

Peyton High School Student Handbook

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PANTHER CREED

RESPONSIBILITY

EXPECTATIONS

SPORTSMANSHIP

PRIDE

EXCELLENCE

COMMITMENT

TOLERANCE

Peyton Junior-Senior High School
13885 Bradshaw Road
Peyton, CO 80831
Phone: 749-0417; Fax: 749-0150
Website: www.peyton.k12.co.us

Throughout this handbook, "parents" include single parent, legal guardian, or person having lawful control of the student. Also, "he" refers to both male and female students.

Visitors: To avoid interruption of the normal instructional process, students may not bring guests to school without express permission by the principal. All visitors must report to the main office.

Building hours are Monday through Thursday 7:15 a.m. to 4:00 p.m. Students are not to be in the building at any other time unless under the direct supervision of a member of the school staff.

Peyton High School Mission Statement

In partnership with our community, Peyton High School is committed to providing a creative, safe and supportive environment where students, staff and parents strive to provide opportunities to discover purpose, seek resources and create experiences for learning, personal growth and responsible citizenship.

Students will demonstrate:

1. Ability to solve problems, make decisions analytically, think creatively and work individually and collaboratively.
2. Effective communication skills including contemporary and traditional technology.
3. Skills needed for self-directed lifelong learning.
4. Awareness of components of emotional and physical wellness.

Peyton Junior High School Mission Statement

Peyton Middle School will provide a well-balanced, educational experience that promotes:

1. A safe environment that encourages confidence in all students so that they will take risks to achieve their potential.
2. A challenging academic curriculum to provide the skills necessary to meet future goals.
3. The development of critical thinking and effective communication skills

EQUAL OPPORTUNITY EMPLOYER

The Peyton School District 23JT is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origins, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Section 504 and ADA may be referred to Charine Chase, 13885 Bradshaw Rd., Peyton, CO 80831, (719) 749-0417 or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-2291

JH CLASS SCHEDULE

Period	Start	Finish
1	7:36	8:41
2	8:45	9:47
3	9:51	10:53
JH Lunch	10:53	11:13
4	11:17	12:19
5	12:23	1:25
6	1:29	2:31
7	2:35	3:40

HS CLASS SCHEDULE

Period	Start	Finish
1	7:36	8:41
2	8:45	9:47
3	9:51	10:53
4	10:57	11:59
"A" Lunch	11:59	12:19
5A	12:23	1:25
5B	12:03	1:05
"B" Lunch	1:05	1:25
6	1:29	2:31
7	2:35	3:40

JH CLASS SCHEDULE (Delayed Start)

Period	Start	Finish
1	9:36	10:24
2	10:28	11:13
3	11:17	12:02
JH Lunch	12:02	12:22
4	12:26	1:11
5	1:15	2:00
6	2:04	2:49
7	2:53	3:40

HS CLASS SCHEDULE (Delayed Start)

Period	Start	Finish
1	9:36	10:24
2	10:28	11:13
3	11:17	12:02
4	12:06	12:51
"A" Lunch	12:51	1:11
5A	1:15	2:00
5B	12:55	1:40
"B" Lunch	1:40	2:00
6	2:04	2:49
7	2:53	3:40

JH CLASS SCHEDULE (Activity)

Period	Start	Finish
1	7:36	8:34
2	8:38	9:36
3	9:40	10:38
JH Lunch	10:38	10:58
4	11:02	12:00
5	12:04	1:02
6	1:06	2:04
7	2:08	3:06
ACTIVITY	3:06	3:40

HS CLASS SCHEDULE (Activity)

Period	Start	Finish
1	7:36	8:34
2	8:38	9:36
3	9:40	10:38
4	10:42	11:40
"A" Lunch	11:40	12:00
5A	12:04	1:02
5B	11:44	12:42
"B" Lunch	12:42	1:02
6	1:06	2:04
7	2:08	3:06
ACTIVITY	3:06	3:40

Delayed Start, School closings, and early dismissals may occur whenever weather conditions, road conditions, or other hazardous conditions jeopardize the safety or welfare of students. When an all-day closing or delayed start is necessary, the administration will, if possible, make the decision no later than 6:00 a.m. Should it be necessary to dismiss school prior to the regular scheduled time, the administration will allow 45 minutes to one hour for notification of media and parents. All local radio and television stations will be notified of any delayed start, closing, or early dismissal.

Lunch is available to all students in grades 7-12. Free and reduced lunches are available to those who qualify; forms may be obtained in the school office or on the district website. Students will be allowed to charge a maximum of two lunches.

Emergency drills such as fire, tornado, and lockdown scenarios will be held occasionally. All students and faculty will be advised on proper procedures.

All accidents and injuries must be reported to the main office.

School Resource Officer

In co-operation with the El Paso County Sheriff's office, Peyton School District has as a member of its staff a School Resource Officer. The "SRO" serves as a liaison between the school and law enforcement. In this role the "SRO" will provide consultative as well as educational services. In addition, the "SRO" may be called upon to assist the administration in disciplinary situations. If this occurs the "SRO" may be asked to talk with students, in the presence of an administrator. If after initial conversations, it becomes apparent that the potential for criminal charges exist, parents will be requested to come to school. However, in many situations potentially serious problems can be resolved through communication and mediation.

Medication can be dispensed to students only if the following requirements have been met:

1. A permission slip for medication form has been completed by the physician and signed by the parent. These forms may be obtained at the main office.
2. Prescription medicine must be contained in a pharmacy labeled bottle with instructions for dosage.
3. Over-the-counter medicines must also be contained in the labeled bottle.
4. All medicines must be kept and dispensed in the office. School personnel will not provide aspirin, Tylenol, etc., or administer without a doctor's authorization.

