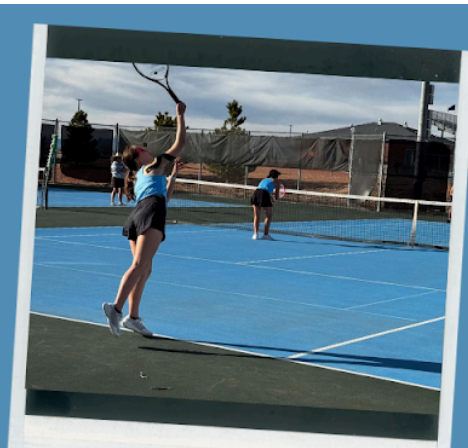
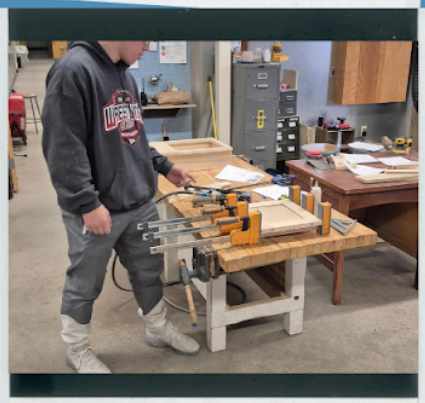
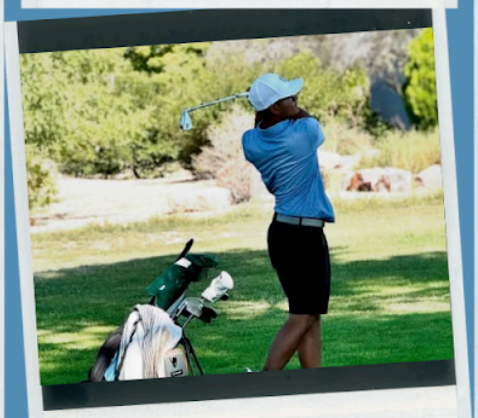














PUEBLO WEST
CYCLONES

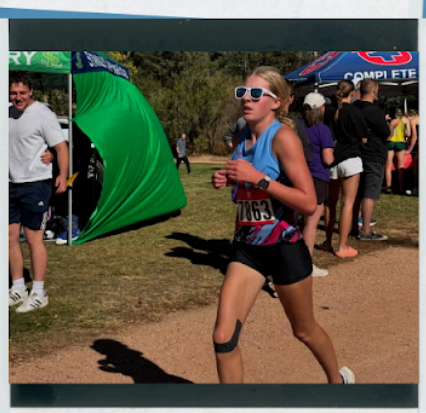
Student Handbook

2025 - 2026









Pueblo West High School
IB World School
SCHOOL DISTRICT NO. 70
661 Capistrano Avenue • Pueblo West, Colorado 81007
Telephone (719) 547-8050
Fax: (719) 547-8041

Principal
Mr. Javin Baker

Assistant Principals

Mr. Damon Martinez | Mrs. Jennifer Montgomery | Mr. Bryan Weimer

Activities Director
Mr. Mark Koopman

CTE Coordinator
Mrs. Tonja Odell

Counselors

Lisa Middleton	April Smith	Lynn Sais	Julie McMurry	
A - Ek	El-La	Lb - Rn	Rm - Z	A - Z
(10th - 12th)	(10th - 12th)	(10th - 12th)	(10th - 12th)	(9th)

Dear Cyclone Families!

I am honored to be the new principal of Pueblo West High School. We want to take a moment to personally welcome each of you to our school community. Whether you are just beginning your journey here or returning for another year, know that you are stepping into a place that is built on clear expectations, strong relationships, and a shared commitment to excellence.

This year, we will focus on a few simple but powerful habits: showing up on time, being fully present in class, and respecting the learning environment. These may sound basic, but in truth they are the foundation of all successful organizations—schools, teams, and businesses alike. When we get the fundamentals right, everything else becomes possible.

You'll hear me talk about trust and accountability often. Trust grows when we each do what we say we'll do. Accountability matters because it reminds us that our actions ripple out, shaping not only our own success but the success of our classmates and our school as a whole.

This is a place where we expect a lot from you—because we believe in you. And as you rise to meet those expectations, you'll not only learn more, you'll become more. Together, let's make this year one of growth, achievement, and pride in what we accomplish as a community.

Welcome, and let's get to work.

Sincerely,
Mr. Baker

Please review this handbook carefully. Its contents govern our school policies. If you have questions or concerns, please don't hesitate to call the school at 719-547-8050.

Please note that you are asked to check off on the verification page on Infosnap that you have seen and agree to support the policies of the school/district.

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

HOME OF THE CYCLONES

MISSION STATEMENT

"Relationships, Relevance, Rigor"

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

MOTTO

RESPECT – a way of life at Pueblo West High.

PUEBLO WEST CYCLONE SCHOOL SONG

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

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

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How to Contact Us:

In Person: The school day runs from 7:30-3:45, Monday through Thursday. Our office is staffed from 7:00-4:30, M-Th, or by appointment. Teachers are not available during class time.

By Phone:

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

On the Web:

PWHS	http://pwh.district70.org
District 70 Administration	www.district70.org
Athletics Activities website	www.southcentralco.org/public/genie/438/school/6/

By Email:

Principal	J. Baker	javinbaker@district70.org
Principal's Secretary	D. Carey	dcarey@district70.org
Asst. Principal	D. Martinez	dmartinez1@district70.org
Asst. Principal	J. Montgomery	jmontgomery@district70.org
Asst Principal	B. Weimer	bweimer@district70.org
Activities Director	M. Koopman	mkoopman@district70.org
CTE Academy Coordinator	T. Odell	todell@district70.org
Activities Secretary	A. Hall	ahall@district70.org
Counselor	C. Fahr	cfahr@district70.org
Counselor	J. McMurry	jmcmurry@district70.org
Counselor	L. Middleton	lmiddleton@district70.org
Counselor	L. Sais	lsais@district70.org
Counselor	A. Smith	aesmith@district70.org
TOSA	D. Sanchez	dsanchez@district70.org
TOSA	G. Brady	gmasciantonio-brady@district70.org
Registrar	S. Fetty	sfetty@district70.org
Attendance Secretary	W. Ingo	wingo@district70.org

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

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

Characteristics of Families Whose Children Are Doing Well in School:

1. Establish a daily family routine
2. Monitor out-of-school activities
3. Model the value of learning, self-discipline, and hard work
4. Express high but realistic expectations for achievement
5. Encourage children's development and progress in school
6. Encourage reading, writing, and discussion among family members.
7. Limit screen time (videos, chats, social media, i.e. Instagram, Facebook, TikTok...

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

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

GENERAL INFORMATION

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

Drop off/Pick up
Any parent(s)/guardian(s)/non-student(s) picking up or dropping off students must do so in the main parent loop. The main parent loop has been redesigned for optimal traffic flow and safety. There are two entrances to the parent loop: via the westernmost entrance off Capistrano, or via the stadium parking lot off Cyclone Alley. When picking up or dropping your student, please pull forward as far as possible in the three drop-off zones of the parent loop. This will help alleviate congested traffic. There are 15-minute visitor parking areas designated in the student parking in front of the school to enable parents/guardians to come in and sign students out.

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

Parents may find their student's bus route by accessing the Pueblo County School District 70 website. www.district70.org. Under the "Parents" tab, navigate to the "Bus Routes" link. Select the Pueblo West area folder, and you will be able to determine your student's bus and bus stop based on your address. Questions may be directed to First Student at 719-544-7589.

