

General William J. Palmer High School

Student Handbook
2021-2022



Founded 1875
Home of the Palmer Terrors
Colors: Brown and White
Mascot: The "Eaglebeak" Eagle
Motto: "Terrors Together"

MISSION STATEMENT

William J. Palmer High School, as an International Baccalaureate World School, (including Middle Years, Career-Related Program, Diploma Courses) is dedicated to pursuing academic excellence by engaging our diverse student body in a globally relevant, appropriately rigorous education to meet the changing demands of the future.

The IB Learner Profile

The aim of the IB programs is to develop internationally-minded people who, recognizing our common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As IB learners, all Palmer students should strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective.

A Message from the President:

Welcome to the 2021-2022 school year, Palmer Terrors!

My name is Joe Van Dyk and I am very honored to be this year's Student Body President. I truly feel as if Palmer continues to flourish thanks to our selfless staff, engaging students, and supportive community and alumni. Palmer is a place that will vastly impact your life more than you can ever imagine. The tradition and setting are one that will never be forgotten, the relationships built within the school will never be broken, and one's experiences gained at their time at Palmer can influence your future life as you mature into an adult.

Palmer stands out amongst other schools in numerous ways. Palmer is fortunate enough to provide their students with option to take IB classes, that give student's not only academic advantages for college, but useful life skills such as time management. Palmer has a number of varsity sports, allowing us students to find ourselves, learn various skills have fun, and meet new people that can lead to lifelong friendships! If sports aren't your thing, then that's perfectly okay too! There are many different ways to get involved at Palmer! Palmer has tons of clubs such as Key Club and Science Olympiad! There are also super unique activities at Palmer including the Bonfire, Ruff and Stuff, and the Talent Show! Everything above is just a small sliver of fun things to do here at Palmer.

I hope that each and every one of you tries something new. Challenge yourself, put yourself out there and try something new! Be goofy, have fun! This past year and a half have proven that no one can control the future and nothing is for certain, so go out and be a new you! I hope Palmer is a place in which everyone can feel comfortable, safe, and be able to be outgoing! If anyone needs help or has any questions, feel free to reach out to me! I hope each and every one of you has a fantastic year!

~~~ Joe Van Dyk

|                                           |                                              |                                     |
|-------------------------------------------|----------------------------------------------|-------------------------------------|
| Student Body President: Joe VanDyk        | Secretary of Treasury: Elliette Igel-Manvitz | Secretary of Assemblies: Mya Valdez |
| Vice President: Lilly Parsons             | Secretary of Records: Abby Justin-Kelley     | Secretary of Morale: Calyna Garcia  |
| Senior Class President: Cece Rico-Yanez   | Secretary of Social: Ellie Van Dyk           |                                     |
| Chairman of Councils: Kathleen Swankowski | Secretary of Publicity: Gwen Garza           |                                     |

## Council Members

### Senior

Herbert Hafen-richter  
Liz Allen  
Leah Berry  
Sandra Campos Jaramillo  
Greg Egbert  
Kataleena Garcia  
Jada Johns  
Leilani Keuma  
Joe Lange  
Antonio Montoya Martinez  
Henry Stevens  
Peyton Vetter

### Junior

Keyshawn Burgess  
Samuel Bustillos  
Rebecca Frazer  
Zoe Huesgen Hobbs  
Jada Lukens  
Taka Montez de Oca  
Ian Rahill  
Alexondra Severa  
Ashley Texer  
Charlize Trujillo-Lemuel  
Jady Wetekam

### Sophomore

Destiny Baez  
Sydney Black  
Ava Branon  
Grace Cherue  
Sadie Cipiti  
Anjelina Garcia  
Alex Hocking  
Jana Hofmann  
Leah Martinez  
Julia Rapp  
Skylar Wagener  
Erikka Williams

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## Administration

|                    |                             |          |
|--------------------|-----------------------------|----------|
| Lara Disney        | Principal                   | 328-5042 |
| TBD                | Principal's Secretary       | 328-5042 |
| Clara Hoellerbauer | Assistant Principal         | 328-5003 |
| Daniel Geiser      | Assistant Principal         | 328-5004 |
| Judi Snow          | Asst. Principals' Secretary | 328-5011 |
| Christina Miner    | Athletic Dir./Bus. Mgr.     | 328-5043 |
| TBD                | Business Office             | 328-5044 |
| Bryan Adler        | Program Coordinator         | 328-5020 |
| Felipe Ogas        | Dean of Students            | 328-5039 |

## Faculty Chairpersons and People to See

|                         |                             |          |
|-------------------------|-----------------------------|----------|
| Art Department          | Claudia Dimidik             | 328-6089 |
| Attendance              | Lourdes Pico                | 328-5017 |
| Attendance              | Candance Wiggins            | 328-5014 |
| CP Coordinator          | Andrea Stemper              | 328-7383 |
| Consumer Family Studies | Karen Gay                   | 328-5081 |
| Counseling              | James Yopez                 | 328-5015 |
| Digital Media/Newspaper | Kayla McGilvray             | 328-5172 |
| English                 | Bridget Donovan             |          |
|                         | Adrienne Hause              | 328-7342 |
| ESL                     | Beate Silva                 | 328-5118 |
| Foreign Language        | Michaela Logan              | 328-7356 |
| Gifted & Talented       | Michael Chamberlin          | 328-6084 |
| DP Coordinator          | Carolyn Moyer               | 328-5078 |
| Intervention            | Martha Higgins              | 328-7874 |
| Library Tech Educator   | Karen Owens                 | 328-5024 |
| Library Tech Educator   | Bob VanKirk                 | 328-5022 |
| Mathematics             | Eric McNeil                 | 328-5063 |
| MYP Coordinator         | Anton Schulzki              | 328-5075 |
| Newspaper               | Courtney Bzymek             | 328-5056 |
| Performing Arts         | Jeffrey Peckham             | 328-7370 |
| Physical Education      | Scott Stroup                | 328-7385 |
| Science                 | Geoff Lewis                 | 328-5050 |
| Social Studies          | Jason Kohl                  | 328-5056 |
| Special Services        | Jonette Dukart/Mary Raymond | 328-6091 |