School Health Plans

School health plans are to communicate a plan of care for those students with a known health issue (i.e. asthma, diabetes, ADHD, congenital heart defect). School health plans are updated every school year to ensure that the school has current information

School Medicaid Program

- Medicaid is allowed to partially reimburse schools for health and related services provided to a child enrolled in a state Medicaid program
- Health and related services include those types of services provided by nurses, audiologists, occupational therapists, physical therapist, licensed counselors, licensed social workers, psychologist, orientation and mobility specialists, and some other additional services.
- Participation in the school Medicaid program will not affect individual Medicaid benefit coverage. The reimbursement the district receives is totally separate from the Medicaid coverage supported by the state of Colorado in that is federally funded specifically for schools.
- The district is a Medicaid provider. The district will conduct a billing process to obtain reimbursement for services provided.
- Participation in the school Medicaid program is voluntary and does not affect school services that may be provided to a student. Any parent/guardian or eligible student (18 years or older) who does not want to participate in the school Medicaid program must notify the school in writing. Forms to decline participation are available in the school office.
- Not allowing the district to bill for services provided reduces the amount of reimbursements the districts receives.

STUDENT INFORMATION

Cell Phones: The school discourages students from bringing cell phones to school for any reason. **These items should not be visible or audible during class time.** Cell phone usage may be allowed during school lunch. If stolen, the school will not assist students in the recovery of these items. If they are seen or heard during class time, they may be confiscated. Administration may search all pictures, text messages or stored messages with reasonable cause under state law. Below are the discipline measures in place for cell phone usage-

	1st	2nd	3rd	4th	5th
Cellphone	Teacher confiscates/return at the end of the period	Teacher confiscates/turns over to the office/student may pick up at the end of the day	Teacher confiscates/turns over to office/Parents must retrieve	MTSS Conference with Parents	MTSS Conference with Parents

iPods, MP3 Players, CD Players, Headphones, etc.: Experience has proven that these items present a disturbance problem and also become objects of theft. Students are not allowed to carry iPods, Mp3 players, CD players, headphones, radios, stereos, and/or tape recorders at any time during the school day. Students who do not follow these rules will have their electronic items confiscated.

Bicycles and skateboards are not to be ridden during the school day. Skateboards may not be ridden on school grounds before or after school. Shoes with rollers are not allowed.

Lockers--Students will be issued a set of textbooks to be taken home and will have a copy of the textbook available to them in the classroom; therefore, students are not issued a hall locker. Students taking a PE class will be issued a locker and the school will provide a lock free of charge. A \$5.00 charge will be issued to each student who does not return their lock upon withdrawal from school. Locker combinations should be kept confidential to avoid possible thefts. The district does not assume any responsibility for items stolen from lockers.

Backpacks of excessive size are discouraged in the classrooms due to congestion and safety purposes. With students not needing to carry textbooks, binders such as "Trappers" and/or string-type backpacks should be sufficient for the students' day-to-day needs.

Peyton High School Student Driving/Parking Expectations

Transportation to the CTEF building is provided. Peyton School District provides transportation between the Jr. - Sr. High School and the CTEF building during school hours. Therefore all students are required to utilize this transportation. Use of personal vehicles during the school day between building locations is prohibited.

Student parking is available. Students are not to park in the staff/visitor lot. All students driving to school will register their vehicles in the main office and parking passes will be issued. This measure is being undertaken in the interest of school safety and security. Students shall not drive cars or other vehicles during school hours unless given specific permission by the principal. Cars shall remain parked and unoccupied in the student lot from the time a student arrives at school until school is dismissed. Students are not allowed to go to cars or the parking lot during lunch without permission. Students shall not drive cars on or around the school grounds in a careless or reckless manner. Any student who violates any of these regulations shall be forbidden to drive to school for an indefinite period of time or may face suspension from school.

Peyton Junior-Senior High School is a closed campus. Students will not be allowed to leave campus anytime during the school day. All students leaving for appointments must check out in the office before leaving and check in upon returning, for which appropriate parental approval is required. This applies to all students regardless of age. Students will not be allowed to sit in or stand around cars at any time during the school day. Violations will follow the disciplinary procedure guidelines.

These rules are designed to ensure the safety of students, faculty, and staff and to reduce congestion on the HS campus. Student drivers who do not abide by the rules, are tardy or absent without permission, or have discipline referrals can lose the privilege of driving and parking at Peyton Jr.-Sr. High School.

School-sponsored publications and other forms of written communication are a public forum for students as well as an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism. The Peyton School Board of Education recognizes creative student expression as an educational benefit of the school experience; it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place. The Board encourages students to express their views in school-sponsored publications and observe the rules of responsible journalism. Written expressions which are false or obscene, libelous, slanderous, or defamatory under state law; which present a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school, or which violate the privacy rights of others shall not be permitted.

Posters and/or bulletin board announcements to be placed within the school are to be first approved by the administration.

DISCIPLINE, ATTENDANCE, & STUDENT POLICIES

At Peyton Junior-Senior High School we believe that students should be allowed to make choices and to stand accountable for their decisions. It is our expectation that students will make positive decisions affecting their lives. When a student does make a poor choice, we believe we have established a positive environment in which he/she can learn from his/her mistake and receive whatever help is necessary to effect a positive modification of this behavior pattern. Finally, we feel that this philosophy of discipline allows students to make decisions, become accountable for those decisions, and become more responsible adults in our society.

