

2011-2012
DEER TRAIL STUDENT HANDBOOK AND DISCIPLINE CODE BOOK



SCHOOL ADMINISTRATION AND BOARD OF EDUCATION

Superintendent ~ Mrs. Robin Purdy, 303.769.4421.222

President ~ Sanford Bell – Term Expiration 11/2011

Vice President ~ Randy Eldringhoff – Term Expiration 11/2011

Secretary ~ Sandra Turecek – Term Expiration 11/2013

Treasurer ~ Dave Fischer – Term Expiration 11/2011

Director ~ William Pisel – Term Expiration 11/2013

ADMINISTRATIVE SUPPORT STAFF

Athletic & Transportation Director – Mrs. Karee Klassen, 303.769.4421.257

Business Manager ~ Mrs. Janelle Turecek, 303.769.4421.229

Administrative Assistant ~ Mrs. Hayley Whitehead, 303.769.4421.223

Dean of Students ~ Ms. Sandy Koepke, 303.769.4421.221

DEER TRAIL SCHOOL DISTRICT 26J

350 SECOND AVENUE, PO BOX 129

DEER TRAIL, CO 80105

Phone 303.769.4421

Main Fax 303.769.4600 ~ Student Services Fax 303.769.4280

WEBSITE: www.dt26j.org

DEER TRAIL'S MASCOT IS THE EAGLE
SCHOOL COLORS ARE RED AND WHITE

ANY ITEM OR ISSUE NOT ADDRESSED IN THIS HANDBOOK WILL REFER TO BOARD POLICY AND
COLORADO STATE STATUTES.

DEER TRAIL SCHOOL DISTRICT 26J AT A GLANCE . . .

OVERVIEW

Deer Trail School District 26J is housed in one building and consists of grades Preschool through grade twelve. Deer Trail School District 26J is a member of the Colorado High School Activities Association (CHSAA) and participates in various activities sponsored by this group. Enrollment in grades Preschool through 12th is estimated to be about 180 students for the 2010-2011 school year.

DEER TRAIL SCHOOL DISTRICT 26J MISSION STATEMENT

The Deer Trail School District 26J, in partnership with the home and community, will provide a safe environment for students and staff. The students will have access to reach their learning potential. The academic program will be designed to meet or exceed state standards and provide students with necessary skills, attitudes and values to function as effective citizens in a technological society.

(Adopted by the Deer Trail School District 26J Board of Education on Monday, February 25, 2008.)

GENERAL INFORMATION

SCHOOL DAY

A typical school day will begin promptly at 8:00 a.m. Monday through Thursday, with Fridays as a NO SCHOOL day. Students shall not remain at school after 4:15 p.m. unless participating in a supervised activity. A school calendar is attached, when school is not held on Monday, the District may have school on the following Friday.

DAILY SCHEDULE FOR KINDERGARTEN THROUGH GRADE TWELVE

Classes begin at 8:00 a.m. and end at 4:00 p.m. Students will **not** be allowed in the building prior to 7:40 a.m. unless it is authorized by a teacher or staff member.

Kindergarten classes will follow the regular school day schedule, beginning at 8:00 a.m. to 4:00 p.m. Monday through Thursday of each week.

Students may enter the school building and proceed directly to the cafeteria at 7:40 a.m. if they are eating breakfast in the cafeteria. Breakfast will not be served until 7:40 a.m. Middle school and high school students will not be allowed to go to their lockers or classrooms until the first bell rings at 7:55 a.m. Elementary students will line up in an orderly fashion by grades and proceed to their classrooms.

The main school entrance will be the only entrance/exit that will be unlocked throughout the school day until 4:30 p.m. The south side cafeteria door entrance will be unlocked at 7:40 a.m. for students and staff to enter the cafeteria to participate in the breakfast program, it will be locked at 1:00 p.m. All other entrances will remain locked throughout the building during the school day.

PRESCHOOL SCHEDULE

The schedule for Preschool students will be held in two sessions. The first session, for younger students, will be from 8:00 a.m. to 10:30 a.m. The second session will be from 12:30 p.m. to 4:00 p.m., the older students will attend this session. Both first and second sessions will run Monday through Thursday, as there is NO SCHOOL on Fridays. Preschool classes will begin on TUESDAY, AUGUST 23, 2011 for the afternoon (4 year old) class. On TUESDAY, AUGUST 30, 2011 the morning (3 year old) class will begin. Parents of Preschool students are asked to drop off and receive their students on the door located on the northwest side of the Preschool classroom.

NEW STUDENTS

Students that are enrolling in the Deer Trail School District for the first time will not be allowed to attend class until all of the registration paper work is received.

- Current Grades and Transcript
- All Registration and Emergency Information
- Current Immunization or Exemption Medical Papers
- Attendance Records
- Discipline Records
- Completed Admission Test for Reading and Math

An official transcript must be received from the last school attended before enrollment is considered final. A copy of the student's birth certificate, proof of immunization, social security card, emergency and registration information will need to be completed before a student may attend school. If there are custodial restrictions pertaining to mixed families, all current paper work will need to be filed with the Dean of Students..

PREVIOUSLY HOMESCHOOLED - Students that have been homeschooled will be required to take assessment tests determined by the Deer Trail School District to place students in the grade that best serves their academic placement.

PREVIOUSLY ENROLLED DEER TRAIL SCHOOL DISTRICT STUDENTS

Students who have previously been enrolled in the Deer Trail School District will have one week (seven complete school days) after the current student begins school to have all new Student Registration and Emergency Information updated. Those students who do not get their current school year information turned in will not be allowed to participate in any extra curricular programs.

ELEMENTARY WINTER RECESS CLOTHES POLICY

We would like to remind you about the policy for elementary winter recess – Our policy is as follows:

- Below 20 degrees: Recess will be held inside
- 20 – 49 degrees: Appropriate Outerwear (winter clothing)
- Above 50 degrees

Students who are not prepared for recess will be kept inside during that time.

PLEASE BE SURE YOUR CHILD IS PREPARED!

INCLEMENT WEATHER/SCHOOL CLOSURE AND EARLY DISMISSALS

School may be closed and/or students transported home during periods of inclement weather or other emergencies. Closures will be decided by the Superintendent as early as possible and announced on radio station KOA 850, and the Denver TV (Channels 9, 7, 4, & 2) stations. If school is to be dismissed early during the day due to inclement weather, the school will make every attempt to contact all parents using the Auto Caller. Persons listed as emergency contacts will be contacted if parents are not contacted directly. The District asks that all emergency names, home phone numbers, work numbers, and cell phone numbers be kept current with Mrs. Whitehead in the main office.

AUTO CALLER INFORMATION

The Deer Trail School District has the One Call Now system in place. The District believes that proactive communication with parents is critical. This will help with communication about the following: school activities; School Cancellations due to weather and/or emergency notices; Notifications about testing dates; Severe Weather Alerts; Messages pertaining to extra-curricular activities; Meetings; etc.... It is vital that parents keep their emergency information (phone numbers) up to date.

