

# William J. Palmer High School Academic Planner 2009 • 2010



**Founded 1875**  
**Home of the Palmer Terrors**  
**Colors: Brown and White**  
**Mascot: the "Eaglebeak" Eagle**  
**Motto: "A Tradition of Excellence"**

## **MISSION STATEMENT**

William J. Palmer High School is dedicated to pursuing academic excellence and, in partnership with the community, preparing our diverse student population for responsible and productive lives.

## **GOALS**

1. Staff will continue to provide a diversity of educational opportunities to meet the needs of students.
2. All students will demonstrate continuous, measurable gains in achievement.
3. Students and staff will create a climate of equity and fairness and a sense of community.

## **PHILOSOPHY**

"To Ensure that every student finds success at Palmer High School. Strong communication between staff and parents is the cornerstone of our belief that no student should perform at a level that is below his/her true academic ability."

**Property of:**

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# BELL SCHEDULES

## Regular 7-period day

Monday - Thursday - Friday

Pd 1:	7:45 - 8:37
Pd 2:	8:42 - 9:34
Pd 3:	9:39 -10:31
Pd 4:	10:36 -11:28
LUNCH	11:28 -12:12
Pd 5:	12:17 - 1:09
Pd 6:	1:14 - 2:06
Pd 7:	2:11 - 3:03

Classes are 52 minutes.

Lunch is 49 minutes.

## ELP "Even Period Days" with PLC/AE time (Tues)

PLC/AE:	7:45 - 9:20	(AE starts at 8:50)
Pd 2:	9:25 - 11:00	
LUNCH	11:00 - 11:43	
Pd 4:	11:48 - 1:23	
Pd 6:	1:28 - 3:03	

PLC/AE time is 95 minutes.

Classes are 95 minutes.

Lunch is 48 minutes.

## ELP "Odd Period Days" (Wed)

Pd 1:	7:45 - 9:20
Pd 3:	9:25 -11:00
LUNCH	11:00 -11:43
Pd 5:	11:48 - 1:23
Pd 7:	1:28 - 3:03

Classes are 95 minutes.

Lunch is 48 minutes.

## Regular 7-period Two-Hour Late Start

Pd 1: 9:45-10:20  
Pd 2: 10:25-11:00  
Pd 3: 11:05-11:40  
Pd 4: 11:45- 12:20  
LUNCH: 12:20-1:03  
Pd 5: 1:08-1:43  
Pd 6: 1:48-2:23  
Pd 7: 2:28-3:03

Classes are 35 minutes.  
Lunch is 48 minutes.

### Two-Hour Late Start: (ELP-Tues)

Pd 2: 9:45- 11:13  
LUNCH: 11:13-11:57  
Pd 4: 12:02- 1:30  
Pd 6: 1:35- 3:03

Classes are 88 minutes.  
Lunch is 49 minutes.

### Two-Hour Late Start: (ELP-Wed)

Pd 1: 9:45-10:50  
Pd 3: 10:55-12:00  
LUNCH: 12:00-12:43  
Pd 5: 12:48-1:53  
Pd 7: 1:58-3:03

Classes are 65 minutes.  
Lunch is 48 minutes.

### Morning Assembly

Pd 1: 7:45 - 8:28  
Pd 2: 8:33 - 9:16  
1st Assembly 9:21-10:12  
Pd 3: 10:17 - 11:08

**OR**

Pd 3: 9:21-10:12  
2nd Assembly:10:17 - 11:08  
Pd 4: 11:13 - 11:56  
LUNCH: 11:56 - 12:39  
Pd 5: 12:44 - 1:27  
Pd 6: 1:32 - 2:15  
Pd 7: 2:20 - 3:03

### Afternoon Assembly

Pd 1: 7:45 - 8:28  
Pd 2: 8:33 - 9:16  
Pd 3: 9:21 -10:04  
Pd 4: 10:09 - 10:52  
LUNCH 10:52 - 11:34  
Pd 5: 11:39 - 12:22  
Pd 6: 12:27 - 1:10  
Pd 7: 1:15 - 1:58  
Assembly: 2:03 - 3:03

Classes are 43 minutes.  
Lunch is 47 minutes.

## AUGUST 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 ELP EVEN	26 ELP ODD	27	28	29
30	31					

## SEPTEMBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ELP EVEN	2 ELP ODD	3	4	5
6	7	8 ELP EVEN	9 ELP ODD	10	11	12
13	14	15 ELP EVEN	16 ELP ODD	17 ELP EVEN	18 ELP ODD	19
20	21	22 ELP EVEN	23 ELP ODD	24	25	26
27	28	29	30			

## OCTOBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 ELP EVEN	7 ELP ODD	8	9	10
11	12	13 ELP EVEN	14 ELP ODD	15	16	17
18	19	20 ELP EVEN	21 ELP ODD	22	23	24
25	26	27 ELP EVEN	28 ELP ODD	29	30	31

## NOVEMBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 ELP EVEN	4 ELP ODD	5	6	7
8	9	10	Veteran's Day	12	13	14
15	16	17 ELP EVEN	18 ELP ODD	19	20	21
22	23	24	25 Thanksgiving	26 Thanksgiving	27 Thanksgiving	28
29	30					

## DECEMBER 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ELP EVEN	2 ELP ODD	3	4	5
6	7	8 ELP EVEN	9 ELP ODD	10	11	12
13	14	15 ELP EVEN	16 ELP ODD	17	18	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

# JANUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Winter Break	2
3	4	5 Work Day	6	7	8	9
10	11	12 ELP EVEN	13 ELP ODD	14	15	16
17	18	19 ELP EVEN	20 ELP ODD	21	22	23
24	25	26 ELP EVEN	27 ELP ODD	28	29	30
31						

# FEBRUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 ELP EVEN	3 ELP ODD	4	5	6
7	8	9 ELP EVEN	10 ELP ODD	11	12	13
14	15	16 ELP EVEN	17 ELP ODD	18	19	20
21	22	23 ELP EVEN	24 ELP ODD	25	26	27
28						

# MARCH 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 ELP EVEN	3 ELP ODD	4	5	6
7	8	9 CSAP	10 CSAP	11	12	13
14	15	16 CSAP	17 CSAP	18	19	20
21	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27
28	29	30 ELP EVEN	31 ELP ODD			

# APRIL 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 ELP EVEN	7 ELP ODD	8	9	10
11	12	13 ELP EVEN	14 ELP ODD	15	16	17
18	19 ELP ODD	20 ELP EVEN	21 ELP ODD	22 ELP EVEN	23 No Students	24
25	26 ELP ODD	27 ELP EVEN	28 ACT	29	30	

# MAY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 ELP EVEN	5 ELP ODD	6	7 No Students	8
9	10	11 ELP EVEN	12 ELP ODD ACT MAKE-UP	13	14	15
16	17	18 ELP EVEN	19 ELP ODD	20	21	22
23	24 FINALS	25 FINALS	26 FINALS	27	28	29
30	31					

# 2009-2010 CALENDAR

## August 2009

- 8/18 First Day for Students  
8/20 Open House Palmer Day School  
6:30 p.m. Auditorium  
8/21 Ice Breaker Dance – 7-9 p.m.  
Tennis Courts  
8/28 Assessment Day – NO Students

## September 2009

- 9/07 Labor Day – No School  
9/12 ACT Test – **not** at Palmer  
9/14-10/15 Fall MAP Testing Window  
9/17 Palmer Career Fair-Auxiliary Gym  
for 10 & 11 Grades  
9/18 Professional Development Day  
– NO Students  
9/22 Lifetouch Picture Make-up Day  
(9:00 Aud. Foyer)  
9/24 Teacher Initiated Parent Conferences 4-8 p.m.  
9/26 Fall Beautification Day—9 a.m.  
9/29-10/3 Homecoming Week

## October 2009

- 10/01 Powder Puff Football Game/Bonfire  
—6 p.m. Erps Field  
10/01 Official Student Count Day  
10/02 Senior Photo due for Yearbook  
10/02 Homecoming Assembly (Afternoon  
Assembly Schedule)  
10/02 Homecoming Football Game-7 p.m.  
Garry Berry Stadium  
10/03 Homecoming Dance 8-12 p.m.  
@ Erps Gym  
10/05 Out of State College Night  
—Phil Long Expo 6-8 p.m.  
10/10 SAT Test – **not** at Palmer  
10/10 Care & Share Collection Date  
at area supermarkets  
10/13 Orchestra Concert with North M.S.  
at PHS Auditorium 7 p.m.  
End of First Quarter  
10/16 Teacher Work Day – NO Students  
10/17 PSAT Test – **at** Palmer  
10/17 Care & Share Collection Date  
at area supermarkets  
10/19 Beginning of 2nd Quarter  
10/24 ACT Test – **at** Palmer  
10/24 Care & Share Collection Date  
at area supermarkets  
10/29 Parent/Student/Teacher Conferences  
(No Sch.) Conf. 8 a.m. – 8 p.m.  
10/30 Care & Share Collection Date  
at area supermarkets

## November 2009

- 11/07 SAT Test – **not** at Palmer  
11/07 PLAN Test – **at** Palmer  
11/07 Care & Share Collection Date  
at area supermarkets  
11/11 Veteran's Day Holiday – District Closed  
11/14 Care & Share Collection Date  
at area supermarkets  
11/19 Masque and Sandal's Fall Play 7 p.m.  
11/20 Arts & Achievement Assembly  
(A.M. Assembly Schedule)  
11/20 Masque and Sandal's Fall Play 7 p.m.  
11/21 Masque and Sandal's Fall Play 2 & 7 p.m.  
11/21 Care & Share Collection Date  
at area supermarkets  
11/25-27 Thanksgiving Break – District Closed

## December 2009

- 12/05 SAT Test – **not** at Palmer  
12/11 Deadline to purchase a Yearbook Tribute  
12/12 ACT Test—**not** at Palmer  
12/15 Orchestra Concert Aud. 7 p.m.  
12/18 End of 2nd Quarter - End of 1st Semester  
12/21 – 1/5 Winter Break – Schools Closed

## January 2010

- 1/04 Teacher Work Day – NO Students  
1/05 Professional Development Day  
– NO Students  
1/06 Students Return (2nd Semester begins)  
1/18 Martin Luther King Jr. Day  
– District Closed  
1/20 8th Grade Open House/Information  
Night 6 p.m. Auditorium  
1/23 SAT Test – **not** at Palmer  
1/29 MORP Assembly – Afternoon  
Assembly Schedule  
1/29 MORP Dance 8-11 p.m. Erps Gym

## February 2010

- 2/06 ACT Test – **at** Palmer  
2/09 Senior Class Photo – Erps Gym (9:15 a.m.)  
2/15 President's Day – District Closed

## March 2010

- 3/08-3/19 CSAP Testing Window  
3/11 Masque and Sandal's Spring Musical 7 p.m.  
3/12 Masque and Sandal's Spring Musical 7 p.m.  
3/13 Masque and Sandal's Spring  
Musical 2 & 7 p.m.  
3/12 End of 3rd Quarter  
3/13 SAT Test – **not** at Palmer  
3/15 Beginning of 4th Quarter  
3/19 Arts & Achievement Assembly  
(A.M. Assembly Schedule)  
3/22-26 Spring Break – Schools Closed  
3/29-4/02 CSAP Make-Up Testing Window

## April 2010

- 4/05-5/07 MAP Testing Window  
4/7-9 CHSAA Large Group Contest  
4/10 ACT Test – **not** at Palmer  
4/23 Assessment Day – NO Students  
4/28 Colorado ACT (All Juniors at Palmer)  
4/29 Masque and Sandal's Student  
Directed Production 7 p.m.  
4/30 Masque and Sandal's Student  
Directed Production 7 p.m.

