



Plateau School District RE-5

311 Coleman Avenue
Peetz, CO 80747
Phone: (970) 334-2361
Fax: (970) 334-2360
www.peetzschool.org

DAILY SCHEDULE

Building Open & Supervised 7:45am
Classes Begin. 8:05am

1 st hour	8:05-8:54
2 nd hour	8:57-9:46
3 rd hour	9:53-10:42
4 th hour	10:45-11:34
5 th hour	11:37-12:26
Early lunch release @12:20 (All study hall students)	
Lunch	12:26-12:55
6 th hour	1:00-1:49
7 th hour	1:52-2:41
8 th hour	2:44-3:33

SCHOOL SAFETY

All students, parents, staff and visitors to the building are expected to follow district rules and policies while on school grounds or at school activities.

- **All school grounds are tobacco, alcohol and drug free zones as established by Colorado State law.** Parking lots and ball fields are school property and are subject to this law. Violators will be instructed to leave district property and subject to disciplinary action.
- **Visitors must enter the school at the front entrance and check in at the office.** District policy restricts visitors to parents/guardians of students and/or their immediate family members approved by their parents/guardians and other individuals and/or groups invited by the district for a specific purpose. Visitors will not be allowed to interrupt instruction while on campus.
- **Dogs and other pets are not permitted on school grounds** due to possible safety risks unless they are approved by administration for a limited time. This includes weekends and non-school time.
- **Students should always dress appropriately** for weather conditions as they will be expected to go outside daily – except in extreme weather conditions.
- **Students must have a hall pass** any time they are in the hallway for any reason. A hall pass signature page is located in the front of the student planner for this purpose. Students must carry their planner with them any time they are in the hallway.

REPORTING ABSENCES

Regular attendance is critical to student success and required by Colorado State law. Excessive tardiness and/or absenteeism can result in disciplinary action, loss of credit or retention. Parents must excuse a student absence either by phone call or written note within 24 hours of the absence or it will be considered unexcused. A student is considered truant if he/she is absent from class without parent, teacher or administrator permission. Please contact Kelly Barrett, our office manager at (970) 334-2361 ext. 110 or email barrettk@peetzschool.org to excuse a child's absence. You may leave a message if Mrs. Barrett is not able to pick up the phone when you call.

ATTENDANCE

As per Colorado state law, students are required to attend school each day it is in session. A student that is absent from a class eight (8) days or more—either excused or unexcused—during a semester may receive credit only with a majority vote of the attendance review committee made up of two teachers, the counselor, and the principal. Eight absences, or one unexcused absence, will result in the student taking semester exams. Absences due to school-sponsored activities are not included.

It is the responsibility of the student to make arrangements to complete any work missed due to absence—including homework, class assignments, quizzes, tests, etc.—on the day he/she returns to class. Students are allowed one day to complete the missing work for each day of absence.

EARLY ARRIVAL

There is no supervision at school until 7:45 am and students will not be permitted into the building until that time. Students and parents are not permitted in the hallways in the mornings until that time unless they have made arrangements or an appointment with a staff

member beforehand. Secondary students are to remain in the commons or the gym until the bell rings. After the bell rings, they may go to their lockers and head to their first hour class. Elementary students are to remain in the front vestibule until 8:00am. At that time they may put their things away on hooks and in cubbies near their classrooms and head to recess.

LATE ARRIVAL

If you bring your child to school after 8:05 am, you must bring your child to the office and sign them in to excuse the absence. Older students may come in unattended by parents, but a parent still needs to contact the office to excuse the student as per the requirements above or it will be considered unexcused.

A student is considered tardy if they arrive after the scheduled time for class to begin without teacher or administrator permission. If a student has five or more days of tardiness in any one class, they will be expected to take semester exams.

AFTER SCHOOL

Please be sure to pick your child up on time. Student supervision ends at 3:45pm and the building is closed at 4:00pm. If students remain at school for afterschool extra-curricular activities, they are to remain in the area where those activities occur.

CLASSROOM VOLUNTEERS

We invite you to volunteer your time and help in the school. Teachers appreciate the help and our students benefit from your involvement in their education. Volunteers may be asked to complete a volunteer questionnaire and consent for background check prior to volunteering in the classroom in order to ensure student safety.

CLASSROOM DELIVERIES

Parents who bring items to their children will not be permitted into the classrooms during instructional time. Items may be dropped off in the office and arrangements will be made to get the item(s) to the student when it will not interrupt instruction.

CONTACTING STUDENTS & TEACHERS

Honoring instructional time is important. In an effort to keep interruptions to a minimum, we will only interrupt teachers or students with phone calls during class time in the case of an emergency. You may be forwarded to a teacher's voicemail and they can return your phone call during their planning period or other breaks. If you would like to meet with your child's teacher, you may do so before or after school. To ensure that the teacher is available to speak with you, please call ahead or email to make an appointment.

