

# PAONIA JR/SR HIGH SCHOOL STUDENT HANDBOOK

2017-2018

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the staff and administration of Paonia Jr/Sr High School. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and become an integral part of PJHS.

The ultimate purpose of education is to help each student create positive opportunities for their life ahead and become an effective citizen in a democracy. We hope that you will participate in our varied activities and thus find opportunities within our school, which will prepare you to live a better life to secure your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Paonia Jr/Sr High School is committed to the policy of non-discrimination in relation to race, sex, religion, nationality, and handicap. Respect for the dignity and worth of each individual shall be paramount in the establishment and administration of all policies by the entire staff of Paonia Jr/Sr High School. The content of the following is an abstract from the Delta County School District Policies.

## STUDENT CONDUCT and SPORTSMANSHIP

The foundation for student conduct at Delta High is based on safety, respect, and order in the educational and extracurricular environments. It is our intention at Paonia Jr/Sr High School to promote good sportsmanship. We ask coaches, participants, and fans to join in this effort and to cheer in a positive manner for our Panther Teams and not against the opponents or officials. We will not tolerate negative behavior in a competitive situation because we know such actions promote ill will. We seek to have our coaches, participants, and fans represent our school in the noblest and positive fashion. We strive to promote appropriate, positive behavior. People acting in a negative manner in regard to the opposition and/or the officials will be asked to leave the event, and repeated offenders may be banned from attending activities for the remainder of the school year.

Students will be provided a section at school activities from which to cheer and support the participants.

## ATTENDANCE

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. It is the obligation of every parent to ensure that every child who is of compulsory attendance age attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades enjoy school more and are more employable after leaving school. For at least these reasons, the School Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### Exempted Absences

An absence from school as verified by the principal or principal designee, which does NOT count toward chronic absenteeism is considered an exempted absence. Exempted absences include:

- a. working at an official election
- b. court appearances and court-ordered activities
- c. service in the National Guard
- d. serving as a page for the General Assembly
- e. suspensions, either in-school or out-of-school
- f. funeral of an immediate family member

### School Excused Absences

An absence for an activity that is sponsored by the school, in which the student is a participant, is considered school excused. School absences will be determined by the school administration.

### **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop procedures to implement appropriate strategies and penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these procedures and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 9 days during any one semester or 18 days during any one calendar year or school year.

### **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 9 days in a semester or 18 days in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to the following:

The principal or designee will notify all students and/or their parents who were determined to be "chronically absent" the prior year, (more than 18 absences for the year) and meet with the student and/or parents to put a plan in place for the school year. They will also notify all teachers/stakeholders who have these students in a class of the plan and ask for assistance in building a relationship to keep them in class.

If a student has four (4) non-exempted absences in a semester, a letter, and phone call will be made if there is no formal documentation supporting those absences. This communication will be to notify parents that formal documentation is needed to be an excused absence for the remainder of the semester. Written statements from medical sources and preapproved absences are examples of suitable proof for excused absences. The letter and communication will notify parents and student of the potential consequences for future absences.

If a student is absent six (6) days within a semester, a parent and the student will be required to meet with the school administration to develop an attendance improvement plan. Every absence in a class period counts toward the nine (9) allowable absences per day per semester or the accumulated sixty-three (63) periods per semester, excluding exempted absences.

Consequences for more than (9) non-exempt absences per semester are as follows:

- 1) A student may forfeit all credit for the semester regardless of status in class.
- 2) A student may be removed to ISS for the remainder of the semester to complete existing course or an alternative course.
- 3) A student may be required to make up time outside of school hours.
- 4) The DCSD Attendance Review Board may meet with students and their parents based on attendance limits being reached throughout the school year.

An absence will be defined as missing more than fifteen (15) minutes of class without a pass authorizing the absence.

Truancy- absent from school, class, or any school day assembly without permission from parent/ guardian and school staff. Truancy is a serious issue and will be handled as both an attendance issue and a discipline issue. Examples of truancy will include, but not be limited to:

- a. Skipping a class or study hall/ACCESS
- b. Being more than 15 minutes late to a class
- c. Leaving school grounds without proper permission and procedure
- d. Being on school grounds at a location other than indicated on the student's schedule without permission
- e. Having an unexcused absence after 48 hours

#### **Leaving School Grounds**

If a student needs to leave school for any reason, they must have a parent contact the office and excuse their student. The student and/or parent must also sign the student out in the front office and sign back in if they are returning in the same school day. Failure to comply with this process may result in truancy (defined above).