## May 2010

- 5/01 SAT Test – **not** at Palmer  
5/01 Masque and Sandal's Student Directed  
Production 2 & 7 p.m.  
5/06 Junior/Senior Prom Assembly 7th  
Hour Auditorium  
5/07 Conference Day – NO Students  
5/07 Prom at the Antlers – 8-12 p.m.  
5/11 Orchestra/Band Concert – Courtyard 6 p.m.  
5/12 Colorado ACT Make-Up Day  
5/13 Athletic/Senior Farewell Assembly  
– Erps Gym P.M. Assembly Schedule  
5/14 "Melt Down" Dance – Tennis Courts 4-6 p.m.  
5/15 Spring Beautification Day – 9 a.m.  
5/25 Palmer Graduation 9:00 a.m.  
at World Arena  
5/26 Last Day of School - End of 2nd Semester  
5/27 Teacher Work Day  
5/31 Memorial Day – District Closed

## June 2010

- 6/05 SAT Test – **not** at Palmer  
6/12 ACT Test – **at** Palmer

## Administration

Mr. Tom Kelly, Principal	• 328-5042
Mrs. Kathy Wehling, Principal's Secretary	• 328-5042
Mrs. Lara Disney, Assistant Principal (Grade 9)	• 328-5003
TBA, Assistant Principal	• 328-5005
TBA, Assistant Principal	• 328-5004
Mrs. Marcia Barber, Asst Principals' Secretary	• 328-5011M
Mrs. Barb Bishop, Assistant Principal, Night School	• 328-5041
Mr. Robert Framel, Bus. Manager/Ath.Dir.	• 328-5043
Ms. Carol Smith, Business Office	• 328-5044
Mr. Bryan Adler, Program Coordinator	• 328-5020

## Counseling Department

Ms. Mary Ellen Berthards	9th Grade	• 328-5007
Mrs. Linda Jensen	9th Grade IB	• 328-5006
Mrs. Karen Blazosky	10-12: A-Ha	• 328-5009
Mr. Kirk Powell	10-12: He-O	• 328-5008
Ms. Julie Batchelder	10-12: P-Z	• 328-5019
Mrs. Nola Thomasson	10-12 Grade IB	• 328-5031
Ms. Cheryl McDougall	Secretary	• 328-5012

## Faculty Chairpersons and People to See

Mrs. Karla Lee-Estrada	Art Department .....	328-5079
Mr. Neil Poese	Digital Media .....	328-5175
Mrs. Linda Jensen	Counseling .....	328-5006
Ms. Erica Rewey	English .....	328-5081
Mr. Chris Duval	English as a 2nd Language.....	328-5118
Ms. Tiffany Schonewill	Foreign Language.....	328-5077
Marilyn Bennett	CFS.....	328-5116
Michael Chamberlin	Gifted & Talented.....	328-5075
Mr. Steve Kern	International Baccalaureate.....	328-5078
Mr. Paul Hartman	Mathematics .....	328-5063
Mrs. Carolyn Derr	MYP Coordinator.....	328-5075
Mr. Phil Goulding	LTE.....	328-5024
Mrs. Annette Demel	LTE.....	328-5022
Jeffrey Peckham	Music.....	328-5136
Mr. Scott Stroup	Physical Education .....	328-5189
Mr. Geoff Lewis	Science .....	328-5050
Mr. Dave Kennington	Social Studies.....	328-5056
Mrs. Martha Hanawalt	Special Education.....	328-5038
Mrs. Noelle Mulkey	Special Education.....	328-5072
Attendance	.....	328-5013
Attendance	.....	328-5014
Mr. Todd Heggert	Yearbook .....	328-5085

*"Education is. . . hanging around until you've caught on." — Robert Frost*

## A Message from the President:

*"You fail to recognize that it matters not what someone is born,  
but what they grow to be."*

*"It is our choices, Harry, that show what we truly are, far more than our abilities."*  
-Albus Dumbledore

Too often we are so focused on the little, most inconsequential things that we don't stop to take a step back and take in the beauty that is our youth. An ACT score of 36 or 26 does not define us. We are more than our numbers and our labels. Varsity and JV are but titles for they are not a testament to one's character. These are the years when you and I are molded and shaped into the person we will be someday. Each experience, each friendship, each heartbreak, each choice adds to the development of our character. My advice? Whether you are a Freshman, Sophomore, Junior or Senior it is never too late to change the course you're on, to be the person that you want to be. In fifteen years, how will you be remembered by your peers? More importantly, how will you reflect on your high school self? It is said that high school is the best time of our lives. To be perfectly honest, it really isn't. Contrary to that commonly held belief, high school is one of the most important defining times for us. We triumph and lose. We face adversity and difficult choices. No matter what, the experiences you gain from being a Terror will stay with you for the rest of your life. So, let's make this year a great one! Let us not be adequate or good, but exceptional and amazing! I leave you with this question:

When you look back on your time here at Palmer what do you want to remember?

This year's going to be awesome!

Katie Law

## CABINET

Katie Law

Vivianna Davis

Kasia Dabrowski

Sarah Safranek

Barak Ben-Amots

Kylee Firlit

Mitch Snow

Cameron Precord

Avery Schultzki

Student Body President

Vice President

Chairman of Councils

Secretary of Records

Secretary of Treasury

Secretary of Social

Secretary of Morale

Secretary of Assemblies

Secretary of Publicity



## COUNCIL MEMBERS

Kateigh Bailey

Elizabeth LeCompte

Kristi Rodriguez

Annie Whitford

Ashlen Vana

Justin Wood

Tucker Walsh

Kaleigh O'Donnell

Christina Albrecht

T. J. Archibald

Tatum Baker

Haley Damm

Devin Fortner

Andrew Goodman

Jaimee Havens

Marissa Mazzetti

Amber McAfee

Katie Raitz

Simeon Kostadinov

Thomas Price

Cody Smith

Andres Watson

**SENIOR**

**JUNIOR**

**SOPHOMORE**

## TERROR FIGHT SONG

*Cheer for the TERRORS...TERRORS will win. Fight to the finish...*

*Never give in.*

*You do your best boys...*

*We'll do the rest boys. Cheer for the Brown and White\**

*T-E-R-R-O-R-S — TERRORS, TERRORS — Yea, (repeat to \*).*

## **COUNSELING DEPARTMENT**

Palmer High School counselors assist students with any problems they may have and will assist students when a referral is necessary to an outside agency. Students should see their counselor before a problem becomes major. Students are assigned to counselors alphabetically and the assigned counselor keeps their records. Students are free to ask anyone in the counseling center if they are not sure to whom they are assigned.

### **Dropping Classes**

If a student feels they have chosen a class that is too difficult for their academic ability level or have been placed in a class that is not on track for their graduation requirements, they should see their counselor. Students are encouraged to check on student connect for their 2nd semester schedule. Students may add a class or make schedule changes ten days after the Winter break. Such changes should only be based on class level difficulties (not elective class choices or preferences for the time of day for specific classes.) Students who are dropped from a class after the 4th week of the semester will receive an "F" for that course and will be assigned to a study hall for that class time. All students must be enrolled in a minimum of five classes.

**Students have the opportunity to make their class selections during the spring of each school year for the following academic year. Students may make changes in their class choices until the end of the current school year for the following school year. No changes may be made at the beginning of the school year.**

Department information online at [www.d11.org/palmer/counseling.htm](http://www.d11.org/palmer/counseling.htm)

### **Student Services**

*The Counseling staff at Palmer High School is dedicated to providing the following services to all students...*

- **CASE MANAGEMENT**

Includes credit review, academic advising, supervision and implementation of schedule changes, monitoring of academic progress toward graduation, and college/career guidance.

- **ORIENTATION**

Meetings at every grade level for appropriate and timely items.

- **CAREER EXPLORATION and CAREER PATHWAYS**

Current employment trends and assistance in setting career goals. Interest inventory tests are available.

- **PERSONAL COUNSELING**

Crisis counseling, short-term personal counseling, and referrals for appropriate long-term counseling provided.

- **REGISTRATION**

Students are registered for next grade level classes through small groups & individual meetings. Academic planning for career and college emphasized.

- **GROUP COUNSELING**

Specific topics developed as need arises. Groups also conducted by school social worker, community liaison, and other staff.

- **COLLEGE PLANNING**

Group and individual sessions offer college admission, selection, financial aid, and scholarship opportunities.

On line at [www.d11.org/palmer/planning\\_for\\_college.htm](http://www.d11.org/palmer/planning_for_college.htm)

- **TESTING**

Achievement testing conducted in accordance with District 11 guidelines. Information on all tests given and interpretation of results provided.

- **DISTRICT 11 PROGRAMS**

Evening college programs provided as well as financial aid programs.

- **INFORMATION**

For students and parents to be informed we include timely information in all newsletters and encourage you to call or visit the Counseling Center.

- **CLASSROOM GUIDANCE**

High school success, future planning, post high school opportunities.

## COLLEGE GUIDE

### -----*Freshman & Sophomore Years*-----

Plan all your high school courses, including college prep classes. Check the guidelines found on page 39 to see what courses you need. Athletes should check [www.ncaa.org](http://www.ncaa.org) for your minimum requirements.

- All grades from the 9th grade on influence your overall GPA. Use the goal setting page and grade tracker to attain good grades.
- School and extracurricular activities are important to get accepted to most universities. Participate in as many activities as you can.
- Discuss college costs with your family and start a savings plan. There are some college cost calculators on the [www.collegeboard.com](http://www.collegeboard.com) web site.

### -----*Junior Year*-----

- Continue your school and community involvement and keep up your grades. Enroll in college prep/advanced placement classes.
- Think about what you want as a career.
- Make a list of things important to you in a college (campus size, location, cost, class size, majors, housing, sports, etc.) Use this criteria to find schools that fit you best. The web pages in the reference guide will be very helpful.
- Talk to others who attend(ed) your top choice schools. Attend college fairs and make appointments with visiting college representatives. Find out acceptance requirements, cost and other relevant information. Talk to your family about your choices. Try to narrow your list of schools to 3-5.
- Register & take college entrance exams (PSAT and SAT: [www.collegeboard.com](http://www.collegeboard.com); ACT: [www.act.org](http://www.act.org)). All juniors are required to take the Colorado ACT in April at Palmer. Enroll in prep courses for the tests if you think you have the need.
- Request applications or look at the application form online for the schools that interest you.
- Develop a financial aid plan. Use the web pages on the college resource page to find available financial aid.
- Make a plan for when all items for college are due.
- Start to find people who can give you references. Normally you will need three references.
- If you are an athlete you should attend summer camps and speak with college coaches. Check NCAA rules online.

### -----*Senior Year*-----

- Continue your school and community involvement and keep up your grades. Enroll in college prep/advanced placement classes. Take AP exams to see how many college credits you can get.
- Re-take ACT/SAT exams as necessary.
- Register for selective services at age 18. If you do not register you will not be eligible for federal aid.
- Discuss your final choice of schools with your family, counselors and teachers.
- Keep and organize all correspondence related to applications and financial aid.
- If you are an athlete you must write an athletic resume and send it to the coaches at your top schools. Make sure to request info on scholarships.
- Use your planner to lay out all deadlines for school applications and financial aid.
- Use the reference guide to research all scholarship and financial aid available.