Behaviors of Concern

Behaviors of concern are inappropriate student behaviors such as unexcused absences or tardies, class disruptions, harassment, violation of school rules including drug/alcohol abuse. When these behaviors of concern are observed, and depending upon the seriousness of the behavior, a teacher may schedule a student conference and/or parent conference. Detentions may be assigned, students may be temporarily removed from the classroom, or other appropriate discipline management may be used. If necessary, a school administrator may schedule a conference with the student and/or parent. The administrator may also assign detention (after-school and/or Friday morning), or use other appropriate disciplinary measures.

Detention is a preventative disciplinary measure used to prevent further discipline problems. When a detention is given, notice will be given to the student for the purpose of informing the parent of the reason for the detention and to permit arrangements for the necessary transportation of the student. The student's parent or legal guardian will be ultimately responsible for the transportation of the student when the student has been detained after school hours for detention. All students detained for disciplinary purposes will be under the direct supervision of a teacher or another member of the professional staff. All students have the right to appeal a disciplinary decision to the building principal. We believe that all students who are in non-compliance with the expected student responsibilities and code of conduct must be afforded administrative due process.

The District's goal is to work with each student who exhibits behaviors of concern in order to assist the student in changing his behavior and to successfully see that the re-entry into the classroom is successfully achieved. The discipline management plan must encourage the commitment, cooperation, and involvement of School District administrators, teachers, parents, and students. Detentions that are not served during assigned times may lead to in-school suspensions.

CODE OF CONDUCT

The Principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during school sponsored activities. Suspension or expulsion shall be mandatory for serious violations in school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value. Restitution is mandatory.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property. Restitution is mandatory.
3. Causing or attempting to cause physical injury to another person.
4. 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.
5. Violation of criminal law.
6. Violation of District or building regulations.
7. Violation of the District's policy on dangerous weapons in the schools.
Expulsion shall be mandatory for carrying, bringing, using, or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, slingshot, bludgeon, brass knuckles, a fixed blade knife with a blade greater than three (3) inches in length; or, a spring loaded knife or pocket knife with a blade greater than three and one-half (3½) inches; or, any razor blade knife or box cutter. Knives of any size are not allowed at school and will be confiscated.

8. 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.
9. Initiating or participating in gang-related activities on campus during school hours or at school activities or events.
10. Violation of the District's smoking and tobacco use policy. The school tobacco policy does not allow the use or possession of tobacco products, to include e-cigarettes and vapor pens, on school property and/or school activities.
11. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, obscene gestures, or gang signs toward other students, school personnel, or visitors to the school.
13. Engaging in harassment, bullying, or verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly toward others to precipitate disruption or incite violence in the school environment.
14. 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.
15. Lying, or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, cell phone pictures, text messaging, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority.
18. Behavior at a school-sponsored activity or off school property, which is detrimental to the welfare, safety, or morale of other students or school personnel.
19. Behavior that disrupts the educational process. This may include actions, words, clothing, or items brought to class.
20. Repeated interference with the schools ability to provide educational opportunities to other students.

Peyton Jr.-Sr. High School Academic Code of Conduct

At Peyton Jr.-Sr. High School, the staff and administration strive to help students achieve success, and the skills required to be contributing members of society. We stress personal integrity and good practice in all aspects of academics, learning, and assessment. At Peyton Jr.-Sr. High School we want students to understand the value of hard work as they produce their own exhibits of learning. It is integral that students learn and understand the tenets of *academic honesty*. In order to make great things possible, each student must produce and take ownership of their own authentic work. Throughout life students will be responsible for their work, whether it is an academic setting or in the work place.

To that end, the staff at Peyton Jr.-Sr. High School expects the highest standards of honesty and integrity from all students. We strive to promote the ideals of education, self-discipline, and responsibility. To protect the students' right to a fair and meaningful evaluation of their work the Peyton Jr.-Sr. High School ACADEMIC CODE OF CONDUCT has been adopted. Student violations will be classified into one of the following three categories.

Type I

A student who copies an assignment from another student AND the student knowingly allowed the assignment to be copied (paper or electronic).

Type II

A student who is found in possession of unauthorized **cheat sheets** (paper or electronic), answer keys or other evidence of premediated cheating- whether or not the item(s) were actually used by the student. This includes any test information (i.e., topics, answers, and/or questions).

Type III

A student who plagiarizes someone else's work (intellectual property), or copies any information from an encyclopedia, internet sources, magazine, newspaper, Cliff Notes, or any other published source, etc., and **presents these ideas as if they are the student's own ideas.**

- All violations will be documented into Infinite Campus as Academic Dishonesty and become part of the students discipline record.
- Staff may review a student's Infinite Campus record when requested to write a letter of recommendation to universities on behalf of seniors.