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

Student Parking
Students who choose to drive to school are required to register their vehicle with PWHS Security personnel at the beginning of each school year. Every vehicle driven must be registered. Forms will be given out at registration and must be returned.

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

1. Provide your vehicle model, year, and license plate number. (Security Office)
2. Keep your car locked at all times; the school is not responsible for theft or vandalism.
3. Obey the 15 MPH speed limit on school grounds. Driving faster than this constitutes a danger to other students. Violators will face loss of driving privileges on school grounds and/or referral to the proper authorities.

4. Unsafe driving practices (i.e. leaning out windows, racing, etc.) may be subject to disciplinary action or may be referred to the Sheriff's Office. The parking lots are school property, and we reserve the right to take any actions necessary to enforce policy and safety. The privilege of parking on school property may be revoked if abused.
5. DON'T drive through bus loading zones and fire lanes. Driving or parking in these areas will result in disciplinary action and possible towing or police involvement.
6. Park locked bicycles in designated bike racks. The school is not responsible for damage to bicycles/scooters/skateboards during the school day.
7. Visitors must park in the designated area.
8. **ALL VEHICLES BROUGHT TO SCHOOL WILL BE DONE SO AT THE RISK OF THE OWNER/OPERATOR.**
9. **All student vehicles on school property are subject to search per BOE policy JIHB.**

Leaving campus/Partial Absence

Pueblo West High School is a *closed campus*. This means that once your child arrives, he/she must have permission by the parent/guardian to leave the school grounds. When parents call students out, students must sign out in the office. If this does not occur, the student will be considered truant. Students may not leave for lunch. Students may not be in the front of the school or in the parking lot during lunch. Students may not leave the building to go to their car without a pass from the security office.

If a student has a partial absence for a PCC or CSU-P college courses or is involved with our Mentor Program, they must sign out when leaving campus and they must sign in upon their return. Failure to do so may result in being denied a partial absence for PCC-CSU-P college courses or being involved in the Mentor Program.

Violation of these policies will be treated as truancy and could result in Friday detention and/or suspension. In addition, school officials may subject the student's vehicle to a search. (Per BOE policy JIHB)

Changes to the School Day/Cancellations:

Information related to buses not operating, early closing, or delayed start of school will be aired on local media outlets, posted on the Pueblo County School District 70 website, and will be transmitted through our BrightArrow notification system. Keeping the school updated about your current contact information will be the best way to get these notifications. *If the school buses are unable to operate safely, school will be canceled.*

ID Cards

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

Passes

Students are expected to remain in class during the seven (7) instructional periods. Trips to the

office, restroom, etc. should be planned during passing periods and/or lunchtime. Students **MUST** have a pass from the instructor to leave a classroom during class time. PWHS utilizes an app called SmartPass to facilitate how many students are out of class at a given time. Students have access to this app on their school-issued laptops, but can also download the app to their personal devices if desired.

- Students are allowed 4 passes per day. Teachers can override this limit at their discretion.
- Students who are in the hall *for any reason*, without a pass, will be escorted back to class.
- Students may temporarily be denied a pass because:
    - the maximum number of students in the hall has been reached
    - the student is part of a no contact contract
    - teachers have reached their limit of homeroom visitors

Students who need to go to the parking lot must get permission from security.

Personal Electronics

The use of cell phones/electronics in a classroom is dictated by Board Policy. Students must keep them in their pockets or backpacks and they are to be turned off while in the academic setting unless otherwise stated in the teachers' policies. On the first offense, instructors will give a warning and log it into PowerSchool. On the second offense, the instructor will notify the parents/guardian and log it into PowerSchool.If there is a third offense, the cell phone will be confiscated by the office, parents/guardians notified and a school discipline consequence will be assigned (ISS, OSS or Friday School). A fourth offense will result in device confiscation and 2 days of OSS. *The school will not be held responsible for the loss or theft of cell phones or any electronic devices.*

Lockers

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

P.E./Athletic Lockers

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

Breakfast/Lunch Programs

A school lunch and an a la carte breakfast program will be served each day. Students may purchase breakfast, lunch or snack items on a daily basis. At this time due to the Colorado Healthy School Meals for All Program, all Kindergarten through Twelfth grade students can receive breakfast and/or lunch at no cost. Application forms for free or reduced meals are available through the PowerSchool information update. Student IDs are required to be shown to purchase breakfast or lunch. . A student's fourth hour class period determines their lunch period. Visitors are not allowed

to come in and eat lunch with the students.

Students: For the 2025 - 2026 school year, all students will continue to be provided lunch through the Healthy School Meals For All grant.
Adults: Breakfast:
Lunch: $3.50 w/o milk ($3.75 with milk)
A la Carte items available – prices posted at Cyclone Alley Grill

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

Lost and Found
Large lost and found items, like clothing and water bottles, will be kept in the lost and found area under the main stairs. Smaller articles, like glasses or ear pods, will be in the security office. If a student should suspect that something has been stolen, he/she should report it to school security personnel or designated assistant principal. *The school will not be held responsible for the loss or theft of cell phones or any electronic devices.*

Yearbooks
The Zephyr, our yearbook, is published annually in May. Students may purchase their yearbooks from August through April through the activities office or online through the publishing company website. Prices increase at set intervals throughout the year.
At the end of each year, a designated time will be set aside for yearbook distribution and signing.

Media Releases
From time to time, the news media is on campus for coverage of news issues, and may film or interview students. In addition, both District 70 and PWHS maintain a strong social media presence. If you have an objection to this occurring with your student, please indicate this in writing, and we will keep this on file for future reference. If this documentation is not on file, we will assume your permission is granted.

Graduation Robes/Class Rings
Seniors are responsible for purchasing their graduation robes and hats. Our distributor, Herff Jones, will be at the school during lunch several times throughout the fall so that students can take care of this. Herff Jones also has class rings for purchase, if the student desires.

Course Fees/Field Trips/Clubs
Students and their parents/guardians need to be aware that there may be certain costs or fees associated with the different courses offered in District No. 70 schools. These fees are utilized to offset expenses connected with these courses and the activities or materials used to enhance the

overall educational component of the specific courses. Any fees connected with the courses will be noted in the course guide from which students select their courses for upcoming semesters. Teachers in those courses will also make known to students the costs of these fees and what they are specifically designed to cover.
Should any student experience legitimate difficulty or inability to pay these fees, a process of providing assistance is available. These students may either contact their teacher directly or the principal's office at their school for assistance.
While students are encouraged to participate in either the activities or to benefit from the materials purchased through the payment of these fees, they should also be aware that no academic penalty of any kind may be levied against those students who are unable to pay the fees on time or to pay the fees at all.

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

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

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

It is the goal of this policy to strike a necessary balance between a student's free speech and the

school's responsibility to maintain an orderly school environment which respects the rights of all students on school grounds and during school sponsored activities.

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

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

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

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

- **Place:** Distribution of printed materials must be made at places within the school or school grounds as designated by the principal except that in no way shall such materials be distributed or posted in any classroom of any building then being occupied by a regularly-scheduled class.
- **Time:** Distribution may be made one-half hour before school and/or fifteen minutes after the close of school. Any other times during the school day are considered to be disruptive to normal school activities.
- **Removal:** the persons distributing or posting such materials must remove all items discarded in school or on school grounds.
- **Manner:** No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such material or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

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

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

WE NEED YOU!
BECOME A CYCLONE SUPPORTER!