| World Language          | Michaela Logan              | 328-7356 |
| Yearbook                | Todd Nelson                 | 328-5055 |

# BELL SCHEDULES

2021—2022

## Regular 7 - Period Day Wednesday - Thursday - Friday

Pd 1: 7:40 - 8:33  
Pd 2: 8:38 - 9:31  
Pd 3: 9:36 - 10:34  
Pd 4: 10:39 - 11:32  
**LUNCH 11:37 - 12:11**  
Pd 5: 12:16 - 1:09  
Pd 6: 1:14 - 2:07  
Pd 7: 2:12 - 3:05

## PLC Monday 3 - Period Day Monday

PLC 7:20 - 9:15  
Pd 5: 9:20 - 10:57  
**LUNCH 11:02 - 11:36**  
Pd 6: 11:41 - 1:23  
Pd 7: 1:28 - 3:05

### Tuesday

Pd 1: 7:40—9:17  
Pd 2: 9:22— 10:59  
**LUNCH 11:04—11:36**  
Pd 3: 11:41—1:23  
Pd 4: 1:28—3:05

## **2021-22 Important College and Career Dates**

### **August 2021**

SAT—8/28; test offered in town, not at Palmer

### **September 2021**

ACT—9/11; test offered in town, not at Palmer

ASVAB—9/23 at Palmer

Southern Colorado College Fair—9/27 at Coronado High School

### **October 2021**

FAFSA Opens—10/1

SAT—10/2; test offered in town, not at Palmer

PSAT/NMSQT—10/13 (location TBD)

Free Colorado College Application Days—10/19-10/21

College Application Day at Palmer (date TBD)

ACT—10/23; test offered in town, not at Palmer

### **November 2021**

SAT—11/6; test offered in town, not at Palmer

FAFSA Day at Palmer (date TBD)

### **December 2021**

SAT—12/4; test offered in town, not at Palmer

ACT—12/11; test offered in town, not at Palmer

### **February 2022**

ACT—2/12; test offered in town, not at Palmer

### **March 2022**

Financial Aid Priority Deadline for several Colorado schools—3/1

SAT—3/12; test offered in town, not at Palmer

ASVAB Test at Palmer (date TBD)

### **April 2022**

ACT—4/2; test offered in town, not at Palmer

SAT—4/13 at Palmer

PSAT 9/10—4/14 at Palmer

### **May 2022**

National College Decision Day—5/1

SAT—5/7; test offered in town, not at Palmer

AP/IB Testing (dates/location TBD)

## PALMER HIGH SCHOOL STUDENT FOUR YEAR PLAN

Name: \_\_\_\_\_

Career goals: \_\_\_\_\_

|                  | Subject                                | Class | Credits |
|------------------|----------------------------------------|-------|---------|
| 9 <sup>th</sup>  | English                                |       |         |
|                  | Math                                   |       |         |
|                  | Science                                |       |         |
|                  | Social Studies                         |       |         |
|                  | World Language                         |       |         |
|                  | Computer Apps/Tech & Design & Elective |       |         |
|                  | Or 2 semesters of Art                  |       |         |
|                  | Study Skills/AVID/Performing Arts      |       |         |
|                  |                                        |       |         |
| 10 <sup>th</sup> | English                                |       |         |
|                  | Math (additional)                      |       |         |
|                  | Science (additional)                   |       |         |
|                  | Social Studies (additional)            |       |         |
|                  | World Language                         |       |         |
|                  | Elective (2 semesters)                 |       |         |
|                  |                                        |       |         |
| 11 <sup>th</sup> | English                                |       |         |
|                  | Math                                   |       |         |
|                  | Science                                |       |         |
|                  | Social Studies                         |       |         |
|                  | World Language or Elective             |       |         |
|                  | Elective                               |       |         |
| 12 <sup>th</sup> | English                                |       |         |
|                  | Math                                   |       |         |
|                  | Science                                |       |         |
|                  | Social Studies                         |       |         |
|                  | World Language or Elective             |       |         |
|                  | Elective                               |       |         |

### GRADUATION REQUIREMENTS

| Subject Areas                                                                                                 | Credits          |
|---------------------------------------------------------------------------------------------------------------|------------------|
| English                                                                                                       | 8                |
| Social Studies (including 2 US History & 1 Government)                                                        | 6                |
| Mathematics (including Algebra 1,2)                                                                           | 6                |
| Science (including Biology 1,2 and 2 Physical Sciences)                                                       | 6                |
| Physical Education                                                                                            | 3                |
| Health                                                                                                        | 1                |
| Humanities (Music; Art; &/or World Lang.)                                                                     | 2                |
| Computer Education                                                                                            | 1                |
| Economics                                                                                                     | 1                |
| Post Secondary Workforce Readiness<br>(Business Ed., Industrial Arts/Vocational Ed., Consumer & Fam. Studies) | 1                |
| Electives                                                                                                     | 11               |
| Individual Career and Academic—ICAP                                                                           |                  |
| <b>Minimum Total for Graduation</b>                                                                           | <b><u>46</u></b> |

#### Demonstration of postsecondary workforce readiness (Class of 2021 and beyond)

Beginning with the class of 2021, graduating students must show proficiency in both Math and English Language Arts in order to demonstrate their readiness for postsecondary success, either through attendance at an institute of higher education or direct entry into the workforce. See Pg. 15 for the menu of demonstrations available.

