Summit High School Student Policy Handbook
2026-2027

Revised August 2026

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WELCOME TO SUMMIT HIGH SCHOOL

Welcome to the 2025-2026 school year at Summit High School! We hope this letter finds you well and that you have enjoyed a restful and rejuvenating summer break. As we prepare for another exciting year of learning, growth, and community building, we are thrilled to welcome back our returning students and extend a special greeting to those who are new to SHS.

At Summit High School, ***Everyone Belongs and Everyone is Capable of Achievement***. We are committed to fostering a supportive and engaging environment where every student feels valued and capable to reach their full potential. This year, we will continue to focus on creating strong connections between students, staff, and the broader community. We believe that building meaningful relationships is at the heart of a successful educational experience, and we are dedicated to ensuring that every student has the opportunity to thrive both academically and socially.

The school year will support students as they engage in relevant and meaningful curriculum, deepen their understanding of core academic content, and are met with ongoing opportunities to demonstrate grade level proficiency and beyond. Learning at SHS is designed to help students explore their interests, set goals, and develop the skills they need to succeed within the ever changing post-secondary landscape.

To our parents and guardians, we want to express our deepest gratitude for your continued partnership. Your involvement and support are critical to the success of our students, and we are eager to work together to create the best possible educational experience for your children.

Let's make the 2025-2026 school year our best yet!

Brittny Acres
Co-Principal
Directora

Doug Blake
Co-Principal
Director

Katie Garvert
Assistant Principal
Asistente de Directores

Dave DeRose
Assistant Principal
Asistente de Directores

SHS MISSION STATEMENT

Mission: *Everyone Belongs and Everyone is Capable of Achievement.*

Goals:

- Facilitate each student's Social Emotional Competencies to ensure a strong foundation of skills to excel in and out of SHS.
- Prepare each student for their next step academically by ensuring they are on track to meet future goals.

SUMMIT SCHOOL DISTRICT MISSION

Summit School District creates a safe learning community in which each and every person belongs, grows and thrives.

Teachers can be contacted via PowerSchool. Additional information on teacher correspondence, extensions and email addresses can be found with the school secretary at (970) 368-1100.

ADMINISTRATIVE STAFF

Co Principals	
Brittny Acres	1108
Doug Blake	1153
Assistant Principal	
Katie Garvert	1165
Assistant Principal	
David DeRose	1191
Athletic Director	
Bob Bodor	1017
Athletic Secretary	
Haleigh Lecklitner	1178
Attendance. Secretary	
Marles Saenz	1106
Admin. Assistant	
Karin Shady	1100
Admin. Assistant to the Principal	
Gabrielle Swindle	1104
Family Liaison	
Kathy Gallego	1110
Counseling Office	
Counseling Secretary	1126
Kelly Finley (Lead, AA)	1127
Serenity Bell (A-E)	1130
Hadley Browning (F-K)	1125
Robby Johnson (L-Q)	1129
Richard Schroeder (R-Z)	1159
Registrar	
Neta Hodson	1132
Nurse / Clinic	1134

ACADEMIC INFORMATION

REGISTRATION

Each student's confirmed schedule for the fall semester will be available on PowerSchool in August, the week before the beginning of classes. Students who are unable to complete online registration will be able to register with support the week before school begins, families are encouraged to attend, class availability will be limited.

New students to Summit School District will register in August. Class choices may be limited. Registration paperwork, online registration, proof of residency and custody documents (if applicable) must be presented at registration. Students must be present to be enrolled. No schedules will be generated prior to this time. Students who are transferring from outside of Summit School District will receive credit for their classes based upon counselor's discretion, these classes will not count towards the student's GPA.classes

HOMESCHOOL STUDENTS

Families must register their student with the District as a homeschool student.

- Registered home school students may apply to take up to 2 courses at SHS per semester. Acceptance and placement in each class is at the discretion of the principal and granted only where seats are available.
- All students enrolled in courses where a fee is charged, are required to pay the fee, or they will be dropped from the class.

Scheduling Policies

Schedule Change & Course Load Policy

Schedule changes have a significant impact on the master schedule, individual student schedules, and overall class sizes. The master schedule is built based on the course selections students make during the registration process. School administrators determine the number of course sections in each department using this data. Because of this, schedule changes are not possible and corrections should be rare.

Course Load Requirements

All students must be enrolled in a minimum number of courses each semester to maintain full-time status.

Grades 9 & 10

- Students must be enrolled in at least 6 courses + Pathways and no more than 8 courses + Pathways.

Grades 11 & 12

- Students must be enrolled in at least 5 courses + Pathways and no more than 8 courses + Pathways

The following do not meet the requirement for a full course ("5th or 6th class"):

- Academic Athlete
- Off-campus courses (e.g., CMC, BYU Online, or similar programs)

Schedule Correction Criteria

Schedule corrections are only considered under specific circumstances and must meet the criteria outlined below:

Courses Needed for Graduation

A schedule correction may be approved if:

- The student is missing a required course needed to graduate.
- The student has been placed in an incorrect course that does not fulfill a graduation requirement.
- There is a verified error in the student's academic plan or transcript.
- The requested correction directly impacts the student's ability to stay on track for graduation.

Subject-Level Correction (e.g., Pre-Calculus → IB Math Analysis):

- Must occur within the first 4 weeks of the course.
- Requires collaboration between:
    - Current or recommending classroom teacher
    - Receiving teacher
    - Counselor
    - Parent/guardian

Note: Student preference alone (e.g., wanting an easier class without supporting evidence) is not sufficient for a level change.

