

**Prairie View High School**  
**12909 East 120th Avenue**  
**Henderson, Colorado 80640**  
**Main Office Hours**

**7:00 – 4:30**

Office Fax: 303-655-8920

Dr. Chris Fiedler, Principal PVHS	303-655-8805
Margaret Neely, Assistant Principal	303-655-8808
Ruben Chacon, Assistant Principal	303-655-8807
Rich Affleck, AD/Assistant Principal Athletics and Activities	303-655-8810
Jennifer Delgado, Principal's Administrative Assistant	303-655-8805
Krishna Cardenas, Athletic Director's Administrative Assistant	303-655-8806
Lisa Rydlund, Book Keeper	303-655-8812
Belinda Gonzalez, Assistant Principal's Attendance Liaison	303-655-8804
Mary Berens, Administrative Assistant-Receptionist	303-655-8816
Officer Grace, BPD School Resource Officer	303-655-8809
Cathy Webb, Administrative Assistant-Attendance Secretary	303-655-8817
Geneva Miller, Michele Gabaldon, Counseling/Registrar Counseling	
Fax: 303-655-8921	303-655-8820/8823
School Health Clerk	303-655-8815
Media Center/Library:	303-655-8830
Teacher/Copy Room Fax:	303-655-8922

Vision Statement – Prairie View High School will have a welcoming, culturally competent environment where students can experience academic success and prepare for post secondary education, the world of work and life's challenges. Students will receive the message, "You are important; You can do it; I will not give up on you."

Safe Schools - Following are Community Resources for students to use. Please feel free to contact an administrator, counselor, or a school psychologist for any problems that need to be dealt with.

**Community Resources:**

Brighton Police Department 303-412-5212	303-655-2300	Adams County Social Services
Pennock Center for Counseling 303-659-1531	303-655-9065	Platte Valley Medical Center (ER)
Salud Family Health Center 1-877-542-SAFE	303-659-4000	Colorado School Safety Hotline
Suicide Hotline – Local 24 hour 800-784-2433	303-853-3600	Yellow Ribbon (800-SUICIDE)
Rape Assistance/Awareness Center (RAAP) 303-853-3600	303-322-7273	Community Reach (Mental Health)

## Prairie View's Standards-Based Practices

Standards-Based Education in Practice = students being compared to the standards and not each other.

- ❑ Standards-Based Education is a process of continual teaching and assessment. According to current research, a strength of SBE is the J-Curve, which shows that students can demonstrate proficiency, given enough time and opportunity. To assure the essentials in a SBE curriculum, we must keep our grade books open as long as possible to provide that time and opportunity.
- ❑ Teachers will develop assessments that measure whether or not students have met the standard/essential questions. Depending on the type of assessment, the teacher might also create a rubric that describes performance levels.
- ❑ Assessment methods should be varied to ensure students are given multiple opportunities to demonstrate proficiency on a standard.
- ❑ The teacher develops the learning experiences and activities that will prepare students for the assessment.
- ❑ At the beginning of a unit, the teacher reviews the essential questions that the student must be able to answer or demonstrate at the end of the unit. The teacher explains in great detail what the assessment will look like, and if appropriate gives the students a rubric. The teacher should also share examples of previous assessments (exemplars), so students know the differences between performance levels.
- ❑ After an assessment, the teacher may need to re-teach to certain students. Re-teaching can come in many forms including re-teaching select components to the entire class or more comprehensive and individualized approaches. After re-teaching, students should be able to reassess with a different tool in keeping with the SBE philosophy that students learn using a variety of methods and at different rates.

### **Prairie View's Grading Rubric**

**Criteria for Grade Determination--**All teachers determine the criteria for letter grades as stated in course cover sheets.

<p>The reported grade represents a picture of where the student is currently performing based on a weighted format.                  Learning Activities = 30% of the grade.                  Assessments = 70% of the grade. * These percentages could be slightly different in each class.</p>			
Advanced	9-10	90-100%	(A)
Student work represents an advanced level of sophistication and understanding.			
Proficient	8	80-89%	(B)
Student work represents a proficient level of understanding.			
Partially Proficient	7	70-79%	(C)
Student work represents movement towards proficiency.			
	6	60-69%	(D)
	5 or below	0-59 %	(F)
	NO CREDIT		

Students could benefit from extended learning opportunities: such as after-school help sessions, summer school, an academic assistance class, or tutoring. Students having problems in elective classes should seek assistance during the school year since elective classes are not offered during summer school.

### **Relearning and Reassessment**

All students are expected to be responsible learners. A responsible learner:

- attends class regularly
- participates in all class time learning activities
- completes assignments and turns them in on time
- asks for help when needed
- attends ELO when necessary

Prairie View recognizes that despite a student's best efforts, circumstances may prevent a student from demonstrating proficiency in course standards. In such cases, students have the opportunity to relearn and reassess his/her learning. **The purpose of relearning and reassessment is to provide students with legitimate opportunities to be successful learners.**

The student may assess according to the following guidelines:

- The student will meet with the teacher to complete the **Contract for Relearning** within a week of receiving a low score.
- The student will complete all required relearning activities and reassessment within two weeks of the contract.
- Students must complete all missing or incomplete work as outlined in the contract. This missing and incomplete work is necessary to complete the contract, however there is not guaranteed credit for late work.

Relearning and reassessment is not a "last ditch effort" to pass a class. Students may not be extended the opportunity to relearn and reassess if the low grade is the result of:

- chronic unexcused absences
- consistent lack of effort and/or incompleteness of learning activities
- consistent procrastination
- failure to study

Students will have a finite number of attempts at reassessment. It is important that a student remain current in his/her work.

All students who reassess will develop the below contract with the teacher:

### **PRAIRIE VIEW HIGH SCHOOL CONTRACT FOR RELEARNING**

Academic success is our primary focus at Prairie View High School. To support this belief, students are encouraged to relearn course content in which they have not demonstrated proficiency. Students are required to observe the following guidelines in the relearning process:

All required assignments must be completed within two weeks of the relearning contract.

All assignments with unsatisfactory/ low scores must be corrected.

All students must meet with the teacher in order to obtain additional instruction.

Incompletion of any part of the relearning process can result in the termination of the relearning contract. ***It is the student's responsibility to complete the relearning requirements within the two week timeframe.***

Credit is granted upon course completion of content standards/essential question and task at a C level (partially proficient) or above. No credit is given for an “F” and a zero will be calculated into the G.P.A. Credit is assigned at the end of the semester. The student has 2 weeks to change/improve their grade, during the following term, working with their former teacher. Students with an Incomplete at the end of the school year will need to take summer school or get written permission from their teacher to extend their time into first semester to show proficiency.

If the student is unable to change/improve their grade working with their former teacher, the student has the following options:

- o Take the course again or
- o Complete the course in Summer School or
- o Complete the course through an alternative placement.

**Parent Portal for grades and attendance**-Log on to the District web site <http://www.sd27j.org/> . Click on the Parent or Student Link. Use the student I.D. number and date of birth (mm/dd/yy) to log in.