## **COUNSELING DEPARTMENT**

|                     |                            |          |
|---------------------|----------------------------|----------|
| Kristi Chamberlain  | A-C                        | 328-5064 |
| Renea Hendershott   | D-He                       | 328-5007 |
| Kathy Hollingsworth | Hf-Ma                      | 328-5006 |
| Maria Briones       | Mb-Ri                      | 328-5009 |
| Lisa Powers         | Rj-Sc & AVID               | 328-5040 |
| Kristin Matta       | Sd-Z                       | 328-5031 |
| Julie Batchelder    | Honors & IB DP Students    | 328-5019 |
| James Yopez         | College & Career Counselor | 328-5015 |
| Lossie Ortiz        | At-Risk Coordinator        | 328-5066 |
| Kateri Kerwin       | Social Worker              | 328-7353 |
| Alison Thiesfeld    | Counseling Secretary       | 328-5012 |
| Valerie Jordan      | Registrar                  | 328-5106 |
| Lisa Archuleta      | Asst. Registrar            | 328-5016 |

### **Student Services**

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

- **INDIVIDUAL STUDENT PLANNING**  
Includes credit review, academic advising, supervision and implementation of schedule changes, monitoring of academic progress toward graduation, and college/career guidance.
- **CAREER EXPLORATION and CAREER PATHWAYS**  
Understanding 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 are generally conducted by school social worker.
- **COLLEGE PLANNING**  
Group and individual sessions discussing college admission, selection, financial aid, and scholarship opportunities. Interpretation of college-related achievement testing results provided.
- **DISTRICT 11 PROGRAMS**  
Evening college and financial aid workshops for parents and students
- **INFORMATION**  
For students and parents to be informed we include timely information through emails and on our website and encourage you to call or visit the Counseling Center.
- **CLASSROOM GUIDANCE**  
Structured and developmentally appropriate guidance for all grade levels.



## PALMER HIGH SCHOOL STUDENT FOUR YEAR PLAN

Name: \_\_\_\_\_

Career goals: \_\_\_\_\_

|                        | Subject                                | Class | Credits |
|------------------------|----------------------------------------|-------|---------|
| <b>9<sup>th</sup></b>  | English                                |       |         |
|                        | Math                                   |       |         |
|                        | Science                                |       |         |
|                        | Social Studies                         |       |         |
|                        | World Language                         |       |         |
|                        | Computer Apps/Tech & Design & Elective |       |         |
|                        | Or 2 semesters of Art                  |       |         |
|                        | Study Skills/AVID/Performing Arts      |       |         |
| <b>10<sup>th</sup></b> | English                                |       |         |
|                        | Math (additional)                      |       |         |
|                        | Science (additional)                   |       |         |
|                        | Social Studies (additional)            |       |         |
|                        | World Language                         |       |         |
|                        | Elective (2 semesters)                 |       |         |
|                        |                                        |       |         |
| <b>11<sup>th</sup></b> | English                                |       |         |
|                        | Math                                   |       |         |
|                        | Science                                |       |         |
|                        | Social Studies                         |       |         |
|                        | World Language or Elective             |       |         |
|                        | Elective                               |       |         |
| <b>12<sup>th</sup></b> | English                                |       |         |
|                        | Math                                   |       |         |
|                        | Science                                |       |         |
|                        | Social Studies                         |       |         |
|                        | World Language or Elective             |       |         |
|                        | Elective                               |       |         |

### GRADUATION REQUIREMENTS

| Subject Areas                                                                                                             | Credits          |
|---------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>English</b>                                                                                                            | <b>8</b>         |
| <b>Social Studies (including 2 US History &amp; 1 Government)</b>                                                         | <b>6</b>         |
| <b>Mathematics (including Algebra 1,2)</b>                                                                                | <b>6</b>         |
| <b>Science (including Biology 1,2 and 2 Physical Sciences)</b>                                                            | <b>6</b>         |
| <b>Physical Education</b>                                                                                                 | <b>3</b>         |
| <b>Health</b>                                                                                                             | <b>1</b>         |
| <b>Humanities (Music; Art; &amp;/or World Lang.)</b>                                                                      | <b>2</b>         |
| <b>Computer Education</b>                                                                                                 | <b>1</b>         |
| <b>Economics</b>                                                                                                          | <b>1</b>         |
| <b>Post Secondary Workforce Readiness<br/>(Business Ed., Industrial Arts/Vocational Ed., Consumer &amp; Fam. Studies)</b> | <b>1</b>         |
| <b>Electives</b>                                                                                                          | <b>11</b>        |
| <b>Individual Career and Academic—ICAP</b>                                                                                |                  |
| <b>Minimum Total for Graduation</b>                                                                                       | <b><u>46</u></b> |

#### Demonstration of postsecondary workforce readiness (Class of 2021 and beyond)

Beginning with the class of 2021, graduating students must show proficiency in both Math and English Language Arts in order to demonstrate their readiness for postsecondary success, either through attendance at an institute of higher education or direct entry into the workforce. See Pg. 15 for the menu of demonstrations available.