STUDENT ELECTRONIC DEVICES

District policy prohibits the use of cell phone, cameras, iPods and other electronic devices during instructional time unless permission is given explicitly by the classroom teacher. These devices should be turned off and stored so as not to disrupt the learning process during the day. If you need to contact your student during the day, please contact the office. The school is not responsible for lost, stolen, or broken devices.

PE PARTICIPATION

All students are expected to participate in PE. Students should wear appropriate clothing and footwear during PE time. Only a doctor's note will excuse students from participation. Students who have a doctor's note will be expected to complete an alternate assignment as directed by the PE teacher.

EXEMPTION FROM INSTRUCTION

Peetz School respects the rights of parents to determine the appropriateness of controversial or sensitive topics for their children. District policy allows parents to exempt students from participating in discussions, readings or audio-visual materials that may be considered offensive or are contrary to parent and/or student moral or religious beliefs. Informational letters and parent permission forms are typical forms of communication used to help parents be informed about what their children are learning. If a child is exempted from content, they will be given alternative work that parallels as much as possible the learning goals of the exempted work. Students may not opt out of state PARCC tests.

USE OF DAILY PLANNERS

All students K-12 will be provided with one copy of a student planner for the school year. In the front of the secondary planners will be a copy of the student handbook. The planner is to be used to record daily assignments and activities and to check out of the classroom for any reason (to go to their locker, restroom, office, library, etc.) by having their teacher sign on the designated page. If students misplace their planner, a copy may be purchased in the office for \$4.00.

CHAIN OF COMMAND

Complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel should be referred back through proper administrative channels.

TRANSPORTATION

District provided transportation is a privilege and may be denied if a child demonstrates consistently poor behavior or that which endangers other students. Students must ride school-provided transportation to/from school events unless permission is obtained from the Superintendent prior to travel.

FOOD SERVICE

The district participates in the National School Lunch program and strives to provide students with healthy food choices. Meal prices are approved by the board of education and currently set at the following:

- Reduced price -- \$.40
- Pk-6 students -- \$2.00
- 7-12 students -- \$2.25
- Adults & Visitors -- \$3.00

- Extra Milk -- \$.30

Student lunches must be paid in advance. A deposit is required at the beginning of the year during registration. An email notice will be sent when your balance reaches \$6 or less. Please keep your lunch account paid. Applications for free and reduced lunches are available in the office and online through the school website.

We work hard to promote healthy eating habits with the menu items served at school. Students are always welcome to bring a bag lunch to school. In an attempt to guide student's choices, we would like to limit fast food types of items brought in to the school cafeteria. If there is a special occasion and your student brings something other than typical sack lunch items (i.e. fast food, pizza, etc.), please make arrangements with the classroom teacher as these items need to be consumed outside the cafeteria. Please send alternative lunch choices that do not require microwave use.

If you plan to eat lunch with your student, please contact the school so they know to prepare a meal for you that day.

OPEN/CLOSED CAMPUS

All students shall remain on school premises throughout the school day and during the lunch period unless they have written parental permission to leave. The written permission must specify the reason. The administration may give approval when there is reason to believe the parents would or do approve, but there is no written permission. **ALL** students must check out any time they leave the building for any reason. Students must also check in upon their return. Failure to do so will result in the loss of the privilege of leaving the campus.

ACADEMIC ACHIEVEMENT

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

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

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

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

GRADUATION REQUIREMENTS

A minimum of 25 credits are required for graduation. Credit requirements in specific content areas are:

English	4
Social Studies	3 (one of which must be government)
Science	3
Math	3
Practical Arts	1 (business, tech, Ag)
PE	1
Foreign Language	1
Electives	9

Approved correspondence courses may be taken with the approval of administration for make-up credit only and are at the expense of the student. Independent study, work study and experience-based programs approved by administration may be taken for credit.

POST SCONDARY EDUCATION (PSEO)

Students with the appropriate ability may take college courses through NJC beginning their sophomore year of high school, at the discretion of administration/school counselor. Students must pass the appropriate college entrance exam to be admitted. Peetz Plateau will pay the tuition for two (2) classes per student per semester. Fees and books are the responsibility of the student. If the student earns a grade lower than a “D,” they must reimburse the district the full tuition cost.

WORK STUDY

High school juniors and seniors that are on track for graduation may develop a work study program in cooperation with the vocational education department, the counselor and the principal. Acceptable completion of the requirements of the program will lead to elective credit being given.

ATHLETICS

Students are encouraged to participate in at least one (1) of the extra-curricular clubs, teams or activities offered by the school. Students are eligible to participate if they are enrolled in at least 2.5 credits per semester, are not failing a class and are maintaining a “C” cumulative GPA.