Extenuating Circumstances (ex: Medical, Family)

A schedule correction may be approved if:

- There is documented evidence supporting the circumstance (e.g., medical note, family situation).
- The situation is new, unforeseen, and unavoidable after the registration deadline.

Additional Considerations

- All requests are subject to administrative review and approval.
- Approval is not guaranteed.
- Requests may be denied due to class size limits or scheduling conflicts.

Seniors should be aware that Senior Course Schedules are shared with colleges and universities at the time of application and transcript submission in the fall. Any schedule corrections made after these documents are submitted are reported to colleges and universities and could result in a review of admissions at the college level.

Requests Based on Teacher Preference

We do not make schedule corrections solely to accommodate teacher preference. However, when concerns arise within a classroom, the following process will be followed

1. **Initial Contact:**
   The student and parent should reach out to their school teacher via email.
2. **Teacher Meeting:**
   A meeting will be scheduled by the student/parent/guardian with the teacher to develop a success plan with clear action steps.
3. **Follow-Up:**
   A follow-up meeting with the counselor, student, and parent/guardian will be held to review progress on the agreed-upon action steps if needed.

4. **Administrative Review:**
   If concerns persist and there has not been sufficient improvement, the situation will be referred to SHS Administration.

Course Withdrawal (WF/WP)

1. If a student drops a class between Week 4 and the end of the first quarter, the course will appear on the student's transcript, and the record will show a WP or WF (withdrawal pass or withdrawal fail) based on the student's current grade. A WP/WF is not factored into a student's grade point average until the end of the first quarter.
2. No withdrawals will occur after the 10th week of the semester unless an administrator approves a drop, which will be noted as a WF and will count towards the GPA as a .5 regardless of grade in class.

ONLINE COURSE POLICY

1. Online courses are offered through Edgenuity for $225 per semester course, contracts must be turned in and fees paid prior to course enrollment.
2. No more than 40% of classes can be taken online.
3. Students may add **online courses within the first full week of each semester**.

Event	Semester 1	Semester 2
Semester Start Dates	8/19/26	1/5/27
Last day to make a level change up	9/16/26	No level change up in a year-long class
Last day to make a level change down	9/16/26	
Last day to drop a course with a 'WP '	End of 1st Quarter	End of 3rd Quarter
Semester Grades Collected		
Transcripts Available	9/15/26	1/15/27 - for Midyears - for Final (12) - for 9-11

Online Course Scholarship Eligibility:

Summit High School may provide a limited number of scholarships to support students who are required to take an online course for graduation, credit recovery, or other school-approved academic needs. Scholarships are intended to remove financial barriers, **not to fund elective or convenience-based online coursework.**

Scholarships will not be awarded for:

- Student-initiated requests to replace a course that is available at Summit High School.
- Online courses taken for scheduling convenience, preference, or to create space in a student's schedule.
- Students who voluntarily withdraw from an approved online course and enroll in a different online course.
- Additional enrollment fees resulting from failure to complete a course within the required timeline, including restart or extension fees.

GRADUATION REQUIREMENTS

To receive a high school diploma from the District, students must meet or exceed state and District academic standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency of academic standards and to meet the expectations of a prepared graduate (SSD Graduate Profile).

Class of 2027 and Beyond Graduation Requirements

All 9-11 th grade students must be enrolled in a minimum of 6 SHS classes per semester. 12th graders must take 6 classes in the first semester and don't have a minimum requirement in the second semester unless they are playing school sports. Students and Families will be given the opportunity to meet with their senior counselor to discuss graduation progress in quarter 1 for Seniors, quarter 2 for Sophomores, quarter 3 for Juniors and quarter 4 for Freshmen.

GRADES

Grade reports are issued at the end of the ninth week and the completion of each semester. Class status and credits are based on semester grades. Grading policies are highlighted on each class syllabus. Final exams/assessments will not be given early. Students will have the ability to take the exam during summer school or at the beginning of the next semester. The student's grade will be an incomplete until the exam or project has been completed and graded. SHS endeavors to recognize student achievement and excellent attendance in a number of ways including Honor Roll. Classes transferred from an accredited program outside of SSD will not factor into a student's GPA

Based on their cumulative GPA seniors will be recognized with Cum Laude, Magna Cum Laude, or Summa Cum Laude. Parents are encouraged to view their student's grades and attendance through the online Powerschool Program. To gain access, contact the SHS Registrar at extension 1132. Rounded to hundredths position.

STANDARDS-BASED GRADING (SBG)

SBG provides an accurate understanding of student academic achievement by measuring what a student knows and is able to do based on identified course standards. Course grades are determined by Performance Task scores based on teacher-provided rubrics. Students have multiple opportunities (multiple assessments, re-takes, or re-submissions) to demonstrate proficiency on each standard.

HOW ASSESSMENT WORKS

	LEARNING ACTIVITIES *(Not Included in Final Grade)*	PERFORMANCE TASKS *(Included in Final Grade)*	STANDARD SCORES *(Comes from Performance Tasks)*
PURPOSE	Practice and develop learning.	Demonstrate knowledge and understanding.	Summarize proficiency on a course standard.
EXAMPLES	Classwork, practice, homework, skill development	Assessments, projects, presentations, performances	Body of evidence from Performance Tasks
FINAL GRADE?	No — supports learning through practice and feedback.	Yes — provides evidence of proficiency.	Yes — used to determine the final course grade.
STUDENT RESPONSIBILITY	Complete assigned activities to build the skills needed for success.	Complete required tasks and use additional opportunities to demonstrate proficiency.	Provide enough evidence for proficiency to be determined.