### **ELO**

ELO is designed for teachers to re-teach and reassess and for students to complete course work and demonstrate further learning. Teachers may require students who are not proficient to attend. Teachers will plan and communicate specific learning opportunities taking place during ELO time. ELO time may be used for advanced-level learning opportunities. All students are strongly encouraged to participate daily in ELO time, as it is a vital part of the academic day. All freshmen and sophomores are required to attend ELO. All juniors and seniors with C's or lower are required to attend ELO.

**General Attendance Information** - Prairie View is in session from 7:20 a.m. until 2:30 p.m. Students arriving before 7:00 a.m. are to wait in either the commons or outside. If a student is absent from school, a parent must call the Attendance Office to inform the school of their student's absence within 24 hours. If the school has not been notified, the school will contact the parents by phone or letter to inform them of the student's absence from school. When calling the attendance office, **303-655-8817**, to report an absence, please leave the following information:

1. The student's name;
2. The grade of the student;
3. The date(s) of absence(s);
4. The reason for the absence(s);
5. The parent/guardian phone number.

□ **According to Colorado school law 22-33-107**, “As used in this subsection (3), a child who is “habitually truant” means a child who has attained the age of seven years and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection (3).”

□ According to Colorado school law 22-33-104. (5)(a), “The general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility. The general assembly further declares 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 of a child who has attained the age of seven years 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.”

Once a student has been identified as an attendance concern, the Community Liaison will convene a conference with the student to develop strategies for attendance improvement and penalties for further poor attendance. Parents/guardians will be notified of this conference and the contents of the discipline plan/attendance contract. The discipline plan/attendance contract will outline steps up to and including withdrawal or referral to a district attendance hearing for expulsion. The discipline plan/attendance contract will remain in effect for the academic semester.

### **Non-Attendees**

Non-attending students are defined as:

- Students who exhaust the provisions of the discipline plan/attendance contract outlined above; or
- Students who have 5 or more sequential days of unexcused absences.

A parent/guardian contact will be attempted with the parents/guardians of non-attending students via telephone and followed up with a letter informing the parent of the school’s intent to withdraw the student (for those 17 and over) or refer the student to a district attendance hearing. A parent/guardian may appeal the decision to withdraw or refer to a district attendance hearing. If granted, this appeal will include agreement of the parent to attend an in-school attendance hearing where an agreement will be reached for improving attendance and a withdrawal agreement is made if future attendance problems occur.

### **Tardies**

- Students are expected to arrive to class on-time and prepared for learning. Teacher policies for tardies up to 10 minutes will be published in the classroom syllabus. Tardies of 10 minutes and over will be entered in the record as an unexcused absence (UNX). Unexcused absences will be handled as outlined in the attendance concern procedure.

### **Student Responsibility for Attendance**

The student’s responsibility is to attend school for all the days of the established school calendar, on time, and prepared for academic success. Students should immediately contact teachers upon return from absences to arrange to complete all make up work assigned, establish when this make up work should be completed, and complete the assigned work in an acceptable manner. Further, it is the student’s responsibility to complete work as assigned when a pre-arranged absence is approved (see pre-arranged absence procedure). It is important that students understand that they have the number of days of excused absences plus one school day to complete make up work.

*Example: A student misses Tuesday and Wednesday (2 days authorized, excused absence). The student has Thursday, Friday, and Monday (3 days) to complete the work. Make up work will be due for this student at the start of class on Tuesday.*

The student should contact his/her teachers immediately upon return from absences to arrange to complete all make-up work assigned, and establish when this make-up work shall be completed. *In order to preserve test security, students may be required to take a missed test immediately upon return from an authorized absence if that student has had the opportunity to access all learning*

*prior to the absence.* Students missing a group or individual presentation may also be required to give that presentation upon return.

*Example: A test is given on Thursday and a student is absent on that day (authorized, excused), but was present the days prior. This student may be required to take the test on Friday.*

All assigned make-up work needs to be completed in an acceptable manner. The work should be completed as assigned by the teacher when a pre-arranged absence is requested. Early withdrawal or a request for a pre-arranged absence at the end of semester may result in a grade reduction or the award of no credit.

Students **are not entitled** to earn credit for work missed during unexcused absences though they are urged to access the content and complete the assignments. The policy for work missed during a suspension is detailed elsewhere in this handbook. It is the student's responsibility to obtain make-up work. Again, students have the number of days absent plus one additional day to make up any missed work for authorized absences.

Students should note that failing a class is not an acceptable reason for non-attendance.

#### **Parent/Guardian Responsibility for Attendance**

Parents/guardians are interested in the success of their students and recognize that any absence, regardless of cause, may have a detrimental influence on student achievement. Therefore, they should contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments.

**Please also note that it is the parents' responsibility to call the school within 24 hours to inform the school about a student's absence. It is the school's authority to identify each absence as authorized (excused) or unexcused (unexcused) per Colorado statute.** The teacher's record is the official attendance record.

Parents/guardians are the key partners in promoting good attendance, and ultimately, student success. Prairie View High School expects parents to:

- Contact the school on attendance matters. Maintain accurate contact information with school officials.
- Maintain communication with their student on attendance matters.
- Monitor the progress of make-up work.
- Attend an attendance conference upon request when notified of an attendance concern.
- Work cooperatively with teachers and administrators to resolve attendance concerns.
- Recognize that the school depends on the support of parents to address attendance concerns.
- Ensure compliance with statutes and policies concerning attendance

**Illness While at School** - If a student should become ill during school, that student should ask a teacher for a pass to the Nurse's Office. The school must obtain parental permission in order for a student to be released from school due to illness. Students must still sign out in the Attendance Office to go home. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class(es). Should a student be too ill to report to the Nurse's Office, send word to that effect to the office.

**Early Dismissal** - Legitimate reasons for early dismissal from school will be accepted provided a note signed by a parent is presented at school. Students seeking an early dismissal should report to

the Attendance Office before first period with a note stating the reason and time to be excused. The student must sign out on the "sign-out log." The student will be given a pass that should be shown to the classroom teacher before leaving. The student must sign-out in the Attendance Office before leaving the building. The reason for early dismissal must be explicit in order to be considered excused. Teachers or coaches will supply the office with the name of students participating in competition or activities that require early dismissal.

**Procedure to Resolve Parent-Teacher Disagreements** - Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded.

The goal of this section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To ensure that all parties will participate in a cooperative manner to resolve concerns
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students

A. STEP NO. 1 – Direct Conversation

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible.

B. STEP NO. 2 – Fact and Possible Resolution

If a parent or the teacher is not satisfied with the outcome of Step No. 1, or the parent or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and parent will be arranged at a mutually convenient time.

**Computer Usage** - Students will sign a computer usage document that explains the policies and procedures regarding the use of school computers. These signed forms will be kept on file at the school. All students will be required to sign said statement before they are allowed to use any computer at the school. Contracts are available from the counseling office. Failure to follow computer usage guidelines may result in the loss of privileges.

