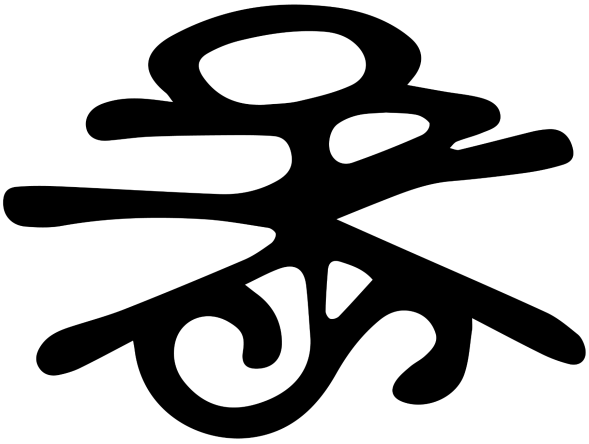
Daniel C. Oakes High School

STUDENT HANDBOOK

2026-2027

961 S. Plum Creek Blvd.
Castle Rock, Colorado 80104
(303) 387-0650



FACULTY & STAFF

Brian Singleton - Principal
Amanda Schmidt- Dean

Laura Matyszewski - Academic Counselor
Lori Peeples - Post-Secondary Counselor
Nicole Amidon - School Psychologist

Yuki Blanc - Administrative Assistant
Miriam Caballero - Registrar

TBD- Campus Security Specialist

Giuseppe Barranco - Building Engineer

Megan Rosenbach - School Nurse
Katie O'Sullivan - English Language Development
Jenifer Nerwin - Special Education Teacher
Mark Harmon - GT Facilitator; PLS

Micki Nelson-Adsit - Art
Dack Drennan- Math
Colleen Carroll - English
Kellie McDonald- Business
Jennifer Harvey - Social Studies
Jared Hines - English
Micah Hoefling - Social Studies/PE
Nadene Klein - Science
Ryan McClintock - Science
Jeanette Nelson - Edgenuity Facilitator
Charles Pollet - English
Joe Schneiderwind - Math

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DANIEL C. OAKES HIGH SCHOOL OVERVIEW

Daniel C. Oakes High School is an alternative option and school of choice for students to earn their High School Diploma. Our school offers smaller class sizes, personal connection with peers and staff, and we pride ourselves on a sense of community and family.

Students are not assigned to attend our school, rather, they choose to apply and interview, and administration, in collaboration with the interview committee, offers enrollment to students they feel would find success at Daniel C. Oakes. The school enrolls new students from our applicant pool each quarter (July, October, January, April).

If you, or your student, has struggled with education in a traditional high school setting, please consider calling the school for more information, or applying online at dcohs.dcsdk12.org.

MISSION & VISION OF DANIEL C. OAKES HIGH SCHOOL

Our Vision:
Daniel C. Oakes High School strives to rekindle a student's desire and passion to learn by providing a safe, flexible, and supportive community where students are seen as individuals.

Our Mission:
We create a community where we thrive to become better by doing our best work, being a decent human being, valuing relationships with other people, offering outdoor education experiences, and leaving as a better person than we were when we started.

PHOENIX MASCOT

Our students' previous experiences in school have often left them disillusioned with school, doubting their self-worth and distrusting adults. The phoenix is a symbol of resurrection, rebirth, and resilience. We are proud of our family atmosphere and trusting community at our school, and offer students a clean slate to rewrite their story. With a sense of compassion and understanding that each of our students and staff members have unique experiences and perspectives, we are able to provide an opportunity for students to “arise from the ashes” and strive for a brighter future ahead.

LOCATION

Daniel C. Oakes High School is located at 961 S. Plum Creek Blvd. in Castle Rock, Colorado. We are located at the intersection of Plum Creek Pkwy. and Plum Creek Blvd. behind the Tractor Supply.

TRANSPORTATION

At this time, DCSD does not have transportation services available to students at Daniel C. Oakes High School. Students and/or their guardians are responsible for transportation to and from school each day.

FOOD ON CAMPUS

Breakfast & Lunch

Students will have access to free breakfast and lunch, served on campus through the district. Students have an open period (4th or 5th) where they are able to leave campus for lunch. Students can have food delivered to Daniel C. Oakes campus during the day, but will only be able to pick up food in the office during their assigned lunch period. Food delivery drivers will not be permitted to enter the building. The school is not responsible for any monetary issues that may arise as a result of this policy.

Food Pantry & Snacks

Daniel C. Oakes partners with a community organization called The Backpack Society which provides free food for students and their families. Any student is eligible to request a weekly food box, which is picked up on Fridays. Students who are interested in receiving a weekly box of food can talk to their counselor.

Snacks are also available at the student kitchenette (outside of classroom 13 & 14). Students should get snacks during passing periods and should limit the amount of classroom time missed.

VISITORS

Upon arrival, all visitors must check-in at the security kiosk where they will be issued a visitor pass upon providing proof of identification. Although parents and guardians may visit their children during school hours, such visits may not interfere with the educational opportunities of the student or with the conduct of the educational and administrative programs of the school. Students are under the supervision of school district personnel during school hours therefore, under normal circumstances, non-parent or non-guardian visits with students during school hours will not be allowed.

Visits by students from other schools will not be allowed during the academic day. Visits from former Daniel C. Oakes High School students may only take place during 4th & 5th period lunch and after school.

REGISTRATION REQUIREMENTS

At the beginning of the school year (Quarter 1) all students are required to complete registration paperwork including updating contact information and emergency contacts. New students will submit this paperwork upon enrollment at Daniel C. Oakes.