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

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

Accountability Committee

The Accountability Team is an advisory group that consists of parent(s)/guardian(s), community members, teachers, students, and an administrator. It serves as a link for open communications between school and community. Members volunteer their time to advise and give support for a well-rounded program of academics and co-curricular activities. If you are interested in serving on this committee, please contact the school at 719-547-8050 and speak to the Principal's Secretary.

STUDENT HEALTH SERVICES

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

School Nurse

Nurses and nurse assistants are assigned to each school in Pueblo West. When the school nurse is not available, a nurse assistant or secretary will see to the medical needs of the students. A nurse will also be assigned to Pueblo West High School if required for a special education staffing. The nurses will carry cell phones and will be available for emergencies that arise. Students should report to the main office for assistance.

- Leaving campus without having the nurse or secretary first call a parent/guardian will result in an unexcused absence and will be considered truancy.

Emergencies and Insurance:

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

Medical Transportation:

- It is the responsibility of the parent/guardian to provide transportation and further care if the student becomes ill or injured on school property. Students will not be excused for medical reasons unless parental consent has been given.
- Leaving campus without having the nurse or secretary first call a parent/guardian will result in an unexcused absence and will be considered truancy.

Emergency Information:

- In order to conform to the wishes of parents, Infosnap information needs to be updated at the beginning of each school year. This will help to ensure that we have accurate contact information as well as help school staff be able to appropriately respond to the medical needs of the student.

Communicable Diseases:

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

Immunization:

- Evidence of immunization is required of **all** students **prior to enrollment**. Below are the additional vaccines required by the State of Colorado:
  - Measles, Mumps & Rubella (MMR)
  - Hepatitis B
  - Polio
  - Chickenpox (Varicella)

Tetanus/Diphtheria/Pertussis (Tdap and Dtap)

Sick Room:

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

COUNSELORS/COUNSELING SERVICES

District 70 Vision

In District 70, we prioritize the development of social-emotional skills, academic achievement, and equipping students with the tools they need to attain post-secondary success, build meaningful relationships, and contribute positively to their communities.

District 70 Mission

District 70 counselors provide comprehensive, equitable, and student-centered counseling services that foster the holistic development of every child. We are dedicated to creating a supportive and inclusive environment where students feel empowered to explore their academic, social, emotional, and career potential. Through collaborative partnerships, we deliver evidence-based practices and interventions that promote resilience, well-being, and academic success. Students receive personalized guidance and support to navigate challenges, set meaningful goals, and realize their full potential.

Clinical Counseling

District 70, in cooperation with Health Solutions, has a Licensed Public Counselor (LPC) available to students. If this is a resource you'd like your student to take advantage of, please speak with your student's counselor for a referral.

ACADEMICS: SCHEDULING AND CURRICULUM

This handbook is the tool used to consistently communicate policies to students, parent(s)/guardian(s) and staff. The Pueblo West High School staff develops policies that will be fair and equal to all students yet offer some latitude within which everyone can function. These policies are not meant to limit but rather to allow the student to know how to proceed so that his/her record completely and accurately reflects the work done in high school. If, for any reason, a student feels that these guidelines are unfair, or he/she would like to be considered for an exception to these policies, he/she is urged to forward the specific request in writing to the principal.

Curriculum

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

Academic Content Standards

Academic Content Standards are determined by the Colorado Department of Education and are an integral part of the day at PWHS. Content standards exist for every subject area which identify what students need to know and be able to do in order to be successful in school. Teachers base their lesson plans and learning objectives off of these standards, and students are expected to be able to identify the standards they are working on as well as telling how what they are doing applies to the standards.

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

Recording Grades

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

Marking System

Grading Scale		GPA Points	Performance Level
A	90 – 100	4	Advanced
B	80 – 89	3	Proficient
C	70 – 79	2	Partially Proficient
D	60 – 69	1	Unsatisfactory
W/WF	Withdrawn	0	Withdrawn from the class

Withdrawals will result in a W/F, which will be calculated into the student's grade point average as a zero. Other transcript indicators may include:

S	Satisfactory	0	Participation was completed successfully
U	Unsatisfactory	0	Participation was not completed
I	Incomplete	0	Coursework was not completed due to extenuating circumstances. Course must be completed within two weeks of the end of the semester unless otherwise specified by the instructor.
NC	No Credit	0	

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

Grade Point Average (GPA)

- All courses receiving a letter grade will be used in computing the student's grade point average (G.P.A.). Final G.P.A. will be calculated on eight semesters.
- The following point average will be used to compute grade point average for <u>non-weighted</u> classes: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points, W/F = 0 points
- The following point average will be used to compute grade point average for <u>weighted</u> classes: A = 5 points, B = 4 points, C = 3 points, D = 1 point F = 0 points, W/F = 0 points.
- When a student transfers into Pueblo West High School, decisions on placement, credits, etc. will be based upon the information on the accompanying transcripts as interpreted by Pueblo West High School counselors.
- Incomplete grades may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless prior arrangements have been made <u>in writing</u> with the teacher. In the absence of prior arrangements, the I score becomes an F after the two-week period.
- If a student drops a class prior to the end of the semester, a grade of WF (withdraw/fail) will appear on the student's transcript. A WF calculates as an F for GPA.

Weighted Courses/Grades

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

<u>ENGLISH</u>

Honors English 1, 2
AP English Language and Composition
IB English 12 HL
AP English Literature/Composition
IB English SL

MATH

Honors Geometry	Honors Algebra 2
AP Pre-Calculus	AP Calculus AB
AP Statistics	IB Math Applications 12 SL
IB Math Analysis and Approaches 12 SL	College Algebra

SCIENCE

Principles of Biomedical Science	Honors Biology
Human Body Systems	Honors Chemistry
Medical Interventions	Biomedical Innovations
Anatomy and Physiology	IB Physics 12 SL
AP Biology	IB Biology 12 HL
AP Chemistry	
IB Sports and Exercise	

SOCIAL STUDIES

Honors US History	Adv. Modern World History
Honors World History	AP US Gov't Politics
AP Psychology	AP US History
IB Philosophy SL	
IB History 12 HL	

WORLD LANGUAGE

Honors Spanish 3	IB Spanish ab Initio 12 SL

BUSINESS & TECHNOLOGY

IB Business Management 12 HL	IB Business Management 12 SL
AP Computer Science A & B	

FINE ARTS

AP Art History	AP 2D Art

This list is subject to change as the curriculum is modified and supersedes any previous quality point/weighted chart. (06/2025)

Report Cards/Powerschool/Grade Checks

PowerSchool login information is available in the main office or in the counseling office. If a parent does not have Internet access for PowerSchool, a printed grade check can be issued by request only. A report card will be distributed electronically at the end of each quarter. Students and parents may retrieve their own grades via PowerSchool at any time.

Honor Roll

Students who take a minimum of five graded classes at PWHS during a semester and earn a 3.75 or higher weighted grade point average will be listed on the Honor Roll for that semester. Students who have a 3.75 to 3.99 will be listed as honor roll and 4.0 and above will be principal's honor roll.

“S” & “U” marks are not calculated into the GPA.
Students who take a minimum of five graded classes at PWHS during a semester, and receive a 4.0 or higher weighted grade point average for any given semester shall be officially recognized at the Renaissance Assembly and receive an academic letter or bar.

Teacher Aides

- Students will receive a .5 elective credit for an ‘S’ for satisfactory and no credit for a ‘U’, or unsatisfactory based on their performance as judged by their supervisor.
- Students must have 14 credits earned prior to the Junior year or 20 prior to Senior year.
- Only juniors and seniors are eligible to be teacher assistants.
- Students must have a 2.5 or higher weighted GPA.
- Students can only earn up to 1.0 credit of TA during their Junior and Senior year.
- Teacher assistant does not count as a graded class. Honor roll requires a minimum of five graded classes. Students who receive a grade of ‘U’ as a teacher assistant or “F” in another class will not be eligible to be a teacher assistant for the following semester.