POWERSCHOOL PROGRAM

The District uses *PowerSchool* a student data program for all student information. Student's class/course history, grades, extracurricular activities, outstanding fees, immunization records, medical history, parent/guardian information, and any information pertaining to maintain past and current records are kept on this data base. Only authorized users have access to the information. Parents and students can access their own grades and fee balances. Each family is given a code and instructions at the beginning of the school year to obtain this information.

PARENT PORTAL FOR GRADES/ATTENDANCE/OUTSTANDING CHARGES USING POWERSCHOOL

Parents are encouraged to log onto the District web site at www.dt26j.org and click on the PowerSchool link. Parent and student access codes will be mailed out to each family at the beginning of the school year. Those numbers will also be available any time by calling the Deer Trail School.

HALL PASSES

Any student in the hall during class must have a written or acceptable hall pass from a teacher or other authorized personnel. Students will not be allowed in the hallway for any reason other than an emergency for the first 15 minutes or the last 15 minutes of class.

SCHOOL FORMS

All parent/guardians that are responsible for students in the Deer Trail School District must fill out a Student Information/Emergency/Medical sheet annually. It is necessary for the District to have this vital information in case of an emergency. Only authorized personnel have access to this information. Returning students have one week from the first day they return to school to have all the information updated. New students registering for the first time must have all current paper work in before they will be allowed to start school.

WEBSITE

The District website is another successful way of finding out what is going on at school. The website is maintained on a daily basis. You will find weekly, monthly, yearly activity and athletic schedules for the school year on the website, as well as menus, board minutes, and other newsworthy items. The address is: www.dt26j.org.

STUDENT DRESS AND GOOD GROOMING CODE

Any mode of dress and/or style, which is disruptive, will not be allowed. If dress or grooming is considered to be injurious or disruptive to the person wearing it or any other student or faculty member, it will not be permitted. Types of apparel, which can cause physical damage to any school property or any individual, will not be allowed. **This dress code applies to all students in grades Preschool – 12th who attend classes at Deer Trail School District and will also be followed when attending school activities.**

All students are expected to be clean and neat in all aspects of dress and appearance. The following guidelines are included but not limited as part of the District's Dress Code:

1. The following items are considered inappropriate wear for school:
 - spandex shorts (unless worn under an appropriate article of clothing)
 - clothing shorter than fingertip length
 - clothing with torn, ripped, cut off, fringed, or frayed edges
 - strapless shirts or shirts with shoulder straps less than one inch
 - hats, caps, or sunglasses
 - garments with obscene, suggestive, or questionable words, insignia, slogans, or pictures (including clothing that includes sexual connotations or promotes the use of drugs, alcohol, or tobacco)
 - transparent, mesh, or fishnet clothing (unless worn over an appropriate article of clothing)
 - pajama bottoms, tops, or slippers that represent sleepwear
 - clothing with holes, undergarments and skin shall not be showing above fingertip length
2. All tops shall have sufficient length and coverage so that no bare midriff, side, cleavage, or back is exposed. Halter tops, midriffs, or low cut tank tops are not allowed unless an appropriate shirt is worn underneath.
3. Shoes will be worn at all times.
 - No shoes with roller blades and/or wheels are allowed at school.
4. Undergarments should be covered with shirt or pants at all times and should not be seen when sitting or standing.

Any other items deemed inappropriate by the Administration.

STUDENTS WHO ARE IN QUESTION OF VIOLATING THE DRESS CODE WILL BE SENT TO THE SUPERINTENDENT'S OFFICE.

SCHOOL VISITS

Parents are encouraged to visit the school; however, **ALL** visitors (including family of faculty and staff) are to check in at the main office before proceeding to a classroom. Everyone is required to sign in outside of the main office and obtain a visitor's badge. Any person found in the school without a visitor's badge will be sent to the office to get one. Parents are not allowed to go to classrooms to deliver items or to speak to their student. Students will be called to the office for that purpose. Advance arrangements are to be made with the Administration in order to visit classrooms.

COMMUNICATION

It is important to keep the line of communication open between the student, parent, faculty and staff, administration, and Board of Education. Part of effective communication is for all concerned groups to have a clear understanding of the chain of command. Please keep this in mind when directing a comment, question, or concern: Student – Parent – Teacher – Administration – Board of Education. Often matters could be resolved without little or no problem if proper communication procedures are taken.

MEETING WITH SCHOOL ADMINISTRATION AND/OR PERSONNEL

All meetings with school administration and school personnel should be made in advance by calling the main office, stating the basis for the meeting, and asking when the school official is available to meet with the person requesting the meeting. School Administration and personnel shall make themselves available when possible. Drop in visits may find personnel unable to meet with you.

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 citizen's 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.

LIBRARY

The library is an area in which students may use to do research, find supplementary material for class and check out books, magazines and other items.

Library Rules:

1. All books or reference materials in the library must be properly checked out before being taken from the library.
2. Student loan of all library materials, except reference materials, will not exceed a three-week period, unless the material is checked out again.
3. If library materials are lost or damaged, reimbursement will be paid by the one who checked the book out.
4. Students that have not returned library materials and have overdue materials checked out, may not be able to continue to use the library services.

FEES

Fees may be charged to students when the materials are bought by the district and the student makes a special project from them. Teachers will keep records of all fees charged to students. Fees are to be paid in the main office. Any malicious destruction of any property will be charged to the student or parent/guardian of the student. Students who owe money for outstanding debts will not be allowed to participate in extra curricular activities and leave school grounds at noon.

STUDENT ATHLETIC FEE – All students in grades 6 - 12 who participate in a sport for the 2011-2012 school year will be required to pay a participation fee. The Deer Trail Board of Education adopted the policy on April 26, 2010 of charging a fee of \$25.00 per student athlete per sport. Student athletes participating in the Deer Trail School athletic program who are not attending Deer Trail School academic program full time (taking 5 or more

classes) will be charged a fee of \$37.50 per sport. All athletic fees must be paid in the main office, all high school fees must be paid before an athlete may participate in a practice and all middle school fees must be paid before any uniform will be handed out. In addition to all fees being paid, all required paper work must be turned into the Athletic Secretary and/or Athletic Director before participation will be allowed. All fees, uniforms returned, etc... must be signed off before an athlete can continue to the next sport. Athletes will not be allowed to continue in another athletic or extra curricular activity until they have been cleared by the Athletic Director.

ALL FEES MUST BE KEPT CURRENT FOR A STUDENT TO PARTICIPATE IN ANY ATHLETIC OR EXTRACURRICULAR ACTIVITY.

FIRE DRILLS

Fire drills are held at various times during the school year with emphasis at the beginning of the new school year. A loud continuous ring of the fire bell indicates the building is to be evacuated. Students under the supervision of teachers are to vacate the building quickly from the room occupied at the time. Stay with the assigned teacher or sponsor until an all-clear signal is given. Willfully sounding a false alarm will result in subsequent suspension and/or expulsion from attendance at Deer Trail School.