**Locker Assignments** - Each student will be assigned a locker at the beginning of the school year. Each student will be able to choose a locker partner from their community or team. The student will be responsible for cleaning and maintaining the locker. Problems with lockers should be immediately reported to the office. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers!

**Student ID badges**- Students will be issued a free student I.D. card at the beginning of the school year or when they enroll in the school. Students will need an ID to obtain a class schedule at the beginning of each semester. Students should carry their I.D. card at all times, as it will be used as the library card, hall pass, retrieval of confiscated/found items, and for admission to all activities. There will be a \$5.00 charge to replace I.D. cards that are lost.

**Use of Elevator** - A key may be secured from the office and returned after its use when needed for medical use. A \$25 fee will be charged per key, if the key is not returned.

**Dances** - High School dances are open to Prairie View students only with the exception of prom and homecoming(s). Prairie View dances are open to students in grades 9-12 only. Once students leave a school dance, they may not return. If students are repeatedly late waiting for pick-up by parents or involved in disciplinary actions, they may be prevented from attending future dances and other special after-school events.

**Visitors** - Parents are welcome and encouraged to visit any time. A twenty-four hour notice is appreciated. All parents are asked to please check in at the main office when they arrive. **Students may not have other students or friends shadow them during the school day.** Exceptions to this rule will be approved by the administration only.

**Posters / Announcements** – The Administration will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor’s signature and be approved ahead of time. Posters can only be put up with “Blue Tape” or on bulletin boards.

**Textbooks** - Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen or mutilated. No report card, records, transcripts or diplomas will be issued until all books are turned in and/or fees paid.

**Safety Drills** - Safety drills are required by law and are an important safety precaution. It is essential for students to clear the building immediately and in an organized manner. Activating any fire alarm falsely will result in severe school disciplinary action and/or filing of charges with proper authorities. Tornado, fire, and lock down drills will be practiced several times yearly.

**Prairie View will conduct three types of drills every year.**

1. **Fire/Evacuation** - Prairie View will conduct this drill once a month. The students and faculty will evacuate the building to a designated spot outside.
2. **Tornado Drill** - Prairie View will conduct this drill twice a year. Students are evacuated from rooms with windows and sit against the wall in a designated spot.
3. **Lockdown Drill** - Prairie View will conduct this drill twice a year. Students will move to a spot in their classroom where they are out of sight from any window. Teachers will shut off the lights and secure the door.

**Off-Site Evacuation** - In the event of a significant emergency, students will not be allowed to return to the building. Students and staff will transfer to an off-site facility. Prairie View’s designated site is Adams County Fair Grounds. In the event of an actual evacuation, the school will bring student records and begin contacting parents immediately.

Student safety is of paramount concern of the entire Prairie View staff. To that end, a school wide safety plan will continue to be implemented.

- Please follow posted signs in the parking lot and drive in designated areas only.
- All doors will remain locked during the day, except for the lobby.
- All visitors must sign in and wear a nametag.

- Please report any situation to the Principal or an Assistant Principal that is of concern to you or your student.
- Ask your student to follow the school rules at all times.

**Counseling** - Should a student desire to talk with a counselor, he/she should make an appointment with a counselor in advance. Counseling will also designate office hours for "walk-in" students during lunch.

A student might want to see a counselor concerning the following:

Schedule changes	Personal problems
Career information	High school program
College information	Summer school
Test information	Transcript requests
Study help	Financial aid
Job opportunities	Other concerns

## **National Honor Society**

### **Qualifications:**

1. Students must have attained 11th or 12th grade standing.
2. Students should secure an application from the National Honor Society (NHS) advisor.
3. Students applying to National Honors Society must have attended Prairie View High School at least two (2) semesters prior to application.
4. Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Early Separation** - Students desiring to accelerate their four-year high school academic program should contact the principal for approval. An Early Separation Form, obtained from the Counseling Office should be completed prior to the parent/counselor/administrative conference. Requirements for early graduation include:

1. Scheduling accordingly in the spring of the sophomore year
2. Plans to attend an institution of higher learning after graduation or work full time
3. A cumulative grade point average of 3.0 or higher
4. A required four credits of English

**Academic Recognition at Commencement:** Prairie View High School will honor students based upon the following standards of achievement at commencement:

*Summa Cum Laude:* 3.8000 GPA and above

*Magna Cum Laude:* 3.600 to 3.799

*Cum Laude:* 3.400 to 3.599

\*\*The high school will recognize as co-valedictorian(s) at the end of seven (7) or eight (8) semesters anyone who equals, by GPA, the Valedictorian or Salutatorian. Normally, there is (1) Valedictorian and (1) Salutatorian.

In order to be eligible, a student must have attended Prairie View High School for his/her entire fifth through eighth semesters.

**Transcripts** - Students desiring a copy of their transcript should complete a Transcript Request Form available from the Counseling Office. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

**Schedule Changes** - Due to the fact that the Prairie View High School schedule is built around student requests, schedule changes will be kept to a minimum. Most schedule changes will not be allowed after the fifth day of class. Students must fill out a schedule change form that requires a parent signature in order to follow through with the change. No changes will be made without parent notification.

**Course Re-take Policy-** Students who may need to retake a course due to failure, may do so on a space available basis, to be determined by the building principal. Other options include, but are not limited to: night school, summer school, community college, University and/or correspondence opportunities.

**Withdrawal from School** - Upon withdrawing from Prairie View, a student must report to the Counseling office to receive a withdrawal sheet. This sheet is presented to each teacher, who assigns a grade and initials the form when all fees, work and books have been accounted for. A copy of the withdrawal sheet is given to the student to take to his new school with him. A parent or guardian must also sign the withdrawal sheet and be present upon withdrawal. Under no circumstances will a teacher sign the slip or assign a grade if any of the following are not complete:

1. Parent initiated
2. Fees paid, including library fines, etc.
3. Books returned in satisfactory condition
4. Work completed

**School Fees** - School fees are incurred each year that the student attends Prairie View High School. They may include, but are not limited to a class fee, an athletic fee, a materials fee for certain classes, and a replacement fee for textbooks not returned or materials broken. All fees are due and payable upon assessment. All student fees must be cleared before a student may withdraw or graduate from Prairie View High School.

**Fee Waivers** - Should any parent find they are not able to afford school fees, there is a process by which fees may be waived. The student may obtain, from the Counseling Office, a *Fee Waiver Form* that may be completed and turned into the Activities Director. A determination will be made based upon the information provided and the student will be notified as to whether or not the request has been granted.

