

Peyton Online Academy Student & Parent Handbook



PANTHER CREED

RESPONSIBILITY

EXPECTATIONS

SPORTSMANSHIP

PRIDE

EXCELLENCE

COMMITMENT

TOLERANCE

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MISSION STATEMENT

Online Education The Peyton Way means helping students prepare for their future. This includes students learning and demonstrating the skills needed to be college and work-force ready. As such, Peyton Online Academy will provide supports for students to succeed at the highest academic level possible.

Students will:

- demonstrate critical and creative thinking skills;
- work individually but use effective communication skills to seek help as needed;
- use technology effectively;
- acquire the knowledge necessary to gain admission to post-secondary education; and
- demonstrate the skills necessary to obtain and maintain employment in their chosen field.

EQUAL OPPORTUNITY EMPLOYER/EDUCATIONAL INSTITUTION

Peyton School District 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.

CONCERNS AND COMPLAINTS

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Peyton School Board. The Board believes that the complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, proper channeling of complaints involving instructions, discipline, or learning materials will be as follows: Teacher, Principal, Superintendent, and then Board of Education.

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action. When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

The Board member shall refer the person making the complaint to the teacher, principal, or Superintendent, and explain the chain-of-command process used by the Board.

If the person will not personally present his/her complaint to the teacher, principal, or Superintendent, the Board member shall then ask that the complaint be written and signed. The Board member shall then refer it to the Superintendent for investigation. The Board member should not promise the complainant that he/she will do any-thing about the complaint other than refer it to the Superintendent for investigation.

If at any time the person making the complainant feels that he/she has not been given a satisfactory reply from a principal, he/she should be advised to consult with the Superintendent and, if still not satisfied, to request that the complaint be heard by the Board of Education.

TERMINOLOGY

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.

GENERAL INFORMATION

BUILDING HOURS

The Peyton Online Academy building is open 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.

DELAYED START, SCHOOL CLOSINGS, AND EARLY DISMISSALS

Online students are still required to logon and complete class work on days with a delayed start, early dismissal, and/or closure.

LUNCH

Lunch is available at Peyton High School to all Peyton Online Academy students. Bussing is provided from Peyton Online Academy to Peyton Junior-Senior High School. Free and reduced lunches are available to those who qualify; forms may be obtained in the school office or on the district website. Lunch will be available for purchase for students who are on the Peyton Junior-Senior High School campus during lunch time.

EMERGENCY DRILLS

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

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.

HEALTH

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

DISPENSING OF MEDICATION

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 any medication 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.

ENROLLMENT

NEW STUDENT APPLICATION FOR ENROLLMENT

Students residing in Peyton School District boundaries who are not enrolled in our school as well as those residing 30 miles outside Peyton School District boundaries who wish to enroll in online courses should call 719-749-2330 or visit www.peyton.k12.co.us and begin the Peyton Online Academy application process.

Completion of the application packet does not guarantee enrollment or commit the student to Peyton

Online Academy. Upon receipt of an acceptance form from Peyton Online Academy, students are considered enrolled.

Once the application packet is complete, an administrator will contact parents to set up an interview. Because a virtual environment is not the appropriate educational setting for every child, the ability of Peyton Online Academy to meet the needs of the student will be considered. If Peyton Online Academy can meet the needs to the student, they will be accepted for admission and students must complete the enrollment process.

Continued enrollment is contingent on adherence to the rules and policies of Peyton Online Academy.

ENROLLMENT PROCESS

Parents must fully complete the enrollment packet (found on www.peyton.k12.co.us) and submit all required documentation before enrollment is approved. Failure to provide all requested information may delay or result in denial of the enrollment.

ENROLLMENT IN OTHER DISTRICTS & CHARTER SCHOOLS

Because of state regulations, students may not be enrolled full-time at two separate district schools, including other online and charter schools. Peyton Online Academy will not enroll students from other school districts, without charge, unless that school district or charter school provides a written statement of understanding of enrollment indicating the student's part-time status in that district.

PART-TIME/FULL-TIME STATUS

Students who take fewer than five Peyton Online Academy courses exclusively are considered part time students by Peyton School District and the State of Colorado. Students who take five, and up to seven, Peyton Online Academy courses are considered full-time by Peyton School District and the State of Colorado. Concurrently enrolled students who take online courses to complete a full load of courses are considered full-time students.