Independent Study Contracts
Independent study contracts are available to Juniors and Seniors.
The following conditions will apply to all independent study contracts:

- They shall not be used to make up credit deficiencies.
- Independent studies are only for schedule conflicts when courses requested by students are only offered in the same hour.
- The guidelines for the coursework, including content and time spent, will be determined by the teacher.
- The contract will require the signatures of the teacher, the parent(s)/guardian(s), the student, the counselor, and the principal.

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

Schedule Changes
Schedule changes will only be made if:

- A student does not have a full schedule
- A student was placed in a class that he/she has already taken
- A student needs a specific class for graduation
- A student’s college classes conflict with their high school classes
- A student wants to take a higher or lower level class.

Class Drop Procedures

Students are expected to make schedule changes through their school counselor within the first three weeks of each semester. Once enrolled, students are committed to their courses until the end of the semester or year. Any course dropped after the three-week deadline will result in a **Withdrawal Fail (WF)**. A WF is recorded on the student's transcript, earns 0 GPA points, and does not award course credit.

Concurrent Enrollment Courses (college or university courses taken for high school credit) adhere to the same drop policy. The three-week drop window for concurrent enrollment **starts on the college course's start date**, not on the beginning of the high school semester. Regardless of the college's add/drop policy, any course dropped after the school's three-week window will result in a **WF** on the student's high school transcript, earning 0 GPA points, and it does not award course credit. It is the student's responsibility to notify their high school counselor of any college or university course drops. Failure to do so may result in removal from the concurrent enrollment program for the remainder of the semester.

Students who need to drop a course due to illness or unforeseen circumstances may be evaluated by the administration. If approved, grades may be "frozen" at the time of the drop.

Concerns About Grading

Parents or students who have concerns about the grading of a single assignment or about the grading practices of a class in general should first contact the teacher. Teachers are available during their office hours (posted on their syllabus or the school website), by email, or may return a call before/after school within a 24 hour period. If a parent or student still has questions after this communication, the next step would be speaking with your student's counselor.

Final Exams

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

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

Failed Courses/Credit Recovery

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

District No. 70 students may enroll in the online program. Students may request an application from their counselor. Students may be added to a credit recovery hour during the school year.

Online credit recovery courses are not NCAA approved for student athletes.

Summer School

Students can take up to 1 credit over the summer for summer school. Summer school is offered through our Alternative School.

According to the Colorado High School Activities Association, summer school courses may be used to attain athletic eligibility with a limit of 1 credit per summer.

Online credit recovery courses are not NCAA approved for student athletes.

Exceptional Student Services
Exceptional Student Services staff facilitates the instructional services as stipulated by each eligible student's Individualized Education Program (IEP). Instructional support to the classroom may include the services of the school psychologist, speech and language personnel, school counselors, administrative staff and the consulting special education staff members. Supplementary supplies, materials and instruction are available depending upon the student's needs as determined by the individual education staffing team. Instructional services vary per classroom, academic content and the student's individual needs.

Gifted and Talented
Students are identified for the gifted and talented (G/T) program in a variety of ways, including teacher nomination, the Cog-AT exam given in 2nd and 6th grade, and leadership in high school activities. Students with qualifying scores may have a GT plan or be placed in the talent pool, both of which provide students with additional academic and affective opportunities.

GRADUATION REQUIREMENTS AND AWARDS

Graduation from Pueblo West High School requires the completion of a minimum of 25 credits. All credits must be completed before the student may participate in graduation exercise. In addition, four years of attendance shall be required unless early graduation has been applied for and approved in keeping with Board and individual school policies.
All students will be required to take coursework that meets Colorado State Standards in the following areas:
English: 4 credits
Four credits in English are required for graduation. One full credit of English must be taken each year.
Mathematics: 3 credits
Three credits in mathematics are required for graduation.
Science: 3 credits
Three credits in science are required for graduation.
Social Studies: 3 credits
Three credits in social studies are required for graduation. American Government is required.
Physical Education: 1.5 credits
Participation in Marching Band or JROTC will count as P.E. credit (.5 per semester). Participation in a sport will count for .5 P.E credit for the first sport played, and a P.E. waiver for subsequent sports played (this is only a waiver from the P.E. class, and 1 credit must be earned by way of another elective course to fulfill graduation requirements).
Health: .5 credits
Parent(s)/guardian(s) may request in writing for their student(s) to be exempt from all or part of this course. If this is the case, .5 credits must be earned from a different elective course to fulfill graduation requirements.
Electives: 10 credits

Graduation Requirements/Board Policy IKF-2
To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy or complete the requirements and goals listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

College and Career Readiness
The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. Students must complete at least ONE of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in each area.
https://www.cde.state.co.us/postsecondary/graduationguidelinesmenuofoptionspdf

Students will not participate in graduation exercises unless they take and pass all required courses, pay all fees and fines, order a cap and gown, participate in mandatory practice, and conform to dress and behavioral expectations. GATEWAY students have the option of participating in both the PCC graduation ceremony and the PWHS graduation ceremony.

Testing Information
The **ASVAB** (Armed Services Vocational Aptitude Battery) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success. It is available to any student. *There is no cost for this test.*
The **PSAT-9** is a state-mandated test for freshmen administered in the spring. *There is no cost for this test.*
The **PSAT-10** is a state-mandated test for sophomores administered in the spring. *There is no cost for this test.*
The **NMSQT/PSAT** is available for all 9th, 10th, and 11th grade students. However, it is the qualifying test for the National Merit Scholarship Program for juniors ONLY for scholarship and admittance potential. Underclassmen taking this test CANNOT have scores sent to potential colleges for scholarship or admittance. The test is administered at the high school in the fall. *The cost for this test will be posted.* All freshmen and sophomores, grade equivalency to the junior SAT.
SAT is a state-mandated test for juniors. All juniors are required by the State of Colorado to take the SAT on campus in April to monitor State standards. *This state-mandated SAT is free of charge and is only administered to juniors*.
CMAS Science is a state-mandated test given each year for juniors. This assessment shows how students are performing in accordance with state standards. State assessment scores will be included on the student's permanent academic record.

Transcripts
Transcripts will be provided by the registrar or school counselor upon request.

Valedictorian/Salutatorian Criteria: Class of 2026 to Class of 2027
- Valedictorian/Salutatorian is based on semester grades earned in grades 9 through 12. Courses graded A, B, C, D and F are included in the weighted grade point average computation. Classes graded S or U are not included.
- All graduates must complete the courses and credits required by the School District 70 Board of Education.

- To be eligible for Valedictorian/Salutatorian, a student must be enrolled at Pueblo West High School their junior and senior years. Early College and Gateway students are not eligible for this honor.
- Valedictorian status will be awarded to the highest weighted grade point average; the second highest will earn the Salutatorian award.
- Because the Valedictorian and Salutatorian selection process at Pueblo West High School extends beyond scholarship to include qualities of good citizenship and attendance, any candidate who does not represent the qualities of character, leadership, and service may not qualify for these honors. Any candidate who has been suspended or expelled from Pueblo West High School will be reviewed for possible removal from consideration for this award.