**Athletic and Activity Eligibility** - Academic eligibility consists of a number of different factors. First, and most importantly, each student who wishes to participate in any sport must pass a physical examination. This exam must be conducted by a licensed physician and documented on the accepted form issued by the athletic department. Next, the proper emergency and information forms must be completed providing PVHS with personal data on each athlete, to be used in case of emergency. Both of these forms, along with an *Athletic Registration* form must be turned into the Athletic Secretary prior to participation. The Athletic Secretary will verify and notify coaches. Lastly, Academic Eligibility will be checked before a student is allowed to participate in any sport and will be rechecked each week during the season. In order to try out for a sport, a student must have passed five classes during the last semester grading period and must continue to pass five classes as long as the season lasts. These rules apply in general to all athletes. Each sport may impose individual sets of rules that are particular to their sport.

**School Closings** - In the event of inclement weather, school closings will be determined by the superintendent. If the superintendent decides that the weather is too bad for school to be in session, he/she will notify the principals who will then notify their staff. The superintendent will also notify the major Denver news stations (both TV and radio) which will begin broadcasting such news. If a snow day is called, all schools in the district will cancel classes for that day. If the superintendent determines that a school should close for some other reason, such as flooding or some other safety reason, Denver TV and radio stations will be notified and will broadcast such news. In this case it is possible that only one school will be closed for the day. Students are not allowed to be at school for any reason if the superintendent has cancelled classes for the day.

**Harassment and Taunting** – Prairie View High School is a caring community. *It is unacceptable for any individual to harass or taunt another individual at PVHS.* Any individual who has knowledge about another individual being harassed or taunted should contact a teacher, counselor, or administrator, or contact the Colorado School Safety Hotline at 1-877-542-SAFE. Callers can remain anonymous.

We ask the students at PVHS to make a commitment to neither harass nor taunt other students. Below is the no-taunting pledge being made by students and staff at Prairie View:

1. I WILL pledge to be part of the solution.
2. I WILL eliminate taunting from my own behavior.
3. I WILL encourage others to do the same.
4. I WILL do my part to make my community a safe place by being more sensitive to others.
5. I WILL set the example of a caring individual.
6. I WILL eliminate profanity towards others from my language.
7. I WILL not let my words or actions hurt others, and if others will not become part of the solution.

1. All teachers, aides, staff members, substitutes, and adult volunteers are to be treated courteously by students and vice versa. Insubordination and/or disrespect to any adult will not be tolerated.
2. Any behavior that is disruptive to the educational process will not be tolerated. Any action that takes away learning time from other students is not acceptable.
3. Vandalism or damage of school property will require restitution or repair as part of the consequence. The care of all text and library books issued to the student is his/her responsibility and restitution is required for damaged or lost books.
4. During normal hours of operation, students are to be in their assigned class. Students are expected to arrive on time, and are not allowed to leave the premises until the end of the day, unless an "Authorization to Leave Campus" form is on file.
5. Students arriving early may wait in the commons. Students should use assigned entrances and exits. Students may stay after school to participate in supervised activities. As a general guideline, an adult should supervise students at all times. Loitering is not permitted.
6. Students are to bring only those items directly related to activities of his/her class. The school is not responsible for items that are confiscated, lost, or stolen. Go to the attendance office to check for lost items during the school day.
7. Dangerous items such as: Matches, Lighters, Knives, Weapons, Fireworks, and Explosives are prohibited at school, and their possession could lead to expulsion.
8. Tobacco products, alcohol, and drugs are prohibited at school, and their possession and use could lead to suspension and expulsion.
9. Students are expected to solve their disagreements in ways other than fighting, bullying, or name-calling. Please seek out a teacher, counselor, or administrator for assistance with conflict mediation, if needed.
10. Students should not be in the hallways during class time without a pass. Orderly, appropriate behavior is the expectation during passing periods before and after school. No passes are permitted during the first and last five minutes of a class.
11. STUDENTS ARE NOT TO REMAIN IN THE SCHOOL AFTER 3 PM WITHOUT DIRECT SUPERVISION OF A STAFF MEMBER OR A COACH. TRESPASS NOTIFICATION WILL BE USED IF NEEDED.

**Code of Conduct** - The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. All - students, teachers, administrators, support staff, and community members – must show pride by working to make the high school a better place in which to learn and work.

### **APPEARANCE OF CAMPUS**

Prairie View Thunderhawks take pride in our school and campus. It takes the cooperation of everyone to keep our school clean and safe. Each of us should pick up after ourselves and help out if someone forgets.

### **BEHAVIOR ON CAMPUS**

- Student behavior in the halls and commons should be safe and not impede traffic.
- "Hackey Sack" and other games will not be permitted indoors.
- SKATEBOARDS, GO-PEDS AND ROLLER BLADES may not be ridden on campus at any time.
- LASER POINTERS are not allowed in the building at any time.
- NO BULLYING! NO PETS ON CAMPUS!

**Computer Usage Agreement**-Prairie View students have access to technology and computer resources. Students are to use the technology and computers for educational purposes only. Prairie View High School students sign a Technology/Computer Contract upon entrance to the school. This contract contains rules regarding the use of technology and computers. The rules include:

1. No unauthorized changes to computer configuration
2. No use of unauthorized programs and files
3. No inappropriate use of computer systems and software
4. No physical damage to the computer or software.

Violation of the technology agreement may result in consequences ranging from temporary loss of privileges, parental contact, detentions, or suspensions.

**Building Rules** - Respect self and others. Take Care of the Building and the equipment in it. Rules are not made to confine the individual student, but to assure a positive and safe learning environment for everyone. Below are the rules that are very important to the success of Prairie View High School. The list is not inclusive and other rules (District, Building, & Classroom) apply as well.

**Cafeteria Rules - The following common courtesies are expected of our students during lunch:**

- Moving ahead of others in the lunch line is unacceptable.
- Students in the commons should be seated.
- Throwing food, paper, or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.

**Electronic Devices & Valuable Personal Property**

Student learning is the focus at Prairie View High School. All **personal technology and communication devices including cell phones, I-Pods, MP3 players, video games, and cameras, are strongly discouraged on campus.**

Therefore, the following guidelines and restrictions are in place:

1. **Personal technology and communication devices are the responsibility of the owner and the school will assume no responsibility for theft, loss, or damage to these devices. Further, the school will not investigate the theft of these devices.** In the event of a theft, the student will be referred to the School Resource Officer to file a report. Reports will not be taken unless the stolen device can clearly be identified by serial number.
2. Personal cell phones or any other personal technology and/or communication devices, including headphones, brought to the school must be off and out of sight at all times while in the building from 7:15 AM to 2:30 PM. Restricted areas include athletic facilities, all hallways, classrooms, technology labs, the library, the cafeteria, locker rooms, counseling and main offices, and restrooms.
3. Examples of devices which may be permitted for instructional purposes include, but are not limited to, calculators, laptop computers, and personal data organizers. Though cellular telephones have many of these capabilities, they are not permitted.
4. Students violating these restrictions will be disciplined as published in the discipline matrix. Moreover, students using cameras, personal technology and/or personal communication devices for the purpose of cheating will receive disciplinary and academic penalties.

