



DEER TRAIL STUDENT HANDBOOK AND DISCIPLINE CODE BOOK 2023-2024

SCHOOL ADMINISTRATION

Superintendent ~ Mr. Mike Jobman 303-769-4421 Ext: 110
MS/HS Principal ~Mr. Greg Swiatkowski 303-769-4421 Ext: 219
Elementary Principal~ Ms. Seandra Humbert 303-769-4421 Ext: 188

BOARD OF EDUCATION

President ~ Candice Reed ~ Term Expiration 11/2023
Vice President ~ Mike Cowell ~Term Expiration 11/2023
Secretary ~ Richard Haight~ Term Expiration 11/2023
Treasurer ~ Patrick Duff~ Term Expiration 11/2023
Director ~John Burcl ~ Term Expiration 11/2023

ADMINISTRATIVE SUPPORT STAFF

Athletic & Activities Director ~ Mr. Mike Jobman, 303.769.4421. Ext: 110
Business Manager ~ Mrs. Nanci Sweet, 303.769.4421. Ext: 108
District Secretary ~ Mrs. Hayley Whitehead, 303.769.4421. Ext: 106
Transportation Director ~ Mr. Sam Courts 303.769.4421 Ext: 116

DEER TRAIL SCHOOL DISTRICT 26J

130 South 2nd Ave. PO BOX 129

DEER TRAIL, CO 80105

Phone 303.769.4421

Main Office Fax 303.769.4600

WEBSITE: www.dt26j.com

**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.

Table of Contents

Handbook Title & Table of Contents.....	2
Deer Trail 26J School District Mission & Vision	3
Student Concerns, Complaints, Grievances.....	4
Daily Schedule for Grades PK-12.....	4
New Students.....	5
Student Data Management System (Infinite Campus)	5
Student Dress Code.....	5
School Visits.....	6
Meetings with Personnel.....	6
Cafeteria: Breakfast & Lunch Information.....	6
Telephones/Cell Phones.....	7
Student Health and Safety.....	7
Attendance Policy and Procedures.....	8 -11
Leaving School Grounds.....	11
Academic Achievement	11
Grading System.....	12-13
High School Academic Requirements & Grading Scale.....	14-15
Post-Secondary Programs.....	15
Academic Awards & Athletic Eligibility.....	15
Schedule Changes/Child Abuse/Counseling Support.....	15
Code of Conduct.....	16-17
Use of Video on School Buses.....	18
School Closing/Cancelations.....	18
School Calendar & Acknowledgement of Handbook.....	20-21

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

OVERVIEW

The current Deer Trail 26J school opened to approximately 180 students in September of 2019. Our facility consists of grades Preschool through Grade 12. The school district is located approximately 55 miles west of Denver just off of Interstate-70. Deer Trail 26J students excitedly participate in a variety of extra-curricular activities at both the Middle and High School level. Deer Trail 26J High School is a member of the Colorado High School Activities Association (CHSAA). In addition to the four core subjects of English, Math, Science and History, the district also teaches a variety of Industrial Arts, (woods, metals & drafting) Business classes as well as Vocational Agriculture classes. Our growing community now supports over 300 PK-12 students. Elementary grades average 24 students while our Middle/High School classes average 23 students. Deer Trail 26J School District is proud of its past yet we are preparing our students with a solid foundation for future learning.

The Deer Trail School District 26J encourages students to not walk on Highway 40. Fourth Avenue is a safe route and entrance for students coming from the south side of the school.

DEER TRAIL 26J MISSION & VISION STATEMENT

“The mission of Deer Trail School District 26J is to provide an education within a safe environment that empowers students to develop a foundation and understanding in becoming lifelong learners, while embracing the qualities of respect, responsibility and follow-through to become productive members of society.” ~Every Student, Every Day~

Acknowledgement: Currently the Deer Trail 26J student handbook is written for all students in Grades PK-12. We acknowledge that we are one school district with PK-12 students, yet we want to assure our parent and community members that the physical, social, emotional, academic content, activities and overall programming is not the same at the Elementary PK-6 Grades as with the Secondary 7 – 12 Grades.

GENERAL INFORMATION

Nondiscrimination/Equal Opportunity Statement

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Deer Trail 26J School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or

physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district: Superintendent, Deer Trail 26J School District: 130 South 2nd Avenue, Deer Trail, CO 80105, 303.769.4421, mjobman@dt26j.com

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

File: JII-R

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual.
2. Departmental procedures.
3. Building procedures.
4. Board policies and regulations.
5. Curricular programs.
6. Civil rights.
7. All others.