## Demonstration of Postsecondary Workforce Readiness Class of 2021+

| Demonstration                                                                                                                                                                          | English                                                                | Math                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>ACCUPLACER</b> - a computerized test that assesses reading, writing, math and computer skills                                                                                       | <b>A score of at least 32 on Reading Comprehension</b>                 | <b>A score of at least 61 on Elementary Algebra</b>           |
| <b>ACT</b> - a national college admissions exam                                                                                                                                        | <b>A score of at least 18 on ACT English</b>                           | <b>A score of at least 19 on ACT Math</b>                     |
| <b>ACT WorkKeys – National Career Readiness Certification</b> - an assessment that tests students’ job skills in applied reading, writing, math and 21st century skills                | <b>A score of bronze or higher</b>                                     | <b>A score of bronze or higher</b>                            |
| <b>Advanced Placement (AP)</b> – AP exams test students’ ability to perform at a college level                                                                                         | <b>A score of at least 2</b>                                           | <b>A score of at least 2</b>                                  |
| <b>Armed Services Vocational Aptitude Battery (ASVAB)</b> - a comprehensive test that helps determine students’ eligibility and suitability for careers in the military                | <b>A score of at least 31</b>                                          | <b>A score of at least 31</b>                                 |
| <b>Concurrent Enrollment</b> - provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit                             | <b>Passing grade per district and higher education policy</b>          | <b>Passing grade per district and higher education policy</b> |
| <b>Industry Certificate</b> - a credential recognized by business and industry as an industry standard assessment for basic knowledge, skills, and competencies in workforce readiness | <b>Individualized</b>                                                  | <b>Individualized</b>                                         |
| <b>International Baccalaureate (IB)</b> - IB exams assess students’ ability to perform at a college level                                                                              | <b>A score of at least 4</b>                                           | <b>A score of at least 4</b>                                  |
| <b>SAT</b> – a national college admissions exam                                                                                                                                        | <b>A score of at least 470 on Evidence-Based Reading &amp; Writing</b> | <b>A score of at least 500 on Math</b>                        |
| <b>Collaboratively-developed, standards-based performance assessment</b> – pending legislation and funding for creation                                                                | <b>State-wide scoring criteria, currently TBD</b>                      | <b>State-wide scoring criteria, currently TBD</b>             |

## COLLEGE GUIDE

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

Plan all your high school courses, including college prep classes. Check the guidelines found on page 13 to see what courses you need. Athletes should check [www.eligibilitycenter.org](http://www.eligibilitycenter.org) for your NCAA minimum requirements.

- Earning high grades in the most rigorous courses at your school are the number one factor that colleges look at for admission. Use the goal setting page and grade tracker to enroll in challenging courses and earn good grades.
- Extracurricular activities are important to most universities. Participate in one or more activities that you are passionate about.
- Discuss college costs with your family and start a savings plan.

### -----*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.
- 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 SAT 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. Taxes for this year will be used for your FAFSA next year.
- Make a plan for when all items for college are due.
- Start to find people who can give you recommendations. You will need three letters of recommendation.
- If you are an athlete you should attend summer camps and speak with college coaches. Check NCAA rules online.
- Begin visiting colleges that you are interested in, if possible.

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

- Continue your school and community involvement and keep up your grades. Enroll in IB/college prep/AP classes. Take IB/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 Naviance to research all scholarship and financial aid available.
- Get all your transcripts (\$4.00), 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. Take advantage of opportunities for FREE application days.
- Apply for financial aid from the university and other sources.
- Have your parents gather IRS tax returns for 2019.
- Complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) starting Oct. 1
- Compare your Financial Aid Awards letters from each school.
- Make a choice, sign letter of intent and make tuition and housing deposits.

## STUDENT EXPECTATIONS

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 by embodying the IB Learner Profile
- To become involved in classes and activities available at your school

## ATTENDANCE AND RESPONSIBILITIES

1. Parents must provide updated information to the school regarding phone numbers, address & emergency contact/numbers by contacting the Registrar's office.
2. Parents must call in excused absences to the Attendance Office as soon as possible but no more than 48 hours after the absence stating the reason for the absence. **CALLS CAN BE TAKEN DAY OR NIGHT BY CALLING 328-5013.** If a student must miss school for legitimate reasons, call the attendance office within 48 hours. If daily attendance phone calls are impossible to make, contact appropriate Assistant Principal within 48 hours of the absence to make other arrangements.