#### **Make-up work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence. In cases where an assignment is given with a due date of 4 days or more in advance, and the student has been properly communicated to about the date due, it is the responsibility of the student to get the assignment in on time. If the assignment is not turned in on time, the class policy for late work may be enforced. If there is a test or quiz scheduled four days in advance and the student is absent on the day of the test they will be responsible to complete the test or quiz upon returning to class.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

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

#### **Tardy Policy**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

Students who are tardy to class will report to the office. On the third tardy students may be assigned to “campus clean up”, lunch detention, or similar. The fourth tardy students will be written up for an office referral, which will be handled by the administration. **Habitual tardies will require a parent meeting and may also warrant lunch study hall to make up time missed in class due to tardies.** Student tardies will reset every quarter. A tardy will become an unexcused absence 15 minutes after the class has started.

### **Field Trips**

Field trips are considered an essential part of a student’s educational experience. However, a student’s attendance, behavior, and classroom performance may affect a student’s ability to participate in a field trip. Proper student conduct is expected and all DCSD school rules apply. Parental permission slips must be signed and returned to the appropriate staff member. Participation in a field trip is voluntary, but an alternative assignment may be given.

### **DRESS CODE**

Appropriate dress and grooming are examples of good citizenship and are expected of all students. This applies to attendance regarding the school day, visits to business or community agencies, or any time a student is representing PJHS. Students should dress for school as they would for an entry-level job in the community.

The Dress Code prohibits the following:

1. Wearing see-through material
2. Going barefoot
3. Wearing of caps or hats in the classroom during school hours.
4. Wearing items of apparel, which disrupt school or class activities (examples: items that refer drugs or alcohol, tobacco, weapons, sexual nature, low cut necklines, showing the mid-drift area, chains, spikes etc.)
5. Wearing of sunglasses in the classroom
6. Wearing gang related clothing (Examples: stocking caps, beanies, hairnets, bandanas, hanging belts, items with the number 13 or 69, gang colors, Insane Clown Posse apparel, etc.)
7. Wearing of items that expose underwear or an excessive amount of skin. (Examples: baggy pants, halter/backless tops, spaghetti straps [less than 1.5 inches in width], mid-drift shirts, shorts and skirts shorter than fingertip length, sleeveless underwear shirts, slippers, pajamas etc.)
8. Final judgment of student dress is left to the school administration’s discretion. Appropriate attire will be available for students not in compliance with the school dress code, or they may call home. No student will be allowed back to class until they are deemed appropriately dressed.

Students are allowed to wear special clothing on specific dress up days throughout the year. These dress-up days are announced and approved by student council and the administration. The group sponsoring the dances will determine dress codes with administration approval.

Consequences for violation of the dress code can include an administrative conference, parent conference, or detention. Out of school suspension for defiance of authority can be a result of repeated dress code violations.

### **DISPLAYS OF AFFECTION**

Public displays of affection are not felt to be in good taste at Paonia Jr/Sr High School. Students are asked to refrain from such actions on campus. Affectionate displays beyond hand-holding can result in disciplinary action, including parent conference, detention, or suspension for defiance of authority.

### **PARKING LOT**

Students are allowed to drive private automobiles to school. However, certain rules must be observed. Students will observe the 15 miles per hour speed limit on and around the school campus. Violators will be reported to the Delta Police Department or the State Highway Patrol. Students will park in the student parking area only and only in the marked parking spaces. The parking lot is off limits during school hours. Students violating these rules may receive parking tickets and may lose parking privileges. The parking spaces are assigned randomly. Students who park in a space they are not assigned to may lose parking privileges.

## **SEARCH AND SEIZURE**

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or School Board Policy. When reasonable suspicion exists for a search, school personnel may search a student and the student's personal property while on school premises, including cars in the parking lot. School personnel conducting the search may seize any illegal, unauthorized, or contraband materials in accordance with school district policy JIH.