- Get all your transcripts, letters of reference, and test scores.
- Apply for admissions to the schools in which you are most interested. You can apply online at most schools.
- Apply for financial aid from the university and other sources.
- Have your parents complete IRS tax returns early. Complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Compare your offerings from each school.
- Make a choice, sign letter of intent and make tuition and housing deposits.

## ***COLLEGE RESOURCE PAGE***

The Internet now provides an unparalleled opportunity to help the student prepare and explore colleges. Do not forget the Palmer website at [www.d11.org/palmer](http://www.d11.org/palmer). Check out the Counseling Department section.

### **Progress Report Card Dates**

09-15-09	Quarter 1 Progress
10-20-09	Quarter 1 Report Card
11-17-09	Quarter 2 Progress
01-05-10	Semester 1 Report Card
02-09-10	Quarter 3 Progress
03-16-10	Quarter 3 Report Card
04-20-10	Quarter 4 Progress
05-19-10	Final Grades for Seniors
05-27-10	Semester 2 Report Cards Mailed

### **CREDIT CARDS**

Effective immediately Palmer High School will accept Visa, Master Card, and Discover debit/ credit cards. You may use the debit/ credit card to pay for obligations, pay for activity tickets, yearbooks, parking permits, parent event passes, Palmer apparel, etc. We will **not** accept debit/credit cards for gate admission to sporting events, transcripts, class fees, or dances. The card holder **MUST** be present with the credit card and at least one form of picture ID unless a business office form is filled out **COMPLETELY** and either faxed, mailed, or brought to school with the student. We will only apply exact purchase amounts to the card and any refunds will be put back on the card. **NO CASH REFUNDS.**

If you have questions or concerns, please call Carol Smith at 328-5044.

# Academic Honesty Policy\*

(Reference BOE Policy JICDA-R-#15)

## Philosophy

In order for learning to be valid, students must engage in their studies honestly. When a student cheats or in any way compromises the integrity of the educational process, he demeans himself, debases the efforts of his peers, and degrades the value of the educational process at Palmer High School.

## General Guidelines

Students are expected to do their own work; to receive only such help from peers, parents, or others as is authorized by instructors; to avoid claiming as their own the words, ideas, or data of others; and to refuse to assist peers in cheating. Students are also encouraged to bring the efforts of others who cheat to the attention of instructors or other school officials.

## Examples

No set of examples can be exhaustive. The following list provides an indication of the kinds of behaviors that constitute academic dishonesty.

**1. Copying another student's work for an assessment.** Students must not look at the answers sheets of others or copy another student's homework.

**2. Using "crib sheets," unauthorized tools, or other aids during an assessment.** Students must bring into exam settings only those items which are specifically authorized by the instructor. If calculators are permitted, only authorized programs are allowed.

**3. Willfully allowing one's own work to be copied or otherwise sharing answers during an assessment.** Students are expected to take precautions to decrease the chances that someone else will cheat off of their tests.

**4. Giving or receiving advance knowledge of an assessment.** Students must not discuss the specifics of any assessment with others who have not yet taken the test. A student saying, "That was a hard test, and I'm glad I studied" is not cheating. A student who says, "There was a question comparing Hitler and Stalin" is helping someone else cheat.

**5. Plagiarizing the work of others.** If a student uses the precise words, general ideas, or data of another student or from other sources, that work must be appropriately and specifically acknowledged. Students are urged to pay close attention to the instruction they receive regarding citation of sources. A bibliographic entry that refers to a specific source (without a corresponding internal citation or footnote) is not necessarily sufficient to protect a student against charges of plagiarism. Because intellectual property is the life-blood of academic pursuits, the IB and Palmer High School take very seriously this form of dishonesty. Ignorance of guidelines about citation of sources is not an excuse. When in doubt, students must ask for clarification.

**6. Allowing another person to do one's work (collusion).** Students should not work together on an assessment unless authorized by their instructors to do so. Teachers agree to be as clear as possible about guidelines for specific assignments. In the case of unauthorized collusion, both students are guilty of academic dishonesty. Getting general help from others is sometimes acceptable. For instance, it may be appropriate on some assignments for a peer or parent to offer general feedback or assist in mastering skills or reviewing content. Sometimes, of course, working together is required (group presentations, for instance). As in the case of Example #5 above, when in doubt, students must ask their instructors for clarification.

**7. Falsifying or willfully misrepresenting data.** Students agree that data which are submitted as part of experiments, lab write-ups, problem-sets, etc., have been collected honestly and appropriately given the requirements of the assignment.

**8. Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.** This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, p.171).

- a. **Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*
- b. **Unacceptable borrowing of words:** *An ape who knew sign language unsettled linguists and startled animal behaviorists.*
- c. **Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimpanzee was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*
- d. **Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*

## **Consequences**

Students will receive a “zero” or “no credit” for an assignment attempted or completed through cheating. At discretion of the teacher, the student may be required to complete the assignment (or an equivalent) for reduced credit. Depending on the student’s history of misconduct, his/her intent, its severity, other action may be taken, including detention, suspension, or removal from the relevant class or program.

**\*International Baccalaureate students: see a specific version of this policy designed for IB students.**

## **ACTIVITY TICKETS**

The purpose of the activity ticket is to provide students the opportunity to participate in school activities at a reduced cost.

### **School activities included are:**

- Activity ticket holders will be admitted to PHS athletic regular season home games only (no hockey).
- Some school council functions
- Yearbook (at no additional cost)
- The activity ticket can be purchased for \$65 during registration or in the Business Office through October 28, 2009. Partial payments will no longer be accepted. All checks must be made payable to Palmer High School.
- The yearbook can be purchased without an activity ticket. The cost is \$55 through August, \$60 regular season through December 2009. The purchase deadline is December 18, 2009. **NO EXCEPTIONS.**
- An athletic only activity ticket can be purchased for \$15. This ticket will be good for Palmer High School athletic regular season home games only. (Does not include hockey.)

***Get involved in your school. We are looking forward to your becoming part of the Palmer athletic program. Palmer Pride...catch it! If you have any questions regarding athletics, please call the Athletic Director at 328-5043.***

## **ELIGIBILITY**

In order to represent Palmer in current interscholastic activities, you must:

1. Have all forms completed and a physical on file with the Athletic Director (Physicals are good for one calendar year)
2. Be carrying a minimum of five full-credit courses
3. Not be failing more than one course
4. Comply with numbers 2 and 3 at the semester
5. Not have turned 19 before August 1st
6. Fee must be paid before trying out  
If you have transferred to Palmer please see the athletic director.
7. All athletes must attend 50% of the classes on a game day to participate in the game that day. Athletes must attend 50% of the classes on Friday to be eligible for a Saturday game. Exceptions could be doctor appointments, court, or other meetings. Exceptions must be cleared through the Athletic Director.

## **FEES**

Athletic participation fees are \$65 PER sport. No partial payments. With district approved free lunch, the fee is \$22; with reduced lunch approval, \$30. Letter of lunch approval must accompany payment. Athletes doing three sports in one season will pay \$30 for the 3rd sport. The family limit is \$175 per school. In order to receive a refund, see the athletic handbook.

## **Athletic Board of Control**

Each school shall have an **Athletic Board of Control** to approve athletic policies, to approve athletic awards, to review eligibility problems, to act on cases of eligibility suspension, and to handle other matters as may be referred to this Board by school policy or staff members of the school. Individual school policies must be consistent with state, league, and District philosophy and policies. After approval by the Board of Control, individual school policies must be approved by the Principal and reviewed annually by the Director of Physical Education and Athletics and the Director of Secondary Education.

**The composition of the Board of Control shall be as follows:**

1. The principal’s designee, who shall act as chairperson and be a voting member.
2. The athletic chairman.

3. One male member of the coaching staff and one female member of the coaching staff to be designated each year by vote of all head and assistant coaches.
4. Three student representatives to be appointed annually by the student government organization:
  - A. A female who has lettered
  - B. A male who has lettered

## ATTENDANCE AND RESPONSIBILITIES

1. Parents must provide updated information to the school regarding phone numbers, address & emergency contact/numbers.
2. Parents must call in excused absences to the Attendance Office as soon as possible but no more than 24 hours after the absence stating the reason for the absence. **CALLS CAN BE TAKEN DAY OR NIGHT BY CALLING 328-5013 or 328-5014.** If a student must miss school for legitimate reasons, call the attendance office within 24 hours. For seven (7) school days, unexcused absences can be changed to excused with reservation, and the student can receive makeup work with a 10% penalty. After seven (7) school days the absence will remain as unexcused.
3. If daily attendance phone calls are impossible to make, contact appropriate Assistant Principal within 24 hours of the absence to make other arrangements (328-5003, 328-5004 or 328-5005).
4. Parents can monitor the student's attendance by asking for progress reports, contacting counselors with concerns, and being aware of calls from the school reporting student absences. Parents can also access their student's absences by going online or by phone to **Parent Connect** with a P.I.N. number (given out by the library).
5. *Parents are to designate a responsible adult guardian to excuse their students while they are out of town and notify the appropriate assistant principal.*
6. **Absences not cleared within 24 hours will be listed as unexcused.**
7. Arrival in class **after the five minute tardy limit** may be considered an unexcused absence.
8. If the student is out for one or more consecutive days, **a call should be made each day.**
9. Call in advance if a student must leave school prior to the end of the school day. This is very important for the safety of the student.

## COMPULSORY ATTENDANCE AGES

The Board of Education believes that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The board of Education further believes that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent/guardian of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section.

Parents/Guardians whose children are enrolled in an independent or parochial school or a non-public home-based educational program shall be exempt from these requirements.

## ATTENDANCE DEFINITIONS AND POLICY PROCEDURES

Palmer shall keep a record of absences based upon the following classifications determined by the principal on a case to case basis:

### **Excused Absences**

**1. Excused Absences (E)...** The absences shall be classified and recorded as fully excused, provided that the student's parent has contacted the attendance office regarding that absence within a 24 hour time limit. An excused absence occurs when a student is temporarily ill or injured or whose absence is approved by the administrator. All work may be made-up.

**2. Excused with Reservations (B)...** Absences for reasons other than those required by state law, will be classified as "excused with reservations" provided that the student's parent contacted the school regarding the absence. If parent does not contact attendance office regarding any classification of absences within 24 hours, the absence will be "excused with reservation". Students may earn up to 90% credit for completed assignments.

**3. School Related Absences (F)...** Absences related to school activities (i.e. field trips, athletic and musical events, speech, etc.) will be classified as excused. All work may be made-up.

**4. Excused Absences for Severe Weather Conditions (W)...** Absences from school because of severe weather conditions will be classified as excused. The parent must call to excuse within 24 hours. Make-up for students dependent on absence classification.

**5. Prearranged Absences (P)...** Absences prearranged with the school by the student's parent. The principal or designee will determine if the absences are classified as excused or excused with reservation. Make-up work for student dependent on absence classification.

**• Student/Parent Responsibilities for Prearranged Absences**

\*Students report to the Assistant Principal or attendance office with a written parental request for a prearranged absence **3 days** in advance of the absence.