3. Parents are expected to monitor student attendance through Parent Connect with a PIN number (available through the library). Parents are expected to contact a Dean when attendance becomes a concern.
4. *Parents are to designate a responsible adult guardian to excuse their students while they are out of town and notify the Attendance Office.*
5. **Absences not cleared within 48 hours will be listed as unexcused.**
6. Students who miss up to 10 minutes of a class period will be marked tardy. However, parents and students should understand that any tardy over ten minutes will result in the student missing vital instruction for the day. No amount of individual help can replace classroom instruction. Students who miss more than 10 minutes of a class period will be marked absent.
7. If the student is out for one or more consecutive days, **please call each day.**
8. 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.
9. Student may not be on school grounds when excused from school by their guardians.
10. When picking up your student early, it is recommended that you call ahead of time; we suggest two hours at minimum.
11. When contacting the attendance office, please use a phone number that is on file in Q.

## 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 & 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 48 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. **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.
3. **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.
4. **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..

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

- Parents should contact the Attendance office or the Dean of Students to pre-excuse a student. Once that excuse has been received, the student is issued a pre-arranged absence form. 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/Tuancy (A)**... Any absence of 1 period or more will be considered as unexcused absence/tuancy. Tuancies 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 auto dial or through a meeting in an effort to change the student's behavior. (Level I Disciplinary Infraction)
- If truancies continue, the Dean 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)

2. **Suspensions (S)**... As per BOE policy (JH-R), students who are suspended will be allowed to make up class work, but it his or her responsibility to obtain the work and to complete work during the suspension.

3. **In-School Suspension (I)**... In lieu of an out of school suspension, students may be sent to in-school suspension at school, at the administrator's discretion.

### 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 Dean. Teachers may institute their own tardy policy, subject to approval of the administration. All staff members may issue a consequence 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.

## **PALMER ATTENDANCE AND EXTRACURRICULAR ACTIVITY PRIVILEGES POLICY**

Palmer High School expects students to attend all of their classes on a daily basis. Students who show a commitment to their academic studies by having consistent attendance will continue to have the privilege of attending extracurricular activities. However, students who do not attend classes regularly will no longer be allowed to attend Palmer High School activities.

• Students with 15 or more unexcused classroom period absences during a nine week quarter will be ineligible to attend extracurricular activities for the rest of the quarter and the following nine-week quarter. This includes athletic events, plays, concerts, homecoming, and dances held at Palmer High School. This also includes prom which is an off-campus event. Every three (3) unexcused tardies will count as one (1) unexcused absence.

- Students who have 15 or more unexcused classroom period absences during the fourth quarter of the year will be ineligible to attend extracurricular events during the first quarter of the next year.

- **The Palmer administration believes students should have the opportunity to prove they have solved their attendance issues. Therefore, students may regain eligibility if they have no unexcused classroom period absences for the first five weeks of a quarter.**

- If Homecoming falls before the five week grace period ends, students may regain eligibility for Homecoming if they have had no unexcused absences from the first day of school until the Homecoming weekend.

- Likewise, in the spring students may regain eligibility in time for Prom if they have no unexcused classroom period absences from the beginning of quarter four until the prom date if Prom is before the five week grace period.

- Students who have 15 or more classroom period unexcused absences will be placed on a not approved list, have their ID labeled, and will not be allowed to attend events at Palmer High School.

## **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.

## **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.

## **STUDENT DISCIPLINE REGULATIONS**

- "Classroom behavior" infractions are those behaviors that are inappropriate for school and will be addressed by classroom teachers. Appropriate disciplinary response, including prevention and intervention shall take place. Repeated classroom behavior infractions may be referred to the Principal (or his/her designee(s)) for further disciplinary action.
- "Minor" discipline infractions are those behaviors that disrupt the learning environment and are to be addressed by the Principal (or his/her designee(s)). Minor discipline infractions are those behaviors that do not present a material and substantial disruption to the school and/or do not harm the safety or welfare of pupils and/or staff. Appropriate disciplinary action, including prevention and intervention strategies, detention, and/or school based alternatives, shall take place. Further disciplinary action for repeated minor discipline infractions, including suspension by the school Principal (or his/her designee(s)), shall be optional.
- "Material and substantial" discipline infractions are those behaviors that will be addressed by the building Principal (or his/her designee(s)). "Material and substantial" means any disciplinary infraction that creates a substantial disruption to the school day and/or threatens the welfare and/or safety of other pupils or school personnel. Behaviors that are material and substantial are presumed to be initiated, willful, and overt on the part of the student. Material and substantial behavior infractions are grounds for suspension by the Principal (or his/her designee) in accordance with C.R.S. 220330196. Further disciplinary action, including expulsion by the Superintendent (or his/her designee(s)) shall be optional.
- "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption" in the classroom, on school grounds, on school vehicles, or at school activities or events.