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the District Office or in the Business Office. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. Superintendent/designee is the supervisor of the teachers; the appropriate director is the supervisor of support staff members.
2. Departmental procedures: School Administration.
3. Building procedures: School Administration.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: School Administration.
6. Unlawful discrimination: see Policies AC, ADA, JB, JBA, and JBB.
7. All others: School Administration.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference. If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: Building principal, appropriate director, superintendent, Board of Education. When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference. If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education. ADOPTED 2006

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

DAILY SCHEDULE FOR KINDERGARTEN THROUGH GRADE TWELVE

Monday through Thursday, 7:55am to 4:00pm. Students will **not** be allowed in the building prior to 7:30 a.m. unless it is authorized by a teacher, staff member or weather conditions. Inside recess when the temperature is below/wind chill is: less than 20 Degrees F

MS Daily Regular Bell Schedule: 1st 7:55-8:45..2nd 8:48-9:38..3rd 9:41-10:31..4th 10:34-11:24..5th 11:27-12:17.. Lunch 12:17-12:42 6th 12:45-1:42 PM..7th 1:45-2:45..8th 2:48-4:00...

HS Daily Regular Bell Schedule: 1st 7:55-8:55...2nd 8:58-9:58...3rd 10:01-11:01...4th 11:04-12:04... Lunch 12:04-12:39 5th 12:42 – 1:42 PM...6th 1:45-2:45...7th 2:48-4:00...

Students may enter the school building and proceed directly to the cafeteria at 7:30 a.m. if they are eating breakfast. 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 7:50 a.m. Elementary students will line up in an orderly fashion by grades and proceed to their classrooms. *Visitors may enter the school building by using **WEST DOOR/FLAG POLE SIDE OF SCHOOL** notification button to enter during the school day.*

PRESCHOOL SCHEDULE

The schedule for Preschool students will be held in two sessions. The students will attend either a morning session from 8:00 a.m. to 10:30 a.m. or an afternoon session from 12:45 p.m. to 3:45 p.m. All sessions will run Monday through Thursday.

NEW STUDENTS

Students who are enrolling in the Deer Trail School District for the first time will be required to have all of the registration paper work in prior to the student's start of school.

- Current Grades and Transcript
- All Registration and Emergency Information
- Current Immunization or Exemption Medical Papers
- Attendance Records
- Birth certificate

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 paperwork will need to be kept on file in the main office.

Infinite Campus PROGRAM

The District uses *Infinite Campus*, 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 information pertaining to student records are kept in this data base. Parents and students can access their grades. Each family is given a code and instructions at the beginning of the school year to obtain this information. Parents are encouraged to log onto the District web site at www.dt26j.com and click on the Infinite Campus link or contact the school office for getting your *Infinite Campus* login.

STUDENT DRESS CODE

File: JICA

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or to have appropriate clothing brought to school immediately.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. The Board determines any classes missed as a result of the second offense are considered unexcused absences. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

DRESS CODE POLICY (Elementary: Pre-K – 5th)

File: JICA

This dress code applies to all students in grade Preschool-5th, who attend classes and extracurricular activities with Deer Trail School. The following standards shall apply unless otherwise stated.

1. Halter tops, spaghetti straps and tube tops will not be allowed. Top shirt must meet all guidelines to be deemed appropriate.
2. Skirts, shorts and jeans with holes must meet fingertip length (arms extended at side, skirt bottom reaches finger tips) or mid-thigh. (Students should not have to continue to adjust the clothing to meet regulations.)
3. Clothes must cover mid drift and back (base of armpit to waist) to prevent excessive skin exposure.
4. Hats, caps, earbuds, hoods or sunglasses will not be worn during school hours.
5. No pajama tops, or slippers that represent sleepwear.
6. No garments or accessories with inappropriate words or pictures.
7. Undergarments must be covered at all times.

DRESS CODE POLICY (Secondary: 6th – 12th)

File: JICA

Any mode of dress and/or style, which is disruptive to the learning environment, will not be allowed, Attire that distracts from Deer Trail 26J educational goals will not be tolerated. This dress code applies to all student and staff in grades Pre-school – 12th, who attend classes and extracurricular activities with Deer Trail School. The following standards shall apply unless otherwise stated.

1. Tank tops should be more than 1" in width with no sagging clothing below the armpit exposing skin. Halter tops, spaghetti straps, and tube tops will not be allowed. Top shirt must meet all guidelines to be deemed appropriate.
2. Shorts, skirts, and jeans with holes must meet fingertip length (arms extended at side, short or skirt bottom reaches finger tips) or mid-thigh. No slits or cuts will be above fingertip length
3. Clothes must cover mid drift, chest and back (base of armpit to waist) to prevent excessive skin exposure.
4. Hats, caps, earbuds, hoods, sunglasses or knife sheaves with knives will not be worn during school hours.
5. No pajama tops, or slippers that represent sleepwear.
6. No garments or accessories with obscene, suggestive, or questionable words, insignia, slogans, or pictures (including clothing that have sexual connotations or promotes the use of drugs, alcohol, or tobacco).
7. Undergarments must be covered at all times.