UNDERSTANDING ASSIGNMENT STATUS

COMPLETE
2.0 – 4.0
The Learning Activity has been submitted.

MISSING (M)
Required work has not been submitted. Students are expected to complete missing work within the established timeline.

INSUFFICIENT EVIDENCE (IE)
There is not enough evidence to determine proficiency. Students and families will be notified when IE is assigned.

FINAL COURSE OUTCOMES

PASSING
2.0 – 4.0
Student has demonstrated sufficient proficiency within the course.

Course credit earned.

FAILED (F)
0 – 1.0
Student has not demonstrated proficiency on required assessments.

Student does not earn course credit.

INSUFFICIENT EVIDENCE (IE)
Student has not provided enough evidence for a course grade to be determined.

Family communication is required. If unresolved at the end of the term, the student must retake the course.

INCOMPLETE (INC)
Student is close to completing course requirements but needs additional time.

Student initiates an incomplete request at the end of the semester and must complete requirements within one quarter.

IMPORTANT: Strong work habits, class participation, and the completion of assigned Learning Activities (in-class / at home) are essential to student success. Missing these opportunities may result in SHS interventions and support.

SSD ASSESSMENT SCALE

4	**EXCEEDS EXPECTATIONS**	Works above the DOK of the standard. Applies the standard in unfamiliar contexts and connects it to other standards or disciplines.
3.5	**ABOVE PROFICIENT** *High school only*	Works at the DOK of the standard and demonstrates partial success working above the DOK of the standard.
3	**PROFICIENT**	Works at the DOK of the standard.
2.5	**APPROACHING PROFICIENCY** *Secondary only*	Demonstrates partial success working at the DOK of the standard.
2	**PARTIALLY PROFICIENT**	Works below the DOK of the standard. Demonstrates the prerequisite skills and academic vocabulary that lead toward it.
1	**DOES NOT MEET STANDARD**	Works below the DOK of the standard and does not yet demonstrate the prerequisite skills and academic vocabulary.
IE	**INSUFFICIENT EVIDENCE**	Not enough evidence has been collected to determine a proficiency level: missing assignment or incomplete work.

A 4 is earned by reasoning above the DOK, never by extra work.
A student can earn a 3 with scaffolds that do not lower rigor.

ATTENDANCE & ASSESSMENT

Regular attendance is essential to academic success. Attendance itself is not part of your academic grade, **but missing instruction, practice, feedback, or assessments can impact your ability to demonstrate proficiency and may ultimately impact your course grade or ability to earn credit.**

KEY REMINDERS

BE PRESENT
Instruction, practice, feedback, and assessments happen in class. Be here.

STAY ON TRACK
It's your responsibility to make up missed work and stay on top of deadlines.

ABSENCES HAVE CONSEQUENCES
Missing school can lead to missing critical learning and may impact your ability to earn credit.

GRADES REFLECT LEARNING
Grades are based on the evidence you provide of what you know and can do.

ATTENDANCE SITUATION	IMPACT ON LEARNING & ASSESSMENT
EXCUSED ABSENCE	You may complete permitted make-up work. You are still responsible for providing evidence of proficiency on required standards.
PREARRANGED ABSENCE	You are responsible for following your academic plan and completing work by the deadlines established with your teacher.
UNEXCUSED ABSENCE	You may miss instruction, practice, feedback, or assessment opportunities. District procedures may impose consequences directly related to classes missed.
SUSPENSION	You are expected to complete and submit missed work upon returning to school. Failure to do so may impact your grade and ability to earn credit.
REPEATED / EXTENDED ABSENCES	Missing significant instructional time may make it difficult to demonstrate proficiency, even when make-up work is available.
INSUFFICIENT EVIDENCE (IE)	When absences contribute to you not providing enough evidence of learning, IE may be assigned and course credit may ultimately be impacted.

IMPORTANT: An absence does not automatically lower an academic grade. However, missing instruction, learning opportunities, or required Performance Tasks can result in insufficient evidence of proficiency and may impact your course grade or ability to earn credit.

GUIDELINES TO TAKE CORRESPONDENCE COURSES

Alternative credits include independent study classes, correspondence classes, credit recovery classes and online classes taught by non SHS staff through an accredited program. Classes taken outside of SSD from an accredited program will count for credit but not towards the GPA

Online courses offerings at SHS are intended to provide flexibility in the time and place that students receive instruction. Our online classes are conducted by SHS teachers so students will always have a point of contact at the school for tutoring and support if needed. SHS online courses are asynchronous and paced. This means that while there are deadlines and due dates that students must adhere to, there are no set meeting times at which students must be online. The teacher may require students to meet with him/her weekly just to make sure all assignments are up to date.

Online courses do require a level of self-discipline for success. A student must be willing and able to commit three to four hours per week for each course. Access to a computer and the Internet is imperative. A minimum 2.5 cumulative GPA is required to take an online class. Students must have a 3.0 if this is his/her sixth class. Each course will cost $190.00 per class per semester and must be paid in full before the student is enrolled in the class. **All courses must be approved by his/her counselor prior to enrollment.** Enrollment dates and deadlines will be determined and made available to students each semester.