Action Taken For Violation	Type I	Type II	Type III
<ul style="list-style-type: none"> • Paper/Project Redo • Referral to Administration • Parent Notification 	N/A	N/A	1 st Occurrence
<ul style="list-style-type: none"> • Zero for the Assignment • Referral to Administration • Parent Notification 	1 st Occurrence	1 st Occurrence	2 nd Occurrence
<ul style="list-style-type: none"> • Zero for the Assignment • Referral to Administration • Parent Notification 	2 nd Occurrence	2 nd Occurrence	3 rd Occurrence

<ul style="list-style-type: none"> • Friday School 			
<ul style="list-style-type: none"> • Zero for the assignment • Referral to Administration • Parent Notification • Friday School • Activity Suspension • Suspension for HS Students 	3 rd Occurrence	3 rd Occurrence	4 th Occurrence
<ul style="list-style-type: none"> • Zero for the assignment • Referral to Administration • Parent Notification • Friday School • Activity Suspension • Suspension for MS Students 	4 th Occurrence	4 th Occurrence	5 th Occurrence

7TH through 11th grade: Further consequences could result in ineligibility for Student Council, NHS, FBLA, Academic Awards based on grades earned during the term of the violation.

12th Graders: Further consequences could result in ineligibility for Valedictorian or Salutatorian honors.

DISCIPLINE PROCEDURES

Unacceptable behavior, including but not limited to, those described above, is prohibited. The administration will make a determination of the consequence for the behavioral violation based on the severity of the infraction, discipline history of the student, and the circumstances surrounding the situation. In most instances, parental involvement and a discussion of future consequences will be attempted.

Violations of school rules will be counted cumulatively throughout the year.

Students who violate policies, rules, or regulations may be subject to:

1. Counseling by teachers, special services, or administrative personnel.
2. Parent-teacher conferences.
3. Cooling-off or time-out.
4. Behavioral contracts.
5. Assigned school duties other than class tasks.
6. Verbal correction.

7. Withdrawal of privileges, including participation in extracurricular activities and honorary or elected positions.
8. Sending the student to the office or other assigned area. This time will count as an unexcused absence and be included in the student's total number of absences.
9. Detention, both after-school and Friday morning.
10. Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
11. Temporary confiscation of items that disrupt the educational process.
12. Grade reductions for excessive absences.
13. In School Suspension
14. Out of School Suspension
15. Students that are serving multiple days of ISS or OSS are not allowed on school grounds during the suspension period and are not allowed at school activities, home or away. For OSS this is in effect until the student returns to regular classes following the suspension.

Searches may be conducted if school officials have reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. School officials retain the right to open and inspect lockers without notice, without student consent, and without a search warrant.

Personal searches may be conducted whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted by a school official of the same sex and with an adult witness present, when feasible. The scope of the search must be reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Searches of student vehicles may occur whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The school retains the right to conduct routine patrols of student parking lots and inspections of student vehicles on school property. Such inspections may be conducted without notice, without student consent, and without a search warrant.

Illegal materials seized during a properly conducted search shall be immediately turned over to the proper legal authorities.

False reporting the existence of a fire or bomb will be subject to the following:

1. Parent notification
2. Notification to the proper law enforcement agencies.
3. Suspension or expulsion.

Verbal harassment or threats toward staff or staff members' families will not be tolerated, on or off school grounds.

Threats, harassment, and/or bullying directed toward other students will be investigated to the fullest extent possible, with discipline administered according to policy.

Key Elements of Bullying

1. Harm or hurt is intended.
2. A power imbalance exists.
3. The perpetrator enjoys carrying out the action.
4. The perpetrator repeats the behavior, often in a systematic way.
5. The victim has a sense of being persecuted or oppressed and is hurt physically or psychologically.

Hallway behavior is as follows:

1. Students' behavior and language are to be acceptable and compatible with the desired learning environment.
2. Romantic and physical demonstrations of affection, such as kissing, hugging, etc., are not acceptable hallway behavior.
3. Sitting in the hallways in a way that blocks traffic flow and interferes with academic pursuits in the classrooms, will not be tolerated.
4. Writing on desk, tables, walls, etc., by students is unacceptable.

The Cafeteria provides an acceptable environment in which every student may eat his or her lunch. Therefore, it is necessary that everyone using the cafeteria or assigned dining area respect the rights of each member of the student body. Students who abuse this privilege with words or actions may lose the privilege of eating in the cafeteria for a period of time.

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. School-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline issues, and improve school order and safety. 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. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations. Good attendance, being to work on time, and a reasonable dress standard will be expected by any employer.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Students will not be permitted to attend class and time spent in the office will count as an unexcused absence. Repeated offenses may result in disciplinary action as outlined in the Peyton School District

Handbook. **Building principals or building designee will have the final say in the appropriateness of the attire of students.**

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings.

1. Shorts, dresses, skirts or other similar clothing so short that they cause a disruption in the classroom or building. (Dresses or shorts need to be lower than mid-thigh or below the person's fingertips when standing straight with hands extended down.)
2. Sunglasses, hoods and/or hats, scarves, dew rags or other head coverings worn inside the building during the school day. This begins when students enter the school building until they leave the building in the after school. Students are allowed to wear hats during ballgames in the evening.
3. Inappropriately sheer clothing.
4. Tank tops or other similar clothing with straps narrower than 1 ½ inches in width or does not fit closely around the arm. Athletic jerseys must be worn over an acceptable t-shirt.
5. Halter tops, backless clothing, tops or bottoms that reveal the midriff or shoulder blades, cleavage, underwear, or traditionally private parts of the body.
6. Any clothing or paraphernalia that depict drugs, tobacco, alcohol, weapons, or anything of a sexual nature.
7. Chains or spikes are not allowed; or any other accessories that could be deemed harmful. Necklaces may not hang lower than the chest area.
8. To avoid injury or disease, shoes, sandals or boots must be worn in the building at all times.
9. No "costumes" (in judgement of school personnel) will be allowed.
10. No pajamas, **blankets**, slippers, or muscle T-shirts will be allowed.