New students are also required to complete registration and enrollment forms which includes acknowledgment of the Daniel C. Oakes policies, technology agreement, and parking permit forms.

FEES

All students are required to pay $40 student fees once per year. Student fees are assessed at the beginning of each school year OR during the student's first quarter at DC Oakes.

Student fees are used for instructional purposes only. These fees cover text books, instructional materials, classroom supplies, classroom guest speakers, etc.

Any student who is struggling to pay their fee may discuss their individual situation with administration.

GRADUATION REQUIREMENTS

Credits

Students must satisfy all of the following requirements:

a. 16 Credits in the Following CORE Curricular Areas as follows

- Language Arts 4.0
- Mathematics 3.0*
- Science 3.0
- Social Studies 3.0 **
- Practical Arts 1.0
- Fine Arts 1.0
- Physical Education 1.0

*Must include a minimum of Algebra 1 as one of the 3.0 credits;
**Must include 1.0 credit of US or World History and 0.5 credits of American Government

b. 8 Credits in Electives

Community Service

Students must document a minimum of twenty hours community service while enrolled as a high school student. Community service hours are due by the end of the quarter before a student's expected graduation.

Demonstrate Competence in Reading/Writing/Communication & Math

Beginning with the class of 2022, in addition to satisfying the district's graduation requirements listed above, district students will also be required to demonstrate college and career readiness via one of the approved methods outlined in the chart below in order to receive a diploma from a district school.

Students must provide documentation of meeting or exceeding the required level of readiness in both Mathematics and English through one of the following:

	English	Math
Next Generation ACCUPLACER	241 on Reading or 236 on Writing	255 on Arithmetic (AR) or 236 on Quantitative Reasoning, Algebra, and Statistics (QAS)
Classic ACCUPLACER	62 on Reading Comprehension or 70 on Sentence Skills	61 on Elementary Algebra
ACT	18	19
ACT WorkKeys	Bronze+	Bronze+
Advanced Placement	2	2
ASVAB	31	31
Concurrent Enrollment	Passing Grade	Passing Grade
International Baccalaureate	4	4
SAT	470	500
***District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized

***All D.C. Oakes students completing their coursework in person will complete a District Capstone project during their Professional Business class. If passed, this project will meet this graduation requirement.

Create an Academic Plan

Students will create and complete an Individual Career and Academic Plan (ICAP) and/or Individualized Education Plan (IEP) that meets the District's graduation requirements.

ADDITIONAL WAYS TO EARN CREDIT TOWARDS GRADUATION

Work Study

Work study is available for elective credits, facilitated by a counselor. The student must find employment where they will receive regular paycheck stubs that clearly indicate employer name and address, student name, date, hours worked, and taxes withheld. If the student is

paid by Direct Deposit, it is the student's responsibility to find out from the employer how to print out a copy of their pay stub for each pay period.

A contract must be signed by the student, their employer, and a parent/guardian, indicating that each party understands their responsibilities for the student to earn work study credit. This signed contract, as well as a copy of current auto insurance, will need to be turned in to the Work Study coordinator each school year.

Work study is graded on a pass/no credit scale. Students will receive work study credit based on the number of hours they work this quarter using the following scale:

- 30 hours = 0.125 credit
- 60 hours = 0.25 credit
- 90 hours = 0.375 credit
- 120 hours = 0.5 credit

Please note: Work Study credit is capped at 0.5 credit per quarter for students currently enrolled in school; and it is capped at 1.0 credits per quarter for students who are on LOA.

Edgenuity Online Courses

Edgenuity provides standards-based, online curriculum. Each course has been customized by teachers who will monitor, assess, and support students as they progress through the lessons, assignments, and tests.

Imagine Edgenuity is a virtual alternative, and uses pre-recorded videos and primarily focuses on struggling students, and keeping a consistent pace in completing work. Along with a pre-recorded lecture, Imagine Edgenuity uses interactives and real-world problems.

For D.C. Oakes, Edgenuity is designed to help students who are on a Leave of Absence continue to earn credit while they are out of the building. It is also for students who would like to earn more credit in addition to the credit they are receiving through classroom instruction so they can try to expedite the process of earning their diploma.
To be eligible for Edgenuity, the student must be a D.C. Oakes student who is either actively participating in in-person classes or an Oakes' student who is currently on a Leave of Absence who is earning credit to return to Oakes. Oakes does not offer a full online program. Students may not complete Edgenuity classes during other academic classes and may not be enrolled in an Edgenuity class in lieu of an in-person class period.

For more information on enrolling in an Edgenuity class, please contact the Academic Counselor or Edgenuity Facilitator.

OUTDOOR EDUCATION

Through our outdoor education program, we provide students with unique opportunities and experiences in which their self-confidence and teamwork skills are enhanced, and they earn

credits toward graduation. These courses force students to challenge themselves in different ways. Students will be exposed to situations in which their previous boundaries of fitness, communication, and trust are stretched. Our outdoor education program is the heart of our school, serving a crucial role for students to gain insight into their own lives as well as compassion for others.

Field Trips

Students may have opportunities to participate in field trips during the academic school day. These trips are organized by classroom teachers and are available to the students enrolled in the associated course(s). Students must return a signed permission slip and meet requirements set forth by the teacher in order to participate. Students who have Ds/Fs in classes or who are on an attendance contract may not be eligible for participation in field trips.