  1. Disobedience, defiance and/or repeated interference
  2. Detrimental behavior
  3. Destruction of school property
  4. Drug violation (not including marijuana)
  5. Marijuana violation
  6. Alcohol violation
  7. Tobacco violation
  8. 1st, 2nd, degree or vehicular assault
  9. Dangerous weapons
  10. Other felony
  11. 3rd degree assault, disorderly conduct, fighting
  12. Sexual violence
  13. Rape
  14. Robbery
  15. Other violations of the code of conduct

In order to maintain student and staff safety, Palmer Staff will discipline any students who participate in verbal altercations, fighting, filming fighting, posting fights online or instigating fighting (including being at the scene of multiple fights) as their behavior will be considered material and substantial disruptions, which are behaviors detrimental to the safety and welfare of students and staff.

## **STUDENT BEHAVIOR INFRACTIONS:**

Student behavior will be coded under one of the following categories as outlined by the Colorado Revised Statute 22-33-106, which provides that a student can be suspended and/or expelled during the school year for behavior that constitutes one or more of the following: (a) Continued willful disobedience or open and persistent defiance of proper authority; (b) Willful destruction or defacing of school property; (c) Behavior on or off school property that is detrimental to the

welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children; (c.5) Declaration as a habitually disruptive student; (d) Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: (I) Possession of a dangerous weapon without the authorization of the school or the school district; (II) The use, possession, or sale of a drug or controlled substance; (III) The commission of an act that, if committed by an adult, would be robbery or assault; (e) Repeated interference with a school's ability to provide educational opportunities to other students; (f) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property; or (g) Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.

### **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.

### **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 teacher'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 significant disruption to 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.

### **MANDATORY EXPULSION OFFENSES**

School districts are now required to expel students for four categories:

- 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)
- Sale of an illegal drug
- Commission of an act which, had it been committed by an adult, would have been robbery
- Commission of an act which, had it been committed by an adult, would have been an assault

## **SCHOOL INFORMATION**

As an IB World School, we have established policies for the following:

Admissions      Language      Inclusion      Academic Integrity  
Assessment



Please refer to the Palmer website to review these policies.

### **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 education 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 answer 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 chimp 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.

### **ACTIVITY TICKETS and YEARBOOK**

Students can purchase an Activity Ticket for \$15.00. The Activity Ticket will allow a student to attend all home sporting events (except hockey) at no additional cost. The activity ticket can be purchased during registration or in the Business Office through December of the current school year. Partial payments will no longer be accepted. All checks must be made payable to Palmer High School. The yearbook also can be purchased without an activity ticket. Keep receipt for proof of purchase.

\*For information regarding yearbooks, please contact Jostens at Jostens.com.

### **School Activities Included Are:**

- PHS athletic regular season home games only (no hockey).

**STUDENT ID AND YEARBOOK RECEIPT WILL BE REQUIRED TO PICK-UP YOUR YEARBOOK IN THE SPRING.**

*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*

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

1. Before starting the Appeal Process, parents should have met with their student's counselor to address 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.

### **ASSEMBLIES**

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.

### **ATHLETIC ELIGIBILITY**

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

1. Have all forms completed and uploaded at Planeths.com as well as 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 end of each semester to be eligible at the start of the next 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 complete transfer paperwork on Planeths.com and make an appointment with 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.
8. Have no outstanding obligations.

### **ATHLETIC FEES**

Athletic participation fees are set by the district. **No partial payments.** Please contact the Business Office or Athletic Office for current fees. **Students who qualify for free or reduced lunch, may qualify for a discount on athletic fees. Letter of lunch approval must accompany payment. Athletes doing multiple sports within the same season or three sports in one school year or families with multiple athletes may qualify for a district-determined reduction in fees. Athletes and their families have 10 days to request a refund, upon conclusion of tryouts.**

### **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 be under the direction supervision of staff. Students should leave the building by 3:30 p.m. unless they are participating in a school-sponsored program with a teacher present. 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.

### **CELL PHONE POLICY**

Students demonstrating inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the school environment.

### **CHANGE OF ADDRESS**

It is the responsibility of the parent/guardian to notify the Registrar's 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 may add a new class up to the 10th school day with teacher permission and a signed schedule change request form. 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 from which they have been exempted. Students must have a current schedule available upon request. **This sticker must be replaced 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.

### **COMMONS/EAGLE WING**

The following will govern the use of the Commons/Eagle Wing:

- Unacceptable behavior may result in suspension or loss of cafeteria privileges.
- To retain good traffic flow, tables & chairs are not to be moved about the commons
- Students are to sit on chairs or benches, not on tables.
- Educational games only may be played in the commons. Students may be restricted from playing games in the commons during lunch. Gambling, games that are violent, disruptive, etc. are not allowed at school.
- 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.
- 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/Eagle Wing.
- Must present a current schedule upon request.
- Students may not be excused from a class without administrator approval while on campus.

### **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. Behavior is deemed cyberbullying when there is intent to cause emotional distress and/or the behavior is continuous. False representation of staff or students through social media is cyberbullying and severe consequences may be imposed. Students “liking” social media deemed to be cyberbullying will be considered contributors to the cyberbullying. Cyberbullying may also include threats, sexual remarks, pejorative labels (i.e., hate speech). This will not be tolerated at Palmer and may be referred to the School Resource Officer.

### **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. **Loitering is not allowed by city ordinance and may result in consequences at school.**

## **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 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-thigh.
- 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).