Gold and Silver Cords and Class Rank Criteria

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

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

Latin Laude Honors System: Class of 2028 and beyond

The Latin Laude Honors System, which grants students Summa Cum Laude, Magna Cum Laude, and Cum Laude titles based on their grade point average (GPA), allows students who are at or above a clearly defined cumulative GPA to be recognized for their academic achievement.

- Celebrates the achievements of many students, not just the one with the highest GPA. This inclusivity encourages and motivates students to pursue their interests, talents, and passions to achieve post-secondary goals as indicated through their ICAP rather than taking courses solely to increase class rank
- Alleviates the pressure of class rank which can negatively affect students' social and emotional well-being, contributing to better mental health and well-being for students.
- It encourages a well-rounded education and allows students to take more challenging or diverse courses without the fear of adversely affecting their class rank.
- Less than 20% of colleges consider a class rank as a factor for admission
- Universities/Colleges focus on the rigor of courses taken, test scores, and student involvement in the school and community

Graduating senior transcripts will reflect the cumulative GPA and Laude Honor earned. Students can earn one of three Laude Honors by meeting the following requirements on a 4.0 scale:

- Summa Cum Laude ("with the highest honor") – students earning a 4.0 or higher GPA
- Magna Cum Laude ("with great honor") – students earning a 3.75–3.99 GPA

- Cum Laude (“with honor”) – students earning a 3.5–3.74 GPA

More information on cords, etc. related to the Laude System will be available soon.

District 70 Early Graduation District No 70 Policy: IKFA

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

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

Student Records/School District No. 70 Policy File: JRA/JRC Synopsis

1. Individual student records, while accessible to school personnel and parents or legal guardians, are confidential.
2. Parent(s)/guardian(s) are welcome to inspect and review their student’s school records by calling the school counselor or principal and scheduling an appointment at a mutually convenient time. Parent(s)/guardian(s) will have the opportunity for a hearing to challenge the contents of their student’s records to correct or delete any inaccurate, misleading or other inappropriate data in the record.
3. The District is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday. Directory information which may be released may include the student’s name, date and place of birth, major field of study, participation in officially recognized activities, sports participation, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone

numbers and addresses will not be disclosed pursuant to Colorado law.

4. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released

COLLEGE CREDIT OPPORTUNITIES

Concurrent Enrollment Information:

- Students must provide their own transportation to the college.
- Students must receive a minimum grade of "C" in each course to be eligible to continue courses. A student who receives a “D” or “F” in any course will not be eligible for the following semester.
- Students need to meet with their high school counselor to add or drop a college class. Students must follow the high school and college procedure to add/drop courses.
- Students and their parents must sign an agreement with the high school to secure enrollment.

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

Early College Part-Time (ECPT) courses are available at Pueblo Community College (PCC) or Colorado State University - Pueblo (CSUP) for students on the basis of total credits and grade point average. Students have the opportunity to enroll in selected courses at PCC or CSUP while attending high school in School District No. A total of .33 high school credits will be given for every 1 credit taken at the college. For example, a 3 credit college class at PCC would give the student 1 credit at the high school. Pueblo School District No. 70 will pay the cost of tuition for the regular school year (evenings and weekends included). The District does not pay for courses taken during the summer. ECPT courses offered at PCC or CSUP are available for students who are on track with credits and have a 2.0 GPA or higher and meet the accuplacer scores. **Please note that these courses are not weighted and are 100 or 200 level courses.** Exception: if a student has reached the highest level of a course that PWH offers and that student elects to take a higher-level course in a core area at CSUP, weighted credit may apply. The college course must be one of the student’s seven period courses and be at a level of 300 or higher. The course must be pre-approved by the student’s counselor and principal to determine if there will be a weighted grade. Also, a student’s class rank will be based on a maximum of 7 classes per day (3.5 credits per semester). Any classes taken outside of the 7-class framework will not count toward the student’s class rank. *There are fees associated with this program.*

Early College Full-Time (ECFT) is for qualifying high school students to earn college credit while completing high school. ECFT participants earn credits applicable toward high school graduation and college degree requirements. Students must fill out an Early College Full Time application that will be turned in and approved by the district. ECPT courses offered at PCC or CSUP are available for students who are on track with credits and have a 3.0 unweighted GPA or higher and meet the accuplacer scores. Students may take one elective course at PWHS each semester. A total of .33 high school credits will be given for every 1 credit taken at the college. For example, a 3 credit college class at PCC would give the student 1 credit at the high school. Pueblo School District No. 70 will pay

the cost of tuition for the regular school year (evenings and weekends included). The District does not pay for courses taken during the summer. **Please note that these courses are not weighted and are 100 or 200 level courses.** Exception: if a student has reached the highest level of a course that PWH offers and that student elects to take a higher-level course in a core area at CSUP or PCC, weighted credit may apply. The college course must be one of the student's seven period courses and be at a level of 300 or higher. The course must be pre-approved by the student's counselor and principal to determine if there will be a weighted grade. *There are fees associated with this program.*

SCHOLARSHIPS AND COLLEGE SELECTION

There are many excellent opportunities for students graduating from high school to receive financial help to continue their education. Scholarships are posted on the PWHS website and are reported in electronic announcements sent to students and parents. It is important the student acquaints themselves with scholarships that are available and with the application procedure. Scholarships are awarded by colleges and universities and by business and professional organizations on the basis of a student's high school record, financial need for assistance, participation in school and community activities, and competitive examination scores.

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

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

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

STUDENT ATHLETES

CHSAA

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

According to the Colorado High School Activities Association, summer school courses may be used to attain athletic eligibility with a limit of one class per summer. Online credit recovery courses are not NCAA approved.

NCAA DIVISION I/II ACADEMIC ELIGIBILITY REQUIREMENTS

For information regarding the above, please visit https://web3.ncaa.org/ecwr3/. See your counselor if you have questions.

ATTENDANCE

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

Under Colorado State Law, school attendance for students who have not reached the age of 17 is mandatory. The Department of Education categorizes absences as follows
Truancy: Truancy is defined as an unexcused absence, whether for all or part of a day.
Habitually Truant: A student is counted as habitually truant if the student has four unexcused absences in one month and/or 15 absences in one school year.
Chronically Absent: A student absent 10 percent or more of the days enrolled during the school year is chronically absent. All absences are included – unexcused, excused and suspensions.
District 70 and Pueblo West High seek to avoid the learning loss that comes with excessive missed days of school. Therefore, for students under the age of 17,

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

Students who are beyond the age of 17 will:

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

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

1. **General/excused**: Parent is aware of absence and has called the school within 48 hours of absence. **Parents may excuse 10 (ten) absences per year**. Reasons to excuse absences may include illness, counseling, medical care, bereavement, religious observations, court proceedings, or the like. After a student has accrued ten absences, we will require medical or other documentation. Continued excessive absences, even if excused by the parent/guardian, will be grounds for truancy proceedings or, if the student is over the age of 17, the dropping of the student from our roll, regardless of his/her current grade.
2. **Activity**: These absences may include work-study, CSU-P or PCC courses, or school-sponsored activities (field trips). Powerschool will show ACT. These types of absences do not count toward truancy.
    1. Students are expected to make arrangements for make-up work prior to the date of the scheduled field trip.
3. **Unexcused:** If a student is absent without parental notification, the student will be considered unexcused. 10 unexcused absences may result in either truancy proceedings (under 17) or being dropped from the class if the student is over 17.

Pre-arranged absences:

A student may be excused for up to three days if an educational value can be established (i.e., college visitation, special religious observance, etc.). Students with pre- arranged absences

must make arrangements for completing make-up work either prior to the absence or on their return at the teacher's discretion.