\*Student takes the form to their teachers for their written comments and returns the completed form to the Attendance Office at the end of the same day.

\*In the event the teacher's comments indicate the absence will place the student's grade in jeopardy, a copy of the completed prearranged absence form will be given to the student for parent/guardian. The parent will make the final decisions as to student missing school.

\*Student is responsible for all makeup work. (Work should be done prior to absence when possible.)

## **Unexcused Absences**

**1. Unexcused Absences/Truancy (A)...** Any absence of 1 period or more will be considered as unexcused absence/truancy. Truancies will be counted toward a student's declaration of "habitually truant" as defined in BOE File JH and JH-R.

• Student's parents or guardians will be notified of student's truancy by telephone, teacher, letter, auto dial, or through a meeting in an effort to change the student's behavior. (Level I Disciplinary Infraction)

• If truancies continue, the school administrator will impose a Level II disciplinary action along with an attendance contract.

• Continued truancy will result in further disciplinary action which can include suspensions, referral to juvenile court and/or referral to the District Hearing Officer. (Level III Disciplinary Infraction)

A student will not be allowed credit for missed work if absence is classified as unexcused/truancy.

**2. Suspensions (S)...** As per BOE policy (JH-R), students who are suspended will be allowed to make up class work but will not earn academic credit for the first 5 (five) days of suspension. 75% (seventy-five percent) credit will be allowed for major exams and assignments. 75% (seventy-five percent) credit is allowed for class work for any suspension beyond the 5<sup>th</sup> (fifth) day.

**3. In-School Suspension (I)...** In lieu of a suspension home, students may be sent to in-school suspension at school. As long as the student completes his work in in-school suspension, he/she may receive credit for it.

## **PALMER HIGH SCHOOL TRUANCY PROCESS**

### **Overview**

**Level I** – When a student amasses 20 class periods unexcused or 40 class periods excused absences

- Attendance Letter is mailed home
- School personnel make person to person contact with parent and/or student to identify reasons for absences (i.e. health, transportation).
- Palmer Attendance Contract is signed

**Level II** – When a student amasses 40 class periods unexcused or 60 class periods excused absences

- Initial Truancy Papers are filed with Student Discipline
- Initial Truancy Letter and Guidelines for Court Proceedings is mailed home

**Level III** – When a student amasses 60 class periods unexcused or 80 class periods excused absences

- Letter is mailed home

**Level IV** – Student has amassed 80 class periods unexcused or 100 class periods excused absences

- Truancy Checklist is filed through Student Discipline

## **TARDIES**

**1. Tardies (T)...** Tardy is defined as not being in the classroom and prepared for class when the bell rings. Students tardy more than 3 times in any class each quarter will be assigned a consequence by the classroom teacher. On the 6th tardy in any one class, the student will

be referred to the Assistant Principal. Teachers may institute their own tardy policy, subject to approval of the administration. Arrival in class after the 5 minute tardy limit may be considered an unexcused absence. No make-up credit is allowed for tardies. Administrative Team members and security may issue a lunch detention at any time that a student is in the hallway after the class bell or late to class regardless of their total tardies to a class.

## **APPEAL PROCESS (GRADES AND ATTENDANCE)**

1. Before starting the Appeal Process, parents should have met with their student's counselor to try to resolve the problem.
2. Within three school days after notification of a conflict parents must notify the assistant principal in writing of their intent to appeal the teacher's decision.
3. The administrator will schedule an appeal hearing within three school days.
4. Students who are involved in the appeal process will attend class until a decision is made.
5. The appeal will be heard by the committee made up of the assistant principal, at least two teachers, one student, and one counselor.
6. At the hearing the parent and student will give their evidence.
7. The teacher involved will present his/her rationale.
8. The parent, student and teacher will be excused from the hearing and the committee will make their decision.
9. The administrator in charge of the hearing will notify the parent, student and teacher of the decision.

## **STUDENT RIGHTS & RESPONSIBILITIES**

By the time students enter high school they are expected to follow acceptable standards of behavior. Students at Palmer High School are expected to demonstrate a mature sense of responsibility for their learning, their behavior toward others and for their own social, emotional, and physical development. As members of Palmer's student body, you possess certain rights which are balanced by responsibilities. When responsibilities are not accepted and there is infringement upon the rights of others, appropriate disciplinary action will be taken. Rules regulating behavior in the social realm reflect the school authorities' obligation to respect the constitutional rights of students.

## **DISCIPLINE PROCEDURE**

We believe Palmer High School shares certain obligations with the home along with other organizations and institutions in our society. These shared obligations are to provide opportunities and encouragement for students to develop their intellectual, moral, social, creative, vocational and physical potentials to the highest possible degree within an environment conducive to positive self-image, attitudes and behavior. This environment, a responsibility of staff, parents and students working cooperatively, should permeate the total District program. With this goal in mind the following uniform discipline procedure was enacted, and complies with the District 11 Code of Conduct, all BOE policies, and State Law.

## **LEVEL I DISCIPLINARY INFRACTIONS**

- |  |  |
|--|--|
| a. Unexcused absences                          | k. Inappropriate public display of affection   |
| b. Altering classroom records                  | l. Insubordination   |
| c. Assembly misconduct                         | m. Littering   |
| d. Cafeteria misconduct                        | n. Panhandling   |
| e. Observed campus misconduct                  | o. Abusive language toward staff/students  |
| f. Dishonesty                                  | p. Unexcused tardiness   |
| g. Classroom misconduct                        | q. Altering a local workstation configuration  |
| h. Gambling                                    | r. Other inappropriate conduct that, in the discretion of the Principal, is of a similar nature or degree. |
| i. Hallway misconduct                          |  |
| j. Inappropriate dress and/or personal hygiene |  |

## **LEVEL I DISCIPLINARY ACTIONS**

**Level I Disciplinary Infractions are to be addressed by the staff member responsible for supervision of the student(s) when the infraction(s) occurred or the appropriate classroom teacher and for which disciplinary action shall be optional. Level I Disciplinary Actions may include, but need not be limited to one or more of the following:**

- a. Parental contact
- b. Detention before and/or after school
- c. In-school detention (e.g., skills center, study hall, time-out room)
- d. Cleaning the part of the premises where the infraction occurred as part of a logical consequence

- e. Referral to a student personnel services provider, i.e., counselor, school social worker, school psychologist
- f. Verbal warning and reprimand by the principal (or his/her designee)

## **LEVEL II DISCIPLINARY INFRACTIONS**

- a. Flagrant and/or continued Level I infractions
- b. Altering school records
- c. Failure to complete a disciplinary assignment
- d. Intimidation
- e. Theft
- f. Unauthorized leaving of campus
- g. Unsafe conduct
- h. Harassment (see Level III for Sexual Harassment)
- i. Defacing school property
- j. School bus misconduct
- k. Possession/use of tobacco products on school property
- l. Fighting
- m. Possession/use of fireworks, smoke bombs, etc.
- n. Unexcused absence
- o. Possession or distribution of noncurricular materials that are obscene, libelous, slanderous, or defamatory.
- p. Possession or use of alcohol
- q. Inadvertently or accidentally carrying, bringing or possessing a standard weapon or a standard weapon facsimile in or on school property
- r. Purchase, distribution, abuse, or sale of Schedule IV or Schedule V controlled substances (refer to file JICH)
- s. Purchase, distribution, possession or sale of drug paraphernalia
- t. Possession of unauthorized software including but not limited to hacker and cracker utilities, backdoor servers and Trojans, sniffing tools, port scanners, password crackers, key loggers, or scripts
- u. Theft or destruction of peripherals, computers, or computer components
- v. Altering multiple workstations configurations
- w. Using District equipment to create unauthorized website to create harm
- x. Loading and use of unauthorized software with the intent to do harm.
- z. Any other similar or related conduct which, in the discretion of the Principal or his/her designee, constitutes one or more of the following grounds for suspension:
  - (i) continued willful disobedience or open and persistent defiance of proper authority; (ii) willful destruction or defacing of school property; (iii) behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel including behavior which causes a threat of physical harm to the child or to other children; (iv) serious violations in a school building or in or on school property; or (v) repeated interference with a school's ability to provide educational opportunities to other students.

## **LEVEL II DISCIPLINARY ACTIONS**

**Level II Disciplinary Actions may include but need not be limited to one or more of the following:**

- a. Charges filed with civil authorities
- b. Cleaning part of the school premises as punishment (with parental permission)
- c. In-school detention
- d. In-school alternatives
- e. Administrator/parent/student conference
- f. Parental contact
- g. Parental contact and billing of parent for damages to school property
- h. Recommendation of referral for evaluation/services
- i. Referral to Central Administration for frequent and habitual infractions or as required by policy
- j. Suspension by the principal (or his/her designee) followed by a parent conference

## **LEVEL III DISCIPLINARY INFRACTIONS**

- a. Flagrant and/or continued Level II Infractions
- b. A knowingly false allegation of child abuse against a District employee (a minimum three day suspension is mandatory)
- c. Damage to the personal property of a District employee (a minimum three day

- suspension is mandatory)
- d. An act prohibited by federal, state, or local law (including without limitation assault on a student or school staff member with intent to do bodily harm, false alarms, malicious mischief, traffic violations, any type of direct or implied threat to secure money or any favor from a fellow student, use of fireworks, initiation of underclass students, or physically mistreating another student)
  - e. Commission of an act by a student that would be third degree assault if committed by an adult
  - f. Sexual harassment
  - g. Possession, purchase or use of marijuana (not more than one ounce) or of any amount of any Schedule III controlled substances
  - h. Knowingly, purposefully or recklessly carrying, bringing, or possessing a standard weapon, a standard weapon facsimile, or a dangerous weapon facsimile in or on school property (other than a firearm facsimile) (Refer to File: JICI)
  - i. Use of a standard weapon in or on school property (File: JICI)
  - j. Carrying, bringing, using, or possessing any weapon or weapon facsimile off school property as provided for in Policy JICI.
  - k. Using hacker or cracker utilities
  - l. Intentional possession or accessing of pornography
  - m. Reproduction or purchase of pornography
  - n. Exceeding authorized access on the District's intranet or from the Internet including but not limited to file server databases, U-drives, SIS system
  - o. Possession of material, data, personal information without consent
  - p. Setup and operation of audio, music, or video server to include but not limited to MP3, DVD, AVI, or DIVX files
  - q. Unauthorized possession or use of District owned software or utilities
  - r. Transmitting, accessing, or possession of inappropriate material that could cause or lead to harm of others
  - s. Any other similar or related conduct which, in the discretion of the Principal or his/her designee, constitutes one or more of the following grounds for suspension and/or expulsion: (i) continued willful disobedience or open and persistent defiance of proper authority; (ii) willful destruction or defacing of school property; (iii) behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel including behavior which causes a threat of physical harm to the child or to other children; (iv) serious violations in a school building or in or on school property; or (v) repeated interference with a school's ability to provide educational opportunities to other students.