Violations other than those noted in #4 above shall be addressed as follows:

**1st offense** The device shall be confiscated and transferred to the appropriate school administrator. Parent/guardian shall be notified and the device may be released to the student at the end of the next school day (24 hrs). Students will need to present a school I.D. and sign an acceptable use agreement in order to obtain the device. If the device is taken on Friday, it shall be available for release on the following Monday after school.

**2nd offense** The device shall be confiscated and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian at the end of the next school day (24 hrs) and upon the parent's/guardian's signature of the acceptable use agreement. If the device is taken on Friday, it shall be available for release on the following Monday after school.

**3rd offense** Third offense shall be considered disruptive behavior and defiance of authority, and shall result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The parent shall be notified and the device may be released only to the parent/guardian.

Student Responsibilities:

Students should arrange to use their phone or other personal technology and/or communication devices before 7:15 or after 2:30 or during lunch outside of the building only. Students are required to turn over the device to any adult when requested. Students need to have ID to retrieve the confiscated device and are expected to address office or administrative staff respectfully and politely. Students are responsible for maintaining possession of any personal electronic devices that are brought to school.

## Teacher and Staff Responsibilities

Teachers and staff are responsible for enforcing the policy and asking students to turn over phones and other personal technology and/or communication devices if the device is not off and out of sight in the building from 7:15-2:30. If a phone or device is heard in classroom, teachers should request that students make sure that devices are turned off. All teachers and staff are personally responsible for turning in devices to the designated office staff member by 2:30pm on the day of confiscation.

### **Lockers---Regular school and physical education and sports lockers**

Lockers at Prairie View are the properties of the school district and are made available for student use through the school year. This student privilege carries an additional responsibility of the keeping the lockers clean and maintained. Prairie View cannot assume any responsibility for lost or stolen items. Students who bring valuable items to school do so at their own risk. Prairie View reserves the right to search lockers as necessary. Students are responsible for the contents of their locker and are not to share lockers or to give out their locker combination. Students proven to be damaging lockers, stealing items or generally vandalizing these lockers will be suspended and/or expelled and charged by the police.

**Search and Seizure**- School officials may search a student's personal possessions or automobile parked on school property or while at a school sponsored event when there is reasonable suspicion that the student has broken school rules or the law or that dangerous or disruptive articles or missing property will be found. Such articles may be seized following a proper search. Lockers, desks and other containers provided by the school are subject to search at any time.

**Tobacco** - In order to promote the general health, welfare, and well being of students and staff, smoking, chewing or any other use of any tobacco products and the conspicuous possession of tobacco products by students while in or on school properties, or while participating in school-sponsored events is prohibited.

**Bicycles, Roller Blades, Skate Boards, Scooters** - Bicycles are to be parked and locked in the racks at school. The school is not responsible for damage to or loss of a student's bicycle, roller blades, scooter, or skateboard. Bicycles, roller blades, scooters, and skateboards are not to be ridden on school grounds.

**Plagiarism** – Plagiarism guide lines will be addressed by each individual teacher. "Plagiarism" refers to the use of another's ideas, information, language, or writing, when done without proper acknowledgment of the original source. Essential to an act of Plagiarism is an element of dishonesty in attempting to pass off the plagiarized work as original. It is a student's responsibility to understand the rules around plagiarism. Students involved in plagiarism will be asked to re-do their work at the teachers terms. Parents will be contacted. Students involved in plagiarism a second time will be referred to administration for insubordination.

**Cheating** - Cheating on tests or other school based work may include the sharing of information among test takers or the use of covert notes or crib sheets. Obtaining the questions or answers to a test ahead of time is another form of cheating. Students involved with cheating will be dealt with by the individual teacher. Students involved for cheating a second time will be referred to the administration for insubordination.

### **Prairie View High School Policy on Student Behavior**

Prairie View students are expected to behave in a purposeful, positive manner while in attendance. This expectation extends beyond the school grounds to off campus activities, and as guests of other schools.

#### **Students are expected to....**

##### **use appropriate language at all times.**

Any language that is foul, obscene, derogatory, or intimidating is prohibited.

##### **respond positively to adult requests.**

Students will comply with any reasonable request made of them by an adult. This includes, but is not limited to, requests to produce IDs, produce hall passes, engage in classroom activities, comply with the dress code, and attend detentions.

##### **dress appropriately.**

Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. NO ARTICLE OF CLOTHING MAY BE WORN THAT DETRACTS FROM THE EDUCATIONAL PROCESS.

# PVHS-----NO TOLERANCE FOR SERIOUS BEHAVIOR ISSUES-----PVHS

## ALCOHOL AND DRUGS

Prairie View cares about the health, safety and welfare of all of our students. There is a zero tolerance policy for those who either possess or consume alcohol or drugs at school, on school grounds or at a school activity or within the 24 hour period prior to school or an event.

We cooperate with the police in enforcing all state and local laws.

Whenever a student violates school and/or district policies relative to alcohol and drug use, **expect very serious repercussions. Law enforcement officials will be contacted for any drug possession or use at school.**

Parent contact, suspension and a 10 - calendar day exclusion from all school activities with a return to school only after a parent conference will be the initial consequence.

## USE/BEING UNDER THE INFLUENCE OF ILLEGAL DRUGS, ALCOHOL OR OTHER SUBSTANCE

If a student's behavior is such that the possibility of being under the influence of an illegal drug, alcohol or other controlled substance is suspected, the student will be taken to the clinic or an administrator and a contact with the parent or guardian will be made. Determination will be made by the administration as to what shall occur based upon information from the student, parent, and school nurse/health clerk. The parent may need to come to school to take the student home. Some disciplinary action may need to be taken as stated in the Behavior Matrix.

## Who can I ask for help??

\*see community resources on page 1

[http://www.parenting.org/discovery/e\\_current.asp](http://www.parenting.org/discovery/e_current.asp)

<http://www.boystown.org/parents/index.asp>

<http://www.brightonco.gov/egov/apps/services/index.e gov?path=details&action=i&id=92>

<http://highschoolace.com/ace/ace.cfm>

<http://www.boostup.org/>

## BEHAVIOR DEFINITIONS

**ASSAULT:** Recklessness causing physical injury to another; intentionally placing another person in reasonable threat of imminent physical injury; touching another person with intent to injure, or the commission of an act committed by an adult would constitute robbery or assault.

**CONSUMPTION (USE OF):** To use or ingest any amount of a substance.

**DANGEROUS WEAPONS:** Dangerous weapons or facsimiles which include knives, guns, chains, clubs, brass knuckles, or any other similar articles which could be used to inflict or threaten harm. Students must check in **any device** which may be considered a weapon in the office immediately upon arriving to school.

**EXPULSION:** Action by the Board of Education which results in all educational services being withdrawn from a student as a result of due process. Expulsion may be for up to one calendar year.

**FIGHTING:** Mutual combat with potential for physical injury while at a District 27J facility or event, including self-defense. If damage is done to the school, disorderly conduct charges will be filed with the Brighton Police.

**INSUBORDINATION:** Willful refusal of a student to comply with a reasonable request of a staff member or authorized adult.