- No garment should be worn too tight and or higher than mid-thigh
- PE Uniforms are required in physical education classes.
- Students will have their ID with them at all times.

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.

## **Dropping Classes**

If a student believes he or she has chosen a class that is too difficult for his or her academic ability level or has been placed in a class that is not on track to meet graduation requirements, they should see his or her counselor. Students are encouraged to check Student-Connect for their 2nd semester schedule. Students may add a class or make schedule changes according to the schedule change procedures. Such changes are only 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. 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 after the schedule change drop/add deadlines.**

## **DRUGS / ALCOHOL / PARAPHERNALIA**

The possession, sale or use of drugs, drug paraphernalia or alcohol is prohibited on school property at any time. Drug paraphernalia can include pipes, rolling papers, vapor pens and containers with residue of drugs or alcohol. 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 details please see the Student Conduct and Discipline Code Handbook.

## **DUE PROCESS**

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 ensures 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 these procedures, levels of authority shall be:

1. Staff Member
2. Assistant Principal
3. Principal
4. Executive Director of School Leadership
5. Superintendent
6. Board of Education

## **COMPLAINTS**

Complaints concerning the IB Program may first be directed to the level with which the situation originated and then escalated to the next level of authority. For the purpose of these procedures, levels of authority shall be:

1. Staff member
2. IB Program Coordinator
3. Assistant Principal
4. Principal
5. Executive Director of School Leadership
6. Superintendent
6. Board of Education

Complaints concerning staff members may be directed to the administrator (Assistant Principal or Principal) who supervises that staff member. You will be asked if you attempted to resolve the matter with the staff member directly first and be asked to do so to initiate the process.

## **ELECTRONIC COMMUNICATION / ACCESS**

All student users agree to follow the District's Electronic Communication and Access Resources policies and regulations as outlined in the Acceptable Use Agreement for Students each time they log onto a district computer. 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.

## **ELECTRONICS POLICY**

Schools can regulate the possession and use of electronic devices. Students may use electronics before school, during passing periods, at lunch, and after school. During class periods, students may use electronics **ONLY WITH EXPLICIT TEACHER PERMISSION OTHERWISE THEY MAY NOT BE USED** (including talking, listening, ringing, text messaging, checking the time, taking pictures, video taping recording etc.). If the class-room 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.

**PALMER HIGH SCHOOL IS NOT RESPONSIBLE FOR THEFT, LOSS, OR DAMAGE OF PERSONAL PROPERTY BROUGHT TO SCHOOL. IT IS RECOMMENDED THAT VALUABLE ITEMS BE LEFT AT HOME.**

## **ELEVATOR**

The elevator may be used by students with permanent or temporary disabilities only! The key to the elevator can be obtained from the Infirmary or Business Office. If the elevator key is lost, there will be a \$5 charge incurred. Misuse of the elevator key will result in withdrawing the privilege to use the elevator.

## **EMERGENCY DRILLS**

Emergency drills are held periodically throughout the year. Shelter (most often Tornado) alerts will be broadcast over the public address system by an administrator. It is important that you learn the emergency exit from each room where you have a class. Direction signs for different emergencies are posted in each classroom. When the alarm sounds, the following regulations should be carefully followed:

1. When evacuating the building (Fire, post emergency, or Bomb evacuation), go directly and quietly to the exit indicated for your room and move to the designated area.
2. Shelter drill: Proceed to the designated areas (in some cases, remain in your classroom) and place yourself in the knee holding position.
3. Lockout (danger outside the building) and Lockdown (danger inside the building): Follow posted protocols and direction of teacher.
4. Reunification procedure: In the event of an evacuation, parents and guardians will be notified when students will be released to them. Parents and guardians must show a valid ID to identify themselves as a designated contact for their student. Students will not be released to individuals who do not have appropriate identification to show or are not listed as a person of contact for the student.

## **ENTRANCE**

All visitors are expected to enter the school through the Nevada Front Nine doors. Visitors will be required to show valid photo identification, which will be scanned through our system and a visitor badge will be created. All visitors must wear their visitor badges (stickers) in a clearly visible location while inside the building to identify them as a visitor.

All students are expected to enter the school through the Weber Street doors, except in the morning and when returning from lunch at which times students will be allowed to enter through the Nevada Front Nine doors. Students will have to scan their student ID's (either the actual card issued by the school or a screenshot of their digital ID's, which can be found in Q Student Connection). Failure to do so or propping or opening other doors may result in disciplinary consequences.

## **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\*).

## **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.

## **FINANCIAL ASSISTANCE**

In order to provide a robust high school experience, it is necessary to charge fees for materials and certain activities. Palmer High School understands that some families may have difficulties in paying the fees. Financial assistance is sometimes available through our Palmer Provides fund. If you are in need of financial assistance, please submit an application to our Community Liaison. Financial Assistance will not be given without an application. Free and Reduced Lunch status does not automatically qualify a student for a reduction in fees.