Summit High School's online program (Edgenuity*) offers classes online as an alternative means to earn high school credits. Whether one is looking to take additional courses, striving to get back on track, or wanting flexibility in his/her schedule, SHS's program is the ultimate in online learning. Classes through Edgenuity will be listed on the SHS transcript and will count towards the cumulative GPA

*Edgenuity provides engaging online and blended learning education solutions that propel success for every student, empower every teacher to deliver more effective instruction, and enable schools and Summit School District to meet their academic goals. Edgenuity delivers a range of Core Curriculum, AP®, Elective, Career and Technical Education (CTE), and Credit Recovery courses aligned to the rigor and high expectations of state, Common Core and iNACOL standards and are designed to inspire lifelong learning.

CMC classes taken on SHS campus do not count as alternative credit. Students must take at least 2 classes per semester to be considered part-time. Full-time status is 6 classes per semester. Students must take 6 SHS classes in addition to a CMC class.

Proper grade documentation from all correspondence classes for the second semester must be turned in to the counselor by May 1st if the credit is needed for graduation.

TRANSFER CREDITS (IKF)

Transfer students will be given credit for courses taken outside Summit High School based on the following criteria:

- Students must possess a certified transcript from an accredited academic institution in order to transfer credits and apply them toward an SHS diploma and/or transcript.
- GPA will not transfer in from another high school or accredited institution nor will it be included within the Summit GPA. Student GPA will be calculated based on SHS course performance only. GPA from prior school or transcript will be noted separately on the SHS transcript.

- Credits must be compatible with CDE and SSD standards and Summit High School curriculum from an accredited academic institution and be approved by principal, counselor and/or content department head.
- Students currently enrolled in SSD may only transfer and apply 10 non-SSD credits toward an SHS diploma.

COLLEGE AND CAREER PLANNING (IHBK-R)

Pathways to the Profile is a series of courses (9-12) designed to engage and support SHS students in the development of essential skills while building an Individualized Career and Academic Plan (ICAP) in a setting built on inquiry, relevance, and the practical application of knowledge.

Students will . . .

- Learn to make responsible and informed decisions regarding post-secondary planning, preparation and success.

Required Evidence of the following:

- ☐ Social Emotional Competency Building
- ☐ (IB) Middle Years Program Personal Project
- ☐ ICAP Development (career exploration, post-secondary planning, personal financial education)
- ☐ 12th grade capstone project outlining ongoing demonstration of the SSD Graduate Profile (Class of 2027 and beyond)

The "Naviance" program and college resources, application, and scholarship information are available to students. ACT/SAT registration and preparation materials are online. In addition, students can schedule appointments with college representatives when they visit the campus. Please see your counselor for more detailed information.

Internship Program information is found in the Course Catalog and Registration Handbook in the Counseling Office. Students need to contact their individual counselor for specific details.

ACADEMIC ATHLETE

The Academic Athlete Program (AAP) is designed to provide an opportunity for qualified Summit High School students to train for skiing, snowboarding, skating, biking, hockey, and other high level activities not offered at SHS. For more details please see the Academic Athlete Program Guidelines.

BELL SCHEDULE

Please see Bell Schedule posted on our website (shs.summitk12.org)

STATE ASSESSMENT REFUSAL (IKA/ IKA-E/IKE-R)

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

A parent/guardian who refuses for his or her child to participate in a particular state assessment or assessments shall make this request in accordance with the regulations identified within this policy. This policy's refusal process shall apply only to state assessments and shall not apply to district or classroom assessments.

1. The parent/guardian must schedule and participate in a 'refusal of testing' meeting with the child's school leadership team.

2. As part of the meeting, the school leadership team will seek to understand the cause for the refusal of state standardized testing, may provide factual information regarding state standardized testing and data usage, and will explain alternative activities or schedules for the student if a refusal form is filed. Additionally, the school will provide the parent/guardian with the district parent refusal form.

3. The parent/guardian must sign and submit the parent refusal form to the school no later than 7 days prior to the first day of testing.

IB/AP Testing

Advanced Placement (AP) exams are offered during the Spring Semester and are open to all students, regardless of whether they are currently enrolled in an AP course. Students enrolled in an AP course or IB equivalent at SHS will register for that course's AP exam using the AP exam code provided by the classroom teacher. Students interested in taking an AP exam and are not enrolled in an AP course or IB equivalent must consult with the AP Coordinator prior to November 1 of that school year.

Students must complete AP exam registration by November 1 and will be charged a $40 registration fee, with the remaining $60 fee added once the test has been taken in the spring. Students with financial hardship should contact their counselor for assistance or fee waivers.

AP exams are administered on specific national dates and times determined by the College Board, these dates and times are not flexible or subject to individual adjustment. Students must make arrangements to be available at their designated test time.

Students who have a direct conflict—such as an IB and AP exam scheduled at the same time on the same day—must notify the AP Coordinator no later than March 1. In certain cases, arrangements may be made for an alternate testing date, pending approval from the College Board.

The full AP exam schedule is published annually by the College Board and will be shared with students and families in advance.

Optional Testing

Optional testing, including but not limited to AAPPL testing and CLEP testing, are coordinated by Summit School District personnel for Summit School District Students. Students who register for a test are expected to take the test in the allotted time. If they are unable to attend the agreed upon test date, they will communicate with the test coordinator to

allow for a new time. If the student does not score as they would like, they will be granted one additional time to take the test at a time agreed upon with the coordinator.