ASSESSMENT & TESTING

Peyton Online Academy will provide assessments in the same manner as the other schools in the district. In addition to summative and formative assessments given in individual courses, students primarily enrolled at Peyton Online Academy are expected to participate in all state and district assessments as indicated by grade level.

ACADEMIC POLICY GUIDELINES

The following policy guidelines have been established in an effort to better inform students, parents, teachers, and administration 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.

GRADING SCALE

<u>Percentile score</u>	<u>Letter grade</u>
90% to 100%	A -- Exceptional Accomplishment
80% to 89%	B -- High Accomplishment
70% to 79%	C -- Average Accomplishment
60% to 69%	D -- Low Accomplishment – No Credit
Below 60%	F -- Unsatisfactory Accomplishment - No Credit
	I – Incomplete

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.

Classes take at other facilities while enrolled with Peyton Online Academy Due to the flexibility of our program, students are allowed to take courses at other facilities like Peyton High School. Student electing to take courses outside from other entities will be held to the same C or better standard of Peyton Online Academy. Students who receive a grade of lower than a C will not receive credit and will be required to make up the credit prior to graduation.

Classes taken at Pikes Peak Community College Career Start Program Students interested in attending Career Start Class at Pikes Peak Community College must qualify. In addition to the courses aligning to their career goals, students must also earn appropriate scores on the Accuplacer test. Students also must be in good standing at school and caught up on credits toward graduation.

Independent Studies must be outlined and approved by the counselor prior to beginning the independent study. Grades for Independent Studies are Pass/Fail and are not calculated into the GPA.

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 meeting prerequisites.

Grades are posted online upon completion of course.

WITHDRAWING FROM PEYTON ONLINE ACADEMY

Parents of students who are withdrawing from Peyton Online Academy must notify the school administrative office in writing to communicate their desire to withdraw. They must provide the name of the school their child(ren) will be attending. The student will then complete a withdrawal form and return the form to the office to complete official withdrawal. Peyton Online Academy cannot officially withdraw students without a forwarding school or a communication that the parent will be home schooling.

Withdrawal from a class must be done during the first two weeks of the start of a course. **Students who withdraw from a course after published deadlines or those who stop attending may be charged a \$250 per course fee.** Withdrawals after the deadline will be listed as a W/F (withdraw fail) on the official transcript. The W/F will be calculated into the total grade point average. This will affect eligibility for the current semester and the following semester.

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 upon Board Policy and the information available at the time. When necessary, extenuating circumstances will be decided on a case by case basis.

FAILING GRADES

In addition to teachers, grades can be monitored by the Academy Online principal, district administrative personnel, administrators, and parents/guardians assigned to the student. Students and the parents/guardians of students who have failing grades may be contacted by an administrator if the teacher reports the student has not made attempts to bring up the grade. Students are encouraged to contact Peyton Online Academy staff anytime they feel they need help.

GRADUATION REQUIREMENTS

From Policy IKF –The Board of Education believes that all students who graduate from Peyton School District should have a firm foundation in the core areas of English, world languages, mathematics, science, and social science, and a comprehensive background in the fine arts, physical education and technology. To be prepared for post-graduate careers or higher education, students should select courses which are related to their plan and are academically demanding. As students plan their four years of high school, school officials will work with them and their parents/guardians to complete a four year course plan. Administrators will review and update this plan with students annually. **Students must have completed all graduation requirements to be eligible for participation in commencement exercises.**

STUDENT TRANSCRIPTS

Students should recognize the importance of their school records for financial aid and admission to college. A student's record is the accumulation of efforts from ninth grade through the twelfth grade. Grade point average is calculated on courses taken in ninth, tenth, eleventh, and twelfth grades. A student's record includes grade point average; courses completed, and standardized test results. Unofficial transcripts are available for student/parent review through the Infinite Campus portal account.

INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP)

The Individual Career & Academic Plan (ICAP) assists students with post-secondary planning to assure that all students are prepared to make informed decisions about their futures. Students complete an ICAP mini-course each year. These mini-courses enable students to learn about and record such information as learning styles, interest inventory results, awards, and community service. The ICAP courses are designed to help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores.

Please contact the Peyton Online Academy staff to make an appointment to view and discuss your student's ICAP portfolio content for assistance with this process of career interest exploration and post-secondary planning.