**SUSPENSION:** Suspension is the temporary exclusion of a student from school and all school activities. **During suspension, the student is not allowed to be on or around the school grounds or to attend or participate in any school activities.** Additionally, students should remember they are not allowed on the campuses of other schools. Parents will be notified.

**THREAT/INTIMIDATION/BULLYING/HARASSMENT:** Use of disrespectful and/or profane verbal or non-verbal behavior to threaten, harass, or intimidate another person(s). Unwelcome sexual or racial advances, either verbal or physical.

## **EXCLUSION FROM SCHOOL**

Expulsion is **mandatory** for the following violations:

1. **The use or possession of a deadly weapon without the authorization of the school or the school district.** (Carrying, bringing, using or possessing any dangerous or deadly weapon or facsimile in any school building, on school grounds, in any school vehicle or at any school sponsored activity, without the authorization of the school or the school district is prohibited. Weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than three inches, any knife, the blades of which can be opened by the click of a button or pressure on the handle, or any pocket knife where the blade is carried in a partially open position. Students violating this policy shall be subject to mandatory expulsion.)
2. **The sale or distribution of a drug or controlled substance.** (Students are prohibited from selling, representing they are selling, dispensing or representing that they are dispensing or distributing alcohol or other controlled substance while at school or on school property or at a school sponsored or school sanctioned event, whether or not on school property, or in route thereto. This policy also includes substances represented as such controlled substances or which a student believes to be such a substance. The sale or distribution of drugs or other controlled substances in a school building or in or on school property shall result in mandatory expulsion in accordance with state law. For the purposes of this policy, controlled substances shall include but are not limited to narcotic drugs, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substance as defined by law, or any prescription or non-prescription drug, medicine or other chemical substances not taken in accordance with a doctor's prescription. (A student who is required to take prescribed medication while attending school must follow the building policy for its use.)
3. **The commission of an act which if committed by an adult would constitute robbery or assault.**
4. **Habitually disruptive student.** An habitually disruptive student means a child who caused substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events three times during the school year, because of behavior which was initiated, willful, and overt on the part of the child and which required the attention of school personnel to deal with the disruption. No child shall be declared to be an habitually disruptive student prior to the development of a remedial discipline plan for such child in accordance with the Student Conduct and Student Discipline Code of the school district and the State of Colorado. A remedial discipline plan shall be developed for any student who causes such disruptions.

**Additionally, the following may be grounds for suspension or expulsion of a public school student:**

1. Behavior on or off school property which is detrimental to the welfare or safety of pupils or school personnel.
2. Continued willful disobedience or open and persistent defiance of proper authority.
3. Willful destruction or defacing of school property.
4. Repeated interference with a school's ability to provide educational opportunities to others.

## **DRESS CODE INFORMATION**

Students will observe the following dress code:

1. Vulgar, illegal (including alcohol, drugs, tobacco, and gang affiliation) and/ or sexually oriented statements or suggestions on clothing is prohibited.
2. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
3. Hats, doo-rags, skull caps, hoodies, sweat bands, or other head coverings and sunglasses will not be permitted to be worn in the school building unless approved by a principal, a physician, and/or the school nurse.
4. Chains and studded accessories are prohibited. Accessories that increase a student's risk for accidents are not permitted.
5. Shorts and skirts will have hems no shorter than 3" above the knee.
6. Shirts and tops should be modest and not reveal the midriff, back, cleavage, or chest. Spaghetti straps and muscle shirts are not allowed.
7. See through clothing, and clothing with excessive rips, tears, or holes is not permitted.
8. All undergarments are to be covered. Pants are to be at waist level. Sagging is not allowed.
9. Oversized clothing, which compromises the safety of students, is prohibited.
10. Pajamas are prohibited.
11. Appropriate and safe shoes or sandals will be worn at all times. Slippers are not allowed.

### **care for the school grounds and resources.**

Students will not damage or destroy any school property. Any student who damages school property will be financially liable for its repair and replacement.

**exhibit appropriate relationship behaviors.**

Students are expected to maintain a serious, professional learning environment.

Public displays of affection (kissing, inappropriate touch) are not allowed on school grounds.

**Students may be asked to change into appropriate clothing immediately that the school may provide or that parents bring. Students may be asked to turn clothing inside-out or returned home to change.**

**Repeated offenses will be considered insubordination and could result in disciplinary action including suspension**

**Driving on Campus Regulations** – Student **MUST** register their vehicle at the Main Office if they wish to park at the school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. Prairie View High School assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property. Any sophomore, junior or senior wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed (15 mph) while on the school grounds.
2. Students must park only in the proper student parking lot.
3. Students may not park in faculty parking lot.
4. Students are not to drive on the grass.
5. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
6. Cars are to be parked within parking lines.
7. Students are to complete a *Pupil Driving Permit Registration and Agreement* form, available in the Main Office. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in a parking ticket.
8. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
9. Students are not to loiter in their cars.
10. A limited number of parking passes will be issued each year. Seniors and juniors have first priority to parking passes.
11. Students disciplined for or suspended for drug or alcohol related infractions will lose their driving and parking privileges for one semester.

**DISCIPLINE MATRIX AND RESPONSE TO INAPPROPRIATE BEHAVIOR** - The following consequences apply to behavior on and off campus, in school vehicles, and at school activities and events. These are recommended guidelines in the disposition of discipline situations. Depending on the circumstances of the behavior and the history of the student, responses may vary at the administrator's discretion. Parents will be contacted for each offense.

A violation of any rule may result in discipline including, but not limited to:

- After school or morning detention
- Saturday School
- In-school detention
- Alternative to Suspension
- Out-of-School Suspension
- Expulsion
- Compensatory payment of damages
- Loss of Bus Privileges
- Assigned work related to the offense

**Out-of-School Suspension**

1. Parents will be notified of the suspension and may be asked to take the student home immediately. The student may not attend school, or school sponsored activities, or be on school grounds through the length of the suspension.
2. Students will be responsible to make up all classroom work or tests missed while serving a suspension
3. Suspensions may cross semester lines and may be carried from one school year to the next.
4. Students may not attend any school functions, home or away, while serving a suspension.
5. Students are not permitted on school grounds while serving a suspension.
6. Depending on the infraction, an alternative to suspension may be used.