GENERAL INFORMATION

ATHLETICS/ACTIVITY ELIGIBILITY (JJJ / JJJ-R)

Eligibility for SHS-sponsored athletics and activities will be determined by the CHSAA rules, the appropriate league's guidelines, SSD BOE policy and other relevant criteria. To participate, students must meet all eligibility criteria. The student must have on file with the athletic office the District-provided permission to participate form signed by his/her parent/guardian. The medical clearance / sport physical parent permission form has the results of a physical examination conducted by an approved medical provider. One examination per year is required at the student's expense. The student must provide insurance coverage information on the physical/parent permission form. SHS does not purchase insurance coverage for students.

There is a participation fee of a minimum of $150-$500 per sport. The fee for activities (e.g. Play, Musical) is $70 per activity, and Speech & Debate is $110.00. Students may not be permitted to participate in an athletic or activity program until all fees are reconciled from the previous athletic program/season or activity.

Students who are not in good standing due to academics can change their status after one week.

Enforcement of athletic rules is separate from and independent of the enforcement of the School Code of Conduct. A student involved in co-curricular activities (including athletics) is accountable to both general school rules and athletics/activity rules simultaneously. Refer to the Athletic/ Activities handbook for further inquiries.

CAFETERIA SERVICES (EF)

Colorado voters passed a ballot initiative to fund universal free school meals starting this school year. The 1st breakfast and 1st lunch are free. The 2nd breakfast is $2.00 and a 2nd lunch is $3.75. Milk only is .60 cents. SHS cafeteria provides a variety of complete breakfasts ($1.00 for students and $2.00 for adults) and lunches ($3.75 for students and $4.50 for adults). All parents are encouraged to fill out the reduced lunch applications annually. Students must present an ID card to access this account. All students are required to have their student picture identification card to purchase meals in the cafeteria.

- Grab and Go items are also available for purchase. Each item will have a separate costs

CARE OF SCHOOL AND PROPERTY

Students are responsible for the proper care of books, supplies, and furniture supplied by the school. Only necessary items for school activities should be at school. The administration is not responsible for items brought to school that are stolen or damaged. Thefts should be reported immediately to the Dean’s office.

CHANGE OF ADDRESS

Please inform the registrar when there is a change in your address, telephone number or email address. Please also inform us of separate households in which the student may live to include both parents’/guardians’ contact information.

We make every attempt to keep records and the mailing lists current. Failure to notify the school may result in a student being withdrawn from SHS.

COUNSELING

Counseling Center is located adjacent to the commons area across from the gymnasium. Counselors provide academic counseling to schedule classes and to develop a multi-year plan that covers the student's entire SHS educational program. In addition, the counselors offer crisis intervention counseling, post-secondary preparation, education and guidance, and scholarship information.

FIELD TRIPS (SSD - BOE JJH-R)

Daily attendance in school in all classes is necessary for students and teachers to meet curriculum content standards prescribed by the state and district. However, on occasion, the school, with parent permission, may dismiss students to participate in a field trip,

- Students who are ineligible per CHSAA's policy, have a history of misconduct, tardiness, and truancy in the teacher's class or in other classes or school may not be eligible to participate.
- Students who are not eligible (or decide not to participate) will be given an alternative assignment and are expected to be in attendance in their other classes.
- School rules and expectations apply while on a field trip
- Students are responsible for completing missed assignments in other classes.

FOREIGN TRAVEL (SSD - BOE JJH-R)

All student travel must provide the highest educational value possible. Participation is a privilege for those who meet all eligibility standards prior to travel. Extended domestic and foreign travel must be approved by the Principal and Superintendent in advance of any commitments made with a tour company or other travel entity. All student travel requires parental/guardian written approval.

Travel is a privilege extended to any curricular content area or club/school organization. Since no student may participate in more than one academic extended travel experience per year, a rotating system of applying for extended travel has been established. Currently allowing the World Language Department and Music Department to alternate school years in which travel opportunities are scheduled.

Students must be in good standing in order to participate in foreign travel.

FOREIGN EXCHANGE (SSD BOE - JFABB)

The Board understands and appreciates the cultural and linguistic contribution to education made possible by the interaction of students from other countries with our own and shall encourage such attendance in our schools. Only foreign exchange students from approved exchange programs and students privately sponsored by district residents may be admitted. Separate policies exist regarding eligibility for participation in co-curricular activities/athletics. (See SHS Athletic/Activities Handbook and CHSAA Policy.) The district reserves the right to deny admission to any student, in accordance with applicable law.

Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside. The Rotary Exchange and The Center for Cultural Interchange programs have been approved, however, other non-profit organizations may apply by letter to the superintendent for authorization by February 1. The Superintendent will review the letter and make a recommendation to the Board for action by April 1.

Privately sponsored foreign exchange students may be enrolled if an adult resident of the district has been given temporary guardianship and the student lives in the home of that guardian and if the student meets all legal requirements for a student visa. Separate policies exist regarding eligibility for participation in co-curricular activities/athletics. (See SHS Athletic/Activities Handbook and CHSAA Policy.)

Requests for admission of a foreign exchange student must be received by the District by May 1 for the following school year.

No foreign exchange student will be admitted who has completed more than 11 years of primary and secondary study, exclusive of kindergarten or who has already graduated from the equivalent of the twelfth grade. Students are expected to be enrolled in a full course of study. Exchange students must meet Summit High School graduation requirements in order to be awarded a diploma of graduation or walk in graduation ceremonies.

GRADUATION

IN ORDER TO OBTAIN AN SHS DIPLOMA

Students must be enrolled for a minimum of (6) classes during the Fall semester of their graduating year.