## **LEVEL III DISCIPLINARY ACTIONS**

**Level III Disciplinary Actions shall include a suspension by the principal (or his/her designee) and may include but need not be limited to the following:**

- a. Charges filed with civil authorities
- b. Cleaning part of the school premises as punishment (with parental permission)
- c. In-school detention
- d. In-school alternatives
- e. Administrator/parent/student conference
- f. Parental contact
- g. Parental contact and billing of parent for damages to school property
- h. Recommendation of referral for evaluation/services
- i. Referral to Central Administration for frequent and habitual infractions or as required by policy
- j. A parent conference following the suspension with an appropriate administrator for the purpose of discussing reentry, recommendation for transfer, or expulsion
- k. Development of a remedial discipline plan
- l. Exclusion from ceremonies, activities, and/or commencement exercises
- m. Expulsion, transfer, or other alternative placement
- n. For possession or use of marijuana (not more than one ounce) or any amount of any Schedule III controlled substances or for repeat offenses regarding the possession, purchase or sale of drug paraphernalia, the student shall be referred to the Office of Student Discipline Services for consideration of further disciplinary proceedings.

## LEVEL IV DISCIPLINARY INFRACTIONS

- a. Carrying, bringing, using, or possessing any dangerous weapon or firearm facsimile in or on school property (refer to File: JICI)
- b. The distribution, or sale of Schedule III, II, or I controlled substances (refer to File: JICH)
- c. The possession, use or purchase of marijuana (in excess of one ounce) or any amount of any Schedule I or II controlled substances (refer to File: JICI)
- d. Possession or accessing of child pornography
- e. Possession or accessing of staff personal information from District system
- f. Deliberate loading and/or execution or unauthorized software creating denial of District resources
- g. Deliberate disabling or circumvention of District networking devices or systems
- h. Commission of an act that would be robbery or assault under state law if committed by an adult unless it is the commission of an act by a student that would be third degree assault if committed by an adult
- i. Designation as an habitually disruptive student

## LEVEL IV DISCIPLINARY ACTIONS

Level IV Disciplinary Actions shall include suspension by the principal (or his/her designee) followed by referral to the office of the Superintendent (or his/her designee) for further discipline, including expulsion where mandated by law, and may include the following:

- a. Charges filed with civil authorities
- b. Administrator/parent/student conference
- c. Parental contact
- d. Parental contact and billing of parent for damages to school property.
- e. Recommendation of referral for evaluation/services

## DISCIPLINE - SPECIAL SERVICES STUDENTS

Discipline regarding Special Services students will follow the District Behavior Management Procedures Document as appropriate for the student/situation involved. This document is approved by the District Behavior Management Review Committee and is available for review from the Special Services Department.

## DISRUPTIVE STUDENTS

Students who have had three suspensions that constitute a material and substantial disruption may be referred for expulsion. After the first such Level III suspension, the school will develop a written "remedial discipline plan" for the student.

### MANDATORY EXPULSION OFFENSES

School districts are now required to expel students for four categories of offenses.

1. Possession of any weapon (many pocket knives can be deadly weapons under the law- please make sure that your child does not bring any type of knife to school)
2. Sale of an illegal drug
3. Commission of an act which, had it been committed by an adult, would have been robbery
4. Commission of an act which, had it been committed by an adult, would have been an assault

### SCHOOL DISTRICT RESPONSIBILITIES UNDER SECTION 504

*It must be emphasized that Section 504 falls under the management responsibility of the general education program. The school staff and parents need to work in collaboration to help guarantee that the student is provided with the necessary accommodations.*

#### Palmer:

1. Assures nondiscrimination
2. Has a 504 Coordinator - Call the counseling department (328-5012)
3. Will provide grievance procedures to resolve complaints
4. Assures nondiscrimination in admission or access to its programs or activities
5. Annually identifies and locates all qualified children with disabilities
6. Will annually notify persons with disabilities and their parents or guardians of the district's responsibilities under Section 504 via this handbook

# SCHOOL INFORMATION

## ASSEMBLIES

Assemblies are conducted on a required attendance basis. Assemblies are considered part of student's class schedule. Every attempt is made by student cabinet and administration to select assemblies which are of interest and in good taste. During assemblies, students are to sit with their class and teacher in their assigned area. Attendance will be taken.

## BUILDING HOURS

Students and non-staff may access the building at 7:00 a.m. Any students having business or special needs earlier than this time must have a member of the staff arrange with the custodians to admit them to the building. Students should leave the building by 3:15 p.m. unless they are participating in a school-sponsored program with a teacher present. **Day school students will not be allowed to enter the building after 3:30 p.m.** Arrangements for transportation should be made so that students will not have to wait outside in bad weather.

## BULLYING

Bullying is any word, look, sign or act, or pattern of such behavior, that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. For purposes of this policy, bullying behavior includes but is not limited to threats, intimidation, assault, or harassment of any kind, as delineated in the Student Conduct and Discipline code. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school sponsored activities and events.

A student or adult who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to, suspension, expulsion, and/or referral to law enforcement authorities. (ref. File: JICA/JICA-R and JK/JK-R) The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

## CYBERBULLYING

Cyberbullying occurs when a person is bullied, harassed, humiliated, threatened, embarrassed, or targeted in some way by another person through the use of internet, cell phones and other forms of digital technology. In order for it to be cyber-bullying, the intent must be to cause emotional distress, and be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e., hate speech). This will not be tolerated at Palmer and will be handled by the School Resource Officer.

## COMMONS

The following will govern the use of the Commons:

1. Acceptable behavior is expected. Unacceptable behavior may result in suspension or loss of cafeteria privileges.
2. To retain good traffic flow, tables & chairs are not to be moved about the commons.
3. Students are to sit on chairs or benches, not on tables.
4. Educational games only may be played only in the commons. Students may be restricted from playing games in the commons during lunch. Gambling, games that are violent, etc. are not allowed at school.
5. Each student is responsible for maintaining the cleanliness of the immediate area in which he/she is sitting. All waste should be removed from the tables and placed in the proper containers.
6. **Food and/or drink are to be consumed only in the commons.**
7. The Commons will be an area for students to gather, do assignments, visit, etc. while remaining in the building. All Palmer rules, regulations, and policies will apply when using the COMMONS.
8. Only students with study hall exemption/free period stickers on their I.D.'s will be allowed in the COMMONS (except during lunch).
9. Campus security will monitor the COMMONS.

## CHANGE OF ADDRESS

It is the responsibility of the parent/guardian to notify the Attendance Office of any change in address, and telephone number of their student.

## CLASS SCHEDULES

The schedule you get at the semester is the one to be followed. The fact that you are scheduled into classes means you are already enrolled in the classes & must attend.

**DROPPING CLASSES/SCHEDULE CHANGES:** Students may request a class drop without penalty up to the **20th day of the semester**. Students must be enrolled in five (5) classes (five credits minimum) to be considered a full time student. Students enrolled in less than five credits must have special permission from the principal. **Students are not dropped from a class until the counselor has completely processed all paper work. You are to continue attending classes until notified by your counselor of the change in schedule.** Parent permission is required before a student can drop a class. **No "F" drops will be allowed during the last 3 weeks of a semester.**

## CLASSROOM DISCIPLINE

A teacher may temporarily exclude a student from class when the student's conduct makes his/her presence disruptive to the learning process. A teacher who excludes a student from a classroom will direct the student to report immediately to the assistant principal's office and will furnish the assistant principal with details of the situation as soon as teaching duties allow. Teacher will contact parent.

## CLOSED CAMPUS POLICY

Students must remain on campus from the beginning of their first class period through the end of their last class period. As per District Policy, students are permitted to leave campus during their lunch period. Aside from lunch period, students can leave campus only during a period they have been exempted from and have a sticker on the back of their student I.D. indicating that period as free. **This sticker must be "renewed" every semester.**

If a parent or guardian needs a student to leave school during his/her school day, they need to give their student permission by calling the Attendance Office (328-5013 or 328-5014) prior to the student's checkout time. The student must check out through the Attendance Office.

## DOWNTOWN COMMUNITY

Please keep our community, Acacia Park and surrounding area free from litter. Throw your trash into one of the many containers available. **Respect private property.** Do not sit on the steps of private homes, churches and/or businesses. Excessive loitering in local restaurants is causing problems. If you go into a restaurant to eat, please buy their products and after completing your meal you should leave. Safety is a concern. **Please cross streets at the corners and observe the crosswalk signals.** Please help us maintain a positive relationship with other downtown user groups including business owners, shoppers, senior citizens, park employees, etc.

## DRESS AND APPEARANCE (BOE Policy JICA)

Student appearance is expected to be acceptable for a K-12 educational environment. Any clothing accessories, or body adornments that interferes with or disrupts the educational environment are unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Acceptable footwear is required to be worn at all times. Parents of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal. Examples of clothing, accessories, or body adornments that are not acceptable are items which:

- contain language or images that are vulgar, discriminatory, or obscene,
- promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia,
- contain perceived threat such as gang symbols
- expose cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative
- are considered sleepwear,
- are headwear,
- are sunglasses,
- tank, tube, halter tops, spaghetti straps, strapless or backless clothing. Dresses, skirts, shorts, or tops worn over stretch pants or hose not reaching at least mid-tigh.
- NO garment should be worn too tight and or higher than the fingertips.
- Pants, skirts or shorts worn below intended waistline or inside out, and boxer shorts.
- Jewelry or accessories that may be used as a weapon (e.g. two or three finger rings that are joined, chains, oversized necklaces).

Acceptable athletic clothing may be worn in physical education classes. Please see P.E. teachers for

their policy regarding clothes worn in their classes. Clothing normally worn when participating in school sponsored extracurricular or sports activities may be worn during normal school hours with prior approval from the Principal.

**The Principal of any school may establish additional guidelines for its own students. If a school chooses to adopt guidelines, the principal is encouraged to include students, parents, and faculty in the formulation of those guidelines. Guidelines must ensure that the dress code does not single out or discriminate against religious expression or any other protected right. Students and parents shall be informed of the existence of the dress code, any guidelines, and consequences for violations at the time of initial enrollment and at the outset of each school year.**

Any student who comes to school without proper attention having been given to their appearance, which includes cleanliness, in violation of this policy may be **asked to cover the non-complying clothing**, disciplined, sent home to be properly prepared for school, and required to prepare himself or herself for the classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion. See File: JK and JK-R. Final determination of appropriate dress is at the discretion of the administrator.

## DRUGS / ALCOHOL

The possession, sale or use of drugs or alcohol is prohibited on school property at any time. These acts are a serious violation of the law and can be subject to district and/or civil action under the discipline code. For more detail please see the Student Conduct and Discipline Code Handbook.

## DUE PROCESS

Assures the preservation of students' rights against school authority encroachment. The underlying concept is one of fairness. Rights, rules and responsibilities that pertain to students are published and are explained to all students. This procedure insures that students are knowledgeable of and understand their rights and their responsibilities. The student has the right to express his/her views or rebuttals to the decision-making authority regarding any specific incident. Due process will be followed as outlined by the Board of Education in matters involving suspension or expulsion. Disciplinary decisions may be appealed to the next higher level of authority regardless of the level from which the decision originated. For the purpose of this procedure, levels of authority shall be:

- |                       |                        |                       |
|-----------------------|------------------------|-----------------------|
| 1. Staff member       | 2. Assistant Principal | 3. Principal          |
| 4. Executive Director | 5. Superintendent      | 6. Board of Education |

## ELECTRONIC COMMUNICATION / ACCESS RESOURCES (COMPUTERS)

In order to be granted access to the District's Electronic Communication and Access Resources, all users must agree to follow the District's Electronic Communication and Access Resources policies and regulations as outlined in the Acceptable Use Agreement for Students. This document must be signed by the student and parent and be on file in the main office prior to using any of the District's Electronic Communication and Access Resources. If a user violates this Agreement or any of the District's policies, regulations, procedures or guidelines access to the District's Electronic Communication and Access Resources may be denied, and other legal or disciplinary action may be taken. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Electronic Communication and Access Resources. Please see this agreement for a listing of the Guidelines for use of Electronic Communication and Access Resources, and D-11 net, E-Mail and Internet E-Mail Prohibitions.