8. Student must change out of PE clothes when returning to class.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by administration.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy. ADOPTED 2006, REVISED September 2011, revised: October 2013, Revised: June 2022.

SCHOOL VISITS

ALL visitors (including family of faculty and staff) are to enter through the WEST/FLAG POLE SIDE main entrance. In order to gain entry, visitors will have to push button to be allowed entry. Any person found in the school without a visitor's badge will be sent to the office to get one. During regular school hours, volunteer parents are encouraged to coordinate time with teachers in order to support student learning. Unannounced parents are not allowed to go to classrooms directly without speaking to teacher or school administration. Advance arrangements are to be made with the Administration in order to visit classrooms. Student visitors are not allowed.

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.

PROCEDURE TO RESOLVE PARENT/TEACHER DISAGREEMENTS

- STEP NO. 1 – Direct Conversation. If a parent has a disagreement or misunderstanding with a staff member that parent should address the concern to the specific person directly involved with the circumstances surrounding the concern.
- 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.

FEES

Fees may be charged to students when the materials purchased by the district and are used for a special projects or designated field trips. Teachers will keep records of all fees charged to students. If your student is required to pay a fee, parents will be notified ahead of time. Fees are to be paid in the administrative office.

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. The school cannot assume responsibility for lost or stolen items.

SKATEBOARDS

Skateboards, scooters, rollerblades, longboards, hoverboards and heely's (shoes with skates in the heel) are **NOT** permitted on school grounds during school hours or while any extra curricular activity is being held.

CAFETERIA: BREAKFAST & LUNCH

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. No food is to be taken from the cafeteria. Menus are published monthly and available at <https://www.dt26j.com>. Further questions, please speak with Food Service Director

High school students may leave during their lunch period **only** if the proper form is on file in the main office. This form must be signed by the student's parent/guardian and the student. Middle School and Elementary students must remain at school during their lunch. Pop and/or High Energy Drinks of any kind are not permitted in the cafeteria while school meals are being served.

DEER TRAIL SCHOOL DISTRICT MEAL PRICES

Student Breakfast	\$2.25
Staff Breakfast	\$3.00
Elementary (Grades K – 5) Lunch	\$3.00
Middle School (Grades 6 – 8)	\$3.25
High School (Grades 9 – 12)	\$3.25
Staff Lunch	\$4.60
Adult Guests	\$4.60
Senior Citizens	\$4.60
Extra Milk	\$0.50

No charging of milk. Money must be in account or paid at time of meal.

Free/Reduced Price Meal forms are available in the administrative office. Qualifying families must fill out a Free/Reduced Meal form every year. Students who qualify for free or reduced-price meals must pay for each additional milk/juice that is purchased with each meal. 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.

TELEPHONE USAGE

The school telephones are for official school business only. Students may make phone calls from the school phones located in the classrooms for personal business with the supervision of the classroom teacher.

STUDENT CELL PHONE USAGE

File: JICJ

The use of cell phones on the campus of Deer Trail Elementary, Middle and High School during the school day is only permitted outside of the classroom.

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy. For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, watches, tablets, laptops, cameras, audio and/or digital recorders and players, and all other hand-held electronic communication and data storage devices. Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode, in secured area (locker or designated place within the classroom) during unauthorized times within the classroom. All electronic devices, including headphones/ear pods, must be put away prior to the start of class. Students use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy. Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

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 damages.

ACTIVITY TRIPS

Students on field trips, athletic trips or other school sponsored trips will be under the leadership of the sponsor. During co-curricular and extra-curricular school activity trips, a student must follow the same guidelines and conduct as the District's regular transportation rules. All students must be deemed eligible to participate in co-curricular and extra-curricular school activity trips.

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. Bus transportation is provided as a privilege not as a right. Please see notification of cameras on buses (pg. 17).

EXCUSE FROM PARTICIPATING IN PHYSICAL EDUCATION

Interpretation of urgent reasons for excusing a student from physical education class is up to the Administration in consultation with the teacher. A note, fax or e-mail is **REQUIRED** from a doctor if the student is to be excused from PE class for more than two days.

SEARCHES

Student searches will be conducted by the Administration according to Policy JIH.

STUDENT HEALTH AND SAFETY

COMMUNICABLE DISEASES

Policy JLCC

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

ADMINISTERING MEDICINES TO STUDENTS

Policy JLCD

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. Every school year a new note is required from parents for ibuprofen, etc. 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

Policy JLCB

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.

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.

ATTENDANCE POLICY AND PROCEDURES

Student Absences and Excuses

File: JH

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Each year the Board establishes the school attendance period by adopting a school calendar. The attendance requirements shall apply with the following exceptions:

Excused absences

The following shall be considered.

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A student who is suspended or expelled.
5. A student was detained by the administrative staff or there are extenuating circumstances as defined by the administrative staff.

