money or valuables.

TRUANCY

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student will be considered truant. A "habitual truant" is defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

VIDEO RECORDING DEVICES

Video cameras are prohibited on campus unless they are being used under the supervision of PV administrators or teachers.

WITHDRAWAL

The procedure for withdrawal is as follows:

- Authorization for withdrawal must be made by telephone or in person by parent or guardian.
- Obtain appropriate forms in the office.
- Have forms filled out by teachers, return all school books and library books, and make sure that all fines are paid.

Plateau Valley Secondary School

"A community of learners with goals in mind, students who will achieve them,
and teachers who will make it happen"

STUDENT EXPECTATIONS & DISCIPLINE POLICY

At Plateau Valley Middle School and Plateau Valley High School, our goal is to educate children in a positive, safe learning environment. To provide an atmosphere conducive to learning, we have high expectations for our students.

STUDENT EXPECTATIONS

To prevent inappropriate behavior from interfering with learning, it is necessary that the following occur:

1. Students should come to class prepared to learn and to be involved.
2. Students should show consideration at all times for people and property by:
 - a. keeping their hands to themselves
 - b. being polite to all students, staff, and visitors
 - c. treating personal and school property with respect
 - d. being aware of their own safety and the safety of others

Providing an environment that ensures a safe learning community, requires cooperation from every child and support from parents. The PVHS and PVMS discipline policy has three general principles: SAFETY, RESPECT, and ETHICS.

Every effort will be afforded at PVHS and PVMS to teach lifelong skills that will enable our students to become successful adults. When it is necessary, consequences may be given for infractions that do not support our mission. The objective of disciplining any student must be to help the student develop appropriate behavior as well as to maintain order in our school.

COURSE OF ACTION: Students are afforded numerous ways to resolve differences at PV schools. Peer mediation has proven to be an effective tool as has counseling intervention. Family counseling is also available in times of need or crisis. Teachers and administrators make every effort to also be available. Parents are encouraged to contact the school if they have concerns that may affect their student's ability to learn.

PROCEDURE: Generally, all **Minor behavior violations** will be addressed at the classroom teacher/supervisor level via student conference, phone call to parents, etc. Continued repetition of Level Two consequences could result in office referrals with resultant discipline determined in that level.

Students have the right to due process and will be given an adequate opportunity to express their side of the story to the administration and/or teacher.

Major behavior violations invariably will result in an office referral with the appropriate consequences, and involvement of parents, police, and district to be determined at the time according to district policy, school policy, law enforcement and Colorado House Bill 1203.

Major discipline incidents will result in suspension and, in most cases, police involvement and/or arrest if a law has been violated. Colorado law requires that “habitually disruptive” students be remanded to the district for a hearing to determine expulsion for up to one calendar year.

STUDENT EXPECTATIONS

PERSONAL ITEMS: We do not recommend personal items such as IPOD’s, MP3 players, cell phones, or hand-held games on campus during school hours.

BUYING OR SELLING ON SCHOOL PROPERTY: Students are not allowed to buy or sell anything that is not sponsored by a school activity on school property.

THROWING SNOWBALLS: Throwing snowballs or other objects that may cause injury or classroom disruption is forbidden.

DISCIPLINE POLICY

SAFETY: At PVHS and PVMS, we value and protect everyone’s safety above all else. We expect all of our students to act in a conscientious manner where safety is concerned. Although any activity deemed dangerous or potentially harmful will be considered a violation, listed below are some specific violations of the safety policy.

MAJOR BEHAVIOR VIOLATIONS

Harassment/assault/intimidation
Fighting
Verbal threats of physical harm
Possession of weapon, dangerous device, or use of an object as a weapon
Possession or use of any potentially
Leaving campus without permission
Sexual harassment
Withholding pertinent information regarding another person’s safety or a crime
Substance abuse: drugs, alcohol, tobacco

MINOR BEHAVIOR VIOLATIONS

Pushing, running, tripping, throwing objects
Climbing onto the roof
Misuse of equipment
Failure to observe parking lot safety
Rough-housing
Skateboards/rollerblades on campus

RESPECT: At PVHS and PVMS, we value and expect the respectful treatment of all people and property at all times.

MAJOR BEHAVIOR VIOLATIONS

Vandalism
Insubordination
Spitting on people or property
Racial Slurs
Ongoing harassment

MINOR BEHAVIOR VIOLATIONS

Insults
Littering
Hurtful teasing
Interruptions to the learning environment
Foul language

ETHICS: At PVHS and PVMS, we value and expect ethical behavior. All students should behave in ways which promote their own and others' ability to get the best education possible. Listed below are some possible violations of our school ethics.