Day Trips

Day Trips are those that occur outside of school hours but are not overnight trips. These trips may take place on weekends or during breaks. Day trips may include hiking or urban ventures. Students can sign up for these trips on the Outdoor Education bulletin board when a trip is scheduled and are chosen on a random basis. All physicals, paperwork, and fees will be coordinated with the trip facilitator.

Overnight Trips

Daniel C. Oakes High School students have the opportunity to participate in overnight outdoor education trips. Some of these trips include backpacking, camping, or river rafting. These trips occur during school breaks. Students can sign up for these trips on the Outdoor Education bulletin board when a trip is scheduled and are chosen on a random basis. All physicals, paperwork, and fees will be coordinated with the trip facilitator.

All Kids Trips

Each quarter, all Daniel C. Oakes students participate in an “All Kids Trip.” These activities are organized by the Student Council and staff. Each quarter will have a different theme, though some trips are recurring. Students must return a signed permission slip in order to participate in the trip, must follow all school rules, and are not allowed to drive themselves or leave the trip designation without explicit permission. Failure to meet school and trip expectations may result in a Leave of Absence.

Recurring Trips:

- Quarter 1: School Picnic at the Park
- Quarter 2: Oakesgiving
- Quarter 4: School Picnic

STUDENT SCHEDULES

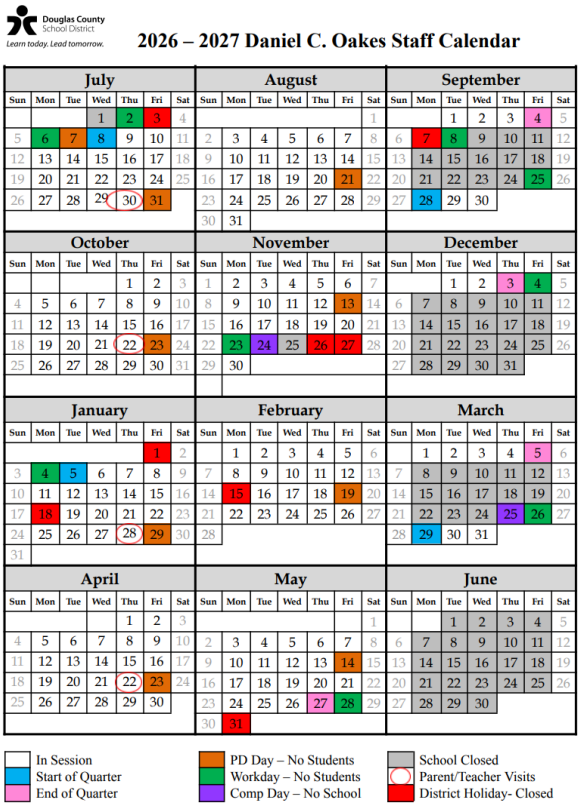
The majority of our students are scheduled for 6 classes per day and a School Success class. Schedules are built according to students' individual credit needs. Students with special needs related to credit status, or participation in morning or afternoon CTE programs, will be scheduled according to their particular needs with permission of the Principal. All students are required to have a scheduled lunch (Period 4 or Period 5). Students may only request schedule changes in the event that they have a mistake on their schedule (i.e. no lunch period, same class twice, or repeating a class previously taken).

SCHOOL CALENDAR

Daniel C. Oakes High School runs on a year-round schedule, which means it is on a different schedule than the majority of schools within Douglas County School District. We run a 9-week quarter, followed by a 3-week break before the next 9-week quarter begins.

1. The first quarter begins in July, and ends in September.
2. Second quarter begins late September/early October, and ends in December.
3. Third quarter begins in January, and ends in March.
4. Fourth quarter begins in late March/early April, and ends in late May.

Students and staff have the full month of June off for summer vacation.



BELL SCHEDULES

Regular Bell Schedule

Mon-Thurs	Friday	
7:30-8:25 55 minutes	7:30-8:10 40 minutes	PERIOD 1
8:30-9:25 55 minutes	8:13-8:53 40 minutes	PERIOD 2
9:30-9:50 20 minutes	Does not meet	SCHOOL SUCCESS
9:55-10:50 55 minutes	8:56-9:36 40 minutes	PERIOD 3
10:55-11:50 55 minutes	9:39-10:19 40 minutes	PERIOD 4/1st LUNCH
11:50-12:45 55 minutes		PERIOD 5/2nd LUNCH
12:50-1:45 55 minutes	10:22-11:02 40 minutes	PERIOD 6
1:50-2:45 55 minutes	11:03-11:45 40 minutes	PERIOD 7

**On Wednesdays, we have Joint Lunch during 5th Period.*

All students go to their 4th/5th period class during 4th period, and have a shared lunch during 5th period.

Attendance Policies

All Periods:

Tardy: Late, up to 5 minutes l **Absent:** Arrival after 5 minutes tardy window.Students showing up more than 10 minutes late are to be sent to speak with an administrator in the office.

90-Minute Delay Bell Schedule

Mon-Thurs	Friday	
9:00-9:45 45 minutes	9:00-9:25 25 minutes	PERIOD 1
9:50-10:35 45 minutes	9:28-9:53 25 minutes	PERIOD 2
10:40-11:26 45 minutes	9:56-10:21 25 minutes	PERIOD 3
11:31-12:17 45 minutes	10:24-10:49 25 minutes	PERIOD 4/1st LUNCH
12:17-1:03 45 minutes		PERIOD 5/2nd LUNCH
1:08-1:54 45 minutes	10:52-11:17 25 minutes	PERIOD 6
1:59-2:45 45 minutes	11:20-11:45 25 minutes	PERIOD 7

CLOSED CAMPUS

Daniel C. Oakes High School is a closed campus, except during a student's assigned lunch period. Students are not permitted to leave campus without prior permission from Administration. If a student leaves without permission, they will not be allowed to return to campus that day.