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

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32- 138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

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

Penalties may include a warning, school detention or in-school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

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

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 15 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to [insert district's strategies and interventions to address the student's chronic absenteeism here.] When practicable, the student's parent/guardian shall participate in the development of the plan. Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. The office will assist however it is also the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of absence.

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

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

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Tardies are tracked in two week periods. If a student is tardy three times during a two week period, they will serve lunch detention. If a student accumulates 6 tardies in a 2 week period, they will serve one-half day of in-school suspension. If a student accumulates 9 tardies during that 2 week period, the student will serve a full day of in-school suspension.

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

ADOPTED 2008

Revised: August 2012

Revised: June 2013

Revised: March 2018

LEGAL REFS.:

C.R.S. 22-14-101 *et seq.* (dropout prevention and student re-engagement)

C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)

C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)

C.R.S. 22-32-138 (6) (excused absence requirements for students in out- of-home placements)

C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)

C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)

C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)

C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)

1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)

1 CCR 301-78 Rules 1.00 *et seq.* (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JF-R, Admission and Denial of Admission (Procedures for Students in Out-of- Home Placements)
JFC, Student Withdrawal from School/Dropouts
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

Attendance Specifics

Philosophy:

It is the belief of the Deer Trail School District that students who attend school regularly learn more and are more successful. The learning which is missed on a day of absence can never completely be made up by doing the assignment for the day. Frequent absences may lead to poor academic work and possible academic failure. In addition, regular attendance is important for school interest and social skills. The student who misses many days of school may begin to lag behind in social development and lose sight of the importance of school.

Continuity in the learning process and social adaptation are seriously disrupted by excessive absences. Learning experiences that occur in the classroom are essential components of the learning process, and time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. In most cases, simply completing the assignment for the day cannot adequately make up for the learning which took place in the class that day. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Each year the Board of Education establishes the school attendance period by adopting a school calendar. Secondary students are required to have 1,056 hours and elementary students 968 hours of direct teacher/student contact time during the school year.

Being on a four-day school week, we strongly encourage our doctor and dentist appointments to be scheduled on the days we are not in session/on break.

PARENTS/LEGAL GUARDIANS ARE LEGALLY RESPONSIBLE UNDER COLORADO LAW FOR THE SCHOOL ATTENDANCE OF THEIR CHILDREN. REPEATED VIOLATIONS OF THE ATTENDANCE POLICY MAY RESULT IN –THE FILING OF A PETITION TO COMPEL SCHOOL ATTENDANCE, SUSPENSION AND/OR EXPULSION FROM SCHOOL WITH LEGAL ACTION TAKEN AGAINST THE PARENTS OR LEGAL GUARDIANS. OUT OF DISTRICT STUDENTS WHO DO NOT COMPLY WITH THE ATTENDANCE POLICY WILL MEET WITH THE BOARD OF EDUCATION AT THE END OF THE SCHOOL YEAR IN ORDER TO DETERMINE WHETHER THE STUDENT WILL BE ALLOWED TO ATTEND DEER TRAIL SCHOOL DISTRICT ON AN ATTENDANCE CONTRACT THE FOLLOWING SCHOOL YEAR. IN DISTRICT STUDENTS WILL MEET WITH THE BOARD OF EDUCATION AT THE END OF THE SCHOOL YEAR TO DRAW UP AN ATTENDANCE CONTRACT FOR THE NEXT SCHOOL YEAR.

Absence Notification

When a student is absent, it is the responsibility of the parent or guardian to contact the school by no later than 8:00 a.m. on the day of the absence (by phone or by written notification). If there is no call or written notification, the school will try and contact the parent/guardian. If a parent wishes, an assignment sheet can be requested for each teacher to fill out for the student. The assignment sheet can be picked up at the end of the school day. Assignments that are requested will be due upon the students return to school. Students who know ahead of time that they will be absent should speak with each teacher so that the teachers will know that the student will be absent. Students should not ask for homework ahead of time unless they intend to have it completed when they return from the absence.

Definitions and Rules

(1) The following are reasons for excused absences: illness or injury, medical appointment, family emergency, educational travel, custody of court or a law enforcement agency, working for parents, special religious services, and other reasons approved by school administration, and pre-arranged absences, which are subject to the administration's decision. A parent/guardian may excuse the student three times during the semester after the third excused absence, a written excused statement from either medical or legal sources is required for the absence to be deemed excused. It is the responsibility of the student or parent/guardian to get the statement from the agency and deliver it to the school office. An exception to the provision may be made in the event of an epidemic, hospitalization, or serious illness, which is documented by a medical professional.

(2) Any absence for any reason other than the above or any absence for which the parent does not call the school or send a note with the child will be considered unexcused. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. After two unexcused absences or six absences for any reason within a semester, the student's parents/guardians may need to come into school and meet with the administration. In accordance with school law, the school district may impose academic penalties, which relate directly to classes missed while unexcused.