TORNADO DRILLS

An announcement will be made to let students know to proceed to the designated tornado shelter.

CRISIS PREVENTION NOTICE

The safety of students is of the utmost importance to Deer Trail School District. To assure your student's safety, the school will perform periodic drills (i.e., fire drills, tornado drills, evacuation drills, lock down drills, etc....) in order to keep staff and students at ease with proper procedures.

With any disaster or crisis, your cooperation is necessary with the following;

1. Encourage and explain to your child why the best place for them is at school;
2. Explain that if you are unable to pick them up quickly, the school staff will care for them until you or your emergency contact will come to get them; and
3. Please do not telephone the school because the telephone lines will be needed for emergency communications.

The staff will care for your child until you or your designee is able to reach them. **Be sure to keep your child's emergency release information updated.** Children will only be released to those specified by you on their student enrollment and emergency information form. We will also utilize the phone numbers on the emergency information should we need to re-locate to an alternate site.

FOOD AND DRINK

Food and drink will not be allowed in the classroom. Only bottled water will be permitted in the school buildings during regular school hours. Light snacks will be allowed in student lockers for middle school and high school students and can only be consumed during passing periods. Teachers and other school personnel will not be allowed to have snacks in their room for students to consume anytime. No other drinks can be brought in or consumed during class time but bottled water. Classroom teachers can however make exceptions for class parties under the authorization of the administration.

BULLETIN BOARDS

Hall bulletin boards shall be used for information that is of general interest to the student body, faculty, parents, and general public. Students are not permitted to post announcements on bulletin boards without prior permission from the administration. All advertising posters and other general information put out by school sponsored organizations shall be initialed by the sponsor(s) for assurance of correct wording, spelling and appropriate

content. Please consider the time and effort that others put into decorating the hallways. Please do not touch or write on posters, displays, signs, pictures, or other things placed in the halls, lockers, or bulletin boards.

LOCKERS AND LOCKS

Lockers will be assigned to all middle school and high school students at the beginning of the school year. Lockers are provided as a service and may be required to be opened at the request of school officials.

Students desiring to put locks on their lockers must obtain them from the Student Services office. No other locks will be permitted on lockers. The locks are a three-combination type lock and are to be returned at the end of the school year. A \$5.00 fee will be charged for all locks not returned. Students are encouraged to use locks and should not reveal their locker combinations to other students. The school cannot assume responsibility for lost or stolen items.

Articles stored in unassigned lockers will be subject to removal.

Students will be allowed to carry handbags or back packs to class. Bags should be placed on the floor by the student's desk, out of the aisle. If the teacher deems the student is being disruptive with the bags the privilege will be taken away.

Combination locks can be obtained from the Student Services office for sport lockers, and their use is highly recommended. **All sports equipment and clothing must be picked up in the locker rooms each evening to allow the custodians to clean.** Any student that maliciously damages, steals, scatters, removes, or locks up equipment belonging to others will receive a discipline referral and may be subject to detention or suspension.

MIDDLE SCHOOL AND HIGH SCHOOL SNACK POLICY

Students will be allowed to keep snacks in their lockers. However, snacks should only be consumed between classes while students are standing at their locker. Snacks should be not carried in the hallway or brought from class to class. You will not be allowed to bring food or drink into class, except for special occasions.

LOST AND STOLEN ARTICLES

The student will stand the loss for any articles or money stolen. The District will make every attempt to retrieve the lost articles, but often times this is impossible. All necessary precautions should be taken to secure all money brought to the school. All lost, found or stolen articles should be reported to a staff member and the main office as soon as possible.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held twice a year for all students. The fall Parent/Teacher Conference is scheduled for Wednesday, September 28, 2011, and on Thursday, March 1, 2012 in the spring. Conferences will be held from 4:00 p.m. to 8:30 p.m.

DRIVING ON CAMPUS/AUTOMOBILES

Those students' who drive to and from school, must meet the guidelines and hold a valid driver's license and have the vehicle in safe operating form with proper insurance and vehicle paperwork. The Deer Trail School District assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property. No parking is allowed between the library and the gym, cafeteria and the gym, and the middle school and baseball gate where posted, or in front of the dumpsters. Parking is not allowed on the sidewalk areas. Only licensed drivers are allowed to park on the school premises. Vehicles are not to be driven on unauthorized areas of the school grounds. Maximum safe speed on school grounds is 15 mph. Students must operate their cars in a safe manner. Do not park in front of the shop; gate to the football field; or cafeteria doors. The school may restrict the parking privilege of any student who is speeding, driving carelessly or recklessly in a

school zone. Appropriate law enforcement agencies may also be involved concerning student abuse of automobile privileges

SKATEBOARDS

Skateboards are not permitted on school grounds during school hours or while any extra curricular activity is being held and the school building is open.

CAFETERIA

All transactions for meals may be purchased before or after school in the main office or during lunch time in the cafeteria. Students will not be released from class to purchase meals. All students who eat breakfast or lunch at school are to eat in the cafeteria. All rules of good table manners will be expected from all students. All students are expected to clean up after themselves following any meal in the cafeteria. No food is to be taken from the cafeteria. Students who wish to eat breakfast will be allowed enter the cafeteria at 7:40 a.m.

High school students may leave during their lunch period only if the proper form is on file in the Student Services office. This form must be signed by the student's parent/guardian and the student. Students must return to their 5th hour class on time.

Elementary and middle school students must remain at school during their lunch period unless a note is brought from home. A note must be brought each day the student is to leave school grounds for lunch, unless other arrangements are made with the Administration. Students who leave during lunch without the appropriate authorization will be considered truant and should expect to face disciplinary action.

Pop and/or High Energy Drinks of any kind is not permitted in the cafeteria from 11 a.m. to 1:00 p.m. or while school meals are being served.

Students and staff are allowed to have no more than 5 days worth of lunch charges. Students and staff **who** have over the 5 allotted days will not be able to participate until charges are under the allowed limit.

DEER TRAIL SCHOOL DISTRICT MEAL PRICES

Reduced Meals

Breakfast	Free
Lunch	\$0.40

Regular Price Meals

Breakfast (for students and staff)	\$1.25
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Lunch Prices

Elementary (Grades K – 5)	\$1.50
Middle School (Grades 6 – 8)	\$1.75
High School (Grades 9 – 12)	\$1.75
Faculty and Staff	\$2.25
Visitors	\$2.50
Senior Citizens	\$1.50
Juice	\$0.50
Milk Break/Extra Milk	\$0.30

(Free/Reduced Price Meal forms are available in the main office from Mrs. Whitehead. Students who qualify for free or reduced price meals must pay for each additional milk/juice that is purchased with each meal, (\$0.30 for milk and \$.50 for juice). All money will need to be receipted in the main office.

SUNFLOWER SEEDS

Sunflower seeds are not permitted in the Deer Trail School buildings or vehicles. (Sunflower seeds or seeds with shells **can** be used for snacking enjoyment during outside activities such as football, track, or baseball.)