The following procedure is to be followed:

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

Parent Call In Procedure

Parent(s)/guardian(s) must notify the attendance secretary by telephone (719) 547-8050 within 48 hours of the student's absence or the absence will be considered unexcused. (Written notes are generally not accepted.) School office hours are from 7:00 A.M. to 4:30 P.M. It is important to remember that parent(s)/guardian(s) may report absences, but they can legally be excused only by the school. In cases of excessive excused absences (more than 10), it will be necessary for parent(s)/guardian(s) to provide documentation, such as a doctor's verification of illness for their teen's absence.

Students who are tardy must report to the attendance secretary to check in.

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

Ditching Policy

If a student is absent without a parental excuse, or if the student does not show up to a class, the student shall be considered absent unexcused (ditching).

Unexcused absences will be tracked on a daily basis and a two week total will be tallied on top of the daily checks.

Student could face the following consequences for being absent unexcused:

- 2 in a day/biweekly = After school detention
- 3-4 in a day/biweekly = Friday School
- 5 or more in a day/biweekly = ISS

Tardy Policy

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

Hourly sweeps may be conducted throughout the day. Students in the hallways after the bell rings

may be assigned consequences.
Tardies will be tracked and consequences can be assigned.

Smart Pass Policy

Smart pass is our new hall pass and hallway monitoring technology. Students are encouraged to have the smart pass app downloaded onto their phones. The app is where they can make passes to move throughout the building. They will gain access to the app via their school email.

Student violations of smart pass will not be tolerated. Examples of smart pass violations are:

- Going over their allotted pass time
- Using another student's account to make passes
- Not going to the location their pass was intended for
- Not returning to class after making a pass

Students may face the following consequences for smart pass violations:

- Limiting daily passes to less than 4
- Elimination of their daily pass limit

Students who are marked tardy or unexcused absence due to a smart pass violation will be held to the disciplinary standards mentioned under the ditching, tardy, and/or smart pass policies.

Pueblo West High School Administration has the authority to limit or eliminate daily passes at their discretion.

Detention
Detention will be held during all three lunches in the form of community service (clearing tables in the lunchroom). After the student finishes his or her lunch, he/ she will spend the last 10 minutes of his/her lunch clearing tables. Days of detention will be served consecutively. Only extreme circumstances will be taken under consideration for a student missing detention without additional days being assigned. All missed detentions must be made up. Failure to serve detention will result in the student being assigned to Friday School.
Friday School is held weekly for two hours on Friday mornings. Students are expected to finish outstanding assignments or study. Consecutive Fridays may be assigned.
In school suspension (ISS) will be held on Thursdays of every week. ISS is 7:30am - 11:30am. No phones will be allowed in ISS. All school work will be completed in the ISS room.

Students who are assigned 3 or more In school suspensions (ISS) will serve a 2 day out of school suspension (OSS).

BEHAVIORAL EXPECTATIONS

Food and Drinks: Classroom instructors will have the discretion in allowing food or drink.

Assemblies : Individual conduct should be courteous, respectful and attentive.

- **Students who exhibit inappropriate conduct will lose assembly privileges for a designated amount of time.**
- Due to limited seating and/or the nature of the assembly, students may be charged a fee.
- We take great pride in the presentation of our nation's flag. Students should stand and encourage our guests to show respect for the colors. Hats should never remain on the head while the flag is present on the floor. All those present should remain silent and standing until the flag is retired.

School Functions

- Sportsmanship and fair play must be shown at all times in accordance with CHSAA guidelines and guidelines set by Pueblo West High School.
- Conduct at activities should reflect respect and pride of self, others, school and property. All school behavior policies and dress codes will apply at extracurricular functions unless prior notification is given or in the case of semi-formal or formal occasions. (For example: Prom, Mr. Cyclone, and Homecoming.) There are to be no shorts, jeans or tennis shoes at semi-formal events.
- Inappropriate dancing will not be tolerated at school dances/activities. Consequences may include; start dancing appropriately or be asked to leave the dance.

Teacher/Office/Media Aides

- Student assistants are expected to assist staff since they earn an elective credit for this service.
- If an aide leaves class, they must possess the designated teacher assistant pass that authorizes them to be outside of this classroom.
- Aides who abuse the freedoms given to them may face disciplinary consequences

Building and grounds:

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

Public display of affection beyond hand holding is out of place while in the school building, on school grounds, at a school-related event or on a school bus. Inappropriate behavior will not be tolerated, will be addressed, and consequences may be assigned.

Possessing weapons (real or fake), dangerous devices or substances on school property are major offenses and will result in an automatic referral to ASC-Director of Student Services. PWHS JROTC activities are excluded from the above.

- Using Nerf or water guns/ balloons or similar types of apparatus on school property are prohibited and will be confiscated with the possibility of the apparatus not being returned.

Academic Honesty: Cheating and plagiarism are unacceptable at PWHS. Infractions will result in disciplinary action by the teacher and administrator. The use of AI tools on any assessment is prohibited. This District 70 policy applies to all classroom and standardized assessments administered within District 70.

- The use of artificial intelligence (AI) tools, including but not limited to automated content generation, calculators, and predictive text, is strictly prohibited during assessments. This

includes any software or device capable of providing direct or indirect assistance in completing an examination.

- Students must ensure that all work submitted during assessments is completed without the aid of AI tools. Violations of this policy will be considered academic misconduct and will be subject to disciplinary actions as outlined in the student conduct code.
- Teachers and testing administrators are responsible for monitoring compliance with this policy. Appropriate measures, including the use of monitoring software, active proctoring and physical inspection of devices, may be employed to ensure adherence.

Violations of the District 70 Code of Conduct

The following review of discipline issues and procedures will follow specific due process actions for each student involved in the discipline proceedings. If the principal or designee finds the need to suspend a student, those building professionals will follow the procedures outlined in policy JKD/JKE-R. A copy of that policy is available on the home page of Pueblo County School District 70's website under School Board Policies. Additionally, a hard copy of that policy can be attained through the Student Services Department at (719) 295-6534.

A student will face disciplinary action, which may include possible suspension or expulsion, if they are involved in one or more of the following acts:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual tact through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law, which has an effect on the district, school or the general safety or welfare of students or staff.
10. Violation of Board's policy or regulations, or established school rules
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law.
12. Violation of the Board's policy on student conduct, involving drugs and alcohol.(Including THC)
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's E-cigarette, vaping, and tobacco-free schools policy. (Non-THC)
15. Violation of the Board's policies prohibiting sexual or other harassment.

16. Violation of the Board's policy on non-discrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity
19. Throwing objects, unless part of a supervised school activity, that may cause bodily injury or damage to property.
20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work. Any use of artificial intelligence tools to assist in the creation of student work must be explicitly cited. The use of artificial intelligence tools is strictly prohibited in all classroom and standardized assessments across the District.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or tone or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the district staff.

Interrogation and Searches

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

Escalation Of Consequences For Offenses To The General Code Of Conduct

When a student violates the policies and procedures outlined in this handbook or the instructor's syllabus/classroom rules and expectations, he/she will be directed to the appropriate assistant principal for disciplinary action. The administrator reserves the right to determine the severity of the offense and the appropriate consequence for the offense. A general progression for offenses may be:

- Lunch detention
- Friday School
- Out-of-School Suspension (escalating for each infraction)
- Creation of a Behavior Contract (after three incidents of a similar nature)
- Declaration of Habitual Disruption (after four incidents of a similar nature)
- Recommendation for Expulsion (after five incidents of a similar nature)

Please remember that these are typical guidelines. Administration will consider each case individually and reserves the right to change this escalation process. More severe infractions will start at a different point in the matrix.