Truancy: A student who misses school or class without permission of the teacher or administrator in charge will be considered truant. A student who is absent from school without the parent's knowledge will also be considered truant. Credit may not be given to a student while he/she was truant. Truancies shall be counted as absences, but will be handled with disciplinary procedures.

(3) Tardy: If a student appears in class without proper excuse after the tardy bell for the class, (or in lieu of a bell, student will be tardy, according to the teacher). 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.

(4) Suspensions: Suspensions or expulsions from school will not be counted in the eight days allowed for absences.

Procedures

(1) After Five (5) Absences in One Semester: A meeting with administration and the student may be called when one or more of the following have occurred.

(A) A student has missed five days.

(B) A student has missed one class more than five times.

The administrator will evaluate the reasons for the absences, examine the impact of the absences on the student's academic performance, and make recommendations for the remediation of the absences.

(2) After (Ten) Absences: After missing more than ten days of school in a year, the student and parents may be required to appear before the Board of Education. The Board reserves the right to allow academic sanctions, loss of credit, or other suitable measures for violations of the district's attendance policy.

SEMESTER TESTS

1. All middle school and high school students will be required to take semester tests. All teachers will give a cumulative assessment for the semester. **(see Grading Percentages)**
2. Students will not be allowed to take a semester test previous to the dates scheduled for semester testing unless prior arrangements have been made.

LEAVING SCHOOL GROUNDS/EARLY DISMISSAL

Students must sign out in the Main Office (a note or a phone call from the parent/guardian is **required** before students check out/sign out).

Parents/guardians are required to check students out unless student is formally emancipated. Students attempting to leave school without written or verbal permission will be considered truant and may be subject to disciplinary action.

Academic Achievement

File: IK

It is the responsibility of the Board of Education to focus its attention and energy on the quality of education provided in the district and on the achievement of our students. The Board is accountable to and is the representative of the entire community in setting academic priorities to ensure the best use of funds made available to the district.

The Board's goal is to improve student achievement by setting clear academic expectations for students through content standards. It is the Board's belief that all students can learn given appropriate time and instruction.

Each student is expected to meet or exceed the district's academic content standards before they transition from level to level and before they are eligible to graduate. While all students are expected to reach the standards, the Board acknowledges that differences in performance will exist among students. In academic areas, just as in social growth and development, children have diverse capabilities and individual patterns of growth and learning.

The school staff and students are directly responsible for student learning. The Board expects each student to study and learn to the best of his/her ability, and each staff member to help in developing and maintaining a climate that encourages and supports academic achievement and high standards of behavior. The district content standards are to be the focal point of classroom instruction.

To fulfill this expectation, all students will be provided challenging instructional programs. Student learning and performance will be continuously monitored against the standards through the use of valid and reliable measures.

ADOPTED 2006

LEGAL REFS.: C.R.S. 22-7-101 *et seq.* (Educational Accountability Act)

C.R.S. 22-7-401 *et seq.* (Education Reform)

C.R.S. 22-11-101 *et seq.* (Educational Accreditation Act)

CROSS REFS.: AED, Accreditation, AE, Accountability/Commitment to Accomplishment

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It shall emphasize achievement in its process of evaluating student performance.

State assessment system

State and federal law require district students to take standardized assessments in the instructional areas of English language arts, math and science. State law also requires students to take standardized assessments in the instructional area of social studies. Accordingly, the district shall administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the district to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parents request to excuse their children from taking state assessments; and the district's assessment calendar. This policy and its accompanying regulation represent the district's process to address these requirements.

1. Pencil and paper testing option

The district may determine that a specific classroom or school within the district will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include:

- The technological capacity and resources of the particular school/classroom;
- Students' previous experience with computerized and written assessments;
- whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments of written assessments; and
- the logistics of administering the state assessment in different formats at a particular school.

- Prior to making this determination, the superintendent or designee shall consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in the district.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall be determined by the student's Individualized Education Plan.

2. Parent/guardian request for exemption

A parent/guardian who wishes to exempt his or her child from a particular state assessment of assessments shall make this request in accordance with this policy's accompanying regulation.

In accordance with state law, the district shall not impose negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment of assessments. This policy's exemption process shall apply only to state assessments and shall not apply to district of classroom assessments.

3. Sharing of student state assessment results with parents/guardians

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the district and for each public school in the district based on the state assessment results for the preceding school years. This information shall be included in each student's individual student record. Appropriate school personnel, including those who work directly with the student, shall have access to the student's state assessment results and longitudinal academic growth information and shall share with and explain that information to the student's parent/guardian.

District Assessment System

In addition to the state assessment system, the district uses NWEA Maps, a comprehensive assessment system that:

- Challenges students to think critically, apply what they have learned and gives them the opportunity to demonstrate their skills and knowledge;
- Includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers and parents/guardians know that extra effort is necessary;
- Provides reliable and valid information on student and school performance to educators, parents/guardians and employers; and
- Provides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the district's academic standards.