## **BULLYING**

Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Acts of bullying can be in written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior, shall be taken into consideration when disciplinary decisions are made. If your student has or is experiencing bullying please contact your school administrators.

## **DRUGS AND ALCOHOL**

The Board of Education sets as a high priority an attempt to provide a drug-free school environment. Possession or use, distribution, procurement, or being under the influence of intoxicants, including alcohol, narcotic drugs, any controlled substance, including hallucinogenic or mind altering drugs, amphetamines, barbiturates, stimulants, depressants, or marijuana are grounds for suspension or expulsion from school in accordance with school district policy JICH-R.

Paonia Jr/Sr High School has taken pro-active steps to work with students and parents to eliminate drug and alcohol use at PJHS. Drug testing and breathalyzer tests are available on the premises and used with parent permission when there is reasonable suspicion of drug or alcohol use.

## **TOBACCO**

The use and/or possession of tobacco and tobacco related products by students is prohibited from all school property. "Tobacco Products" includes cigarettes, cigars, pipes, snuff, chewing tobacco, electronic cigarettes and their vapor oils, including any other product packaged for smoking. "School Property" means all property owned, leased, rented or otherwise used by a school including all interior portions, all school grounds, and all vehicles on school property. Students who leave school property during school hours to use tobacco products, including lunch time, will be considered truant.

## **WEAPONS**

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity are prohibited. Exceptions may be made for educational purposes by the building principal. Knives of any sort are prohibited on school grounds.

The unauthorized possession or use of any such weapon by a student shall require immediate suspension and/or expulsion of the student from the school in accordance with school district policy JICI.

## **ZERO TOLERANCE FOR VIOLENCE**

Paonia Jr/Sr High School has a zero tolerance for fighting, intimidation, gang behavior or violent harassment. Suspension from school is automatic and law enforcement may be summoned. This is to ensure that the campus is a safe environment for all those who attend school.

## **DUE PROCESS IN RELATION TO STUDENT DISCIPLINE**

The following rules of due process apply when a student is or is about to be disciplined at Paonia Jr/Sr High School:

1. The student will be told of the alleged violation or misconduct, and evidence to support charges will be presented.

2. The student will be given the opportunity to respond to the charges and based on information gathered, a decision will be made.
3. The student will be informed of the immediate action to be taken as well as any consequences.
4. The student's parents will be contacted at the earliest possible time, informed of the nature and severity of the problem and presented the school's position regarding the problem. Alternatives may be discussed in dealing with the problem.
5. At the request of a student or his/her parents, school officials and staff members will be available for consultation and case review.

### **DETENTION OPTIONS**

Students involved in minor disturbances with teachers or other students could be asked to spend time either before or after school in a detention situation. This time could be used for a teacher conference, doing school work or helping clean our campus. Failure to report for detention will result in the student being referred to the office for further disciplinary action.

### **SUSPENSION FROM SCHOOL**

When Out-of-school suspension is deemed appropriate, parents will be notified as soon as possible to inform them of the suspension, and to arrange transportation for the student.

During a suspension, the pupil is in the complete custody of his/her parents or legal guardian during the entire period of suspension. The pupil is not to loiter on or about any school grounds at any time, nor is the student to participate in or attend any school sponsored activity.

Any imposed suspension does not preclude a student's being subject to expulsion upon later review of his case by the Board of Education.

### **EXPULSION**

A student whose presence is deemed to be a threat to the safety or welfare of others, whose behavior is continually and incorrigibly disruptive to the educational process or who is found guilty of an act of major misconduct may be recommended to our Superintendent of Schools for expulsion.

Possession of a weapon and sale of a drug or controlled substance are grounds for mandatory expulsion.

### **YEARBOOK**

Students may purchase a yearbook each year through the office from the yearbook provider.

### **TEXTBOOK DAMAGE**

Students will be held responsible for lost or damaged textbooks. Fees for lost or damaged books will be on a schedule of  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , or full current cost of the textbook. These fees must be paid before final grades will be issued.