TELEPHONE USAGE

The school telephones are for official school business only. Students shall not make phone calls from the school phones located in the classrooms for personal business. Students may, with permission, use the classroom telephone for matters relating to school business only. Personal calls are limited to emergencies only. Permission for making toll calls for school business by students will be obtained in advance from the office. Violation of Federal Communication Regulations or other fraudulent use of school phones will result in student suspension or expulsion from attendance at Deer Trail School.

STUDENT CELL PHONE USAGE

Elementary Student Cell Phone Usage – Elementary students are discouraged from bringing their cell phone to school. Elementary students will **not** be allowed to use their cell phone during their lunch time or any time throughout the school day. Elementary students will need to safeguard their cell phone during the school day if they chose to bring it to school.

Middle school and high school students are allowed to carry cell phones as long as the phone is turned off. Middle school and high school students will be allowed to use their cell phone at lunch after leaving the school building. Students in violation will have their phone confiscated. Students may retrieve their cell phone at the end of the school day at the superintendent's office.

Students who wish to keep their cell phones in their locker do so at their own risk.

ELECTRONIC DEVICES

The District strongly recommends that items such as toys, Walkman players, radios, MP3s, pagers, iPods not be brought to school. These items ARE NOT allowed in the classrooms at any time. Laptops, palm pilots, cameras, and certain calculators may be brought only with teacher permission; however, the student is responsible for the item and any loss or damage is not the responsibility of the school. Inappropriate usage of electronic devices at school or during school activities will result in measures following the Discipline Code Matrix.

TEXTBOOKS

Textbooks will be furnished free to students in the District. Students are required to take reasonable care of these books and shall not write or mark in them. Any student who loses or damages a textbook will be required to pay for it. The cost will be prorated depending upon the age and condition of the textbook when it was issued to the student.

TESTING PROGRAM

Standardized tests will be administered annually. These tests are given to determine the achievement level of our students as compared with local, state and national norms. The tests give the District an opportunity to detect individual strengths and weaknesses as well as those of our entire program. Results of individual tests are kept in the strictest confidence. Testing for the fall will be determined by the Administration and CSAP testing is scheduled in the spring.

PERMISSION SLIPS

When a student is to participate in a school activity away from the school premises, such as a field trip, etc., the parent/guardian must sign a permission slip form authorizing the student to attend. Athletic events are not

included in this rule; however, the student must be checked out by their parent/guardian at the game/activity or a written notice should be supplied to the coach, athletic director, or administrator prior to leaving school grounds for the event. See the Athletic Handbook for further information.

ARMED FORCES INFORMATION

Federal law requires that the names, addresses, and home telephone numbers of any high school student be released to recruiting officers, unless a student or his/her parents' submits a request, in writing, that such information not be released.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Colorado law requires that administration and staff report all cases of suspected child abuse or neglect to the county Department of Social Services immediately.

PERMANENT RECORDS

All permanent records of students are considered confidential. Teachers shall not reveal the contents of students' permanent records to anyone. The Administrator or his/her designee is the legal custodian of school records. Law provides the guidance for releasing such information when circumstances warrant. All requests for viewing of school records will be submitted in writing. Upon request certain records will be forwarded to receiving schools in transfer cases.

STUDENT AWARDS AND SCHOLARSHIPS

All students who transfer to the Deer Trail School District 26J after attendance in another high school, either public or private, shall meet all credit requirements for graduation from Deer Trail School. A student must complete the final one and half (1 ½) years of courses at Deer Trail to qualify for school academic honors. Transferring students shall be eligible for individual class honors for classes completed at Deer Trail. Transferring students shall be eligible for individual scholarship honors from outside organizations.

Guidelines for determining GRADUATE HONORS

3.00 – 3.50 = with Honors

3.51 – 4.00 = with Highest Honors

If grade point average is identical between two or more students they will be Co-Valedictorian and no Salutatorian will be named.

ELIGIBILITY FOR ACTIVITY PARTICIPATION

Academic eligibility must be maintained in accordance with guidelines handed down from the Colorado High School Activities Association. To be eligible, the student participant must meet or exceed the academic standards set forth by the school district. Academic eligibility will be determined on a weekly basis and ineligible students will NOT be allowed to participate in extracurricular activities for the entire week the student is ineligible. The Deer Trail School District 26J will abide by the rules and regulations set forth by CHSAA (Colorado High School Activities Association.)

Middle School

A middle school student will be ineligible to participate if:

A. A student has one (1) F

High School

A high school student will be ineligible to participate if:

A. A student has one (1) F (Adopted by the BOE on 6/28/2010)

Eligibility will be pulled for students in grades 6 – 12 from PowerSchool each Monday morning at 9:00 a.m. and will go into effect that day for an entire week, (Monday through Sunday).

Transportation to and from school sponsored sports and activities will not be provided to students who are ineligible.

Students must also conduct themselves properly to be eligible for activity participation. Improper citizenship or severe discipline infractions can result in loss of eligibility for activity participation. Students under suspension from school will be ineligible for activities. Sanctions from the Colorado High School Activities Association may also affect student eligibility.

DANCES

School organizations requesting dances should submit their request to the Administration. When approved, the dances, including the Junior/Senior Prom, shall meet the following criteria:

1. Only students who are eligible will be allowed to attend. Eligibility includes financially, academically and disciplinary.
2. Once a person enters the building, he/she shall stay for the entire dance. Should they desire to leave prior to the end of the dance, they may, but they cannot return once they have left.
3. At least two (2) faculty members shall chaperon the dance.

PEP ASSEMBLIES

Will be scheduled and approved by the administration at least one week in advance.

ACTIVITY TRIPS

Students on field trips, athletic trips or other school sponsored trips will be under the leadership of the sponsor. Glass bottles will not be allowed on the bus. During extra-curricular school activity trips, a student must follow the same guidelines and conduct as the District's regular transportation rules. Any infraction of the above rules is as serious an infraction as misconduct during the school day and may result in disciplinary action by the Administration. All students must be financially, academically and disciplinary eligible to participate.

Parents are only permitted to ride the bus to any activity if they are considered a sponsor or chaperon. The school district is not responsible for providing transportation for parents to any school sponsored or field trip when they are not taking on the role of a sponsor or chaperon.

STUDENT CONDUCT ON BUSES

The privilege of students to ride a school bus is contingent upon their good behavior and observance of established regulations, both at bus stops and on board buses. Student conduct on buses will be treated the same as conduct at school. Any discipline issues will be determined by the Administration.

EXTRACURRICULAR ACTIVITIES

The District offers a variety of extracurricular activities and encourage students to get involved. Your school experience can be greatly enhanced by participation in the programs that are offered. Research shows that the level of success achieved after high school often relates to the degree of involvement. Employers, college officials, etc... look for well rounded individuals. Participation in additional and extracurricular activities will provide additional opportunity for you to be successful and gain experience and necessary life skills.