In accordance with applicable law, the districts assessments shall accommodate students with disabilities and English language learners.

The district's assessment results, in combination with state assessment results will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the district's academic standards.

Additional assessment information for parents/guardians

In accordance with state law and this policy's accompanying regulation, the district shall distribute an assessment calendar and related information to parents/guardians on the annual basis to inform them about the state and district assessments that the District's plans to administer during the school year.

Classroom assessment system

Classroom assessment practices shall be aligned with the district's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall be to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problem, monitor their own progress and improve their learning.

Grading System

The administration and professional staff shall devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the district's academic standards. The records and reports of individual students shall be kept in a form meaningful to parents/guardians as well as teachers. The grading system shall be uniform district- wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students. The Board shall approve the grading, reporting and assessment systems as developed by the professional staff, upon recommendation of the superintendent. The Board recognizes that classroom grading and/or assessment systems, however effective, are subject in nature but urge all professional staff members to conduct student evaluations as objectively as possible.

ADOPTED: 2006

Revised: July 2014

Revised: March 2015

Revised: August 2015

LEGAL REFS: C.R.S. 22-7-1006.3(1) (state assessment implementation schedule)

C.R.S. 22-7-1006.3 (1)(d) (district must report to CDE the number of students who will take the state assessment in a pencil and paper format.)

C.R.S. 22-7-1006.3(7)(d)(state assessment results included on student report card if feasible.

C.R.S. 22-7-1006.3(8)(a)(policy required to ensure explanation of student state assessment results).

C.R.S. 22-7-1013(1) (district academic standards)

C.R.S. 22-7-1013(6) (policy required regarding the use of pencil and paper on state assessments)

C.R.S. 22-7-1013(7) (procedure required concerning distribution of assessment calendar to parents/guardians)

C.R.S. 22-7-1013(8)(policy and procedure required to allow parents to excuse their children from participation in state assessments)

C.R.S. 22-11-101 *et seq.* (Education Accountability Act of 2009)

C.R.S. 22-11-203(2)(a)(principal required to provide educators access to their students' academic growth information" upon receipt" of that information)

C.R.S. 22-11-504(3)(policy required to ensure explanation of student state assessment results and longitudinal growth information)

CROSS REFS:

AEA, Standards Based Education

AED*, Accreditation

IK, Academic Achievement

JRA/JRC, Student Records/Release of Information on Students

ENSURING ALL STUDENTS MEET STANDARDS

File: IKE

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district academic standards and may choose to implement an individual learning plan for each such student.

The plan shall be developed by the student's teacher and/or other appropriate school staff with input from the student's parents/guardians. The student's parents/guardians shall agree in writing to support the plan. Neglect by the parents/guardians with regard to participating in development of the plan or agreeing to support the plan shall not affect implementation of the plan.

The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs.

Each semester, students with individual educational plans shall be reassessed in the content areas covered by the plan.

In order to provide the services necessary to support individual learning plans, the superintendent shall develop tutoring programs, after-school programs, summer school programs and other intensive programs in the content areas covered by state and district standards. The Board shall commit resources in the budget to support these programs.

As determined by the school administration and in accordance with applicable law, students not meeting applicable state and district academic standards may not be promoted to the next grade level or allowed to graduate. The procedure to retain a student in kindergarten, first, second or third grade due to the student's significant reading deficiency shall be in accordance with the regulation on early literacy and reading comprehension and applicable law. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student, including whether specific aspects of the individual learning plan were appropriate and effective. Based on this evaluation the teacher shall modify the plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated.

Retention due to social, emotional or physical immaturity shall be used on a very limited basis. After consulting with the student's parents/guardians, teacher and other professional staff and in accordance with applicable law, school administration shall determine whether it is in the best interests of the student to be retained for such reasons.

Adopted: December 2013

LEGAL REF.: C.R.S. 22-32-109 (1) (hh)
CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IA, Instructional Goals and Learning Objectives
IK, Academic Achievement
IKA, Grading Assessment Systems ILBA, District Program Assessments
ILBB, State Program Assessments
ILBC and ILBC-R, Early Literacy and Reading Comprehension

HIGH SCHOOL ACADEMIC REQUIREMENTS

High School Graduation Requirements

Graduation Requirements – 25 Credits - Adopted 01/2023

- 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)
- 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)
- 6 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.

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.

Grade Scale & Percentage

Deer Trail School District 26J staff members will use a 100-point scale for grading. Staff will use common percentage-based assessments when calculating grades in Power School:

- A = 100 - 90
 - B = 89 - 80
 - C = 79 - 70
 - D = 69 – 60
 - F = 59 or less.
 - There shall be two days allowed for make-up work for each day of absence. Late work procedures by instructional staff shall be reasonable and communicated to both students and parents. Students behind in course work will be referred to support intervention.
 - Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.
 - Make-Up work may receive credit to the extent possible as determined by the instructional staff member or in consultation with administration.
- | | |
|----------------------|--------------------|
| Homework - | 15% of Final Grade |
| Participation- | 10% of Final Grade |
| Formative in class- | 20% of Final Grade |
| Summative in class- | 30% of Final Grade |
| Unit/Semester Finals | 25% of Final Grade |

POST SECONDARY PROGRAMS

College Classes - Any 9th through 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. The student will also comply with the MCC contract. Students who receive a D or fail a class may not be allowed to take additional concurrent enrollment classes.