IC Behavior CODE	BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>Controlled Substances</b>				
010	Possession/use of/under the influence of a controlled substance, including paraphernalia	Assessment + 3 - 5 day suspension or 5 day + 5 day suspension, police contact	5 day suspension + treatment or 5 day + 5 day suspension recommended expulsion, police contact	
010	Sale/Distribution of drugs	5 day + 5 day suspension, recommend expulsion, police contact,		
<b>Assault (injury)</b>				
020	Assault of a student	5 day suspension, recommend expulsion police contact		
020	Assault of a staff member	5 day + 5 day suspension, recommend expulsion, police contact,		
<b>Dangerous Weapon</b>				
030	First Degree (resulting in injury) Second Degree (threat or intimidation) Third Degree (no threat, no injury)	5 day suspension, police contact, recommend expulsion		
<b>Robbery</b>				
040	Robbery	5 day suspension, police contact, recommend expulsion		
<b>Other Felony</b>				
		5 day suspension, police contact, recommend expulsion		
<b>Alcohol Related</b>				
060	Use of alcohol	Assessment + 3 - 5 day suspension or 5 day + 5 day suspension, police contact	5 day suspension + treatment or 5 day + 5 day suspension recommended expulsion, police contact	
<b>Tobacco Related</b>				
070	Use of tobacco	conferencing	1- office detention	1 day in school detention, 1-3 day suspension
<b>Insubordination</b>				
080	No show for Teacher assigned detention	2 Teacher assigned detentions	3 Teacher assigned detentions	1 day in school detention
080	No show for Office assigned detention	2 school detentions	3 school detentions	1 day in school detention
080	Removal from school detention	1 day in school,	2 day in school detention,	1 day suspension,

080	Dishonest/deceitful behavior	conferencing, 1 day in school detention	1 day suspension	2-3 day suspension
080	Insubordination/refusal (to follow a reasonable request of a staff member)	conferencing, 1-3 day in school detention, 1 day suspension	1-3 day suspension	3-5 day suspension
080	Continual defiance/habitually disruptive	1-5 day suspension	2-5 day suspension	3-5 day suspension

Detrimental Behavior				
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090	Inappropriate driving/parking	\$15 Ticket	\$25 Ticket	Towing of vehicle at owners expense
090	Fireworks/incendiary devices, smoke/stink bombs	1-3 day in school detention, police contact if appropriate	3-5 day suspension, police contact if appropriate	5 day suspension, police contact if appropriate
090	Unsafe behavior	Conferencing, detention, or in school detention, 1 day suspension, police contact if appropriate	1 – 2 day in school detention, or 1-3 day suspension	1-5 day suspension
090	Gang activity	Conferencing, 1-3 detentions, or 1-5 day suspension, police contact if appropriate	Conferencing, 3-5 day suspension	5 day suspension, recommend expulsion

False Alarm				
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091	False Alarm	Conferencing, 1-3 in school detention, or 1-5 day suspension, police contact if appropriate	Conferencing, 3-5 day suspension	5 day suspension
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Harassment/Hazing				
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92	Intimidation/threatening a student/staff (bullying)	Conferencing, 1 – 3 day in school detention, 1-3 day suspension, police contact if appropriate	2-5 day suspension, police contact if appropriate	recommend expulsion
092	Hazing/harassment	Conferencing, 1-3 in school detention, 1-3 day suspension, police contact if appropriate	3-5 day suspension, police contact if appropriate	5 day suspension, police contact if appropriate

Sexual Harassment				
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093	Sexual Harassment	Conferencing, 1-3 in school detention, 1-3 day suspension, police contact if appropriate	3-5 day suspension, police contact if appropriate	5 day suspension, police contact if appropriate
	Sexual Harassment Behavior	3-5 day suspension, police contact if appropriate	5 day suspension, police contact if appropriate	

Vandalism				
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100	Vandalism (defacing/destruction of property)	Conferencing, 1-3 in school detention, 1-3 day suspension, restitution, police contact if appropriate	Conferencing, 3-5 day suspension, restitution, police contact if appropriate	5 day suspension, restitution, recommend expulsion, police contact if appropriate
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Other Violation				
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120	Trespassing (unauthorized presence on a District 27J facility)	Conferencing, 1-3 in school detention or 1-2 day suspension	2-4 day suspension	3-5 day suspension
120	Violation of technology agreement	1-3 in school detention, 1-5 day suspension or loss of privileges & parent contact	1-5 day suspension or loss of privileges & parent contact	3-5 day suspension or loss of privileges & parent contact
120	Incomplete Immunizations	Suspension until completed		

Fighting				
121	Fighting/disorderly conduct (two parties)	Conferencing, 1-3 day in school detention, 1-5 day suspension, police contact if appropriate	Conferencing, 2-4 day in school detention, 3-5 day suspension, police contact if appropriate	5 day suspension, recommend expulsion, police contact
Attendance				
122	Attendance	See attendance policy	See attendance policy	See attendance policy
Theft				
123	Theft (permanently depriving of the use of real property)	Conferencing, 1-3 day suspension with restitution, police contact if appropriate	Conferencing, 3-5 day suspension with restitution, police contact if appropriate	5 day suspension, restitution, recommend expulsion, police contact if appropriate
Obscenities				
124	Obscenities/verbal abuse (non-directed)	Conferencing, 1- day in school detention or 1-day suspension	2 day in school detention, 2 day suspension	3 day in school detention, or 3- day suspension
124	Obscenities/verbal verbal abuse toward a student	Conferencing, 2- day student detention or 1-2 day suspension	3 day in school detention, 2-4 day suspension	4 day in school detention, 3-5 day suspension
124	Obscenities/verbal verbal abuse toward a staff	Conferencing, 1 day suspension	3 day suspension	5 day suspension, recommend expulsion
Truancy				
125	Truancy/Unexcused absence	See attendance policy	See attendance policy	See attendance policy
Class Misconduct				
126	Cheating/Plagiarism	See Cheating and Plagiarism policies		
126	Disrupting the normal education process	Conferencing, 1-3 school detention or 1-4 day suspension (pyramid step 1)	1-5 day suspension (pyramid step 2)	4-5 day suspension (pyramid step 3)
Dress Code				
127	Inappropriate apparel/jewelry/etc.	Conferencing/change of clothing/confiscate materials	Conferencing/change of clothing/confiscate materials, detention	Conferencing/change of clothing/confiscate materials, 1 day in school detention.
Tardy Referral				
128	Tardies	See attendance policy	See attendance policy	See attendance policy

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### In-Text Citations

Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. For example:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse:

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

Place quotations longer than four typed lines in a free-standing block of text, and omit quotation marks. Use an ellipsis to show an omission of text.

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance...he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78).