BUS DISCIPLINE POLICY

In order to ensure that students riding Peyton School Buses are provided with the safest possible environment, the following rules will be in effect on all buses.

Infractions 1 – 12 may bring a 2 to 5 day suspension from riding the bus.

1. Insubordinate or disrespectful behavior will not be tolerated.
2. Each student is responsible for all damage caused by her/him to the seat that she/he sits in. **The individual responsible prior to returning to the bus must pay for damage to the bus.*
3. Sharp instruments such as compasses, pencils, pens, etc. shall be carried in a safe container (i.e. book bag).
4. CDE transportation regulations require student to maintain silence when approaching railroad crossings.
5. Students are expected to identify themselves when requested by any employee in the Peyton School District.

6. Students are not permitted to stand or to leave their seats while the bus is en route. If vehicle is equipped with seat belts, they must be worn properly.
7. Students are to keep hands, feet, and head inside the bus at all times. Students must keep their hands and feet off other students at all times. Property of other students is to be left alone.
8. Students will refrain from horseplay, harassing, and bullying activities at all times. No obscene gestures and no gang signs.
9. Nothing is to be thrown from the bus windows. Students shall keep the bus clean and free of debris.
10. The aisles are to be kept free of backpacks, books, coats, musical instruments, and other items.
11. Unless prior permission is given, items not allowed on the bus include, but are not limited to balloons, animals, insects, (dead or alive), skateboards, scooters, glass items, any item that is a health or safety hazard, or any item that will not fit on a student's lap.
12. Students will refrain from unbecoming conduct, using inappropriate language, abusing the driver or other pupils.

Items 13 – 15 may bring a 10-day to 1-year suspension from riding the bus.

13. *Fighting or other physical abuse is prohibited.
14. *Weapons and/or explosives are not permitted.
15. *Use or display of any tobacco products or possession/use of any illegal drugs, including alcohol, is prohibited.

*Depending on the severity, disciplinary action for these infractions may also include a school suspension determined by the school administration. Infractions may lead to expulsion from the school district. Appropriate law enforcement agencies will be notified when necessary.

BUS DRIVER MUST REPORT ALL STUDENTS WHO DISOBEY THE RULES.

Please remember that transportation by school bus is a privilege and not a right. No student will be allowed to make the trip unsafe and /or unpleasant for the driver or fellow students.

For each infraction the parent/guardian shall be notified of the occurrence and the consequences. A written referral will be forwarded to the proper building administrator citing the infraction, as well as the action taken.

Consequences

- 1st infraction Verbal warning. Driver will contact the parent/guardian and will document the particulars of the incident in a logbook.
- 2nd infraction Written warning. Driver will contact the parent/guardian. Copy of notice sent to parent and school.
- 3rd infraction Suspension. Transportation Director or school administrator will contact parent/guardian. Suspension will be according to the range for that infraction (i.e. 2–5 days or 5-10 days). Copy of notice sent to parent and to school.

- 4th infraction Suspension. Transportation Director or school administrator will contact parent/guardian. Suspension will be 45 days or remainder of semester, whichever is greater. Copy of notice sent to parent and to school.
- 5th infraction Suspension. Transportation Director or school administrator will contact parent/guardian. Suspension will be 90 days or remainder of school year, determined by the Transportation Director. Copy of notice sent to parent and to school.

Immediate loss of transportation privileges may occur depending upon the severity of the violation.

Each student will begin with a clear record at the beginning of the year.

Students will not normally be suspended from transportation privileges until the day following the infraction and parent notification.

A student who has been suspended from riding the bus may be suspended from riding all district buses, whether they are regular, field trip, or athletic buses.

Any questions, comments, or concerns may be brought to the attention of Peyton Transportation Department at 749-0074.

ATTENDANCE

Absences from school shall be deemed excused or unexcused by the principal. Excessive tardiness becomes disruptive to the education process and habitual offenders will be disciplined to encourage promptness. The principal may impose penalties for unexcused and excessive absences. A student is considered absent from class if he/she has missed 15 or more minutes of class. Missing school for school-sponsored activities does not count as an individual absence (music contest, athletic contest, fieldtrips, etc.). In order to be classified as a school sponsored absence, the school must schedule it and have a school sponsor present (senior college visits, skip days, personal interviews, etc do not count as school sponsored absences.) Before making family or personal arrangements, check with the school office.

A. Excused absences are as follows:

1. Personal illness of the student.
 - a. If possible, the parents should inform the school by telephone on the day of the absence. Otherwise, a note upon return to school will be required.
 - b. All absences must be excused by a note or phone call from the parent/guardian within 10 school days of the absence. After 10 days all absences will remain unexcused regardless of reason for absence.
 - c. Parents should check the parent portal on Infinite Campus or call the office to confirm that absences were excused before the 10 day grace period ends.
2. Serious illness or death of a family member. Notification of school authorities by phone or letter is required.

3. Pre-arranged absences for personal reasons. A signed form or personal conference with parents is required.
4. Attendance at required activities of approved groups whose purposes are of an educational nature. These activities must receive prior approval by the principal.
5. The school bus does not run or complete its route.
6. Other unavoidable or unforeseen emergencies.