ACADEMIC AWARDS

Academic awards will be given to high school students who earn an "A" both semesters of the class. Those students will be recognized and awards presented at the end of the school year during the Academic and Athletic Awards Programs.

ATHLETIC ELIGIBILITY

Students at the middle and high school level shall maintain eligible academic grades in order to participate in any extracurricular or athletic activities. Further questions can be directed to the Athletic Director of Deer Trail 26J Schools.

SCHEDULE CHANGES

Due to the fact that the Deer Trail School District schedule is built around student requests, schedule changes will be kept to a minimum. Most schedule changes may be allowed after the third day of class for that semester. Students will be required to fill out a schedule change request form. No changes will be made without parent, teacher/staff, and administration approval.

CHILD ABUSE

Deer Trail School District complies with the Child Protection Statutes. School officials and employees who have reasonable cause to know, suspect or observe abuse or neglect as defined by statute, shall immediately report or cause a report to be made in the county department of social services. Law enforcement may be contacted. It is the responsibility of the school to report not determine suspected abuse. Deer Trail School is a mandated reporter of child abuse and neglect.

COUNSELING/SUPPORT SERVICES

As Deer Trail School District complies with the Child Protection Statutes and supports students through a variety of venues. The intent of a school counselor is to provide social emotional support and specific strategies to be successful both academically and socially in a public-school setting. Referrals to receive such services can come from school staff or (you) the parent of the child. ***Please contact our school counselor if you should desire to opt out of receiving any type of support services for your child.***

DISCIPLINE

The Administration has the ability and obligation according to state law to maintain the proper function of school procedures including discipline. The Administration will recommend in-school suspension, out-of school suspension or recommend 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. During an in-school suspension or detention, students will perform community service for the Deer Trail School. The activities are listed under Code of Conduct, Bullying, Hazing, and Possession of Weapons in School.

CODE OF CONDUCT

File: JICDA

The Administration 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.

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.

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 and/or a student who takes any retaliatory action against a student, who reports in good faith an incident 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 and retaliation against a student who reports 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 engaged 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 help 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, supportive behaviors of students toward one another on a regular basis.

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.

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.

TOBACCO, DRUG AND ALCOHOL

File: JICH

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

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 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 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. 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 describe 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.

**Deer Trail School District 26J
Use of Video Camera on School Buses Policies**

Deer Trail 26J has approved the use of video camera(s) on the school buses for the primary purpose of reducing disciplinary problems, potential vandalism and supporting driver safety, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students.

As a district, we want to notify all students, parents and guardians and staff that video cameras are being used on the buses. Students found to be in violation of the Deer Trail 26J bus conduct rules will be subject to discipline in accordance with District policy and applicable laws.

Only the district Transportation Director, bus driver(s), administrators shall be authorized to view the videos for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on a video documentation. A student being disciplined based on the viewing of the video, and/or their parents, may view the isolated segment of the video that documents the incident for which they are being disciplined. The district Transportation Director and/or administration shall view the video with the student and/or parents and document the date and names of the individuals view the video.

The video files shall not be available for viewing by the public in general, employees, media or other individuals. The Superintendent may authorize other individuals, such as the guidance counselor, teacher, social worker to view segments of a specific video, if such individuals are working with the student on the video because of a behavior, emotional or learning problems. The viewing of the video by the individual student is beneficial to their role in assisting the student. A log shall be kept of the date and name of the individuals viewing the video.

If there are no bus problems pertaining to the date a video was recorded, the video may be erased or recorded over after ten student school days or 15 calendar days, whichever occurs first.

For further questions and information, please contact Deer Trail 26J School Transportation Director,

INCLEMENT WEATHER/SCHOOL CLOSURE AND EARLY DISMISSALS

School Closings and Cancellations

file: EBCE

The superintendent, or designee, is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that he/she will take such action only after consultation with appropriate authorities. The superintendent shall consult with other area superintendents, as well as monitor the National Weather Service (NWS) forecasts. **If the NWS forecast calls for blizzard conditions and/or hazardous driving conditions school shall be cancelled by 5:00 A.M. or earlier per Board of Education policy.**

Parents, students and staff members shall be informed early in each school year how they shall be notified in event of emergency closing or early dismissal. Here is a sample notification to be posted on the website, in all handbooks and used in parent newsletters.