## ELECTRONIC POLICY

Schools can regulate the possession and use of electronic signaling devices. Students may use electronics before school, during passing periods, at lunch, and after school. During class periods, students may use electronics **ONLY WITH TEACHER/DEPARTMENT PERMISSION OTHERWISE THEY MAY NOT BE USED** (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). If the department/classroom policy is that electronics may not be used, then the electronic device must be **powered off** during class time. Phones may not be on, ring, or vibrate during the class period. The discipline matrix for violations of this policy will be as follows:

### 1st Violation

Confiscate the electronics and return phone to a parent only.

### 2nd Violation

Confiscate the electronics, assign 2 hours of detention, return phone to a parent only.

### **3rd Violation**

Confiscate the electronics, suspension for defiance, return phone to a parent

## **ELEVATOR**

The elevator may be used by students with permanent or temporary disabilities only! The key to the elevator can be obtained from the Business Office with a \$5 deposit. Misuse of the elevator key will result in withdrawing the privilege to use the elevator.

## **FIGHTING / HARASSMENT / INTIMIDATION**

Fighting, harassment, sexual harassment, racial intimidation and other forms of intimidations are prohibited! If these things are happening to you, REPORT it to a staff member. Any type of direct or implied verbal or physical threat, acts of stealing, or intimidating others for money will not be tolerated by the school nor should they be tolerated by the students. The entire school staff will assist students in resisting these acts. Persons involved will be held responsible for damages incurred or physical harm done to others. Civil charges may be filed on all individuals involved in these types of behaviors.

## **FIRE DRILLS / TORNADO ALERT**

The fire alarm signal will be a continuous ring by the fire bell. The tornado alert signal is a series of short blasts by the school bell. Fire drills and tornado drills are held periodically throughout the year. It is important that you learn the emergency exit from each room where you have a class. Direction signs are posted in each classroom. When the fire alarm or tornado alarm sounds the following regulations should be carefully followed:

1. Go directly and quietly to the exit indicated for your room.
2. Do not wait for your friends or try to visit during the drill.
3. Do not push or crowd.
4. Leave books in classroom.
5. Go double file where corridors and stairs permit.
6. Do not stop at lockers or drinking fountains.
7. Meet with your teacher in designated area.
8. Fire / Bomb drill: Get away from the building when you get outside.
9. Tornado drill: Proceed to the designated areas.

State law prohibits false fire alarms. **The penalty for those convicted is at least a \$300 fine, 30 days in jail, or both.** Apprehended offenders WILL be prosecuted by Palmer H.S.

## **FORMAL DISCIPLINARY REMOVALS FROM CLASSROOMS BY TEACHERS**

Policy JKBA and Regulation JKBA-R, "Formal Disciplinary Removals from Classrooms by Teachers," were recently adopted by the Board of Education. The policy and regulation specify the circumstances under which a student's short-term removal from a teachers's classroom—for disruptive behavior in the class—may count toward his or her long-term removal from the class. After three such removals, a disruptive student may be removed from the class through the end of the quarter, or longer, depending on the circumstances.

"Disruptive behavior" is defined as behavior by a student in a teacher's classroom that constitutes a Level II, III or IV violation of the Student Conduct and Discipline Code, that significantly disrupts the classroom, and that substantially interferes with the ability of the teacher to teach the class or the ability of other students to learn.

The first and second short-term removals under this policy require parent contact; and a conference with parent, student, and appropriate staff to develop and implement a behavior plan. The third removal requires parent notification, a conference, and may result in the removal of the disruptive student from the teacher's class for the remainder of the quarter, or longer, depending on the circumstances.

## **GRADUATION CEREMONIES**

Any senior otherwise qualified for graduation, who during the last 30 class days of the final semester of school for seniors, including that period of time between the last day of classes for seniors and the graduation ceremony for his/her school, and who damages, destroys, or vandalizes District property, injures fellow students, faculty members or administrators, or commits any Level III or IV disciplinary infraction, shall be excluded from participation in graduation ceremonies and exercises.

In addition to exclusion from participation in graduation ceremonies and exercises and possible suspension or expulsion, students and their parents shall be held liable for damage, destruction or bodily injury caused by the student, as set forth in state law.

Any student who is excluded from graduation ceremonies and exercises but has met all requirements for graduation shall receive his/her diploma by picking it up in the main office.

## HALLWAY CONDUCT

Hallways are closed to student traffic during instructional periods. Students may go to their lockers during the passing period. **Any student in the hallway during class periods must have a hall pass.** The halls are monitored by members of the staff. One of their primary functions is to see that nothing interferes with the instructional program. It is our responsibility to see that an educational atmosphere conducive to good learning is maintained. **Hallways must be cleared during instructional time and lunch period. Students with an open period may be in the commons, courtyard, and the library. Staff members may issue lunch detention to a student who is in the hallway after the class bell.**

## IDENTIFICATION

In accordance with state, city, and school regulations, any person on the school premises is required to show proper identification when requested to do so by any school personnel. **Any school employee has the authority to request and be given the name of a student. I.D. cards are issued to all students. Students must have their I.D. card in their possession at all times.** There will be a \$5.00 fee charged for replacement I.D. cards. I.D. cards will be required for all of, but not limited to, the following: attending certain school functions, checking out books, being in the library or Commons area, using school computers, and picking up yearbooks.

## INFIRMARY

If a student becomes ill during the school day, he/she should report to the Attendance Office or Assistant Principal. A student will only be allowed to spend 15 minutes in the infirmary. After this time the student will be sent back to class or sent home after the Attendance Office receives parent permission. Should a student feel too ill to come to the office, they should send someone to the office to get help. Students will not be excused for illness if they stay in the restroom all class period. **STUDENTS MUST CHECK OUT** through the Assistant Principal or the Attendance Office if they are ill and feel it is necessary to go home. For their health and safety, it is necessary for the office to notify parents of the student's illness. **It will be considered a truancy if this is not done.**

## INSUBORDINATION

Students are expected to cooperate with persons in authority. Not submitting to authority, being disobedient, failing to comply with a reasonable request, using abusive or disrespectful language or actions toward any staff member is insubordination. This also applies to all extra curricular activities.

## INSURANCE

Students are reminded that if they want student insurance they can pick up information from the Business Office and send payment directly to the company.

## LIBRARY

Students are encouraged to use the library for study during free periods. Regular books may be checked out for two weeks and can be renewed. Reference books and magazines can be checked out on an overnight basis. The library has the following expectations for use:

1. Conversations will be soft enough not to interfere with others.
2. All students are expected to be reading or doing class work. Students wishing to socialize should go the Commons.
3. Food, drink, and all electronics are prohibited in the library.
4. Students will need their student ID card to check out required classroom textbooks and library books.

### Library Resources

- **Schoolrooms** - <http://d11.schoolrooms.net> - Password: **srpalmer**
- **Ebsco** - <http://search.epnet.com> - Username: **Palmer** - Password: **phs**
- **Sirs** - School:<http://sks.sirs.com> - User id: **co0778h** - Password: **palmer**
- **Home:** <http://sks.sirs.com> - User id: **co0778h** - Password: **80903**
- **Noodletools** - <http://www.noodletools.com> - Username: **palmer** - Password: **terrors**

## LITTERING/DAMAGE TO SCHOOL PROPERTY

The maintenance of clean and orderly school grounds requires the cooperation of all

students. Students will be held responsible for any littering or damage which occurs in the building or on the campus. Students are requested to please walk on sidewalks, not on the grass.

## LOCKERS

Students are not required to have a locker and may decline during registration. Students choosing a locker will be sharing a locker with another student(s) of their choice. After a locker is assigned, **a student may not change lockers without special permission** from the assistant principal. It is the student's responsibility to see that no one else knows the locker combination in order to protect possessions and to report any existing damage or marks immediately to the administration.

The appearance of the locker (marks on doors, scratches on the surface, etc.) becomes the responsibility of those assigned to the locker. Palmer High School provides school lockers to students for clothing and books during the day. The student has no property interest in the locker. Lockers are subject to inspection by the administration per board policy. Inspections may be conducted in cases of emergency or when there is reason to suspect the violation of school rules or other misconduct. Students are not permitted to hang any inappropriate material in their locker (semi-nude or nude pictures, alcohol and/or drug paraphernalia or any offensive language or other at the discretion of the administration.)

Since adequate safe storage is very limited, it is strongly advised that valuables, such as skate boards & money **NOT BE BROUGHT TO SCHOOL AND SHOULD NOT BE PLACED IN A LOCKER. *The school assumes no responsibility for the safety of clothing, books, cell phones, and other electronics, etc., either in the hallway lockers or gym lockers. Gym lockers must be secured. Students must provide their own locks for gym lockers.***

## LOST AND FOUND

The Lost and Found is located in the Attendance Office. Please bring any found items to the Attendance's Office or check there for lost items. This office should be notified of items found and articles lost. All unclaimed articles are given to local charities at the end of each quarter. Please mark all personal materials brought to school.

## LUNCH

In order to minimize disruptions to classes, we will only have **one lunch period** for all of our students. During this time, students are requested to eat their lunch either in the cafeteria, courtyard, Commons or any restaurant in our locale. Students will not be allowed in the academic halls unless they have a note/pass from their teacher. If students need to use the Library or the Counseling Center, they need to enter through the Nevada Avenue doors directly across from the entrance to the Library on the first floor. During inclement weather, senior hall will be open for students during the lunch period. **Lunch, however, must be consumed in the Commons or outside - not in the hallways.**

## MAKEUP WORK

Should an absence be necessary and **excused** on a date an assignment is due, the student must hand in the work on the day he/she returns. No penalty will be assessed. Long-term assignments (assignments that have been given previous to student's absence) are still due on the date originally given. Students are not given extra time for these assignments regardless if the absences occur prior to the due date.

## NONDISCRIMINATION STATEMENT

School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Marvin R. Adams, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2271, FAX: 520-2442, EMAIL: [adamsmr@d11.org](mailto:adamsmr@d11.org)

## DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar 11 de Colorado Springs está comprometido a una política de no discriminación en cuanto a raza, credo, color, sexo, ascendencia, orientación sexual, religión, origen nacional, edad, y/o impedimento. La discriminación y/o el acosamiento que sucedan a base de factores arriba mencionados no se tolerarán y deben ser denunciados de inmediato al director de la escuela o al coordinador de cumplimiento con la no discriminación en D11: Marvin R. Adams, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El

## OBLIGATIONS

All books and materials issued to students are the property of Palmer High School. We urge that you take proper care of such items, since you will be required to pay for lost or damaged property. A student has until one week before registration to meet any obligation. If the obligation is not met, the student will not be allowed to register during the allotted time period. **He/she must make arrangements for payment in order to register.** This fact will be presented to the student by all personnel who come in contact with him/her concerning obligations. A letter reminding the student of this fact will be sent home by the Business Office and a notice will appear in the newsletter prior to registration.