B. Unexcused absences are as follows:

1. Absences without notification by parents to school authorities as to the cause of the absence. (See 1 b & c above)
2. Remaining at home without parental approval or knowledge.
3. Leaving the school grounds at any time during the school day without following proper procedures, even if parents call later to approve absence.
4. Being sent to the office for discipline reasons.
5. Missing the school bus, oversleeping, or other similar situations.
6. Unexcused tardies are:
 - a. Missing the school bus because of avoidable reasons.
 - b. Oversleeping
 - c. Because of visiting in the halls, prolonged rest room visits, returning late to class from lunch, or any other avoidable situations.
7. The principal, after reviewing the circumstances of any absence, may declare that absence unexcused.

C. Class Tardies

1. After accumulating a total of four tardies in one quarter, students will serve a one-half-hour detention.
2. Upon accumulating a combined total of five tardies in one quarter, the student will be charged with two one-half-hour detentions.
3. Beyond five tardies, the discipline may include a parent conference, Friday school, remediation plan, In-school suspension, and/or further discipline procedures.

D. Ten or more absences per semester in any one class may result in loss of credit, lowering of grades, and withdrawal from school. This includes excused and unexcused combined.

ACADEMIC POLICY GUIDELINES

The following policy guidelines have been established in an effort to better inform students, parents, teachers, and counselors of academic progress. These guidelines are not meant to be limiting, but rather to allow the student to know along what lines he/she wishes his/her record to reflect completely and accurately the work he/she has done in high school and/or junior high school.

Marking System

The following scale will be used for grades 7-12:

Percentile score Letter grade

90% to 100%	A -- Exceptional Accomplishment
80% to 89%	B -- High Accomplishment
70% to 79%	C -- Average Accomplishment
60% to 69%	D -- Low Accomplishment
Below 60%	F -- Unsatisfactory Accomplishment - No Credit
	I -- Incomplete

Students who receive an incomplete on their report card will be given two weeks to complete all work. A zero will be given for work not made up in that time period. As a general rule, teachers may not accept late assignments unless a student has an excused absence. However, the teacher is given the freedom to use his/her discretion should extenuating circumstances warrant an exception to this rule.

Honor roll recognition will be accorded to all students who achieve excellent academic results. Students may be placed on the following lists:

- G.P.A. of 4.0 Principal's List
- G.P.A. of 3.5 - 3.9 Honor Roll

Classes will be assigned with the number one priority of maintaining progress toward completion of graduation requirements. Parents are encouraged to provide input to their child in regard to class selection.

Schedule changes may be made by appointment with a counselor. As a general rule schedule changes will not be allowed after two weeks into the semester. Enrollment in new classes will be made on the basis of class size and meeting prerequisites.

Make-up work gives students the opportunity to make-up missed schoolwork when an excused absence has been validated. Students will have 1 additional school day for each day absent to complete missed work up to a total of eight school days (If absent on Tuesday, work assigned on Tuesday for Wednesday will be due on Thursday). It is the responsibility of the student to contact teachers regarding missed assignments.

Parents may request homework assignments through the office only after your student has been absent for 2 full days.

Students who are absent due to a school-sponsored activity must notify their teachers and find out what work will be missed prior to leaving. These assignments then are due immediately upon return. The teacher may also require that scheduled tests be taken or previously assigned work be turned in prior to the student's departure.

Final Examinations

Comprehensive final examinations are required for all students in all classes. Finals for high school classes will count as 20% of the student's final grade. Finals for junior high classes will count as 10% of the student's final grade.

Report cards are posted online at the end of each quarter and at the end of each semester, as are quarterly midterm progress reports. Families who do not have internet access may request, through the school counselor, a printed report card to be mailed.

Withdrawal from school requires that the student's parents contact the school personnel either in person, writing or by phone.

The student will then:

1. Complete a withdrawal form that shows withdrawal grades and obtain signatures from all teachers and school personnel insuring that all textbooks and equipment have been returned and all financial obligations cleared.
2. Return form to the office to complete official withdrawal.

Withdrawal from a class must be done during the first two weeks of the semester. Withdrawals after the deadline will be listed as a W/F (Failed class) on the official transcript. This will affect eligibility for the current semester and the following semester (See athletic handbook).

Students that have failed a class or received a W/F failure may not substitute the grade with a passing grade later in their high school career. They may have the passing grade added to the transcript, but the original failure stays on the transcript.

The administration will evaluate all handbook violations and make final decisions based Board Policy and the information available at the time. When necessary, extenuating circumstances will be decided on a case by case basis.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege not a right. Students whose behavior does not warrant the privileges of participation may be removed from that activity for a period of time as determined by the coach or sponsor and the building principal. Persistent and flagrant instances of undesirable behavior or disregard of school and team rules will result in dismissal from that extra-curricular activity.

Athletic fees are required to participate in a sport. The fee for each high school sport is \$50 with a cap of \$150. For junior high athletics, the fee for each sport is \$40 with a cap of \$120. The family cap is \$270. A family who is eligible for reduced lunch qualifies for a reduction in the athletic fees, high school sports = \$25, junior high sports = \$20. Students qualifying for free lunch will have their activity fee waived.

In order to be eligible to participate in extra-curricular activities, students in grade 7-12 must achieve a passing grade of a least a "D" in all subjects. Students who fail to meet this requirement will be ineligible to participate in any extra-curricular activity according to the following guidelines:

1. All grades will be monitored on a weekly basis. Students who are failing in one or more subjects will be declared ineligible to participate in any extra-curricular activity for the next week.
2. Any high school student who receives a failing grade in one or more subjects at the end of any quarter will be declared ineligible to participate in any extra-curricular activity for the next quarter.
3. Any high school student who receives a failing grade in one or more subjects at the end of a semester will be declared ineligible to participate in any extra-curricular activity for the next quarter.
4. A student who fails a subject for the quarter but passes the semester will not be ineligible.
5. High School students who receive a failing grade for the 2nd semester may be removed from the ineligible list for the next school year by successfully completing a summer school class approved by the principal.
6. A student who has been declared ineligible for the semester may gain probationary eligibility at the end of the next quarter of his ineligibility provided he is passing all subjects.