Students may leave campus during their assigned lunch period (4th or 5th) and must return in time for their next scheduled class.

STUDENT PARKING & VEHICLE USE

Students who possess a valid state driver's license are eligible to receive a parking permit to park on campus. All vehicles driven to school and parked on school property must be registered with the Campus Security Specialist. There are **no fees** associated with registering a vehicle, however parking permits are only available through a lottery system, and must be returned to the school upon completion of earning credits toward graduation.

Properly registered vehicles must display the DC Oakes parking permit and may be parked only in the North parking lot. Students are not permitted to park in the Tractor Supply parking lot. Unregistered student vehicles or those parked in unauthorized areas will be ticketed and/or towed from school property at the owner's expense.

To assure the safety of all persons at our school, students must drive with care and caution, observing a five (5) mile per hour speed limit and all traffic laws. Moving violations will be documented with the Campus Security Specialist and referred to the Douglas County Police Department's Office for further investigation. Parking privileges may be revoked if unsafe driving is observed on campus or reported by community members.

Per District policy, vehicles parked on school property are subject to searches, and as such, students are responsible for ALL items in their vehicle.

CLINIC/NURSE CARE

Daniel C. Oakes High School has a School Nurse Consultant (RN) in the building one day per week. We also have trained Health Assistants in the building every day. Emergency care, not treatment, is provided by the nurse and health assistants. If a student becomes ill or has an accident at school, he/she may remain in the front office for a reasonable amount of time until a parent/guardian is contacted to pick up the student.

Illness

Students who complain of illness are sent to the front office for evaluation by a Health Assistant. It is district policy to send students home who have a temperature of 100.3℉ or more, or if he/she appears unable to participate in the classroom activities. Students must be fever free without medications for 24 hours before returning to school. District policies also

preclude students with vomiting or diarrhea, unrelated to medications or ongoing medical concerns, from attending school for 24 hours from the time it ends before returning to school. For more information, please see Appendix B: Guidelines for Determining Student Attendance

Medications

Strict laws and rules regarding dispensation of any kind of medication at school govern public schools. Parents whose children require medication must provide the school with a form (available in the school office) signed by their doctor that specifies exactly what medication and what dosage the child is to receive. All medication is kept in the school office in a locked cabinet and is dispensed only by trained office personnel. For information regarding prescription and over-the-counter medications, please see Appendix A: Superintendent File: JLCD-E-1

COUNSELING SERVICES

Mental Health

A school psychologist is available to students during school hours, and is the lead mental health consultant on campus. All counselors are trained for urgent mental health concerns, and any counselor can meet with students when the school psychologist is unavailable. If there is an emergency after school hours, please dial 911 or call/text 988.

Academic

An academic advisor works on-site to prepare the master schedule, and provide credit assignments for students to successfully complete their graduation requirements. The academic advisor promotes and tracks credits earned with Edgenuity, Work Study, and community service.

Post-Secondary

Our post-secondary counselor connects students with opportunities after graduation, and schedules college, military, and career recruiters and representatives to speak with students. The post-secondary counselor also assists students with college applications, seeking out tuition assistance and scholarships, and Career and Technical Education (CTE) and Concurrent Enrollment (CE) offerings.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

According to the Board of Education Policy JRA/JRC, a parent or guardian shall be able to inspect and review the student's education records if the student is under 18 years old or if the disclosure is in connection with a health or safety emergency. However, if a student is 18 years old or older, the student may inspect his/her own records and, unless the student is claimed by a parent/guardian as a dependent for federal income tax purposes, his/her written permission shall be necessary in order for his/her parents or guardian to inspect them. Such students 18 years old or older shall be known as an "eligible student."

No person or agency may access student education records without prior written consent from the student's parent or guardian or eligible student (a student eighteen years of age or older) except as set forth in state or federal law and this policy.

STUDENT RECOGNITION

Students are recognized in several ways throughout the year for their hard work, dedication to success, and contributions to our culture of belonging.

Student Council and Peer Review Team

Student Council and members of the Peer Review team members are selected from a combination of a student application and a referral process by staff members. Students are referred by staff members who have shown leadership, commitment to personal and community success at Oakes, and would be relatable representatives for their peers.

- Student Council duties include supporting and facilitating school wide climate and culture, free food operations, quarterly school wide events, and a variety of other duties that help make Oakes a welcoming and inclusive place for all.
- Peer Review duties: initiate a warning to students who hit 3 absences; meet with students who have violated their attendance contract to create a plan for success; serve as a consultant for administration regarding attendance policies and violations

Flaming Bird Ceremony

At the end of each quarter, the school hosts a ceremony for students and staff to gather and recognize the accomplishments of individual students. The awards fall under one of four categories:

- Rising Phoenix: this award is for students who have maintained good grades and attendance throughout the quarter. They were not placed on an academic or attendance contract, and did not violate our behavior policy.
- Perfect Attendance: awarded to students who did not miss a single day throughout the quarter, and had four or fewer tardies.
- Almost Perfect Attendance: awarded to students who had two or fewer absences, and 8 or fewer tardies.
- Flaming Bird: certificates are created by staff members to be presented to students, recognizing student growth, kindness, resilience, or achievement in front of their peers. Any student can be celebrated for anything, by any staff member.