## OFF-CAMPUS BEHAVIOR

New laws make it clear that behavior which takes place off school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety or welfare of persons at the school. (H.B. 93-1093)

## PARKING LOT

**Student parking areas are located at the north side of the auxiliary gym, Cheyenne Place (diagonals) and the lot at the corner of Boulder-Weber, and the main gym**

Use of the Student Parking Lot is a revokable privilege. You are expected to follow the rules if you are to use the student parking facility. Parking lot stickers for Palmer lots and registration are required and can be obtained from the Business Office. A current driver's license and car registration are required when requesting a parking lot sticker. **Those who park incorrectly or who do not have a valid parking sticker may be ticketed and/or towed (towing will be at the vehicle owner's expense).**

**Parking fees will be \$50.00 for the entire year and paid in full.**

**If you park in Palmer's lots, your vehicle may be subject to car searches.**

**Due to the availability of parking spaces, a permit does not guarantee or**

**"save" you a parking spot. Students will need to inform security of any vehicle or license plate changes during the scheduled year.**

## PARKING LOT SEARCHES

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

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

Routine patrolling of student parking lots and an open view inspection of student vehicles shall be permitted at all times. Vehicles may be subjected to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives or other contraband. If an alert occurs, that shall be deemed reasonable suspicion to search further.

Student operated vehicles may be searched by law enforcement officials at any time allowed by law, including when such vehicles are parked off of school property.

## Parking Lot Regulations

1. Vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
2. Pedestrians have the right of way when walking in the parking lot.
3. The speed limit in the parking lot is 10 miles per hour.
4. Sitting in parked cars or loitering in the parking lot is prohibited.
5. In case of an accident, notify a campus supervisor and do not move the vehicles.
6. Students are urged to keep their cars locked at all times. **Palmer High School is not responsible for lost or stolen items.**
7. All vehicles using the parking lot must have valid license plates and a Palmer High School parking sticker. Those without will be ticketed and/or towed away at owner's expense.
8. Violation of these regulations may result in revocation of parking lot privileges, towing of vehicle at owner's expense or suspension.
9. Vandalism to vehicles will result in suspension and filing of a police complaint.

## **Tampering with a Motor Vehicle State Code 42-5-103**

“It shall be unlawful for any person who is not the owner or operator thereof to tamper, meddle or interfere with any motor vehicle or to start the machinery thereof while the same is standing still, or to puncture or to otherwise mutilate the tires or to scratch, mark or otherwise deface the body or apparatus thereof, or to take or remove from such motor vehicle any part or portion of the machinery, equipment or other portion thereof, or throw, cast or hurl any stones, rock, glass or other missile at any automobile or motorcycle or the occupants thereof.”

## **PUBLIC DISPLAY OF AFFECTION**

Excessive physical display of affection distracts from the educational atmosphere and is prohibited. Students shall maintain discretion in the public display of affection.

## **ELECTRONIC DEVICES CD'S / HEADPHONES / MP3 / OTHER SUCH**

Students' electronic devices, etc should not be brought/used at school. If, however, it is necessary to bring these items to school the following rules apply:

- The audio signal of cell phones must be turned off. Any disruption of classes or school activities will not be allowed and the cell phone will be confiscated. The first time an item is confiscated it may be returned to the student at the end of the day. Second time, it will only be returned to a parent/guardian. Repeated offenses will result in suspension.
- Students will not be allowed to leave class to respond to a cell phone call. In an event of an emergency, the best way for parents to contact students is to call the office (328-5000).
- Headphones are not permitted in classrooms or during passing periods in the halls. This includes wearing them around your neck.

**Palmer High School is not responsible for theft, loss and/or damage to any items brought to school. It is recommended that valuable items be left at home.**

## **RACIAL HARASSMENT**

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute racial harassment:

1. Racially derogatory written or pictorial communications (e.g., letters, notes, jokes, posters, photos, cartoons);
2. Sending racially derogatory written or pictorial communications (e.g., letters, notes, jokes, posters, photos, cartoons) using the D-11 Net (File: EHC);
3. Racially derogatory verbal comments (epithets, jokes or slurs);
4. Threats of force or violence against a person's body, possessions or residence on account of that person's race, color, or national origin; and,
5. Physical conduct (provocative gestures, restricting freedom of action or movement, violence, defacing or destruction of property) on account of an individual's race, color or national origin.

## **RESTROOMS**

Student restrooms are provided for student convenience and are not to be used as a place for social gatherings, smoking or eating.

## **SAFETY OF STUDENTS (SKATEBOARDS)**

1. Always use crosswalks and obey traffic signals.  
The Colorado Springs Police Department tickets jaywalkers routinely.
2. **Skateboards are prohibited on school grounds and may be confiscated.**

## **SCHOOL MEAL PROGRAM**

Cafeteria services for Palmer will begin on the first regularly scheduled full day of classes — Monday, August 18, 2009. The cost of a full hot lunch, including milk is \$2.35. A la carte service is also available. Breakfast programs are available at Palmer for \$1.20.

For students who were enrolled in the district database and who qualified for meal benefits on the last day of school last school year (2008-2009), all free and reduced price lunches and breakfasts will continue for up to 30 school days in the new school year

or until a new form has been completed. Households are required by USDA federal guidelines to fill out new meal benefits applications each school year.

Free and reduced price meal applications will be mailed to households in the district the first part of August. Only one application per household should be turned in. Families are encouraged to pre-pay for student meals. Pre-payment may be made at either the school, on the web at [www.d11.org/fns/prepay/htm](http://www.d11.org/fns/prepay/htm), or by phone at 1-866-896-7594, where a credit card or check may be used.

Food and Nutrition Services department information and menus may be found online at [www.d11.org/fns/](http://www.d11.org/fns/) or questions may be directed to the Food & Nutrition Services office at 520-2924.

## **SEARCHES (PROPERTY & PERSON) & SEIZURE**

### **Search of School Property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, cleanouts, access of maintenance and search pursuant to BOE policy.

### **Search of the Student's Person**

The Principal or his/her designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband. The search of the person shall be limited to the student's pockets, any objects in the student's possession such as a purse, backpack, briefcase, and/or "pat down" of the exterior of the student's clothing. A student's car, if on school property, may also be searched (Parking Lot regulations pages 26). The Principal or his/her designee may request that a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search it will be conducted under criminal law standards rather than under the provision of Board policy.

### **Seizure of Items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law, Board policy, school rules, or which by its presence presents an immediate danger of physical harm may be treated the following ways:

- Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized.
- Returned to the student or his/her parent/guardian.
- Turned over to any law enforcement officer in accordance with Board policy.

## **SECRET SOCIETIES / GANG-RELATED BEHAVIORS AND DRESS (BOE Policy JICF)**

The Board of Education believes that gang-related behaviors and dress have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process. Membership in a gang is often marked by prominent display of certain colors or distinctive symbols and the use of certain signals and gestures. This includes, but is not limited to, "sagging" pants, bandanas and North-side, South-side, East-side, and West-side shirts, etc. Students who engage in behavior or adopt dress style or personal appearance suggestive of gang membership may not only endanger the welfare and safety of other students or school personnel and disrupt the educational process, but may themselves become victims of delinquent, criminal, or antisocial conduct.

The Board of Education has no tolerance for gangs and hereby declares that the District's policies, including but not limited to the Conduct and Discipline Code, shall be used and enforced in a manner to prevent the initiation and continuation of gangs in the District's schools. Final determination of appropriate dress will be made by administration.

## **SEXUAL HARASSMENT (BOE Policy JBB)**

The following are examples of conduct and communication that, regardless of the manner or means by which they occur, may constitute sexual harassment:

1. Sexually oriented "kidding" or inappropriate references to sexual matters;
2. Continued or repeated offensive sexual flirtations, advances or proposals;
3. Continued or repeated verbal remarks about a person's body;
4. Making sexual or lewd gestures;
5. Displaying sexual material, such as cartoons, photos of nudes or pornography, or placing such material in someone's locker or desk;

6. Pressure to engage in sexual activity;
7. Unwelcome sexual touching, such as offensive brushing against a person, patting or pinching in a sexual manner.
8. "Rating" students on the basis of physical characteristics;
9. Conduct or communications, which while not overtly sexual, would not have occurred except for the student's gender (e.g., vandalizing the property of a female student);
10. Verbal abuse of a sexual nature or using sexually degrading words to describe a person; and,
11. Sending sexual material, such as cartoons, photos of nudes or pornography, using the D-11 Net (File: EHC).

## SMOKING/TOBACCO USE

The use of any tobacco product is prohibited on school premises. It is a LEVEL II infraction and will be dealt with as such. By Board Policy, students are not to leave the campus during school hours to smoke. Repeated offenses may escalate this offense to a level III.

## SOCIAL FUNCTIONS

Dances and other social functions are held to provide an enjoyable and wholesome form of entertainment for the students of Palmer High School.

1. Students will be asked to show their Palmer High School I.D. for admission.
2. No one will be allowed to enter who violates the school dress code. For special occasions, dress-up attire may be required.
3. Students will not be allowed to enter the social functions if it is determined that they have been drinking intoxicants, using drugs or using profane language.
4. Admittance to functions will not be permitted two hours after the event begins.
5. Students who leave the social function will not be allowed to re-enter.
6. School rules will be enforced, and persons in violation will be escorted out. All such incidents will be handled by the appropriate administrator the following school day.
7. Each Palmer student shall be allowed one guest to each dance. To avoid conflict at the dance, the Palmer student shall be required to register both his/her name and the guest in the Business Office by 3:00 p.m. on the Friday before the dance. The Palmer student and the guest's name shall be placed on a list. This list will be on file at the door during the dance so chaperones can verify that the guest has been registered. Positive identification of the guest, such as school I.D. or drivers license, shall be presented at the door. All other Palmer dance policies shall remain in effect for both host and guest. All guests must be at least 9th grade.
8. Dancing Guidelines
  - a. Each student will get two (2) warnings at the dance for inappropriate dancing. After the second (2) warning the student will be asked to leave.
  - b. Both dancing parties must be standing up with both feet on the floor.
  - c. If students are dancing back to front, the party in the back must have his/her hand above the waistline and below the chest of the person in front.
  - d. Bending over, chains (more than 3 people dancing/linked together), and lying down on the floor will not be tolerated or permitted.
  - e. Appropriate dancing guidelines will be at the discretion of the administration.

## SPORTSMANSHIP

Students are encouraged to show pride in their school, actively support their Palmer teams with positive cheers, and be appropriate hosts of home events. The intent of the Palmer High Sportsmanship Policy is to create an environment supportive of high school athletes and participants, reflective of the principles of good sportsmanship, and appropriate for all ages of our fans. Cheers involving negative comments, "put downs" of opponents, inappropriate language and/or gestures, and sexual innuendoes are prohibited. Similarly, any signs or articles of clothing with inappropriate language or pictures are not acceptable. Taunting of opposing fans, players, coaches, or referees will not be tolerated; behaviors including cheers such as "warm up the bus," the "good-bye" cheer, and inappropriate comments while opponents are, for example, shooting free throws, serving in volleyball, etc., will not be tolerated. Any students involved in behaviors that are considered inappropriate will be asked to leave the event. **In addition, any student that has been asked to leave will not be allowed to attend any Palmer High School or School District Eleven extracurricular activity, as a spectator or a participant, for a period of two weeks (ten school days).** Extracurricular activities include, but are not limited to, athletic practices, athletic games, dances, club activities, band, choir and athletic events. The above rules also apply to inap-

propriate actions and/or behavior that may occur in proximity to Palmer events/areas, such as parking lots, outside school gyms or around Garry Berry Stadium.