Inclement Weather: Each year, our community experiences severe weather events that may result in the closure or delay of our schools. Student safety is the first priority in making decisions regarding school closure. However, parents, students, and employees must realize that we live in Colorado where driving in some snow and bad weather conditions is reasonable and expected, and school cannot be called off whenever there is the slightest amount of snow and/or ice.

When severe weather forecasts are definitive, the district will close or delay school with as much advance notice as possible. When forecasts are less definitive, we will monitor conditions closely, including traveling parts of the district and consult with area officials prior to deciding to close or delay schools. In these instances, we will make every effort to communicate with you no later than 5:00 A.M.

In the event we announce a delayed start due to inclement weather, we will start school 2-hours later than regularly scheduled start times. We will announce if it is a 2-hour delay. Bus schedules will also run 2-hours later, based on that announcement.

In some cases of severe weather, schools may be closed early or after school programs, athletics and other activities may be cancelled.

Delayed starts due to inclement weather and school closure notifications are made via School Messenger (automatic phone calls), the district website, social media and media including television and radio stations. Each school/department will have a calling tree to inform staff.

Parents, students and employees should always assume that there will be school as scheduled, unless they see an announcement on the website, on TV, hear an announcement on radio, or receive a phone call, text or email as part of the official messenger system.

When it becomes necessary to close school due to weather conditions, power outages and/or mechanical conditions, the district will post the information on our website (www.dt26j.com) and broadcast information over the following television and radio stations:

Channel 2 KWGN	Channel 9 KUSA
Channel 4 KCNC	Channel 31 KDVR
Channel 7 KMGH	School Facebook Page
Deer Trail Community Facebook	Social Media

The listing will be Deer Trail 26J.

Parents have the ultimate responsibility for the safety of their children. If a parent feels weather conditions are too dangerous for his/her child to go to school, whether or not transported by bus, parents may keep their children home and the absence will be excused/weather related. Absences excused due to weather will not be used in determining perfect attendance and other awards or in determining truancy.

Essential personnel are required to report to duty as soon as possible unless otherwise notified.

Adopted: 2005

Revised: November 12, 2018

LEGAL REF.: C.R.S. 22-32-109 (1) (n)

C.R.S. 22-33-104 (1)

CROSS REF.: IC/ICA, School Year/School Calendar
JLIB, Student Dismissal Precautions

2023-2024 Deer Trail School District 26J

Adopted March 6, 2023

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					12	

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					15	

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					18	

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					14	

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					10	

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					17	



February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
					16	

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					12	

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					17	

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					14	

- 145 Student Contact Days
- 159 Teacher Days
- August 14-First Day of First Semester
- August 16-First Day of Preschool
- October 18-19-Parent/Teacher Conferences-Early Release 1:00 PM
- December 19-Last Day of First Semester-Early Release 1:00 PM
- January 3- First Day of Second Semester
- February 14-15-Parent/Teacher Conferences
- May 23-Last Day of Second Semester-Early Release 1:00 PM
- May 25-Graduation 10:00 AM

3/23/2023

Vacation /No School Teacher In Service Parent Teacher Conferences Start Days Last Days

**DEER TRAIL STUDENT HANDBOOK
&
DISCIPLINE CODE BOOK**

ACKNOWLEDGEMENT 2023 -2024

SCHOOL ADMINISTRATION

Superintendent ~ Mr. Mike Jobman 303-769-4421 Ext: 110
MS/HS Principal ~ Mr. Greg Swiatkowski, 303.769.4421 Ext: 219
Elementary Principal ~ Ms. Seandra Humbert, 303.769.4421 Ext: 188

BOARD OF EDUCATION

President ~ Candice Reed ~ Term Expiration 11/2023
Vice President ~ Mike Cowell ~ Term Expiration 11/2023
Secretary ~ Richard Haight ~ Term Expiration 11/2023
Treasurer ~ Patrick Duff ~ Term Expiration 11/2023
Director ~ John Burcl ~ Term Expiration 11/2023

ADMINISTRATIVE SUPPORT STAFF

Athletic & Activities Director ~ Mr. Mike Jobman, 303.769.4421. Ext: 219
Business Manager ~ Mrs. Nanci Sweet, 303.769.4421 Ext. 108
District Secretary ~ Mrs. Hayley Whitehead, 303.769.4421 Ext. 106
Transportation Director ~ Mr. Sam Courts 402.382.8586

DEER TRAIL SCHOOL DISTRICT 26J

130 South 2nd Ave. PO BOX 129
DEER TRAIL, CO 80105
Phone 303.769.4421
Main Office Fax 303.769.4600

WEBSITE: www.dt26j.com

ANY ITEM/ISSUE NOT ADDRESSED IN THIS HANDBOOK WILL REFER TO BOARD POLICY

I/WE HAVE READ AND UNDERSTAND THE DEER TRAIL 26J HANDBOOK.

STUDENT SIGNATURE _____

DATE _____

PARENT/GUARDIAN _____

DATE _____