In addition to the general student code of conduct as outlined in this handbook, the following procedures will be followed with participants:

1. Any participant, who is found to have committed a flagrant offense and is suspended, will be ineligible to participate in any athletic/activity program for the duration of the suspension, and/or for the remainder of the activity schedule. *Flagrant offenses include any of those activities outlined under "Code of Conduct" on pp. 7-8 of this handbook.*
2. Any participant who has committed three major offenses as outlined in the student handbook will be ineligible for the duration of his/her suspension, or for the duration of the activity schedule.
3. Any participant who has been determined to be in possession of, under the influence of, or to have distributed drugs, or other controlled substances will be declared ineligible for participation in activities for four months.
4. Any participant who has been determined to be in possession or under the influence of alcohol will be suspended from participation in extra-curricular activities for a minimum of ten weeks.
5. Violations of school tobacco policy will be as follows:
 - A. 1st offense: Minimum loss of eligibility for one week.
 - B. 2nd offense: Minimum loss of eligibility for three weeks.
 - C. 3rd offense: Minimum loss of eligibility for ten weeks.
6. A student will be in violation of the training rules if:
 - A. They are arrested or ticketed
 - B. They have an adult or faculty member eye witness against them.
 - C. The individual confesses to a violation of one or more of the training rules.
 - D. Other evidence is collected to show violation of training rules.
7. Repeat violations cover the high school career of an athlete and carry over from one year to the next.

- A. Weekly eligibility reports will include a behavior category. Students that are put on the behavior eligibility report repeatedly will be ineligible for extracurricular activities.
 - B. Coaches may establish their own practice schedule and rules concerning missing practices. However, no athlete will be disciplined by a coach for missing practice or competition while representing another organization of Peyton High School. Coaches and students should prepare in advance when students have conflicts.
8. Behavior suspensions must have at least one contest during the week to count as a week of suspension. If violation of rules occurs during the off season, ineligibility begins with the first week of regular season contests for that athlete.
 9. A student who receives disciplinary action at school, which involves suspension, will be ineligible to practice, participate in or attend any school activity while suspended.
 10. **In-school suspensions-** Students may not practice until suspension is completed. If suspension is more than 1 day, the student may not practice until final day of suspension is served. A student serving an in-school suspension will be ineligible for all school athletic/activity contests that day. They may participate in activities after the first complete day of classroom attendance.
 11. **Out of School suspensions-** A student will be ineligible to participate or attend school athletics/activities while serving an out of school suspension. The student may become eligible after the first complete day of classroom attendance. Suspended students are not allowed on campus or school activities, home or away, they must have permission from the administration to be on school grounds while under suspension.
 12. School and CHSAA athletic rules will be in effect for all athletes from the beginning of the CHSAA sport season in August until the conclusion of all Peyton sports activities in the spring.

School Dance Conduct

1. Students who leave school dances on their own volition or after being told to leave may not return. Students who are told to leave a school activity must leave school grounds immediately; they are not allowed to remain in the parking lot or on other school grounds. These students will lose their privilege of attending future activities until reinstated by the administration.
2. Students will only be allowed into the designated dance area if they have a ticket.
3. Any participant that is not a student of Peyton Junior-Senior High School must be on the list of approved dates. Students may have one approved guest. The list will be available at the door. All guests must be approved by the administration by 3 PM the Thursday before the dance. Forms may be picked up from the office two weeks before the scheduled dance.
4. Students must adhere to normal school dance rules. They must be respectful to one another and adults. The dancing must be in good taste and free from excessive physical contact or sexually suggestive.

5. There is to be no alcohol or drugs. Any hint of alcohol or drugs whether smell or sight must be reported to the sponsors. They will handle the matter, including reporting to law enforcement.
6. Senior high school students will not be allowed to attend junior high school dances, unless they are affiliated with the group sponsoring the dance. Junior high school students will not be allowed to attend high school dances.

Colorado High School Activities Association Rules and Regulations

1. All athletes must have on file a current physical, proof of insurance and emergency consent form prior to participation in an athletic practice.
2. Athletes are required to have completed nine days of practice prior to competing in an athletic contest.
3. During a sports season an athlete may not compete with any individual, nor play on any team that is not associated with the Peyton High School team that they are currently a part of. This rule includes all form of play and weekend participation. For example, a basketball player may not play on a recreational church team during the high school basketball season. A season is defined as beginning on the first day of practice and ending with the completion of the state tournament. Athletes should check with the athletic director prior to entering any athletic contest during the school year. Violation of the rule will result in the player being declared ineligible for the remainder of the season, and, his/her team will be banned from post-season competition and will be declared ineligible for league or division championships.
4. Athletes may not participate or have contact with their coaches on Sundays throughout the school year.

School Attendance-Students will not be able to participate in any practice, activity, or game unless they have attended at least 1/2 day of school on the day of the scheduled activity.

Bus privileges for extra-curricular activities are governed by the same rules listed on pages 11-13. Violations will result in an immediate disciplinary referral with automatic loss of bus riding privileges for one week to the remainder of the year. Final decisions and judgments regarding athletic/activity violations will be made by the administration on a case-by-case basis.