INSTRUCTIONAL SUPPORT SERVICES

Instructional support services are available to students who qualify under state guidelines. Students who have a current Individual Education Program (IEP) are eligible for support services. When a student who receives Special Education services wishes to enroll at Peyton Online Academy, the parent and/or guardians must provide a current IEP and evaluation to the Peyton Online Academy Instructional Support Services team. Failure to provide a current IEP if one is available, and/or not disclosing current IEP status will result in automatic denial of the student's enrollment application. The Instructional Support Services team will contact the parent/family to schedule a mandatory enrollment meeting to determine if Peyton Online Academy is an appropriate educational setting for the student. After the meeting, the Instructional Support Services team will contact the family to verify acceptance or rejection into Peyton Online Academy. The Instructional Support Services team, in consultation with parents, will assist students in the selection of core classes and electives. Course selection is based on individual student needs. Students are served in the least restrictive environment. If the student's enrollment is accepted and Peyton Online Academy staff later determines the student's needs cannot be appropriately met, we will hold a conference to determine appropriate placement.

RESPONSE TO INTERVENTION

Multi-Tiered System of Supports (MTSS) is the practice of providing high-quality instruction and interventions matched to student academic, social-emotional and behavioral needs. Peyton Online Academy strives to ensure that all students, regardless of grade level, make a year or more of academic growth.

All assessments administered by Peyton Online Academy are utilized to gather data that drives important educational decisions for individual students. The MTSS program at Peyton Online Academy is not only designed to support struggling students, but to ensure students of all academic abilities continue to thrive and are appropriately challenged.

STUDENT CLASSIFICATION

Students are classified based on the number of years they have spent in school. Thus all students in their first year of high school are classified as freshmen; all students in their second year are classified as sophomores; all students in their third year are classified as juniors; and all students in their fourth year are classified as seniors.

Students in grades 9-11 should earn 14 credits each year and students in grade 12 should earn 13 credits their senior year in order to stay on track to graduate within four years. Privileges related to grade-level classification are based on this credit-earned system.

Seniors wishing to participate in the graduation ceremony must have successfully earned all 53 credits by the graduation ceremony date. Seniors not earning all credits and then doing so in the next school year may participate in the graduation ceremony at the end of that school year.

STUDENT INFORMATION

Electronic Devices: The school discourages students from bringing electronic devices to school for any reason. If stolen, the school will not assist students in the recovery of these items. Usage of cell phones during the school day is based upon instructor approval. Administration may search all pictures, text messages or stored messages with reasonable cause under state law.

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

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 Online Academy is a closed campus. All students arriving and leaving outside of normal school hours must sign in upon arriving and sign out before leaving. Students will not be allowed to leave campus anytime during the school day without parental consent. 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.

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 Online Academy 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:

- not logging on and completing coursework per the contract
- unexcused absences or tardies (if presences on campus is required)
- 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. 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.

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.

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 district buildings or on school district property. Building principals or their designee will be responsible for determining the level of seriousness of Code of Conduct violations.

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.

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 (ISS)
14. Out of School Suspension (OSS)
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 automobiles 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.

School building 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 school building 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.

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 their 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, slippers or muscle T-shirts will be allowed.

BUS DISCIPLINE POLICY (IF APPLICABLE)

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 & PARTICIPATION

Peyton Online Academy students are expected to attend and participate in their online courses at least as fully as they would attend and participate in a traditional classroom course (an average of 62 minutes per class, per school day). Attending and participating means that students are expected to log into their online courses and complete work toward completion of the courses by the deadline. If work is not going to be completed on time, it is the responsibility of the student to contact the instructor.

Colorado law requires attendance of all children between the ages of 6 and 17. Truancy is defined for online students as not regularly participating in lessons as prescribed by their teachers and/or non-communication.

Colorado State Statute 22-30.7-105(2)(a) states “A student who is participating in an on-line program shall be subject to compulsory school attendance as provided in article 33 of this title and shall be deemed to comply with the compulsory attendance requirements through participation in the on-line program.”

For state reporting requirements, the Peyton Online Academy must have an electronic record of regular online student participation. All online students are required to log on to be in “attendance” on October 1 (or the designated day) in addition to regular course attendance.

Attendance documentation of active participation includes system logins that make evident that each student is taking part in course content in the online educational program via the internet. Students are not necessarily required to login at specific times, but rather expected to make appropriate progress in their coursework.