Home School students are not eligible for a SHS diploma.

PARTICIPATION IN THE GRADUATION CEREMONY (IKFB)

A student who successfully completes all requirements of the Board of Education and is in good standing may participate in graduation exercises and will receive a diploma at that time. Only those students who have earned their required number of credits may participate in the graduation exercises. Please note that all student fines and fees must be paid in full in order to participate in the graduation ceremony.

- Student conduct may require a postponement of reception of diploma pending restorative actions by the student

Summit High School has an inclusive opportunity to deliver the commencement address. All graduating seniors may apply to be the graduation speaker. Criteria for selecting the speaker will include academic achievement, class participation, community and school involvement, and ability to deliver a well prepared speech. The student speaker will be selected through a stakeholder committee using a rubric. Applications are made available to interested students approximately 6-8 weeks in advance of Graduation.

ACADEMIC HONOR CORDS/ TASSELS

Valedictorian and Salutatorian

The following criterion will be used for Valedictorian and Salutatorian at Summit High School starting with the Graduating Class of 2027.

Valedictorian - The student at Summit High School who has the highest G.P.A. following these criterion:
Salutatorian - The student at Summit High School who has the 2nd highest G.P.A. following these criterion:

1. A student who is a member of SHS' student body between 1st Semester Sophomore Year and the end of their 4th year of high school (Senior Year).
2. These Designations will be determined only after final grades have been submitted, recorded, and calculated immediately prior to graduation.

Important points when determining eligibility

1. All classes with G.P.A. points taken at SHS will be counted
    a. Classes that are weighted will be counted as weighted classes
2. If a student is here all 4 years, their Sophomore through Senior classes will be counted for Val and Sal. Their freshman year G.P.A. will not be counted.
3. If a student is here all four years of high school, all four years will still be calculated in their cumulative G.P.A..
4. Students who transfer to SHS after the first Semester Sophomore Year will not be eligible for Valedictorian and Salutatorian at SHS.
    a. These students will have their overall G.P.A. calculated and reported for all classes taken at SHS.
5. If 2 or more students have the highest & exact same G.P.A., SHS will allow for multiple Valedictorians and no Salutatorian.

Latin Honors at SHS

- These are shared as a part of Commemoration

Cum Laude	**Magna Cum Laude**	**Summa Cum Laude**
GPA Range = 3.5 - 3.74	GPA Range = 3.75 - 3.99	GPA Range = 4.0+

Class Rank Consideration

- Summit High School does not report class rank

Exceptions	**Process Followed**
When a student applies for a scholarship that requires class rank as information necessary to receive the scholarship	1. Student must bring proof to the Counselor that Class Rank is Needed 2. Student will be given a letter.
When the student has a requirement that a Class Rank be included when applying for a grant-in-aid through an institution.	1. Student must bring proof to the Counselor that Class Rank is Needed 2. Student will be given a letter.
When an exceptional circumstance is determined by SHS Administration.	1. Student must bring proof to the Counselor that Class Rank is Needed 2. Student will be handed a letter.

Honor Tassels Honor Tassels will be awarded to students at each of the following academic achievement levels: Magna , Suma, Cum Laude from a round GPA to the nearest hundredth (2 decimal places).

Organization Honors In order for SHS to bestow an honor cord to students for the graduation ceremony, the school organization of which the student is a member, must have a current national affiliation. The students receiving the cords must have met the requirements of the National Organizing body and those set by SHS (if there are additional criteria, beyond those set by the national association). In order to assure all recognitions meet this criteria, the organization sponsor will submit to SHS Administration, by the close of the semester preceding Commencement exercises, the document, certificate, charter, or letter acknowledging the SHS organization as being a current member in good

standing. Along with that document, the list of criteria that must be met by each student to earn that specific cord will also be submitted.

Deceased Students Honorary cords, tassels, recognitions given or acknowledgments for students who are deceased are only possible if the student has completed all the requirements for that recognition.

HEALTH SERVICES INFORMATION

The student health clinic is located in the athletic wing of SHS. The clinic houses the health clinic aide, school nurse, and the School Based Health Center (SBHC). It is a collaboration of the Summit School District, public and private health agencies, and community health care providers.

The clinic provides students with access to various levels of medical and mental health services depending on consent. SBHC consent will allow a student to receive services from a Physician Assistant (PA) from High Country Health Care, and a Nurse Practitioner (NP) from Summit County Nursing, and mental health counselors who are available on a limited part-time basis.

Parent permission is required on the SBHC consent form PRIOR to students receiving care from the providers. These services include physical examinations, care of acute and/or chronic illness or injury, prescription of antibiotics and other medications, HIV testing, family planning, and behavioral and mental health counseling. At any time during the school year, consent may be revoked or changed by the parent/guardian.

SHS Student Health Services:
A Guide for Families



Clinic Location & Specialized Providers

Located in the Athletic Wing. The clinic houses the school nurse, health aide, and School Based Health Center.



Dedicated Medical Professionals
Features a PA from High Country Health Care and an NP from Summit County Nursing.

A Collaborative Healthcare Model
A partnership between Summit School District and public/private community health providers.

Essential Services & Consent Requirements



Comprehensive Medical Care
Services include physical exams, prescriptions, and treatment for acute or chronic illnesses.



Parental Consent is Mandatory
Signed SBHC consent forms must be on file PRIOR to students receiving care.



Behavioral & Mental Health Support
Counseling services are available on a limited part-time basis with parental permission.