MAJOR BEHAVIOR VIOLATIONS

Stealing
Pulling a false fire alarm
False 911 call
Chronic failure to meet class expectations
(See individual teacher expectations)

MINOR BEHAVIOR VIOLATIONS

Failure to follow classroom expectations
Failure to be prepared for class
Irresponsible use of privileges
Unauthorized food, drink, or gum in the classroom
Lying, cheating, or poor citizenship
Abuse of school phone
Tardiness
Abuse of school supplies
Bringing toys which do not contribute to school

CONSEQUENCES: Violations of the PVHS/PVMS Discipline Policy may result in any of the consequences outlined depending upon the level and severity of the violations. Also, minor violations may be treated as major violations if they are recurring or needing stiffer consequences as judged by the administration. Major disciplinary actions require a parent/student/administrator conference.

MAJOR BEHAVIOR CONSEQUENCES

In-school suspension
Out-of-school suspension
Police involvement and/or arrest
Loss of extracurricular activity
Repair/restitution of damage
Expulsion
Modify/shorten student schedule
Disciplinary actions requiring a
Parent/student/administrator conference

MINOR BEHAVIOR CONSEQUENCES

Time out
Lunch detention
Before- or after-school detention
Restitution for damage
Parent phone call
Loss of privileges
Teacher/student conference
Teacher/parent conference
Inappropriate items confiscated
Clothing adjustment

DRESS CODE: At PVHS and PVMS, we respect the diversity of backgrounds and beliefs that each individual holds. A comprehensive dress policy was developed to help keep learning a positive environment.

The basic rule is that a student's appearance should be neat and modest and should not create a distraction to the learning environment. Students who are not in compliance with the dress code will be asked to change. If a change of clothing is not available, the student will be asked to contact parents in order to resolve the situation.

DRESS CODE FOR PVHS/PVMS STUDENTS:

(Examples include but are not limited to)

- Students will dress appropriately and groom themselves for school attendance in a way that reflects personal pride and would be acceptable in the workplace.
- Clothing should be neat, clean, tasteful, and modest.
- Special clothing requirements for safety and hygiene may be required for some classes such as shop, science labs, cooking, or physical education.
- Shoes or sandals must be worn for health and safety reasons.
- Clothing with inappropriate or offensive language or graphics is unacceptable as is clothing advertising tobacco or alcohol.
- Sagging pants so that underwear is exposed, wearing of bandanas or any gang-related dress is strictly prohibited.
- Clothing shall be of a non-transparent material and must cover under-garments at all times.
- Form-Fitting/skin tight pants, such as leggings, yoga pants, and tights, are acceptable as long as they are covered with a top/shorts no higher than mid-thigh.
- Tops are to show no torso at any time and must have straps at least as wide as the student's index and second finger placed side by side. Tops are to be tight around the arms and have a manufacturer's hem at the arms, neck, and bottom. Tops not meeting these standards may be worn in layers with other garments that do. Sheer material is acceptable only if worn with another acceptable top.
- Shorts and skirts are to be no shorter than the extended fingertips when resting alongside the wearer's body. They must be hemmed.

ACCEPTABLE STUDENT USE OF THE INTERNET AGREEMENT (AUA)

All computers with internet or local area network access must be used in a responsible, ethical, and legal manner. Failure to adhere to this agreement will result in appropriate disciplinary action. The use of the computer resources at Plateau Valley School is a privilege, not a right, and inappropriate use will result in the loss of access privileges and/or appropriate discipline. Personal use of computers or printers during class time is prohibited.

1. Acceptable use: The use of the district's computer resources must be consistent with the educational objectives of Plateau Valley School District 50. Transmission or receipt of any material in violation of school and district standards of acceptable use or of any state or federal law or regulation is prohibited. This includes, but is not limited to:

- A. Unlawful use of copyrighted material;
- B. Communication of threats, harassment or intimidation;
- C. Receipt or transmission of indecent or obscene material;
- D. Access or attempting to access another person's account or using another person's password without that person's consent.
- E. Unauthorized attempt to log onto the internet or any local area network as a system administrator;
- F. Any malicious attempt to harm or destroy data of another user, the internet or any agencies or other networks or systems, including, but not limited to, the uploading

2. No warranty: Plateau Valley School District 50 makes no warranties of any kind for the service it is providing. The District will not be responsible for any damages resulting from use of its computer services. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, service interruptions or viruses. Use of any information obtained from the internet is at your own risk.

If you feel you can identify a security problem, please notify a system administrator. Do not demonstrate the problem to other users.

Vandalism will result in cancellation of privileges.

Plateau Valley School District 50 has taken precautions to prohibit objectionable material. However, it is impossible for Plateau Valley School District 50 to restrict access to all such materials.

3. Playing games, personal emailing, instant messaging, and use of chat rooms are strictly prohibited at all times. Violations will result in loss of all computer privileges.

I have read the Acceptable Use of the Internet information and agree to the terms outlined.

Student Signature

Date

Acknowledgments of Receipt

Please check the appropriate boxes, sign, date, and return to the student's first hour teacher.

Parent

Student

I have read and understand the student handbook, particularly those sections dealing with the code of conduct (page 4), discipline (pages 11-13), attendance (page 3), and computer and internet use (pages 5, 15).

I hereby give my child permission to access the internet on the District's computers.

Parent/Guardian Signature

Date

Student Signature

Date