Safe2Tell **https://safe2tell.org/make-report**

Safe2Tell Colorado wants every student to know - telling isn't "snitching." Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors or dangerous situations. Safe2Tell should be considered a 9-1-1 call for students concerning school incidents and/or student safety.

Not sure if you should use Safe2Tell? If you don't, who will? We need your help to improve your school and community. By calling, you can help stop a friend from committing suicide, get another student off drugs, or stop a bully from making other people miserable. If you have information about the following topics, please call. **1-877-542-7233.** *Use of Safe2Tell other than its intended use may result in consequences against the reporter.*

District Transportation Behavioral Expectations

We hope and expect that students will have a safe and pleasurable experience riding the buses provided by the services of First Student. We encourage families to review these basic rules and regulations and support a positive educational experience.

- Pueblo County School District 70 provides transportation for our students through a third party provider, First Student Inc. It is important to note that bus ridership is a privilege and is available to all students until the students' conduct on the bus proves otherwise. As a result, we believe that parents and students should be aware of our **Code of Conduct** expectations that govern bus ridership.
- Students should be at the bus stop approximately 5 minutes before the designated pick up time.
- Behaviors at the bus stop should mirror the behaviors a student is expected to exhibit in the school building. i.e. no behavior that endangers the welfare and safety of the student or others.
- While on the bus, the bus driver is considered an extension of the staff is the extension of the school staff. As a result, the bus driver is in charge and the students must comply with the requests of the driver.
- Students shall board and depart from the bus only at their own school or at their designated stop unless written either the school or transportation department has received permission. Forms are available at First Student or contact the PWHS office.

Violations of the Transportation Code of Conduct:

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

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

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

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

Fifth Violation: Driver will issue a fourth written warning that is reviewed by the central

transportation department and will result in a 5-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before the student will be allowed back onto the bus.

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

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

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

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

Student Tobacco/Vape Free Policy

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

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

- 1st Offense: Two (2) day suspension, online intervention course and in-person prevention class.
- 2nd Offense: Five (5) day suspension and in-person responsible behavior class
- 3rd Offense: Ten (10) day suspension and referral to the Director of Student Services with a recommendation of expulsion.

Use, Possession And Abuse Of Alcohol, E-Cigarettes(THC) & Other Drugs

1. Drug and Alcohol Involvement by Students
   - In accordance with the accompanying policy, the following procedures are established for addressing alcohol or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy JICH-R and will not be deemed to limit or suspend such other authority.
   - When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.

- If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
- If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.

- When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the student's parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he will remain under observation.

2. Students who are involved in any distribution, possession with intent to distribute or exchange of alcohol, non-alcoholic beer and wine, candy containing alcohol, drugs, other controlled substances or drug-related paraphernalia (including the thc vapor mechanisms) will be assigned an automatic **10- day Out of School Suspension** with a **Referral to the Director of Student Services.**

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

3. Students who violate the board policy of e-cigarette, vaping and tobacco-free schools (non-thc) will be assigned an automatic 2-day out-of-school suspension. Students who violate the policy through distribution or intent to distribute will be assigned an automatic 10-day automatic suspension

a. Possession of alcohol or other drugs on school grounds, at school-sponsored activities or when students are being transported in vehicles dispatched by the district.
b. Possession of any electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

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

West High School administrators.

Colorado School Laws 1971-Article 29 Property Defacing Control Law

40-29-1. Legislative Declaration: It is the intent of the general assembly by this article to prohibit throughout the state any and all defacing of public and private property and thereby to curb harm to the health, welfare and safety of its citizens. This article shall not be construed to preempt or limit the authority of any city, 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. Violations – Penalties: Any person violating the provisions of this article shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed one hundred dollars ($100.00) or by imprisonment in the county jail for a period not exceeding thirty days.

Public Officials Required to Publicize Articles. All public officials having supervision of properties of this state are authorized, empowered and instructed to establish and to post signs and 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

DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT

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

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

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

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

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

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

1. Submission of such conduct is made either explicitly or implicitly or via social media, as a term or condition of a person's employment, advancement or educational development.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment, advancement, demotion or educational decisions affecting an individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment at the district, at specific schools, or in other district settings, such as school buses.
3. Factors to consider when determining whether sexual harassment exposes students to a hostile environment because of their sex includes the age of the victim(s); the frequency, duration, repetition, location, severity and scope of the acts(s) of harassment; the nature and context of the incident(s); whether perpetuating the alleged harassment; and whether the harassment was directed at more than one person.
4. Sexual Harassment as defined above may include, without limitation:
    - Sex-oriented "kidding", abuse or harassment.
    - Pressure for sexual activity or inappropriate pictures.
    - Repeated remarks to a person with sexual, threatening or demanding implication.
    - Unwelcome written material, posters, letters, notes or other graphic writing.
    - Unwelcome touching, patting, pinching, hitting or repeated, intentional brushing against another's body
    - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
    - Intimidating, tormenting or threatening verbally and/or physically, accompanied by implied or explicit threats *either in person or via electronic or Social Media"*

Complaint Procedure

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

STUDENT SUSPENSION/EXPULSION

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

1. Any grounds authorized by the Colorado Statutes including but not limited to the following:
    - Continual willful disobedience or open and persistent defiance of proper authority. (Section 22-33-105(2)(a), C.R.S.)
    - Willful destruction or defacing of school property. (Section 22-33-105(2)(a), C.R.S.)
    - Behavior on or off school property, which is detrimental to the welfare or safety of other pupils or school personnel. (Section 22-33-105(2)(a), C.R.S.)
    - Repeated interference with the school's ability to provide educational opportunities to other students. (Section 22-33-105(2)(a), C.R.S.)

- Making false accusations or criminal activity against a school employee.
- Carrying, using, actively displaying or threatening with the use of a firearm or facsimile.
- The commission of an act that if committed by an adult could be considered robbery, assault, or a felony.

2. Violation of any criminal statute of the State of Colorado or the doing of an act made unlawful by the statutes of this state while on school property or while engaged in school functions or school-sponsored activities.
3. Violation of any policy of the Board of Education.
4. Violation of the Board of Education's Student Code of Conduct.
5. Violation of any written rule or regulation adopted by the principal of any school or adopted by any other employees of the district who are authorized by the Board of Education to establish rules and regulations in regard to a particular school or in regard to a particular activity.
6. In addition to the foregoing, the following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offenses by a student directed toward a teacher or school employee occurring on school or district premises.
   - The teacher or employee shall file a written complaint with the building principal, the Director of Student Services, and the Board of Education.
   - The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for up to three (3) days in accordance with established procedures.
   - The Director of Student Services shall initiate procedures for the further suspension or expulsion of the student.
   - The Director of Student Services shall report the incident to the district attorney or the appropriate local authorities.
   - A copy of this policy shall be posted to School District #70's website.
   - The foregoing shall not be construed as a limitation on the normal powers of a
   - Superintendent in regard to suspension or expulsion.
7. If suspension or expulsion was not caused by the child's handicap, a handicapped child may be suspended temporarily if exclusion is due to disruptive behavior, which represents a physical danger to self/others/property. Otherwise, during the interim of any administrative or legal proceedings the placement of the child shall not be changed. The foregoing factors shall be determined by the same group established to determine placement and the same procedures shall be used. After an affirmative finding as to both factors, the foregoing grounds for a suspension or for an expulsion shall be applied and the factors set out shall be applicable. (C.R.S. 22-33-106 (2)) JK*-2 Discipline of Students with Disabilities