Graduation Ceremony

Students are able to complete their graduation requirements at the end of each quarter (September, December, March, May). Daniel C. Oakes holds two graduation ceremonies each year in December and May. September and December graduates participate in the December ceremony while March and May graduates participate in the May ceremony.

Students are eligible to participate in the graduation ceremony if they have completed all graduation requirements, including Community Service. Community Service hours must be

submitted at the end of the quarter prior to the ceremony. Students who do not complete community service hours on time will not be eligible to participate in the graduation ceremony.

All Daniel C. Oakes High School graduates give a speech during graduation. This is an opportunity to reflect on your learning and growth during your time at Oakes. Students are expected to keep their speech appropriate (family friendly), and around 3 minutes long.

LEAVE OF ABSENCE

Daniel C. Oakes High School is a school of choice. Students are expected to positively engage in our school community with three basic expectations.

1. Students are expected to show up and be present (see Attendance Policy).
2. Students are expected to do their best work (see Academic Policy).
3. Students are expected to be a good person (see Behavior Policy) .

If a student is unable to meet these expectations, they may be placed on a leave of absence. Students may also choose to take a leave of absence at any time if their life circumstances will interfere with their ability to be successful at school.

A leave of absence is a reduced schedule and a removal from courses on the Daniel C. Oakes High School campus. Students placed on a leave of absence in the first 7 weeks of the quarter will not receive credit for any coursework attempted up to that point in the quarter, but will be allowed to return the following quarter. Students placed on a leave of absence in the last 2 weeks of the quarter may earn credit for coursework completed during that quarter, in accordance with their grades at the time the LOA is initiated. Students who are placed on an LOA in the last 2 weeks of the quarter will remain on an LOA the following quarter. Students on a leave of absence are considered part-time students, and will be required to earn credit online or through work study. Please contact the main office for any questions about a leave of absence.

Re-Entry Meetings

When students are ready to return to Daniel C. Oakes after a leave of absence, they will attend a re-entry meeting. Re-entry meetings give students an opportunity to share progress they have made with administration and teachers. At the end of the meeting, Daniel C. Oakes administration and teachers will determine whether or not the student may return to school or if they need an extended leave of absence.

ATTENDANCE

It is our expectation that all students accepted into Daniel C. Oakes High School make a firm commitment to attend school each day and produce quality work in all classes; however, we do know that absences occur. If a student is absent or tardy from school, the student or a parent/guardian is required to call school **within 48 hours** to excuse the absence. Please call the attendance secretary at (303) 387-0650 to report an absence. Students can also text

720-469-5017 to report an absence/tardy. It is the student's responsibility to obtain and complete all make-up work resulting from absence.

Excessive absences as well as excessive tardiness will result in disciplinary action. The following consequence matrixes will determine the consequences for such behavior. Students who miss school on a consistent basis may be placed on a Leave of Absence from Daniel C. Oakes High School. Tardies can accumulate as absences as well.

If students are more than 5 minutes late to any class they will be marked absent (15 minutes during 1st). Restroom breaks should be limited to 5 minutes. If students are out of class for more than 5 minutes without permission or cause, students may also be marked absent.

Attendance Codes

UNT = Tardy

- Student arrives late but within the first 5 minutes of class

UNX = Unexcused Absence

- Student does not show up to class at all
- Student is more than 5 minutes late to class
- Student leaves class and fails to return to class within 5 minutes and/or leaves without permission

EXC = Excused Absence

- Student does not show up to class at all, but communicates with the Attendance liaison regarding reasoning for absence.
- May include documentation such as a doctor's note.

Consequence Guide For Absences*

5 Tardies	Equal to 1 Absence
3 absences	Email home & student conversation
4 absences	Student placed on Attendance Contract
5-6 absences	Peer Review
7+ absences	Recommendation for Leave of Absence

*This will restart every quarter

Attendance Contracts and Peer Review Process

An attendance contract is an agreement between the student and the school, stating that the student will not miss any more school days for the remainder of the quarter.

If after being placed on an attendance contract, the student fails to comply with any conditions specified in the contract, they will meet with DC Oakes Students who serve on the Peer Review Team. The purpose of this team is to devise strategies that will keep

students from having another absence or tardy. If students fail to meet the terms and conditions set forth by the Peer Review Team, they may be placed on a LOA for the remainder of the quarter or for the upcoming quarter. Tardies may accumulate as absences.

ACADEMICS

Grades are updated at minimum every 3 weeks, at the end of each grading period. Each 9 week quarter has three 3-week grading periods. Students understand they must actively participate and put forth sincere effort in all classes. Academic performance is evaluated and monitored continually. Receiving a D or an F in any class at the end of a grading period will result in an Academic Contract. Receiving a D or an F for two grading periods in a row may result in an Ironclad Academic Contract or Leave of Absence from Daniel C. Oakes High School. See the full Academic Policy here.

BEHAVIOR EXPECTATIONS

Daniel C. Oakes High School expects students to adhere to all DCSD School Board & Daniel C. Oakes Policies. Failure to meet expectations can result in a lunch detention, restorative interventions, or a leave of absence. Students are expected to follow basic expectations, including but not limited to:

1. Showing respect for self, others, and property
2. Absolutely no violence or threats of violence
3. Drugs & alcohol are strictly prohibited
4. DCSD Student Code of Conduct policies

Cell Phone Use

Cell phone use in the classroom is at the discretion of each classroom teacher. However, if personal cell phone usage is found to be a hindrance to a student's academic performance or causes disruption to others, that student may be placed on a Cell Phone Contract. This agreement states that the student will no longer be allowed to use personal electronic devices while on campus for the remainder of the quarter. Personal electronic devices will be left at home, in a car, or turned off and left with the front office during school hours. A violation of the contract may result in a Leave of Absence.