## Commonly Confused Words

accept, except	<p><i>Accept</i> means “to agree to something” or “to receive something willingly.” <i>Except</i> means “not including.” Did the teacher <u>accept</u> your report? Everyone smiled for the photographer <u>except</u> Jody.</p>
adapt, adopt	<p><i>Adapt</i> means “to make apt or suitable; to adjust.” <i>Adopt</i> means “to opt or choose as one’s own, to accept.” choose as one’s own, to accept.” The writer <u>adapted</u> the play for the screen. After years of living in Japan, she had <u>adopted</u> its culture.</p>
advice, advise	<p><i>Advice</i> is a noun that means “counsel given to someone.” <i>Advise</i> is a verb that means “to give counsel.” Jim should take some of his own <u>advice</u>. The mechanic <u>advised</u> me to get new brakes for my car.</p>
affect, effect	<p><i>Affect</i> means “to move or influence” or “to wear or to pretend to have.” <i>Effect</i> as a verb means “to bring about.” As a noun, <i>effect</i> means “the result of an action.” The news from South Africa <u>affected</u> him deeply. The students tried to <u>effect</u> a change in school policy.</p>
all ready, already	<p><i>All ready</i> means “all are ready” or “completely prepared.” <i>Already</i> means “previously.” They were <u>all ready</u> for the field trip. We had <u>already</u> pitched our tent before it started raining.</p>
all right	<p><i>All right</i> is the correct spelling. <i>Alright</i> is nonstandard and should not be used.</p>
all together altogether	<p><i>Altogether</i> means “completely.” <i>All together</i> means “as a group.” <i>Altogether</i> means “as a group.” Let’s sing a song <u>altogether</u>. The news story is <u>altogether</u> false.</p>
a lot	<p>A <i>lot</i> may be used in informal writing. <i>Alot</i> is incorrect</p>
among, between	<p>Prepositions. <i>Between</i> refers to two people or things. The object of <i>between</i> is never singular. <i>Among</i> refers to a group of three or more. Texas lies <u>between</u> Louisiana and New Mexico. What are the differences <u>among</u> the four candidates?</p>
anywhere, nowhere, somewhere, anyway,	<p><i>Anywhere</i>, <i>nowhere</i>, <i>somewhere</i>, and <i>anyway</i> are all correct. <i>Anywheres</i>, <i>nowheres</i>, <i>somewheres</i>, and <i>anyways</i> are incorrect. I don’t see geometry mentioned <u>anywhere</u>. <u>Somewhere</u> in this book is a map of ancient Sumer. <u>Anyway</u>, this street map is out of date.</p>
can, may	<p><i>Can</i> means “to be able; to have the power to do something.” <i>May</i> means “to have permission to do something.” <i>May</i> can also mean “possibly will.” We <u>may</u> not use pesticides on our community garden. Pesticides <u>may</u> not be necessary, anyway. Vegetables <u>can</u> grow nicely without pesticides.</p>
capital,	<p><i>Capital</i> means “excellent,” “most serious”, or “most important.” <i>Capitol</i> is a</p>
capitol, the Capitol	<p>“building in which a state legislature meets.” <i>The Capitol</i> is “the building in Washington, D.C., in which the U.S. Congress meets.” Proper nouns begin with <u>capital</u> letters. Protesters rallied at the state <u>capitol</u>. A subway connects the Senate and the House in <u>the Capitol</u>.</p>
choose, chose	<p><i>Choose</i> is a verb that means “to decide or prefer.” <i>Chose</i> is the past tense form of choose. He had to <u>choose</u> between art and band. He <u>chose</u> band.</p>
desert, dessert	<p><i>Desert</i> means “a dry, sandy, barren region.” <i>Dessert</i> means “to abandon.” Dessert is a sweet, such as a cake. The Sahara in North Africa is the world’s largest <u>desert</u>. The night guard did not <u>desert</u> his post. Allison’s favorite <u>dessert</u> is chocolate cake.</p>
farther, further	<p><i>Farther</i> refers to distance. <i>Further</i> refers to something additional. We traveled two hundred miles <u>farther</u> that afternoon. This idea needs <u>further</u> discussion.</p>
good,	<p><i>Good</i> is always an adjective. <i>Well</i> is usually an adverb that modifies an action verb.</p>

<b>well</b>	<i>Well</i> can also be an adjective meaning “in good health.” Dana felt <u>good</u> when she finished painting her room. Angela ran well in yesterday’s race. I felt <u>well</u> when I left my house.
<b>its, it’s</b>	<i>Its</i> is a possessive pronoun. <i>It’s</i> is a contraction for it is or it has. Sanibel Island is known for <u>its</u> beautiful beaches. <u>It’s</u> great weather for a picnic.
<b>lay, lie</b>	<i>Lay</i> is a verb that means “to place.” It takes a direct object. <i>Lie</i> is a verb that means “to be in a certain place.” Lie, or its past form lay, never takes a direct object. The carpenter will <u>lay</u> the planks on the bench. My cat likes to <u>lie</u> under the bed.
<b>lead, led</b>	<i>Lead</i> can be a noun that means “a heavy metal” or a verb that means “to show the way.” <i>Led</i> is the past tense form of the verb. <u>Lead</u> is used in nuclear reactors. Raul always <u>leads</u> his team onto the field. She <u>led</u> the class as president of the student council.
<b>lose, loose</b>	<i>Lose</i> means “to mislay or suffer the loss of something.” <i>Loose</i> means “free” or “not fastened.” That tire will <u>lose</u> air unless you patch it. The bolt was <u>loose</u> on the desk.
<b>principal, principle</b>	<i>Principal</i> means “of chief or central importance” and refers to the head of a school.” <i>Principle</i> is a “basic truth, standard, or rule of behavior.” Lack of customers is the <u>principal</u> reason for closing the store. The <u>principal</u> of our school awarded the trophy. One of my <u>principles</u> is to be honest with others.
<b>quiet, quite</b>	<i>Quiet</i> refers to “freedom from noise or disturbance.” <i>Quite</i> means “truly” or “almost completely.” Observers must be <u>quiet</u> during the recording session. We were <u>quite</u> worried about the results of the test.
<b>raise, rise</b> take a direct object.	<i>Raise</i> means “to lift” or “to make something go up.” It takes a direct object. <i>Rise</i> means “to go upward.” It does not take a direct object. The maintenance workers <u>raise</u> the flag each morning. The city’s population is expected to <u>rise</u> steadily.
<b>set, sit</b>	<i>Set</i> means “to place” and takes a direct object. <i>Sit</i> means “to occupy a seat or a place” and does not take a direct object. He <u>set</u> the box down outside the shed. We <u>sit</u> in the last row of the upper balcony.
<b>stationary, stationery</b>	<i>Stationary</i> means “fixed or unmoving.” <i>Stationery</i> means “paper for writing letters.” The wheel pivots, but the seat is <u>stationary</u> . Rex wrote on special <u>stationery</u> imprinted with his name.
<b>than, then</b>	<i>Than</i> is used to introduce the second part of a comparison. <i>Then</i> means “next in order.” Ramon is stronger <u>than</u> Mark. Cut the grass and <u>then</u> trim the hedges.
<b>their, there, they’re</b>	<i>Their</i> means “belonging to them.” <i>There</i> means “in that place.” <i>They’re</i> is the contraction for they are. All the campers returned to <u>their</u> cabins. I keep my card collection <u>there</u> in those folders. Lisa and Beth run daily; <u>they’re</u> on the track team.
<b>whose, who’s</b>	<i>Whose</i> is the possessive form of who. <i>Who’s</i> is a contraction for who is or who has. <u>Whose</u> parents will drive us to the movies? <u>Who’s</u> going to the recycling center?
<b>your, you’re</b>	<i>Your</i> is the possessive form of you. <i>You’re</i> is a contraction for you are. What was <u>your</u> record in the fifty-yard dash? <u>You’re</u> one of the winners of the essay contest.