EXCUSE FROM PARTICIPATING IN PHYSICAL EDUCATION

Interpretation of urgent reasons for excusing a student from physical education class is up to the Administration. When a student is to be excused from participating in physical education class, the office shall notify the teacher concerning the reason and stipulate the time period to be excused. A note is required from a doctor if the student is to be excused from PE class for more than two days. All students participating in physical education classes are required to wear suitable clothing and shoes.

SEARCHES

Student searches will be conducted by the Administration according to the law.

DAILY BULLETIN/MONTHLY CALENDAR AND LUNCH MENUS

A daily bulletin will be emailed to all staff members each morning and posted on the district's web page. A monthly calendar and lunch menu will be available on the district web page at the beginning of each month. Extra copies will also be available in the main office.

PUBLIC DISPLAY OF AFFECTION

The Deer Trail School District would like to remind everyone that this is an educational facility. Please refrain from public displays of affection. Holding hands will be permitted.

LEAVING CLASS

Students are to have a regular classroom pass to go to the restroom, water fountain, or locker. You will need a written pass to go the office, library, etc....

STUDENT HEALTH AND SAFETY

SCHOOL HEALTH PROGRAM

The administration shall from time to time develop safety rules and regulations consistent with school board policy and as necessary for the safety and welfare of employees and students.

The purpose of the school health program shall be to supplement the efforts and guidelines of parent/guardians to bring about awareness on the part of students about regular health care.

1. To promote good health habits among students.
2. To stimulate a sanitary and healthful environment in school.
3. To assist in detecting and recommending correction for medical, psychological and physical handicaps.

HEALTH RECORDS

Health records shall be maintained by the nursing staff. The nursing staff is a contracted service among several school districts along the corridor. The nursing staff will work with the designated officials to maintain all student records necessary for the health, safety and welfare of all students. These records are to be kept on file in the Business Office with the official permanent student records.

PHYSICAL EXAMINATIONS

Any student engaging in competitive athletics shall, prior to this participation in any form of exercises leading to such athletics, be given a physical examination by a physician each year. Forms are available in the Student Services office and must be returned to the Student Services office prior to practice and/or participation.

ANNUAL SCREENING PROGRAMS

Health screenings will be performed and administered annually by the nursing personnel for selected grades. Students not meeting those standards will be flagged and their parents will be contacted with the recommendations and suggestions to best serve the medical needs of those students.

DENTAL HEALTH

The school district shall participate in programs to encourage good dental health, including instructional programs.

COMMUNICABLE DISEASES

Students showing symptoms of communicable diseases, infectious conditions, illness, or disability of a serious nature shall be referred to the school nurse. The school nurse shall report names of students with communicable diseases to the administration for appropriate action.

STUDENT ILLNESS WHILE AT SCHOOL

If a student should become ill during school, that student should ask a teacher for a pass to Ms. Koepke's office. The school must obtain parental permission in order for a student to be released from school due to illness. Students shall not contact their parents on their own via cell phone or classroom phone. Office personnel will contact the parent or guardian about student illness. Students will be sent home if they show signs of fever, stomach flu, or cough as determined by office personnel.

ADMINISTERING MEDICINES TO STUDENTS

Medications are rarely necessary for students during the school day. They are justified in some chronic conditions or short-term acute health conditions. However, aspirin, cough and cold medicines, etc., can and should be brought only when prescribed by a physician.

Students shall not be permitted to take medications while at school unless such medicine is given to them by the school nurse or school employee designated by the administration acting under the specific written request of the parent/guardian and under the written instructions of a physician. Appropriate forms for this purpose will be furnished by the school.

All medications brought to school will be safe guarded at school to avoid risk that they might be ingested by the wrong child. The school will provide a locked cabinet for this purpose.

IMMUNIZATION

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements for immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit a certificate of immunization or present valid exemption shall be suspended from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with state law on this matter.

PARENT CONSENT

Parent/guardian consent will not be mandatory to refer a student to public health doctors for medical services. "Federal law permits the school district to disclose personally identifiable information in the student's educational records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher or support staff member (including but not limited to transportation personnel) or a personal, agency or company with whom the District has contracted, or otherwise arranged to perform a special task or service... such individuals have a legitimate educational interest if he/she needs to review an educational record in order to fulfill his or her professional and/or official responsibility." A legitimate educational interest also exists when the staff member or other individual working directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

STUDENT INSURANCE

A student accident insurance program broad coverage at a nominal fee to parent/guardians shall be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school and when engaged in school sponsored activities either on school grounds or elsewhere. Through this plan additional insurance coverage may also be purchased which will cover students participating in interscholastic athletics. Parent/guardians are responsible for obtaining insurance to cover accidents and injuries while children are at school. Before any student will be permitted in any interscholastic athletic activity or practice, the student must provide a copy of proof of insurance.

PREGNANT/MARRIED STUDENTS

The marriage or pregnancy of a student shall not affect the right of students to receive a public education, not their privileges as students in the district, not their opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

1. Students who become married shall report to the administration within one week after the marriage. If the marriage has taken place during the summer vacation, the administration must be notified of this upon returning to school.
2. Girls who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician shall state whether or not attendance and full participation in the regular school program is medically advisable. If continued attendance is not advised by the physician, the administration is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her needs.

ATTENDANCE POLICY AND PROCEDURES

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. Students have one day to make up work for each day missed. Further, it is the student's responsibility to complete work as assigned when missing any class for any reason.

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 the case of extended home confinement, request make up assignments.

Parents/guardians are the key partners in promoting good attendance, and ultimately, student success. Deer Trail School District 26J expects parents to:

- Contact 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 meeting 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.

ATTENDANCE POLICY

Deer Trail School District 26J believes that regular school attendance is imperative to a successful school experience. The goal of this attendance policy is to provide definition and uniformity to the regulations that govern attendance within the district.

The provisions of this policy shall be applicable to all students in grades K through 12 in the district, including those above and below the age for compulsory attendance as required by law. The Deer Trail School District 26J Board of Education established a school calendar and scheduling of at least 1080 hours of school attendance per school year.

TARDINESS

Tardiness is defined as “the appearance of a student without the proper excuse after the scheduled time that a class begins”. A student detained by another faculty member will not be considered tardy provided the faculty member gives the student a pass to enter the next class. Students who are late for the beginning of the school day are considered tardy.

ABSENCES

When a student is absent, it is the responsibility of the parent/guardian to call the school no later than 8:15 a.m. on the day of the absence. Absences can be reported by a phone call to the district office (303.769.4421, ext 221). If the parent/guardian has not contacted the school before the student returns, the student must provide a written notice, signed by a parent/guardian, allowing the absence.

Students are allowed six (6) absences per semester. For absences beyond six (6), students will be required to make-up one (1) hour of course work per absence as determined by the instructor to receive credit for the course.

Beyond twelve (12) absences per semester students may or may not receive credit for the course. Authorization may be granted due to extenuating circumstances by the recommendation of the Attendance Committee to the Superintendent and Board of Education.

If no note or phone call is received about a students' absence, the absent student will be listed as truant.

Students that miss 10 or more days per semester will be required to meet with the Attendance Committee.