## **STAFF PROTECTION (BOE Policy GBGB-R)**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment or alleged criminal offense by a student directed towards a teacher or school employee. These procedures shall be followed in instances of damage by an individual directed toward a school employee.

1. The employee shall contact the principal and the appropriate law enforcement officials to report the incident.
2. The employee shall file a written report with the building principal, the superintendent's office and the board.
3. The principal or designee shall assume the law enforcement agency has been contacted, shall conduct an informal hearing, and shall suspend the student for at least 3 days with the possibility of further disciplinary action.

## **STATEMENT OF PROHIBITED STUDENT SPEECH & EXPRESSION**

Palmer High School recognizes that speech or expression can be limited in the school environment. Student appearance which is considered by school officials to be vulgar, lewd, obscene, profane, indecent, plainly offensive, or in any way related to gang membership or activities, shall not be allowed in or on school or District property or at school-related functions or activities, regardless of where the activity is held or whether the student's appearance causes a substantial disruption or poses a threat to the safety or welfare of the student or other person. (JICA) This list is not exclusive.

The following types of speech, dress and expression are prohibited:

1. The wearing or displaying of symbols which may disrupt the orderly operation of the school and/or school activities including swastikas, gang related clothing or symbols, sexual or obscene messages and the representation of satanic or other activities such as sacrificing animals or humans.
2. Any article of clothing displaying any message which directly or indirectly relates to goods or services which are prohibited by law to minors such as alcohol, tobacco or controlled substances.
3. Use of vulgar and profane language.
4. Any clothing that signifies aggressive group involvement which interferes with the educational process and the safety and welfare of other students.
5. Use of racial slurs.

## **SUMMONS SLIPS & CALLS**

Students are expected to honor all summons slips/calls and to report as requested. After completing the necessary business, students are to return immediately to class.

## **SUSPENSION**

Suspension is a disciplinary action taken by school officials which temporarily prohibits a student from attending classes and after school events. The way suspension affects attendance and grades is explained in the attendance portion of this handbook. Parents will be notified and the student will be suspended to HIS/HER HOME. Students under suspension are not to be on the school grounds, in the buildings, or attend any school function. Trespassing charges may be filed if student is found on campus or at a school event while on suspension. The parent(s), or guardian(s), and the student will be required to attend a conference with the building administrator before the student may be readmitted.

Our policies allow parents to agree to attend classes with the student as an alternative to suspension for Level I & II offenses if teachers agree to such an arrangement. Students may not participate in any school activities when on alternative to suspension.

## **TEXTBOOKS**

Textbooks, paid for by District 11 taxpayers, are distributed to students through the Media Center on a loan basis.

Textbook distribution begins on the first day of classes and is scheduled at the discretion of the instructor. Ultimately, textbook return is the individual student's responsibility either by personally returning the text to the text librarian directly or by following a designated school wide procedure. Individuals leaving Palmer during the school year should return textbooks directly to the library prior to checking out or pay for the textbook or library book obligation. Students are accountable for all lost or stolen textbooks. Students are to pay for books not returned. Fines may be levied for

text damage beyond normal use. Students are encouraged to report any text problems to the text librarian as soon as possible.

## **THEFT**

Palmer High School does not accept responsibility for theft of personal articles while students are in the building or on the grounds, nor for the safety of bicycles or automobiles. Valuables should be checked with instructors while the student is engaged in activities or physical education classes. Palmer High School discourages students from bringing expensive electronic equipment, large amounts of money, jewelry or valuable items to school.

## **TRANSPORTATION**

Palmer High School students have the privilege of utilizing the bus service of School District #11. The following guidelines apply:

1. Place of residence determines a student's eligibility for bus transportation.
2. Established rules for bus passengers will be given to the student and their parents. Parents are asked to sign the statement which assures both parents and students know these rules. Rules are posted on each bus.
3. A student may lose his/her privilege for violation of rules.
4. **Students must have his/her student I.D. with the bus ICON on it to ride the bus.**

## **VANDALISM**

Unfortunately, one act of vandalism, or simple carelessness, seems to lead to another. A note written on the restroom wall is soon answered by another note, a set of initials cut into a desk soon becomes two sets of initials. One soda can or sack thrown on the floor becomes a reason for someone else to throw litter on the floor.

We need your help. We ask you to help by showing an interest and concern for your school. If each of you sets an example of helping and caring, other students will follow your lead. School pride is contagious. You can catch it and give it to a friend. You can cause an epidemic of pride!

Students who are caught vandalizing any property belonging to PHS/School District 11, will be suspended and/or charged and must pay (reimburse) School District 11 for any damages incurred.

## **VISITORS**

All visitors must sign in at the Main Office and secure a visitor's pass. In accordance with Colorado Revised Statute 18.4.504, violators will be charged with trespassing. Prospective students may sign up to shadow a Palmer student for a day during the shadow window from mid-January through February. Shadows **MUST** be set up ahead of time. Parents should contact the Assistant Principals' Office to sign up. Tours for prospective students may be set up through the Counseling Office.

## **WEAPONS (BOE Policy JICI)**

In School District 11, any student with a weapon in school, whether or not the student uses or intends to use the weapon to cause bodily harm, will be immediately suspended and referred to the Office of Student Discipline for consideration of expulsion, under the following grounds:

1. Weapon: Any dangerous or standard weapon as defined herein;
2. Dangerous weapon: For the purposes of this policy, a "dangerous weapon" is defined as:
  - a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
  - b. Any pellet or "bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
  - c. A fixed blade knife with a blade that measures longer than 3 1/2 inches in length or a spring loaded knife or a pocket knife with a blade longer than one-half inches.
  - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is:
    - (1.) used or intended to be used by the student to inflict death or serious bodily injury; or,
    - (2.) designed to inflict serious bodily injury or death, regardless of the student's intent. For purposes of this subsection, a dangerous weapon includes, but is not limited to: bludgeons, brass knuckles, artificial knuckles, bows and arrows, blow guns, sling shots, poisons, mace, explosive devices, and any other object, device, instrument, material, or substance defined as an

unlawful weapon pursuant to city ordinance, state statute, or as otherwise provided by law.

3. **Standard weapon:** For purposes of this policy, a “standard weapon” is defined as any object, device, instrument, material or substance, whether animate or inanimate, that is:
  - a. Used or intended to be used by the student to inflict bodily injury of a lesser degree than serious bodily injury; or
  - b. Is designed to inflict bodily injury of a lesser degree than serious bodily injury, regardless of the student’s intent.
  - c. Examples include but are not limited to laser pointers and other harmful devices.
4. **Weapon facsimile:** Any facsimile of a weapon; a weapon facsimile is any object, device, instrument, material or substance that substantially mimics a weapon (note: a weapon facsimile may also be considered a weapon under this policy, based, among other things, on its use or intended use).

## WITHDRAWAL AND TRANSFER

The following procedures will be followed to withdraw or transfer from school:

1. Bring transfer or withdrawal note from parent or guardian to an assistant principal or a parent/guardian must call an assistant principal.
2. Get proper form completed by assistant principal or registrar.
3. Have form completed by teachers, return all school books and other property and make sure all fees are paid; otherwise, there may be a delay in clearance of transcripts.
4. Take the completed form to the registrar.
5. Clean out locker and take all personal property.

## YEARBOOK

- Combo Yearbook and Activity Pass is \$65
- Yearbook is only \$55
- Activity Pass only \$15
- **STUDENT ID AND YEARBOOK RECEIPT WILL BE REQUIRED TO PICK-UP YOUR YEARBOOK IN THE SPRING.**

## STUDENT EXPECTATIONS & RESPONSIBILITIES

Your years in high school are vital years that will help shape the rest of your life. As a staff, we would like to challenge you to make the most of your time here at Palmer High School, academically and socially.

General expectations and responsibilities for students are:

- To attend all classes every day
- To be on time to class
- To complete all homework and class assignments
- To achieve the highest academic level possible
- To respect the rights of others
- To think and act responsibly
- To become involved in classes and activities available at your school

## BECOMING A BETTER STUDENT

(Ten Tips For Success)

1. Manage your time efficiently. (Use your **Academic Planner**)
2. Complete all assignments accurately and on time.
3. Listen in class and don’t hesitate to ask questions.
4. Take good notes and review them often.
5. Develop a positive attitude and hang on to it, even when things aren’t going well.
6. Ask for help from teachers, classmates, parents, and tutors in the counseling center.
7. Form a study group for exams.
8. Check your Academic Planner before you leave school and take the necessary materials home with you.
9. Study in a *quiet place*, avoid distractions!
10. Know where you stand in class, record your progress daily.



# **INCLEMENT WEATHER PROCEDURE**

## **Student, Parent and Staff Safety**

Parents are expected to decide whether to send students to school on threatening, stormy days. When schools are open, some parents may choose to keep their children home due to bad weather. Such absences will be excused and work missed may be made up without penalty. Parents are expected to provide to school offices updated information about emergency telephone numbers and alternative arrangements for the safe custody of students during inclement weather. Exceptions to this procedure may be made by the Superintendent or designee, where Colorado High School activities competition or rental to outside agencies could be adversely affected.

### **IN THE EVENT SCHOOLS CLOSE FOR THE DAY**

#### **District Eleven will:**

- make the decision to close no later than 5:30 A.M. and call 14 radio stations, 3 TV stations, channel 16 and post it on the district web site at [www.d11.org](http://www.d11.org)
- cancel all after-school and evening meetings, activities and community classes

#### **Parents are expected to**

- be responsible for custody of their children
- listen to news broadcasts on stormy mornings

### **IN THE EVENT A DELAYED/SAFETY START OCCURS**

#### **District Eleven will:**

- decide to delay school by **2 HOURS** and announce the decision no later than 5:30 A.M. unless there are extenuating circumstances.
- make decision to cancel community education classes, rental activities and co-curriculum activities by 1 p.m., unless there are extenuating circumstances.
- begin school for all students 2 hours later than each school's normal time
- cancel breakfast and before-school enrichment programs
- contribute to the safety of students and entire community by reducing the amount of pedestrian and vehicle traffic during peak hours and under poor driving/walking conditions.

#### **Parents are expected to**

- be responsible for custody of students.
- listen to news broadcasts on stormy mornings.
- decide whether to send their children to school on threatening, stormy days.
- send their children to school at the delayed start time rather than the normal time.

### **IN THE EVENT A DECISION HAS BEEN MADE TO OPEN SCHOOLS AND THE STORM WORSENS UNEXPECTEDLY**

#### **District Eleven will:**

- inform the same media as stated above, no later than 11 a.m., that schools will dismiss students early.
- dismiss students 2 hours earlier than normal unless otherwise directed by the Superintendent or designee. School will make every effort to complete lunch service before dismissal.
- keep buildings open as long as necessary to release all students safely.
- cancel all preschool and playgroup activities.

#### **Parents are expected to**

- listen for early dismissal announcement no later than 11AM.
- make sure their children know what to do and where to go if dismissed early.
- know that students will be dismissed **TWO HOURS EARLIER** than normal
- not rely on the telephone to make last-minute arrangements for their children (lines tend to malfunction during storms).