CLUBS & ACTIVITIES

FFA	FBLA	DC Club	NHS	
	STUCO			
Football	Volleyball	Basketball	Baseball	Track

DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal

appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The following items are **not acceptable** during school hours or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats, hoods up on sweatshirts, worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. Students may wear yoga pants, but their back and buttocks must be covered.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - o Refer to drugs, tobacco, alcohol, or weapons
 - o Are of a sexual nature
 - o By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - o Are obscene, profane, vulgar, lewd, or legally libelous
 - o Threaten the safety or welfare of any person
 - o Promote any activity prohibited by the student code of conduct
 - o Otherwise disrupt the teaching-learning process

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. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the office for the day and do schoolwork. A conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

PUBLIC DISPLAYS OF AFFECTION

Social relationships are an important part of the school experience. Students are required to use discretion in their public displays of affection. Affectionate displays beyond hand-holding can result in disciplinary action, including parent conference, detention, or suspension. Inappropriate touching, kissing, sitting on laps, etc., are considered public displays of affection and should be avoided at school and school related functions. If such behavior becomes excessive or inappropriate, corrective consequences will ensue.

CODE OF CONDUCT

JICDA

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 a school-sponsored activity. Suspension or expulsion shall be **mandatory** for serious violations in a 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.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act, which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be **mandatory** in accordance with state law except for commission of an act by an elementary student, which would be third degree assault.
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be **mandatory** for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be **mandatory** for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's smoking and use of tobacco policy.
9. Violation of the district's policy on sexual harassment.
10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. 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.

14. Lying or giving false information, verbally or in writing, to a school employee.
15. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
17. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.

Elementary Positive Behavioral Interventions and Support (PBIS)

<u>Major (Office Managed Behaviors)</u>	<u>Definitions and Possible Consequences</u>
Defiance/disrespect/ insubordination/ non-compliance	Student engages in a high intensity or repeated refusal to follow directions, talks back and/or engages in intensely rude social interactions. Example: "No I will not do that and you cannot make me" yelled in a loud voice while pounding a desk. 1st offense: lunch/recess detention 2nd offense: 3 lunch detention 3rd offense: 1 day ISS
Abusive language/ inappropriate language/ profanity	Verbal messages that include swearing, name calling or use of words in any inappropriate way (directed at someone). 1st offense: lunch/recess detention 2nd offense: 3 lunch detention 3rd offense: 1 day ISS
Information and Other Electronics Technology Violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or computer. Also accessing inappropriate material such as inappropriate pictures, audio's with profanity or lewdness or sexual content using an electronic devices: 1 day of ISS and restrictions in use of technology (and any legal consequences that apply)
Fighting/ physical aggression	Actions involving serious physical contact where injury may occur (e.g. repeated hitting, punching, hitting with an object, repeated kicking,). 1st offense: sent home + 2 days of ISS 2nd offense: sent home that day + 5 days of ISS, notify police. 3rd offense: sent home that day + 2 days of OSS, notify police.
Property Damage	Student deliberately impairs the usefulness of property (also includes "hacking", sabotaging or spreading of viruses). 1 day of ISS and appropriate restitution and legal Consequences. 3 days of ISS for network sabotage plus restitution and any consequences.

Dress Code	<p>Student wears clothing that does not fit within the dress code guidelines or is gang/drug related. Example: clothing that displays drugs, tobacco, weapons, firearms, of a sexual nature, obscene or is gang related. 1st offense = change of clothing 2nd offense = ISS; conference with parent; change of clothing.</p>
Tardy	<p>Student is late to class or the start-up of the school day. This becomes a “major” when a student reaches 3 times, no matter if they are excused or unexcused.</p>
Forgery/Theft	<p>Student in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission. \$5.00 or greater ISS, restitution is appropriate \$5.00 or less call parent, meet with counselor, restitution.</p>
Lying/Cheating	<p>Student delivers message that are untrue and/or deliberately violates rules. Example: a. Student claims other’s homework as their own work. b. plagiarizing c. Lying that disrupts classroom learning.</p> <p>1st offense: no credit for work; parent notification 2nd offense: no credit for work; parent notification; loss of privileges</p>
Alcohol	<p>Student is in possession of or is using alcohol (at school only). 1st offense: 3 days of OSS, parent conference, 2nd offense: 5 days of OSS (see school policy) 3rd offense: recommend for expulsion.</p>
Harassment/Bullying	<p>Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include: negative comments based on race, religion, gender, age and/or national origin. Sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. 1st offense: call parent 1 day ISS counselor, reflection form 2nd offense: call parent , 3 day ISS, counselor, reflection form 3rd offense: call parent, 5 days ISS, counselor, reflection form</p>
Vandalism/Property Damage	<p>Student participates in an activity that results in substantial destruction or disfigurement of property. Consider suspension and or expulsion.</p>
Weapons	<p>Student is in possession of having knives or guns (real or look alike), or other objects readily capable of causing bodily harm. Mandatory expulsion.</p>