Positive Participation Agreement

Upon enrolling at Daniel C. Oakes High School, students and their families agree to abide by the policies stated in this handbook, and the following positive participation agreement. In summary, we ask our students to 1) Be here, 2) Do your best work, and 3) Be a good person.

1. **Academics.** Students understand Daniel C. Oakes High School is a school of choice. Students must comply with all instructions and requests made by staff, whether on campus or while participating in a field trip or Outdoor Education program. Students understand they must actively participate and put forth sincere effort and a grade of a C or above must be maintained in all classes. Students who do not maintain this level of performance at the

end of each 3-week grading period may be placed on an academic contract, which may lead to LOA if grades do not improve.

2. **Behavior and Bullying.** Students understand damaging behavior of any kind may result in immediate removal/dismissal. Stealing, vandalism, violence, and bullying will not be tolerated, and the student may be placed on a LOA. Depending on the seriousness of the offense, the principal may make a recommendation for expulsion and contact law enforcement authorities. Any student removed from the school because of violent behavior will not be allowed to reapply to Daniel C. Oakes High School. Students understand threats and/or intimidation are considered violent behavior. Harassment, making threats, fighting with other students, or any type of cyber-bullying is not tolerated. A student may not make any other students feel unsafe. This applies to conduct both on and off school grounds, as well as online platforms. Students understand respect is the foundation of all relationships, and students must be respectful of other students, staff, guests and local community groups and businesses. Students who fail to do so may be placed on a LOA.

3. **Closed Campus.** Daniel C. Oakes High School has a closed campus. Students are not allowed to leave campus without permission from a teacher and an administrator, with the exception of lunch break. During lunch break, all students are free to leave campus. If a student leaves campus without permission during classes, they will not be allowed back on campus for the remainder of the school day. If a student displays a pattern of leaving the campus without permission, they may be placed on a LOA. Visits to other DCSD campuses are prohibited without administrator approval, and may result in the student being written and responsible for a trespassing ticket.

5. **Driving Privileges.** Students understand safe driving habits must be adhered to while coming to and leaving school. Students who demonstrate unsafe driving, or who have complaints of unsafe driving from people in area neighborhoods or businesses, may have driving privileges revoked. Depending on the seriousness of the offense, the student may be placed on a LOA, and/or administration may make a recommendation for expulsion and contact law enforcement authorities. Students may not visit the parking lot or their vehicles during the school day, with the exception of lunch periods, without prior approval from a staff member. Students are required to have a parking permit in order to park on school grounds.

6. **Drugs, Alcohol, and Tobacco.** Students understand the possession or use of drugs or alcohol, while on campus or during a school related activity, is not permitted. Students who fail to meet this expectation will be placed on a LOA. The principal may also make a recommendation for expulsion in accordance with DCSD policies regarding drug possession and use. In all incidents involving drug or alcohol possession or use, law enforcement authorities will be contacted. Daniel C. Oakes follows and supports the DCSD Student Code of Conduct, which prohibits the possession or use of tobacco by students, or the use of tobacco by teachers, staff, and visitors in or on any school property while participating at

any student activity sponsored by DCSD. Tobacco and/or tobacco products means all kinds and forms of tobacco such as cigarettes, cigars, smokeless tobacco, dissolvables, electronic cigarettes, paraphernalia and other emerging products suitable for chewing or smoking and any other product that is packaged for smoking.

In line with our tobacco policy, a student who uses tobacco on school grounds is subject to the following action:

- 1st Offense – Student is required to complete an online Vaping Prevention Course
- 2nd Offense – Student is required to complete a research project
    - Project can be a written essay (3 page minimum), presentation, or speech
    - Project must include
        - Description of the harmful effects of smoking/vaping
        - Personal reflection on behavior and impact on self/others
        - Action plan to decrease their use of tobacco/nicotine products
- 3rd Offense – May result in a Leave of Absence

Students understand any violation of the Douglas County School District Code of Conduct and Discipline may result in a leave of absence from Daniel C. Oakes High School.
We realize attending Daniel C. Oakes High School is a privilege, not a right. We realize Daniel C. Oakes High School is a school of choice and that acceptance and continued attendance at this school is contingent upon my student's full compliance with the terms of this policy. By submitting our names, we agree to cooperate fully with the staff at Daniel C. Oakes High School, and to support school personnel with the enforcement of this contract and other school policies and procedures.

DCSD School Board Policies Governing Student Conduct & Discipline

Student Conduct

Board File: JIC/JICDA

Public schools provide students with the opportunity for self-improvement and individual growth. School authorities have the right to control student conduct. Students are expected to conduct themselves at all times in a manner which is compatible with the school's function as an education facility, and in accordance with District policies and regulations concerning student conduct and discipline, including but not limited to the grounds for suspension, expulsion, and classroom removal in policy JKD/JKE. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property, will not be tolerated and will result in disciplinary action. All employees of the District shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

This policy JIC/JICDA, all of its subcodes, and any corresponding regulations approved by the

Board shall constitute the student conduct code for the District. A summary of this policy, its subcodes, and any corresponding District regulations, as well as any individual school rules governing student conduct, shall be distributed to each student in the District and his or her parents, guardian, or legal custodian at the beginning of each school year, and to each new student and his or her parents, guardian, or legal custodian upon enrollment, and shall be kept on file within each school building throughout the year.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff.