NotebookLM

Concussions

1. Parents must provide the student's counselor with a diagnosis of concussion
2. Counselor will communicate with teachers and school nurse via e-mail any academic considerations that will be put into action and the timeline for them. (2 weeks - with potential extension dependent upon physician recommendations)
3. Parents will notify counselors with student status updates. The counselor will send the group emails regarding status updates. The group email will include: counselors and school nurse.
4. In the case of extra-curricular athletics participation, family will additionally notify athletic trainer, athletic director, and coach.

IMMUNIZATIONS (JLCB / JLCB-R)

All students are required to have an immunization record UPON ENROLLMENT. Colorado state law requires that all students have a completed immunization record on file to attend school. If the immunization record is incomplete, the parent/guardian will be required to sign a written plan for completion of immunizations within 14 days from the date of enrollment. If this is not done, students will be denied attendance according to state law. Immunization requirements include 4-5 DTP/TD, 3 or 4 polio, 2 MMR, and 3 hepatitis B and two varicella/chicken pox.. A booster Tdap will be required for some grade levels since it must have been received in the past 10 years..

MEDICATIONS (JLCD / JLCD-R / JLCD-E)

Medications (over-the-counter and prescription) may be administered to students at school through the clinic only with written permission from a parent/guardian and the care provider. Medications must be brought in the original bottle/package with instructions for administration on the container. Medication consent forms are available in the Clinic.

- It is against school policy for students to have any drugs, even over-the-counter medications such as advil or tylenol, and/or controlled substances in their possession. Inhalers are the only exception and require parental consent as well. If your child needs to have any medication at school, it must be kept in the clinic with the appropriate completed paperwork or face disciplinary action.

SCHOOL BASED HEALTH CENTER CONSENT

A School Based Health Center (SBHC) consent form must be completed, signed, and dated by a parent/guardian in order for a student to receive care from the Physician Assistant or Nurse Practitioner. Parental consent is also required on this form for a student to receive Tylenol. Telephone permission for Tylenol is acceptable only once. Consent forms are available at fall registration, in the clinic, or in the counseling office. Consent forms are effective for the current school year only. This form may be revoked or changed by the parent/guardian at any time during the school year.

For additional information about clinic services, please contact the clinic at 368-1134.

ID CARDS

All students, at all times, are required to carry their school picture ID while on school property. It must be shown upon request to any SHS staff member. IDs are required to ride the school bus, to check out library materials and gain admission to extracurricular contests, events, and activities. The ID card is also used to pay for lunch. These cards are issued during school pictures or may be acquired in the Attendance office

LOCKERS

Lockers are the property of SHS. Students need to request a locker using the online form found on the Student Hub (https://sites.google.com/summitk12.org/shsstudenthub/home). Students are allowed to use them as a convenience as long as they are used appropriately. Students are expected to keep the locker clean. Students should not bring valuable items or large amounts of money to school and store them in a locker. SHS assumes no responsibility for items taken from a locker. Student lockers may be searched with "reasonable suspicion" as determined by the administration.

Locks will be provided for hall lockers. No student shall lock or otherwise impede access to any locker, desk or storage area, except with a lock provided by the school or approved by the principal. Unapproved locks will be removed by the school and may be destroyed in the process without compensation to the student.

All lockers shall be subject to general clean-outs by school employees at such times and under circumstances as determined by the principal.

LOST AND FOUND

Please see the Campus Supervisors in the attendance office for lost and found items. Most lost and found items will be stored outside of the attendance office.

NATIONAL HONOR SOCIETY INFORMATION AND SELECTION PROCESS

The National Honor Society (NHS) is an organization that recognizes students who are accomplished in the areas of academics, leadership, character, and service. Juniors and Sophomores are inducted into NHS during the spring semester. Students who are interested in membership need to understand the four requirements for membership

1. a 3.75 cumulative grade point average or better calculated from all high school grades
2. at least 10 hours of documented and verifiable community volunteer work completed during the 2 years prior to selection – community service must be completed in at least two different organizations or activities
3. evidence of leadership experience demonstrated in a school sponsored and a non-school sponsored organization
4. outstanding character – staying out of trouble as demonstrated by a clean disciplinary record, approaching school in a positive manner, having positive interaction with adults and other students, no recorded incidents of cheating or intentional dishonesty, etc.

Sophomores and Juniors will be notified of academic eligibility after first semester grades are calculated. They will be asked to complete forms that verify the above requirements. It is highly recommended that interested students obtain the forms for requirements 2 and 3 early and complete them as volunteer hours are accrued and leadership experience is obtained. Brochures, forms, and further information may be obtained from the NHS Sponsor, Laura Ryer.

SHS STUDENT PARKING POLICY

SAFE. RESPECTFUL.

WHEN YOU CAN BE IN THE PARKING LOT

7:45 AM - 2:55 PM

NO LOITERING ALLOWED
during school day

ONLY when
ARRIVING or LEAVING SCHOOL

NEED TO ACCESS YOUR VEHICLE?

GET PERMISSION FROM THE OFFICE

OFFICE

VIOLATE THE POLICY?

Referral to Office

Disciplinary Action

DRIVING PRIVILEGE CAN BE DENIED

If detrimental to the health, safety or welfare of the school/community.

SPEEDING | ILLEGAL SUBSTANCES | WEAPONS

ASSUME THE RISK

Students and parents assume all risks for transportation in private vehicles to and from school including transporting other students. Summit High School and Summit School District are not liable for any loss, injury or damage that may occur.