ATTENDANCE (FOR STUDENTS REQUIRED TO BE PRESENT ON CAMPUS)

For students who are required to be present on campus, 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. Missing school for school- district-sponsored activities does not count as an individual absence (music contest, athletic contest, fieldtrips, etc.). In order to be classified as a school-district-sponsored absence, the event must be scheduled by a district school have the school-district sponsor present (senior college visits, skip days, personal interviews, etc do not count as school-district-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, 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 combined total of three tardies in one class during a quarter, students will serve a one-half-hour detention.
2. Upon accumulating a combined total of four tardies in one class, the student will be charged with two one-half-hour detentions.
3. Upon the fifth tardy in one class, the student will receive a referral and a one-hour detention.
4. Beyond five tardies, the discipline may include a parent conference, 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.

EXTRA-CURRICULAR ACTIVITIES

In accordance with Colorado Revised Statute 22-30.7-108, a student who is participating in an on-line program, other than a student who is participating in the on-line program after having been expelled from a public school, may participate on an equal basis in any extracurricular or interscholastic activity offered by a public school or offered by a private school, at the private school's discretion, as provided in section 22-32-116.5.

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.

Bus privileges for extra-curricular activities are governed by the same rules listed in the Bus Discipline section of this Handbook. 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.

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 Online Academy 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.

ATHLETICS

ELIGIBILITY

While the Peyton Online Academy does not offer its own athletic programs, any student who meets the following eligibility requirements may participate in athletics at Peyton High School.

1. Always be enrolled in and actively participating in 5 full-credit classes.
2. Have a grade of at least a "D" in all classes.
 - a) 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.
 - b) 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.
 - c) 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.

The online school will provide eligibility reports to other in-district schools weekly.

ATHLETIC FEES

Athletic fees are required to participate in a sport. The fee for each high school sport is \$35 with a cap of \$105. For junior high athletics, the fee for each sport is \$25 with a cap of \$75. The family cap is \$180. A family who is eligible for free/reduced lunch qualifies for a reduction in the athletic fees.

ATHLETE CODE OF CONDUCT

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" in 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.
8. 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 School District. Coaches and students should prepare in advance when students have conflicts.
9. 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.
10. 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.
11. **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.
12. **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.
13. 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.

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION RULES AND REGULATIONS

- All athletes must have on file a current physical, proof of insurance and emergency consent form prior to participation in an athletic practice.
- Athletes are required to have completed nine days of practice prior to competing in an athletic contest.
- During a sports season an athlete may not compete with any individual, nor play on any team that is not associated with the Peyton Athletic 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.
- Athletes may not participate or have contact with their coaches on Sundays throughout the school year.
- Please contact the athletic director at Peyton High School (719-749-0417) if you have any additional questions.

COLLEGE ATHLETICS: NCAA ELIGIBILITY

To be certified to play sports at the Division I or II levels, you must:

- Register with the NCAA.
- Complete the on-line form during 2nd semester of your junior year in high school.
- Arrange for the mailing of official transcripts and ACT or SAT scores.
- Take an ACT and an SAT second semester of junior year on a national test date.
- Earn a grade point average of at least 2.0 in core classes completed during grades 9-12. Only approved courses can be used to calculate the GPA. Check the online school's core list on the NCAA website.
- Earn specific scores on the ACT or SAT based on your cumulative GPA.

NCAA LINKS

www.ncaa.org and www.ncaaclearinghouse.net

PEYTON ONLINE ACADEMY COMMUNICATIONS

The Peyton Online Academy maintains multiple communication tools to ensure prompt, time-sensitive responses. The Peyton School District website contains relevant and regular school updates. The course management system is also used for communicating with the students. Each teacher maintains contact with students and parents through email and/or telephone, as appropriate. At the minimum, teachers and students are expected to communicate via email and through the course management system. Teachers are generally expected to respond to student questions within 24 hours excepting weekends and holidays. Information needing to be communicated to students and parents sent via email often is time-sensitive and many items require a specific response. Therefore, students and parents are responsible for checking their email daily on school days and replying promptly to any email requests received from any teacher or Peyton Online Academy staff.

All communication between Peyton Online Academy administration, teachers, parents, students, and other parties must be conducted with appropriate professionalism. Demeaning language, foul language, or derogatory remarks/innuendos are not acceptable. Students should expect that digital communications will be kept and archived. Additionally, communications often support and sometimes function as attendance records in courses. All electronic communications can and may be accessed by school and district personnel at any time.

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. **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.