Weapons in School

Board File: JICI

The Board of Education will not tolerate unauthorized student possession or use of dangerous weapons on district property or at district sponsored activities. Such behavior is unacceptable, detrimental to the safety of others, and destructive to a positive learning environment.

Carrying, bringing, using, or possessing a dangerous weapon in a school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school principal or the district is prohibited.

“Dangerous weapons” include, but are not limited to:

1. Firearms, loaded or unloaded
2. Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. Fixed-blade knives with blades that measure longer than three inches in length or spring-loaded knives or pocket knives with blades that measure longer than three and one-half inches in length (the knife blade will be measured from the hilt to the top of the blade); and any knives, regardless of length, which a student uses or presents in a threatening manner.
4. Another object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
5. Any other object identified and defined as a dangerous weapon by state statute.

For purposes of this policy, a “firearm” includes:

1. Any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;

3. Any firearm muffler or firearm silencer; or
4. Any explosive, incendiary, poison gas, bomb, grenade, or similar device.

School staff members shall confiscate dangerous weapons possessed in violation of this policy and submit them to the appropriate school administrator. Law enforcement authorities shall also be contacted in accordance with applicable law.

Mandatory expulsion in accordance with state and federal law

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a firearm in a school building, on school grounds, in any school vehicle, or at any school sponsored activity. Unless expulsion is otherwise required by federal law, a student may, but need not, be expelled for violating this policy if, as soon as possible upon discovering that he or she is in possession of a dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator, or other authorized person.

In accordance with federal and state law, expulsion shall be for one calendar year for any student who is determined to have brought a firearm to school without the authorization of the school or the District. The superintendent may modify the length of this required expulsion period on a case-by-case basis. Such modification must be in writing. Any student bringing a firearm or other dangerous weapon to school shall be referred to the criminal justice or juvenile delinquency system.

As required by law, the District shall maintain records which will describe the circumstances involving expulsion of students who bring weapons to school, including the name of the school, the number of students expelled, and the types of weapons involved.

Student possession or use of fixed-blade knives with blades that measure less than three inches in length or pocket knives with blades that measure less than three and one-half inches in length (the knife blade will be measured from the hilt to the of the blade), box cutters, razor blades, hobby knives and similar instruments without the specific authorization of a school official is prohibited. The possession or use of such items without authorization may be grounds for disciplinary action including, but not limited to suspension or expulsion.

Discretionary discipline in accordance with state law

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who

violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Student Involvement Regarding Drugs And Alcohol

Board File: JICH

The Board of Education recognizes that the unlawful or unauthorized student distribution, gift/exchange, sale, use, possession, or purchase of drugs or alcohol constitute a hazard to students. Therefore, the Board assumes its responsibility for minimizing this hazard to students by providing drug and alcohol abuse prevention programs designed to educate students regarding the harmful effects of drug and alcohol abuse and to develop decision-making skills regarding the use of such substances. Because effective prevention requires the combined efforts of parents and the District, the Board supports the concept that parents have the responsibility to cooperate in efforts to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse.

As used in this policy, "drugs" are all substances defined under federal and state statutes as "drugs" or "controlled substances," as well as counterfeit drugs, substances falsely represented as being drugs, and drug-containing paraphernalia.

As used in this policy, "legal drugs" are defined as over-the-counter and prescription drugs, including vitamins and other dietary supplements, that are properly possessed and used by the person for whom they are intended in accordance with all applicable District policies and regulations, including but not limited to Policy JLCD. However, marijuana dispensing, usage or possession authorized as per Amendment 20 (Colorado's Medical Marijuana Amendment) is not considered a "legal drug" under federal law or District policy.

As used in this policy, "illegal drugs" are all drugs not defined herein as legal drugs.

Student distribution, gift/exchange, sale, use, possession, purchase or being under the influence of alcohol or illegal drugs is prohibited in all District schools, on all school grounds and District property, at any school-sanctioned activities, when students are being transported in vehicles dispatched by the District, and at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District.

Compliance with the standards of conduct set forth in this policy and its accompanying regulations is mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. The District reserves the right to expel students where there is a sufficient connection between the off-campus behavior and the school, notwithstanding other provisions in this policy and regardless of whether it is a first-time offense. Specific disciplinary guidelines shall be described in the regulation that guides the enforcement of this policy. In appropriate circumstances, disciplinary sanctions may include the completion of an approved drug or alcohol abuse rehabilitation program. The regulation shall be in keeping with applicable laws and shall be observed by all staff members. Appropriate procedures shall be followed by all school personnel in working with students who may:

1. be under the influence of alcohol or illegal drugs on school property, at school sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District;
2. use or possess alcohol or illegal drugs on school property, at school-sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District; and/or
3. be engaged in acts of giving/exchanging, selling, distributing, purchasing alcohol or illegal drugs on school property, at school-sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District.

The superintendent shall implement age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in all the District's schools, from early childhood through grade 12, that inform students:

1. that the possession and/or use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful;
2. about the legal, social, and health consequences of drug and alcohol use and effective techniques for resisting peer pressure to use illegal drugs and alcohol;
3. about the standards of conduct and prohibitions on the distribution, gift/exchange, sale, use, possession, purchase or being under the influence of illegal drugs and alcohol set forth in this policy;

4. about available drug and alcohol counseling and rehabilitation programs;
5. about consequences that may result from the distribution, gift/exchange, sale, use, possession, purchase or being under the influence of illegal drugs and alcohol in violation of this policy.