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

ESS Student Rights

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

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

Procedure:

- Special education students who engage in disruptive activities and/or actions dangerous to themselves or others may be suspended from school by the principal or designee following Board policies for all students. Following each such suspension, the principal or designee shall contact the Director of Special Education. Such suspensions must be for a definite period of time, and not longer than 10 (ten) days.
- Prior to a student's return from suspension, the special education placement team will hold a review of the student's Individual Education Plan (IEP) to determine its appropriateness and the need for a more restricted or alternate placement. Repeated suspension may not be used as a device to change a student's placement without the procedural safeguards provided in federal law.
- In extreme cases, in which the district and the parents/guardians disagree about the placement of a disruptive special education student, the Board of Education may seek a court injunction allowing the district to place the student over the parent's/guardian's objection. None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

ATHLETICS / ACTIVITIES INFORMATION

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

Sportsmanship

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

Eligibility For Activities/Athletics

Pueblo West High School is a member of the Colorado High School Activities Association (CHSAA). This membership requires that students comply with the general eligibility rules covered by article 16 of the CHSAA Handbook. The activities director and/or the sponsor/coach will review these rules with the participants of each activity at the beginning of the season. The Board of Education has approved a participation fee of $150.00 per person, per sport. This fee does include Band. JROTC is exempt from participation fees.

Student participants who are unable to pay all the fees due to financial hardship should contact the Athletic & Activities Director. If you have any questions regarding either fee, please feel free to call the Activities & Athletic Director, principal or the District No. 70 Administrative Services Center at 719-542- 0220.

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

Eligibility:

Must take 5 classes (2.5 Credit units) and have passed 2.5 Credit units the semester prior to the sport season. District 70 High schools will be doing weekly grade checks When a student receives an "F" in any class, they will be placed 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. Each sport season that the student participates in will have a one week Academic Probation period. Weekly eligibility runs from Monday to Monday with Sundays being inclusive

School Attendance For Co-Curricular Participation

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

Athletic Lettering Policy

Each program has its own set of rules for lettering and the final decision on lettering lies with the head coach of that program. Loss of letter may occur for any conduct violations. If you have questions, please contact the coach/sponsor.

Available Sports:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football	Basketball (G/B)	Track (G/B)
Volleyball (Girls)	Swimming (Girls)	Lacrosse (G/B)
Cross Country (G/B)	Wrestling (Boys)	Soccer (Girls)
Softball		Golf (Girls)
Golf (Boys)		Baseball
Soccer (Boys)		Tennis (Girls)
Spirit - Cheer		
Spirit - Dance		
Unified Bowling		

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

League Affiliation:

Pueblo West High School is a proud member of the 5A Colorado Springs Metro League. This association is a member of the state organization called the Colorado High School Activities Association. The 5A CSML is made up of seven schools:

Pueblo West High School
Pine Creek High School
Rampart High School
Liberty High School
Doherty High School
Vista Ridge High School
Fountain-Fort Carson High School

Organizations and Clubs

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

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

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

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

National Honor Society: The Pueblo West High School Chapter of the National Honor Society has been created to encourage the development of character, to create an enthusiasm for scholarship, to promote worthy leadership and to stimulate a desire to render service to others.

Students are eligible to apply for the NHS if they meet the following criteria:

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

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

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

To hold a school office, a student must:

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

Other Clubs/Organizations:

Yearbook	Band	Choir	Fellowship of Christian Athletes,
Cheerleaders	French Club	Chess Club	Future Teachers
Literacy Magazine	Drama Club	Science Club	Tri-M Music Honor Society
	DECA	Model UN	Youth in Government
HOSA	Skills USA	TSA	Dungeons and Dragons
	Sources of Strength		Ski and Snowboard Club

Budgets

Each club and organization within the school operates on a budget approved by the Athletic &

Activities Director. The sponsor and the principal must approve fund raising projects. The Athletic & Activities Director must be notified of all fundraising in order to ensure that organizations are not duplicating activities. No club or organization can expend funds without securing a purchase order or using a P Card and ordering from a vendor with the purchase order. Pueblo West High School will not be responsible for any bills incurred unless the procedures listed here are followed.

Scheduling Activities
All activities are to be scheduled as far in advance as possible. Generally, one week's notice is considered a minimum for requesting an activity. *All activities are to be approved by the Athletic & Activities Director and placed on the master activity calendar.*

Transportation
Transportation will not be provided to games or activities in Pueblo County.

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

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

- All sales are final/non-transferable/no refunds or exchanges.
- Lost, stolen, or displaced tickets will not be replaced.

➢ Individual game costs – Adult - $7.00
Students (Grades K-12) and Senior Citizens- $5.00

➢ Athletic year passes – (No Season Passes/Prices may be subject to change)
$40.00 for 10 games
Package (admits five) - $100.00 for 10 games
*Package includes two adults and three children

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

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

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

TEN GUIDELINES FOR PARENTS WITH ATHLETIC CHILDREN

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

CRISIS ROLES AND RESPONSIBILITIES

Although we all hope that nothing untoward happens at school, we do have to have discussions about what will happen in the event of a crisis. Pueblo West High and District 70 have detailed crisis plans for various scenarios. The majority of those plans have to do with weather-related emergencies.

Student Responsibilities During Crises:
Your most important job during a crisis is to remain calm and follow directions. The staff at PWHS has been extensively trained and following their directions is essential for everyone's safety. It is understandable that you will want to notify your parents/guardians, but please wait to do so until you have arrived at a safe place. It is vital that you be able to hear directions as they are being issued.

Parent Notifications
All stakeholders who have provided contact information through BrightArrow and PowerSchool will be notified about any disruptions to the school day. We strive to provide you with timely, accurate information.

Drills
School District 70 requires that all buildings hold a practice drill monthly. These drills will cover a variety of situations and will not always be announced.

Changes to the School Day/Cancellations:
Information related to buses not operating, early closing, or delayed start of school will be aired on local media outlets, posted on the Pueblo County School District 70 website, and will be transmitted through our Swift K-12 notification system. Keeping the school updated about your current contact information will be the best way to get these notifications. *If the school buses are unable to operate safely, school will be canceled.*

Weather related changes:
If a weather watch or warning is issued during the school day, or during after school practices and events, building and district officials will assess and monitor the situation. Plans are in place to protect students during inclement weather which range from sheltering in the hallways to evacuation. Our most frequent weather-related issue is lightning–it is not unusual that after school practices have to be moved inside due to a potential lightning strike. It is important for everyone's safety that all students follow directions issued by school staff.

Terminology:
Secure Interior: Students will clear the hallways and remain in the room or area until the "All Clear" is announced. Business will occur as usual.
Secure Exterior: Students return to the inside of the building. Business will occur as usual. Students on PAs or leaving for classes on other campuses will not be able to leave until the secure exterior is lifted.
Lockdown: Students will move away from sight, maintain silence, do not open doors and follow instructions.
Evacuate: Students leave stuff behind if required to. If possible, students may bring their phone and

follow instructions.
Shelter: Students use appropriate safety strategies for the hazard.

Policy Changes

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

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

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

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

NONDISCRIMINATION STATEMENT

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

Inquiries regarding compliance of nondiscrimination may be directed to
School District No. 70
Director of Educational Programs
301 28th Lane
Pueblo, CO 81001

School District No. 70 is an equal opportunity affirmative action employer.
Complaints may also be filed with the office of Civil Rights, U.S. Department of Education, and

1961 Stout Street, Denver, CO 80294.