SEMESTER TESTS

1. All middle school and high school classes are required to give a semester test.
2. All students in grades 6 through 11 will be required to take semester tests for the 1st and 2nd semester. However, if the student has an “A” average in a subject for the semester and has less than four (4) combined absences and tardies for the semester, the student has the option of having the semester test grade recorded.
3. Students will not be allowed to take a semester test previous to the dates scheduled for semester testing.
4. Students who are absent during semester tests will not be allowed to make-up exams unless they provide official documentation, i.e. doctor's note, court notification, etc and make arrangements with the administration in advance.

MAKE UP WORK

The student is responsible to see to it that they get their work and see to it that it is made up and handed into the teacher. The student is allowed **one (1)** day to make up work for each day they have missed. Students are required to do make up work for all the absences. Long term make up assignments fall under the discretion of the teacher assigning the project. When absent, a student is to collect make up work upon returning to school. It is presumed that when a student is too sick to attend school they should be resting to prepare to return to school when they feel better. Therefore, the school will not grant requests to gather missing school work for that day. It

is the student's responsibility to retrieve that information upon returning to school. Exceptions apply at the Attendance Committee's discretion.

Students anticipating being absent should gather their assignments before their absence. In order for the classroom teacher(s) to have adequate time to prepare their assignments, it is recommended that the student give notice of the need for make up work commensurate to the time to be absent, i.e. if a student plans to be absent five (5) days, he/she must notify the teacher five (5) days before the anticipated absence to collect make up assignments.

LEAVING SCHOOL GROUNDS/EARLY DISMISSAL

If it is necessary for a student to leave school early you must be cleared through the school office. Students must then sign out in the **MAIN OFFICE** (a note or a phone call from the parent/guardian is **required** before students check out/sign out). A clip board with a check out sheet is in the main office for student sign out.

Parents/guardians are required to check students out. Students attempting to leave school without written or verbal permission will be considered truant and may be subject to suspension. Students who are 18 years of age will still need to follow the proper procedure of checking out when leaving school grounds.

TRUANCY

In cases of emergency or personal safety it is extremely important that the school be aware of each student's location at all times. Therefore, students must follow proper check-out procedures when leaving school during the school day. A student will be determined as truant when they are absent from class without reason.

ACADEMICS

MIDDLE SCHOOL ACADEMIC REQUIREMENTS

Students in the 6th, 7th, and 8th grades shall meet the requirements below:

A passing grade shall be required for all semesters of the following core classes; 6th, 7th, and 8th grade LANGUAGE ARTS, MATH, SCIENCE, and SOCIAL STUDIES. All other middle school classes will be required to be completed and passed for a Middle School Certificate of Continuation. Middle school students will be required to take a full schedule of seven classes per day. Students not meeting the above continuation requirements for Middle School will not be allowed to participate in continuation exercises and will not be calculated when figuring the Honor Roll.

MIDDLE SCHOOL & HIGH SCHOOL ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRA CURRICULAR ACTIVITIES

Academic Eligibility - Academic eligibility must be maintained in accordance with guidelines handed down from the Colorado High School Activities Association. To be eligible, the student participant must meet or exceed the academic standards set forth by the school district. Academic eligibility will be determined on a weekly basis and ineligible students will not be allowed to participate in extracurricular activities for the entire week the student is ineligible.

Middle School

A middle school student will be ineligible to participate if:

A student has one (1) F or more.

High School

A high school student will be ineligible to participate if:

A student has one (1) F or more.

Ineligible students will miss one week of scheduled events. Eligibility will be pulled each Monday at 9:00 a.m. from Power School. The eligibility week will be from Monday to Sunday. Students, who are ineligible to participate due to academic reasons, are not allowed to travel with teams or participate in team [activities](#) until the academic ineligibility is lifted. Students are allowed to practice.

Financial Eligibility – Students cannot participate if there are any outstanding financial obligations to the school district (i.e. lunch bills, student purchases, books, camps, etc.) Students, who are ineligible to participate due to financial reasons, are not allowed to travel with teams, or participate in team activities until the financial ineligibility is lifted.

Discipline Eligibility – Students, who are ineligible to participate due to disciplinary reasons, are not allowed to travel with teams, or participate in team activities until the discipline ineligibility is lifted. See the 2011-2012 Athletic Handbook.

DEFINITION OF UNIT CREDIT

CLASS CLASSIFICATION

FRESHMAN:	0-5 credits
SOPHOMORE:	6-11 credits (Minimum to be a Sophomore is 6 credits)
JUNIOR:	12-17 credits (Minimum to be a Junior is 12 credits)
SENIOR:	18-25 credits (Minimum to be a Seniors is 18 credits)

GRADES

Grades will be issued four (4) times during the school year to each student for each course pursued. Semester grades will become part of permanent records for each student. All absences and tardies will also be registered on permanent records. Students should be aware that school records are maintained in perpetuity, and therefore, the student should strive for achievement which can be looked upon with satisfaction and pride at present and in the future.

GRADING SCALE SYSTEM

The Board of Education adopted the following Academic Grading Scale for students October 2008.

<u>A+</u>	<u>100 – 97</u>	<u>B+</u>	<u>89 – 87</u>	<u>C+</u>	<u>79 – 77</u>	<u>D+</u>	<u>69 – 67</u>	<u>F</u>	<u>59 - 0</u>
<u>A</u>	<u>96 – 93</u>	<u>B</u>	<u>86 – 83</u>	<u>C</u>	<u>76 – 73</u>	<u>D</u>	<u>66 - 63</u>		
<u>A-</u>	<u>92 – 90</u>	<u>B-</u>	<u>82 – 80</u>	<u>C-</u>	<u>72 – 70</u>	<u>D-</u>	<u>62 – 60</u>		

PROGRESS REPORTS

If a student is failing or near failing a course, the parent/guardians will be notified on a weekly basis explaining a reason and possible steps to be taken to remedy the situation. Some of the teachers choose to send home a grade report on weekly basis when necessary. A signature from the parent/guardian on the report may be required.

HONOR ROLL

Academic achievement should be looked upon by every student as the most important single entity of his/her overall school experience. Therefore, it is important that those who excel should be honored for their excellence.

Honor Roll Designations

High School and Middle School

Superintendent's Roll	4.00 (All A's)
Principal's Roll	3.5 to 3.99 GPA
Merit Roll	3.0 to 3.49 GPA

3 – 5 Grade Honor Roll

A's and B's, no letter grade lower than a B-

Students who are not full time students, taking a full seven (7) credits each semester will not be considered in the Quarter and Semester Honor Roll. Students that are not full time students or students that are on an IEP will not be figured into the rank of their class.