### **LOCKS AND LOCKERS**

Freshmen, Sophomore, and Junior lockers are assigned randomly prior to registration. The east end of the south hall is reserved for seniors. They will choose their locker during registration. Lockers are to be kept clean and neat. Students are not allowed to mark on locker doors. The school reserves the right to conduct locker searches without prior knowledge of, or permission from, students.

**IF VALUABLES ARE KEPT IN LOCKERS, LOCKERS SHOULD BE CLOSED AND LOCKED.**

Instances of theft from student lockers in the hall and locker rooms have been experienced in the past. The school is **NOT** responsible for the theft of valuables from lockers in the hall and locker rooms. It is recommended that you leave your valuables at home.

### **DANCES**

Dances may be offered throughout the school year for Paonia Jr/Sr High School students. In our efforts to keep the school setting safe and alcohol-free during dances, students may be asked to take a breath test prior to entering the dance. If a student refuses to participate in the test, they will be denied the opportunity to attend the dance. If a student is found to be under the influence of alcohol, the Delta police will be notified and the student may be given a ticket for minor in possession; parents will be contacted and asked to come provide safe transportation home from the school, and school consequences will be administered

according to school district policy. Guests are allowed under the following conditions:

1. Guests must be at least 14 years old and under the age of 21. Middle school students will not be allowed to attend.
2. All guests must be signed up through the office and be attending with a PJHS student.
3. Final approval of guest attendance is at the discretion of the administration.
4. Students attending the N. Fork campus of the Grand Mesa Achieve Academy, Home Schooled, or other Schools within the Paonia served area may be required to pay/participate in fund raising events to help off-set costs.

Dancing at all dances should be appropriate and non-offensive to anyone attending the dance or supervising the dance. Final judgment of appropriate dancing is the discretion of those supervising the dance.

### **HALL PROCEDURES**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. If a student is in the hall during class time, they must have a hall pass from their teacher. Students needing to make-up work may use the chairs provided in the hallway as assigned by their teacher. The cross-hallway is not available during school hours.

### **FIRE DRILLS**

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules.

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk quickly and quietly to designated area.
3. Students falsely pulling fire alarms will face an automatic three-day suspension and/or expulsion from school, and a consultation with Paonia Police/Fire Department.

### **CAFETORIUM AND LUNCH HOUR**

Student behavior in the dining room should be based on courtesy and cleanliness. Students will go through the cafeteria line and pay for their choice of food and expected to wipe the table and help with the condition of the commons area.

### **FOOD AND DRINKS**

If food and/or drinks are brought to a student outside of their lunch period, the student will be called to the office between their classes. Food and/or drinks are not an excuse for students being late or absent to classes.

### **GRADING SYSTEM**

The school year consists of two semesters. Progress reports for the current semester are sent home twice during the semester. Students failing any classes are sent a progress report on a weekly basis.

The following grading system is used at Paonia Jr/Sr High School.

#### **Standard Grading Scale**

90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
59% & under is failing

#### **Advanced Placement (AP) Grading Scale**

91% - 100% = A  
82% - 90% = B  
73% - 81% = C  
64% - 72% = D  
60% - 63% = F1  
0 - 59% = F

Seventy percent of cumulative grades are weighted on performance based assessments and assignments (quizzes, tests, labs, projects/papers, etc.). Thirty percent of cumulative grades are weighted on preparation based assessments and assignments (homework, participation, etc.)

## **FINAL EXAMS**

**Early Finals:** Due to state requirements of contact hours that our students must complete, early finals may only be allowed in emergency situations and a physician's note will be required in medical situations. Please see administration if an early final is requested.

## **ACCESS**

ACCESS is a 28-minute period after our 2<sup>nd</sup> class period. ACCESS gives students the opportunity to have extra time to improve their grades or catch up on work they may have missed. Students with grades of C's or better have open ACCESS and are allowed to choose how they use that time in the commons, with a pass to their desired teacher. Students with D's and/or F's are assigned to a content tutoring or study hall that they must attend. ACCESS is not an open campus. Students who leave during this time will be considered truant and referred for consequences.