The Board shall conduct a biennial review of its drug and alcohol abuse prevention program and this policy and accompanying regulations to determine their effectiveness, to implement required changes, and to ensure that disciplinary sanctions are consistently enforced.

Student distribution, gift/exchange, sale, use, possession, or purchase of drugs, alcohol, or related paraphernalia may result in an immediate Leave of Absence.

Smoking And Other Uses Of Tobacco By Students

Board File: JICG

The DCSD is committed to high standards of personal and public health and safety. Therefore, in recognition of the School District's responsibility to prepare students to make sound decisions about personal health and safety issues, and in recognition of Colorado law, it is the policy of the Board of Education to prohibit the possession or use of tobacco by students, or the use of tobacco by teachers, staff and visitors in or on any school property or while participating at any student activity sponsored by the School District. Signs regarding this prohibition and the consequences of a violation shall be prominently displayed on all school property.

School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, the grounds surrounding those buildings if the school is authorized to exercise dominion and control over those grounds, and all vehicles used by the school for transporting students, workers, visitors, or other persons.

Tobacco and/or tobacco products means all kinds and forms of tobacco such as cigarettes, cigars, smokeless tobacco, dissolvables, electronic cigarettes, paraphernalia and other emerging products suitable for chewing or smoking and any other product that is packaged for smoking.

Use means the lighting, chewing, smoking, consuming or ingesting of any tobacco product.

The Board of Education may seek and accept gifts, donations, or grants of any kind from any private or charitable or any government agency to meet the expenses required by this policy. Tobacco companies are excluded. Such funds shall be accounted for separately, and, to the extent that such funds are available, shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.

This prohibition against tobacco use shall not apply to the use of tobacco products in a limited classroom demonstration to show the health hazards of smoking.

When schools address student violations of this policy, every effort should be made to include Restorative Practices. This should include educational information regarding the Tobacco Free School Law, the District tobacco free schools policy and the health hazards of tobacco. Schools shall provide resources for cessation including the NOT cessation program. As an educational organization the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

A student who uses tobacco on school grounds is subject to the following action:

- 1st Offense – Student is required to complete an online Vaping Prevention Course
- 2nd Offense – Student is required to complete a research project
    - Project can be a written essay (3 page minimum), presentation, or speech
    - Project must include
        - Description of the harmful effects of smoking/vaping
        - Personal reflection on behavior and impact on self/others
        - Action plan to decrease their use of tobacco/nicotine products
- 3rd Offense – May result in a Leave of Absence

Searches

Board File: JIH

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, student lockers, desks or storage areas, or automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous or detrimental to the health, safety, or welfare of students or school personnel; disruptive of any lawful function, mission, or process of the school; or any item described as unauthorized in the current school rules or District policies.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched 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 in private by a school official of the same sex and with an adult witness present, except that under urgent circumstances, a search may be conducted by a school official alone, without a witness present.

If the administrator feels that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.

Locker Searches

Daniel C. Oakes does not currently provide student lockers. In the event that this changes, student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. General inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol the student parking lots and inspect the exteriors of automobiles on school property.

The interiors of vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

Evidence Seized in a Search

Any item found in the course of a search conducted in accordance with District policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or principal's designee. If such evidence is determined to be a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

APPENDIX

Douglas County School District RE-1, Castle Rock, Colorado

Superintendent File: JLCD-E-1

STUDENT PRESCRIPTION AND OVER-THE-COUNTER MEDICATION REQUEST AND RELEASE AGREEMENT

Student Name: _____ DOB: _____ School Year: _____
Medication: _____

(Signed Health Care Provider Medication Order must be attached) School District Policy JLCD requires, as a condition to its agreement to release any prescription or over-the-counter medication, that the medicine be prescribed by a healthcare provider with prescriptive authority and furnished by the parent(s) of the student with the original pharmacy container label stating the student's name, name of the medication, the dosage, the number of doses per day or time(s) when the medication is to be released to the student, and the date when the medication is to be stopped (if applicable). It is understood that the medication is given solely at the request of, and as an accommodation to, the undersigned parent(s) or guardian(s). The undersigned parent(s) or guardian(s) hereby agree to release the Douglas County School District RE-1 and its personnel from any and all claim(s), which they now have or may hereafter have arising out of the release of the medication to the student.

A new Student Medication Request and Release Agreement form must be completed for each medication change and each school year.

Parent/Guardian Printed Name:_____

Parent/Guardian Signature:_____

Date:_____

Revised: September 20, 2016
Revised: August 24, 2017

GUIDELINES FOR DETERMINING STUDENT ATTENDANCE

A student should be sent home if they exhibit any of the following:

- Undiagnosed skin eruptions/rashes
- Nausea/vomiting/diarrhea
- Severe abdominal pain
- Fever of 100 degrees or higher
- Disruptive, persistent cough
- Loss of taste and/or smell

Other conditions that are indicators of illness and are considered when determining if a student should be sent home:

- Decreased activity -- droopy, tired appearance, fatigue
- Irritable behavior
- Sore throat/swollen glands
- Runny nose/cough
- Eye drainage (excessive drainage and/or significant discomfort)

When can a student return to school?

- The student has been free of the following condition for at least 24 hours:
    - Fever (without the aid of fever-reducing medication)
    - Vomiting and/or diarrhea in the absences of other symptoms of illness
- The student has been free of the following conditions for at least 48 hours:
    - Vomiting and/or diarrhea when accompanied by other symptoms of illness
- For specific conditions (e.g. Strep throat, Pertussis, etc.) see the “Diseases A to Z” section in the Health Guidelines Manual