HIGH SCHOOL ACADEMIC REQUIREMENTS

High School Graduation Requirements for the Class of 2012 and 2013

Graduation Requirements – 25 Credits - Adopted 3/29/2010

- 4 Language Arts (Must include: English I, II, III, and IV)
- 4 Social Studies (Must include: Geography, World History, U.S. History, and American Government)
- 3 Science (Must include: Physical Science and Biology)
- 4 Math (Must include: Algebra I and Geometry)
- 2 Foreign Language

- 1 Computer Science Technology/Business
(½ Credit must be earned in Computer Applications)
- 2 Physical Education
(1/4 credit can be earned for full participation in each school sponsored sports season)
- 1 Arts (Arts can include Performing Arts, Visual Arts or Industrial Arts)
- 4 Electives

High School Graduation Requirements for the **Class of 2014**

Graduation Requirements – 25 Credits - Adopted 3/29/2010

- 4 Language Arts (Must include: English I, II, III, and IV)
- 4 Social Studies (Must include: Geography, World History, U.S. History, and American Government)
- 3 Science (Must include: Physical Science and Biology)
- 4 Math (Must include: Algebra I and Geometry)
- 2 Foreign Language
- 1 Computer Science Technology/Business
(½ Credit must be earned in Computer Applications)
- 2 Physical Education (1 Credit must include Health/PE Class)
(1/4 credit can be earned for full participation in each school sponsored sports season)
- 1 Arts (Arts can include Performing Arts, Visual Arts, Industrial Arts, Band or Music)
- 4 Electives

Grades will be determined by ½ (.5) credit, that will be granted per semester. Semester grades will be determined by grades for the two previous quarters.

Science Elective classes can include:

Chemistry
Physics
Anatomy/Physiology
Geology
Other

Math Elective classes can include:

Algebra II	Drafting
Trig/Calculus	Other
Business Math	
Pre-Algebra	
Accounting	

ACADEMIC CREDIT can be granted to vocational students based on the Administration's recommendation.

DUAL CREDIT will be granted for high school credit in the following manner from classes taken from Morgan Community College with the Administration's approval.

MCC English 121 and MCC English 122 for DT English IV
(Can only be taken Senior year)

MCC US History I and MCC US History II for DT US History

MCC Political Science and MCC American Government for DT American Government
(Can only be taken Senior year)

MCC CIS 118 (Computer Applications) for ½ credit DT Technology

NOTE – All classes held on Monday/Wednesday/Friday schedule and/or Tuesday/Thursday schedule will count as a ½ credit per semester, not a full credit.

POST SECONDARY PROGRAMS

College Classes - Any 11th or 12th grade student can take post secondary course with permission from the Administration; however, students will be evaluated at the end of each semester to make sure students participating in post secondary programs (MCC Classes, Pickens Technical College, Colorado Online, etc....)

are in good standing and will be able to continue on. Students who receive a D or fail a class will have to reimburse the District for tuition.

GRADUATION EXERCISES

All students who have successfully completed the requirements for the senior high diploma and are in good standing may participate in graduation exercises. A student must have completed all requirements for graduation to receive a diploma at graduation exercises.

EMANCIPATION

A student that turns eighteen (18) years of age while attending Deer Trail School may only act on his/her own behalf as an adult if proper legal documentation showing such emancipation has been provided to the school.

All students have the right to attend school until the age of 21.

504 ACCOMMODATIONS

Section 504 of the Rehabilitation Act protects students from discrimination based on disability. A student with a handicapping condition (depression, anxiety, eating disorder, cancer, etc...) that substantially limits one or more of the student's major life activities is eligible to receive reasonable educational accommodations to help him/her be successful in school.

ACADEMIC AWARDS

Academic awards will be given to high school students who earn an A all four (4) quarters of the class. Those students will be recognized and awards presented at the end of the school year during the Academic and Athletic Awards Program.

SCHEDULE CHANGES

Due to the fact that the Deer Trail School District is built around student requests, schedule changes will be kept to a minimum. Most schedule changes will not be allowed after the third day of class for that semester. 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, teacher/staff, and administration approval.

COURSE RE-TAKE POLICY

Students who may need to retake a course due to failure/credit recovery, may do so on a space available basis, to be determined by the administration. Other options include, but are not limited to, summer school and/or correspondence opportunities.

DISCIPLINE

The following Discipline Format has been accepted and will be implemented for the 2011-2012 school year.

DISCIPLINE

The Administration has the ability and obligation according to state law to maintain the proper function of school procedures including **discipline**. The Discipline Committee with their recommendation to the Administration has the ability to utilize a varying array of techniques which may include suspension or recommendation for expulsion.

The Administration will recommend in-school suspension, out-of school suspension or expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school sponsored activity and in certain cases when the behavior occurs off school property.

CODE OF CONDUCT

File: JICDA

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school – sponsored or district – sponsored activity or event and school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal school property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students and staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on discrimination by engaging in any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, religion, sex, age, or disability that; (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e.; name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.

15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
22. Violation of the district's dress code policy.
23. Violation of the district's policy of student expression.
24. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

Adopted 2008

LEGAL REFS.: C.R.S. 12-22-303 (7) (definition of controlled substance)
 C.R.S. 18-3-202 et seq. (offenses against person)
 C.R.S. 18-4-301 et seq. (offenses against property)
 C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
 C.R.S. 22-12-105(3) (authority to suspend or expel for false accusations)
 C.R.S. 22-32-109.1 (2)(a)(I) (duty to adopt policies on student conduct, safety and welfare)
 C.R.S. 22-32-109.1 (2)(a)(II) (policy required as part of safe schools plan)
 C.R.S. 22-32-109.1(9) (immunity provisions in safe schools law)
 C.R.S. 22-33-106(1)(a-e) (grounds for suspension, expulsion, denial of admission)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
 ADC, Tobacco-Free Schools
 ADD, Safe Schools
 ECAC, Vandalism
 GBGB, Staff Personal Security and Safety
 JBB*, Sexual Harassment
 JIC, Student Conduct
 JICA, Student Dress Code
 JICC, Student Conduct on School Buses
 JICDD*, Violent and Aggressive Behavior
 JICED*, Student Expression Rights
 JICF, Secret Societies/Gang Activity
 JICI, Weapons in School
 JK, Student Discipline
 JKD/JKE, Suspension/Expulsion of Students.

The Deer Trail 26J Discipline Matrix was established to preserve the sanctity of the educational environment. It is reflective of the Deer Trail School District 26J Board of Education's approved policies.

TIER 1 OFFENSES:	More than three tardies per class
DETENTION TO BE SERVED	Dress code violation Classroom disruption and/or classroom removal Profanity and/or derogatory gesture
30 minutes @ Noon w/admin	Disrespect/willful disobedience/insubordination Fixable defacement of property Public Display of Affection violation Unauthorized use of cell phone/communication device

TIER 2 OFFENCES:	Truancy/Ditching class
IN SCHOOL SUSPENSION	Willful failure to serve detention Possession of sexually explicit content and/or sexual harassment Blatantly Lying Scholastic dishonesty Throwing an object Unauthorized presence in secure areas

TIER 3 OFFENSES:	Willful destruction of another's/school property
OUT OF SCHOOL SUSPENSION	Theft Fighting Extortion Hazing

TIER 4 OFFENCES:	Weapons
EXCLUSION RECOMMENDATION	Sale or dispersal of drugs and/or alcohol on or off school property Assault resulting in serious bodily injury Violation of criminal law on school property and/or at a school function Conviction of violation of criminal law

*Three violations for same offense at Tier 1 will result in a Mandatory Remedial Discipline Contract. Violations of this contract will result in recommendation for expulsion.