## **OPEN CLASS PERIODS**

Juniors and Seniors who are credit deficient and/or have grades of D's or F's from the previous semester, may not be allowed to schedule open class periods or work study classes. This will help decrease the risk of these students being credit deficient as a Senior and not graduating.

## **TEACHER AIDES**

Student aides provide a great resource for faculty and staff. It is expected that students serving this role will be assigned to the cooperating teacher and will remain on their teacher's role for the entire period.

## **HONOR ROLL**

To be eligible for the honor roll, a student must receive at least a 3.33-grade average and may not have any grade lower than a C for the grading period. Currently, all courses and work-study hours count for the honor roll. Both term and semester honor rolls are announced.

## **NATIONAL HONOR SOCIETY**

Sophomores, juniors, and seniors are eligible for membership in the National Honor Society. Students are eligible for membership based on their cumulative grade point average; 3.33 is a minimum. The final selection is based on the four qualifications of character, service, leadership, and scholarship.

## **ACADEMIC LETTER**

Requirements:

1. GPA of 3.70 or better of the current year. Must have a 3.70 in each semester.
2. Enrollment in 4 courses each semester chosen from English, math, social studies, science, or foreign language.
3. Students will be awarded an academic letter and certificate the first year they earn an academic letter. They will receive a gold bar for subsequent years.

## **ACADEMIC INTEGRITY**

All students are expected to complete schoolwork with honesty and integrity. Scholastic dishonesty, which includes, but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work, is not acceptable. This behavior will lead to disciplinary actions in the class where the action occurred, and with the school administration.

First offense: Referral to the administration, no credit on the assignment, parent notification, internal log entry documentation of dishonesty.

Second offense: First offense consequences, parent meeting, official letter in student file to document dishonesty

Third offense: Referral, zero, withdrawn from the course with the pass/fail final assessment option.



## ASSESSMENTS

Staff will make every attempt to organized/set up classrooms to meet standardized assessment protocols (PSAT, SAT, AP, etc.). Cell phones will be shut off and collected by staff in an organized and safe manner. Students must abide by the assessment procedure.

### VALEDICTORIAN/ SALUTATORIAN

The following criteria have been established for students who are Seniors, wishing to be eligible for these honors beginning with the class of 2019 and beyond.

1. The Valedictorian and Salutatorian will be calculated once all grades are final.
2. Student Aide, Study Hall, and open periods do not factor into GPA calculations. In the case of a tie, co-honors will be given if the students' GPA is within .05 or less. The Advanced Placement weighting process applies in GPA calculation.
3. Candidates must be enrolled at PJHS in a minimum of four core classes for the last four consecutive semesters in order to be eligible. Core classes are from English, math, social studies, science, or foreign language classes.

The following criteria have been established for students wishing to be eligible for these honors beginning with the class of 2019 and beyond.

1. Grade points will be accumulated using the following scale:

Standard:	Advanced Placement (AP):
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F1 = 1
	F = 0

### CORE vs. ELECTIVE, BEYOND REG. SCHED. CORE PJHS COURSES

2. The Valedictorian and Salutatorian will be calculated once all grades are final.
3. Pass/Fail courses (Student Aide, Study Hall, and open periods) do not factor into calculations.
4. Candidates must be enrolled at PJHS in a minimum of four core classes for the last four consecutive semesters in order to be eligible. Core classes are from English, math, social studies, science, or foreign language classes.
5. Valedictorian honors will be awarded to the student with the highest number of grade points and salutatorian honors will be awarded to the student with the second most grade points. In the case of a tie, co-honors will be given.

### ACTIVITY PARTICIPATION AND FEES

PJHS staff encourages participation in co-curricular activities for all students. It is an important part of learning how to work in a team, problem-solving skills, and good sportsmanship. CHSAA sponsored activities require a participation fee. This fee is \$100 per activity.