STUDENT RECORDS

Records shall be kept and administered in accordance with the provisions of the Family Rights and Privacy Act of 1974.

Access to Records

District staff members allowed access to a student's records shall be those employed in School District 23-Jt and the Pikes Peak Board of Cooperative Services who have a legitimate educational interest in the student, including teacher, counselors, administrators, and others. Such persons shall use student records solely for the purpose of teaching or counseling the student, for legitimate administrative consideration, or for the purpose of keeping records up

to date or making the records available to other authorized persons as described in this policy.

A student's records shall, upon request, be made available to the parent or legal guardian of the student, or to the student themselves, after he/she reaches the age of 18 years (eligible student). At age 18 all rights under this Policy belong solely to the student unless he/she is dependent under Section 152 of the Internal Revenue Code of 1954. The parent or eligible student shall be given access to the student's records in the presence of a school staff member designated by the building principal and shall be given professional assistance in interpreting the records if requested.

The parent or eligible student also shall be furnished reproduced copies of the student's record made by the school at the school's cost of reproducing such records. Requests to see a student's records or to obtain copies thereof shall be complied with by the school within three working days.

Restricted Access

Release of student records, except directory information, to anyone other than school and BOCES staff members designated in the Policy and to the parent and eligible student as provided above shall be prohibited, except upon written consent of such parents or eligible student specifying to whom the records are to be released and for what purpose. Providing, however, that student records may be released to comply with a judicial order or subpoena without parental consent.

A log shall be maintained as a part of each student's record, listing all releases of information from the record. The log shall include the name of the person making the request, his title or position, reason for the request, and the date.

Custodian of Student Records

The person in charge of student records shall be the principal of the building where the student attends or the principal of the school where the student last attended, whichever is applicable.

Challenge of Student Records

A parent or eligible student may challenge the contents of his/her student records if he/she has reason to believe that the records are inaccurate, misleading or are otherwise in violation of the privacy or other rights of the student.

A parent or eligible student who so challenges a record shall be provided with an informal hearing by the building principal to determine if a correction should be made in the records, through a deletion of material, or an insertion of a written explanation. This does not entitle the parent or student to dispute whether a particular grade or score was correctly entered. The final decision shall rest with the building principal.

If the parent or eligible student does not agree with the principal's decision a formal hearing shall be provided before the Board of Education. The hearing shall:

1. Be scheduled at the next Board meeting following receipt of a written request from the parent or eligible student asking for a formal hearing.
2. Provide a full and fair opportunity to present relevant evidence.
3. Provide a written decision within ten days after the hearing.

Public Notice

The Superintendent shall take action to give public notice periodically of the provisions of this policy.

Retention of Records

Only that information which is transcript data shall be retained permanently in the student's record by the School District. All other information shall be destroyed three years after the student concludes attendance in the School District or graduates the twelfth grade. Transcript data shall be limited to the name of the student, date of birth, address, names of parents, school activities, honors and awards, dates of attendance, scholastic grades, rank in class, grade level attained, and year completed.

Filing of Complaint

Any parent or eligible student has the right to file a written complaint to the Department of Health, Education, and Welfare to report an alleged violation of the provisions of the Family Education Rights and Privacy Act of 1974.

Acceptable Use Policy/Student Handbook Access

This policy is designed to guide students in the acceptable use of computer equipment and programs found in any classroom or other school facility. Failure to abide by these guidelines can result in the limitation or revocation of computing privileges, fines for damaged equipment, and/or other disciplinary action.

Peyton District 23-Jt reserves the right to limit access to its networks and to remove or limit access to material posted on school computers. The District recognizes that all members of the community are bound by federal and local laws relating to civil rights, harassment, copyright, security, and other statutes relating to electronic media.

- 1. The school network is for academic use only** — i.e., education and research. Games, chat, social websites, inappropriate materials, personal webmail, streaming radio, and other non-academic applications are not allowed.
- 2. Users may not encroach on other's use of computer resources.** Such activities would include, but are not limited to, tying up computer resources with excessive game playing or other applications; modifying computer settings; physically damaging machine, sending harassing messages, either locally or over the Internet; using excessive amounts of storage or bandwidth; introducing any computer viruses or damaging programs onto the District's hardware or software; physically damaging systems; attempting to circumvent computer settings; using another user's account.
- 3. Students are not allowed to download or install personal programs.** Downloads can be allowed by the classroom instructor on a needs basis. Students can be given permission to download needed materials, but cannot do this at their own discretion.
- 4. Peer-to-peer programs are strictly forbidden for all users in the district.**
- 5. If a student's online activity (regardless of content) is disrupting his or her classwork, then this alone may result in the loss of online privileges.**

While Peyton School District strives to maintain adequate protection for students and staff through Internet content filtering (as required by law), it is ultimately the student's responsibility to visit sites that are appropriate in an academic setting. The visitation/downloading of material that is inappropriate (e.g. pornographic, violent, obscene, or otherwise academically unacceptable) is treated with the same response as if this literature were physically brought onto school grounds.

Students who abuse online privileges will be taken offline for a minimum of two weeks. Additional consequences may be given by the school administration if they deem it necessary based on the infraction.

Student (printed)

Date

Student (signed)

Parent or Guardian (signed)

I understand that I can access the student handbook on the Peyton School District website at www.peyton.k12.co.us. Additionally, I acknowledge that I can request a printed copy of the student handbook in the main office of Peyton Junior-Senior High School.

Parent/Guardian Signature

Date