All other offenses will be considered by the Superintendent.

sk 8/17/2011

BULLY POLICY AND CONSEQUENCES FOR BULLYING BEHAVIOR

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying.

Bullying is defined as any 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.

Bullying behavior includes any of the following behaviors as indicated by the Deer Trail School District Violent and Aggressive Behavior policy:

1. **Possession, threat with or use of a weapon.**
2. **Physical Assault** – the act of striking or touching a person or that person’s property with a part of the body or with any object with the intent of causing hurt or harm.
3. **Verbal Abuse** - includes, but is not limited to swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or group.
4. **Intimidation** – an act intended to frighten or coerce someone into submission or obedience.
5. **Extortion** - the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. **Bullying** – any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress on one or more students in the school environment as further described in the district’s Bullying Prevention and Education policy.
7. **Gang Activity** – as described in the district’s secret society/gang activity policy.
8. **Cyber Bullying** – any verbal or written aggressive messages sent with the use of emails, texting, chat rooms, etc... during school hours or with use of private or school owned technological devices.

BULLYING PREVENTION AND EDUCATION

File: JICDE

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

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

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals.

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students in bullying behaviors through re-education on acceptable behaviors, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To recognize and praise positive behaviors of students toward one another on a regular basis.

Adopted 2008

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(x) (policy required as part of safe school plan)

CROSS REFS.: JICDA, Code of Conduct
 JICDD*, Violent and Aggressive Behavior
 JICJ, Student Use of Electronic Communication Devices
 JK, Student Discipline

HAZING

Hazing by any individual or group associated with the school system is prohibited and will not be tolerated. Hazing is defined as subjected another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized school group, including any athletic team, club, society or similar group. Hazing includes, but is not limited to 1) requiring any student to wear abnormal dress or costumes on campus; 2) playing abusive or ridiculous tricks on a student; 3) frightening, scolding, beating, or harassing a student; or subjecting a student to personal indignity.

GROUND FORS SUSPENSION/EXPULSION

Refer to Colorado Revised Statutes 22-33-106 (1) (a-d) and 3(e).

WEAPONS IN SCHOOL

File: JICI

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory expulsion in accordance with state and federal law

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district on one of its schools, during a school sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

- A. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonable be mistaken for an actual firearm.
- B. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- C. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- D. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

The principal shall initiate expulsion proceeding for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need

not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

In accordance with federal law, expulsion shall be for not less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of a knife; regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

The district shall maintain records which describes the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

In accordance with applicable law, school personnel shall refer any student who brings a firearms or weapon to school without authorization of the school or the school district to law enforcement.

Adopted 2010

LEGAL REFS.: 18 U.S.C. § 921 (a)(3) (federal definition of "firearm")
 20 U.S.C. §7151 (Gun-Free Schools Act)
 C.R.S. 22-32-109.1 (2)(a)(VII) (policy required as part of safe schools plan)
 C.R.S. 22-33-106 (1)(d)

CROSS REFS.: JK*-2, Discipline of Students with Disabilities
 JKD/JKE, Suspension/Expulsion of Students
 KFA, Public Conduct on School Property

ORGANIZATIONS - FOR HIGH SCHOOL STUDENT ONLY

NATIONAL HONOR SOCIETY

Under the sponsorship of Mrs. Krista Rector

The National Honor Society was founded in 1921. Deer Trail School was affiliated with the national organization in 1964. Membership is an honor bestowed upon a student. No student has a right to membership. Selection for membership is done by a faculty council and is based on outstanding scholarship, character, leadership, and service. Students may not apply for membership. Membership is open only to sophomores, juniors and seniors.

Chapters are not obligated to share with parents and students information concerning specific students not selected for membership. Students are inducted into the Deer Trail Chapter in a special ceremony, usually in the spring of the year.

The following is a list of the national guidelines used when determining a National Honor Society candidate.

Scholarship:

1. Requirement: A student must have a 3.5 grade point average in order to be considered for membership by the faculty council.
2. A student must provide a list of Academic Honors/Awards.
3. A student must show the rigor of their academic schedule – high, medium, or low.

Leadership:

1. Requirement: Members must have held at least one elected office and/or must belong to two or more school or community organizations and/or school sponsored programs. A minimum of two (2) examples of school and/or community leadership completed or in process during high school.
2. Verification: One (1) reference for each leadership activity listed.
3. Provide a list of other leadership positions.

Service:

1. Requirement: A minimum of three (3) community/school service projects completed or in process during high school.
2. Verification: One (1) reference for each service activity listed.
3. Provide list of Extracurricular Activities, Clubs and Awards

Character:

1. Requirement: The student needs to write a paragraph explaining character information which should be considered by the committee.
2. Confidential information about character from the faculty who chose to comment will be attached to a form after it is submitted to the sponsor.
3. Character Criteria:
 - a. Integrity: No recorded incidents of cheating or intentional dishonesty.
 - b. Positive Behavior: No record of skipping classes or of knowingly violating school regulations. No record of civil offenses within the community.
 - c. Cooperation: Willing to assist classmates, faculty members, etc...

The four (4) areas of requirements for National Honor Society are scholarship, service, leadership, and character. Here are some of the criteria used when selecting a candidate.

Service

A student who serves:

1. Is willing to uphold scholarship and maintain a loyal attitude.
2. Participated in some outside activity. Girl Scouts, Boys Scouts, 4-H, etc.
3. Volunteers, dependable and well organized assistance, is available on students own time and is sacrificing.
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
5. Is willing to render cheerfully and enthusiastically any requested service to the school.
6. Is willing to represent his/her class or school in interclass and interscholastic competition.
7. Is willing to do committee and staff work.
8. Shows courtesy by assisting visitors, teachers and students.

Leadership

The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive qualities.
7. Inspires positive behavior in others.

8. Demonstrates academic initiative.
9. Conducts business efficiently and effectively, successfully holds school offices or positions of responsibility, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work and at school activities.
11. Is dependable in any responsibility he or she accepts.

Character

The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability.)
3. Upholds principals of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, offices, halls, etc...
5. Demonstrates highest standards of honesty and reliability.
6. Shows courtesy, concern and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom.
8. Has powers of concentration and sustained attention as shown by perseverance and application to the studies.
9. Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences or environments.

SKILLS USA

Under the sponsorship of Mr. Brian Worrell.

FBLA (Future Business Leaders of America)

Under the sponsorship of Mrs. Krista Rector.

DEER TRAIL HIGH SCHOOL STUDENT COUNCIL

Under the sponsorship of Ms. Sandy Koepke.

FFA (Future Farmers of America)

Under the sponsorship of Mrs. Emily Fickbohm.

(sk – 8/17/2011)