### ELIGIBILITY

Participation in interschool activities is governed by the Colorado High School Activities Association of which Paonia Jr/Sr High School is a member. Certain rules of eligibility have been established by CHSAA. They are as follows:

A student:

1. must be a bona fide undergraduate in high school.
2. must be enrolled in at least five subjects. If a student is taking 7 or 8 classes, they can fail one class and still be eligible. If a student is taking six or fewer classes, they can not fail any classes. If a student is ineligible for the semester, they are ineligible for the next term. Since Teacher aide is only  $\frac{1}{4}$  of a credit, anyone taking only 5 classes must take 6 if one of the 5 is Teacher Aide in order to be eligible. (NOTE – this is the only scenario where Teacher Aide is a factor in determining eligibility.)
3. must be representative of the school's ideals in matters of conduct and sportsmanship in the judgment of the school principal.
4. will not be allowed make-up work after the close of a semester to become eligible and an incomplete is counted as a failure.

5. who is nineteen years old is ineligible unless his/her birthday occurs on or after August 1.
6. must not be a member of any groups or organization prohibited by law.
7. must be considered a good citizen of the school.
8. eligibility for fall may be regained by successful completion of summer classes.

### **PHYSICAL EXAMINATIONS AND ATHLETIC TRAINING**

All participants in athletic events must have a physical exam and show proof of same to the coach before being allowed to participate. Students wishing to participate in athletics must pick up a sports packet in the main office, which includes a physical form to be filled out by a doctor. Physical exams must be taken at the student's own expense and signed by the physician and parents. This packet also includes a copy of the training rules which a student must agree to abide by in order to participate in extracurricular activities.

### **ACTIVITY INSURANCE**

Health and accident insurance coverage for students is available through the school. If the school's insurance is not purchased, parents are obligated to provide their own insurance for their children. Forms to purchase school insurance are available in the office or Parents can enroll online by the use of a dedicated secure enrollment website <http://markel.sevencorners.com/> or by calling [877-444-5014](tel:877-444-5014).

### **BUS REGULATIONS**

In general, students who misbehave on buses will eventually be removed from the buses if their behavior does not improve immediately.

The same rules of conduct for students at school apply to students riding buses. Paonia Jr/Sr High School students reported for inappropriate behavior on buses will be referred directly to the office.

### **POSTING NOTICES**

Students are allowed to post notices on bulletin boards provided in the cafeteria with prior approval from the office personnel. Old items should be promptly removed.

### **ASSEMBLIES**

Behavior in assemblies should be respectful and orderly. Students involved in unacceptable behavior will be subject to disciplinary action. Class Sponsors will sit with the students.

### **STUDENT TELEPHONE**

A student phone is provided at the front desk in the Jr. High/in the foyer of the High School and to be used to contact only parents or guardians. Students misusing this phone will lose their privileges to use it. Students are expected to bring a hall pass with them from their teacher in order to use the phone during class.

### **ELECTRONIC COMMUNICATION DEVICES**

Students are **NOT** allowed to use any electronic communication or listening devices during class time (Examples: cell phones, i-pads, etc.). Students who have these devices as personal items are expected to leave them at home or have them secured in their lockers or personal bags during all class times. The teacher will provide an appropriate electronic device if it needs to be used for educational purposes in the classroom. Students will not be allowed to use their own personal device unless instructed by the teacher. Students violating this rule are subject to the device being confiscated, as well as suspension from school for repeated offenses resulting in defiance of authority. These items may be used on breaks and at lunch. Students are encouraged to leave these items at home. PJHS is **NOT** responsible for loss or theft of these items.

If students have electronics visible in the classroom they will be confiscated as follows:

- 1<sup>st</sup> time – rest of period
- 2<sup>nd</sup> time – one day
- 3<sup>rd</sup> time – parent retrieval

4<sup>th</sup> time – remainder of the semester

### **VISITORS**

Parents are welcome to visit Paonia Jr/Sr High School. Please check in with the office upon arrival and get a visitors pass from a secretary. No student visitors are allowed at PJHS. This policy is to provide a safe environment for students at all times.

### **USE OF TECHNOLOGY**

All forms of technology including the Internet and Electronic Mail must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this will result in revocation of technology and access privileges. An agreement will be signed at the beginning of each year by the student and the parent.

### **SOCIAL MEDIA**

Social media use by students is a personal responsibility, and Paonia Jr/Sr High School is not responsible for student's use of social media. However, if the use of social media disrupts the educational process of any student, disciplinary action may be taken. Misuse of social media that is considered harassment of another student may be referred to law enforcement.