## **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. Diplomas are not mailed.

## **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. Students must have their ID and a schedule with them at all times. **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 a consequence 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. ID cards are issued to all students. Students must have their ID card in their possession at all times.** Students without ID cards will be made a new one. Students will be charged \$5.00 for each ID card that is issued to them. ID 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 Business 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 Business Office or nurse 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 Business Office if they are ill and feel it is necessary to go home but parent permission must be received by staff. 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**

We encourage students to use the library for study during free periods. Students must show their ID to access the library. Fiction and nonfiction books may be checked out for a two week period and can be renewed. The library maintains the following expectations for students:

The library is a multi-use area. We expect students to engage in activities conducive to learning and must not negatively impact peers wishing to study or read. Students wishing to engage in excessively noisy or physical activities will be asked to relocate.

Students may have snacks and drinks in the library; they must clean up after themselves. Open beverages and messy food will not be allowed near the computers.

The library provides wireless internet access for a variety of personal devices. Use of these devices must be in accordance with the D11 Acceptable Use Agreement (AUA). Headphones should be worn on personal devices which produce sound/music.

Students will need their ID to check out required textbooks and library books. To visit the Palmer library catalog, go the Palmer Homepage at <http://palmer.d11.org> → Hover over Academics → Click on Library Media Center → Click on Destiny catalog.

## **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 the sidewalks, not on the grass.

## **LOCKERS**

Students are not required to have a locker and may decline during registration. Students choosing a locker may be sharing a locker with another student(s). 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 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 at any time, per board policy. 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 anything else deemed inappropriate 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 next to room 131. Please bring any small or valuable 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 assigned due date. 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.

## **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 acoso 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.

## **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. Anyone on obligation will not be allowed to attend school dances, homecoming, graduation or other events.**

## **OFF-CAMPUS BEHAVIOR**

The law makes 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, and the lot at the corner of Boulder-Weber, and the main gym**

Use of the Student Parking Lot is a revocable 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 for the entire year and must be 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 a 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.

## **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,  
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**

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

## **SAFE2TELL**

Safe2Tell Colorado can be accessed through the phone or internet to anonymously report any threats, harmful behaviors (to self or others), or slanderous situations. When a report is made, school and district staff and CSPD collaborate to investigate the situation and take further action if warranted.

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

1. Always use crosswalks and obey traffic signals. The Colorado Springs Police Department tickets jaywalkers routinely.
2. **Use of skateboards is prohibited on school grounds and may be confiscated.**
3. Student must scan in with ID to all D11 buildings.
4. Students may exit the building only where scan in stations are located.

## **SCHOOL MEAL PROGRAM**

Cafeteria services for Palmer will begin on the first regularly scheduled full day of classes. For students who were enrolled in the district database and who qualified for meal benefits on the last day of school last school year, 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/html](http://www.d11.org/fns/prepay/html), 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. 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.

### **SECTION 504-School District Responsibilities**

*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 High School:**

- Assures nondiscrimination
- Call the counseling department (328-5012) for your students 504 coordinator
- Will provide grievance procedures to resolve complaints
- Assures nondiscrimination in admission or access to its programs or activities
- Annually identifies and locates all qualified children with disabilities
- Will annually notify persons with disabilities and their parents or guardians of the district’s responsibilities under Section 504 via this handbook.

### **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. Students who smoke or vape on campus will receive disciplinary consequences. Cigarettes or vape pens will be confiscated and destroyed.

### **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 Thursday 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. 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 calling out names or number of athletes on the other team or 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 activities, 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 inappropriate 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, knowingly false allegations of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises, on school vehicles, or at school activities.

1. The teacher or employee shall notify the principal regarding the incident as soon as possible.

2. The teacher or employee shall contact the local law enforcement agency to report the incident.
3. The teacher or employee shall follow up and file a written report with the principal, the Superintendent's office, and the Board.
4. The principal shall assure that the local law enforcement agency has been contacted, shall conduct an informal hearing after receipt both of the report and adequate proof of the charges, and shall suspend the student for at least three days but no more than ten days with the possibility of further disciplinary action in accordance with established procedures.
5. The Superintendent may initiate procedures for the further suspension or expulsion of the student.
6. A copy of the Student Conduct and Discipline Code ARTICLE 13 - STUDENT DISCIPLINE (continued) AUG 1, 2019 68 AUG 1, 2019 68 AUG 1, 2019 68 AUG 1, 2019 68 Handbook shall be distributed to each student and posted in each school building.

### **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 school events. 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 to 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. Assignments missed during a suspension will be accepted upon the student's return to school.

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 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. 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 have proper identification and are expected to sign in at the Nevada Front Nine doors 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. Shadows MUST be set up ahead of time and obtain administrator approval. Parents should contact the Assistant Principals' Office to sign up. Tours for prospective students may be set up through the Counseling Office. Visitors who "drop-in" without administrator approval or request a same-day visit will be instructed to leave the premises.

### **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).

**WEATHER: 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 Palmer 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 in time for parents/guardians to make plans for the day.
- 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 or check the D-11 web site on stormy mornings
- Loop notifications will be sent out via email, voicemail, or text depending on personal settings within the School District 11 app.

**IN THE EVENT OF A DELAYED START  
District Eleven will:**

- decide to delay school by **2 HOURS** and announce the decision in time for parents/guardians to make plans for the day.
- 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 11 a.m.
- 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).

**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.





# General William J. Palmer High School



*A Tradition of Excellence*