PARK IN THE RIGHT PLACE



FIRE LANES | BUS AREAS | HANDICAPPED ACCESS | STAFF LOTS | OTHER NON-STUDENT AREAS

$ Violations will result in $35 fines, window stickers, and loss of privileges.

STUDENT PARKING AGREEMENT

1. Park in your assigned lot during school hours 7:45 AM - 2:55 PM.

NO WARNINGS

2. Drive safely AT ALL TIMES. Speed limit 10 MPH.

10 MPH

3. All drivers must be licensed and insured.

4. Do not copy or resell parking permits. Forgery = fine and loss of parking privileges.

5. Permit fee: $68/year Non-refundable.

2nd Quarter	$51
3rd Quarter	$34
4th Quarter	$17

Parking without a pass = fine.

6. If you take 9th graders off campus in your vehicle, you will lose your parking privilege.

7. Parking privileges may be removed for (but not limited to):
Drug/Alcohol violations
Hit and Run violations
Habitual attendance issues
Habitual behavior issues

8. All vehicles are subject to search. Illegal activities (vaping, drinking, drugs, etc.) will result in disciplinary action.

9. Respect the property & others. No littering. Park in only one spot that is not reserved.

10. If another vehicle is driven, get a temporary permit from security.

TEMP PERMIT

PARKING VIOLATIONS WILL RESULT IN A
$35 FINE

FINES ARE NOT ELIGIBLE FOR SCHOLARSHIPS.

BE RESPONSIBLE.
BE RESPECTFUL.
BE A SUMMIT LEADER.

SCHOOL CLOSURE (EBCE)

If there are severe weather conditions the Transportation Manager will assess the weather and road conditions by 6:00 a.m. The Transportation Manager will then consult with the County Road and Bridge, the Colorado Department of Transportation, the District's Business Manager, and the Superintendent. The decision "to have school," "not to have school for the entire day," or "to delay the start of school for two hours" will be made. The following radio/television stations will announce school closures and/or delayed starts KYSL 93, Summit County, FM 93.9; KSMT- Summit County, FM 102.1/102.7; KHTH - Summit County, AM 1130; KOA - Denver, AM 850; KCNC - Denver, Channel 4, and KUNC, NPR Greeley, FM 107.1. Also available is a hotline number for Summit School District (970) 368-1777. Additionally, all parents are encouraged to register with Code Red. This system sends e-mails/text messages about school weather delays and cancellations and other emergency information. To register, visit ***http://www.co.summit.co.us/1149/Summit-County-Alert*** .

STUDENT LEADERSHIP

Student Leadership is an organization where students plan and carry out spirit building activities and programs; maintain the link of communication between the student body and the administration; promote our graduate profile traits, have a voice into school policy,; and uphold a high standard of excellence. Candidates will demonstrate interest in participation at the beginning of the school year..

All members of the Summit High School Student Leadership must:

A. Have a 90% attendance rate.
B. Must possess a GPA of 2.5 and higher..
C. Demonstration of 10 hours of community service per year of high school.
    a. Community Service may include on campus or off campus service. This may include set up or take down of events.
D. Have no major disciplinary referrals or suspensions nor will be cited for any legal infractions by law enforcement for the two semesters prior to elections and while in office. Minor referrals will be reviewed by the Dean of Students to determine eligibility.

STUDENT FEES (JQ)

Students are responsible for the proper care and maintenance of books, materials, and other school property. Fees may be levied for damage to any of these. Participation in graduation festivities may be prohibited for outstanding fees and obligations. Fees are charged for elective courses anywhere from $25 to $45 per the course catalog.

TRANSPORTATION (EEA / EEAC)

The district provides transportation to and from school for all students in specific geographic areas. All students intending to use District transportation must complete the required *Student Bus Behavior Contract.* For specific details regarding transportation rules, please contact the Summit School Transportation Department at 368-1070. The Transportation Information Line is 368-1777; this line will have a taped message if school buses are delayed or school is canceled.

VISITORS (KI)

Appropriate visitors are always welcomed at SHS. All visitors must sign in at an office. Students' visitors are not permitted during the school day unless escorted by parent(s) throughout the visit. Visitors will receive and are required to wear a visitor's pass. All visitors must provide a form of official identification. Disciplinary and/or legal actions will be taken against any unwelcome visitors.

STUDENT CONDUCT

Every individual is entitled to courtesy and consideration in relationships with fellow students and with SHS staff. It is the responsibility of each individual to treat all staff, administrators, and students with respect. Actions that injure others, damage private property, or impede or obstruct the learning process and/or the operation of the school will not be tolerated and will be subject to either school disciplinary action, or legal action, or both. See the following pages for offenses and consequences. It is the policy of the administration and faculty/staff of SHS to maintain open communication with parents and community members at all times. Please refer to the District Code and Conduct booklet for exact details.

SUSPENSION (JKD/JKE / JKD/JKE-E)

When a student is suspended out-of-school or placed in In-school-suspension for code of conduct violations, the absence shall be considered excused. Students should email individual teachers regarding assignments and makeup work during the length of the suspension. When a student is suspended (in-school or out-of-school), the student may not attend or participate in extracurricular events including practices, scrimmages, contests or performances until the day after completing the suspension. Students who are suspended for drug, tobacco, or alcohol related offenses will have an additional athletic suspension. Students who are suspended when their activity or sport is not in session will face a suspension from their sport or activity during the first week of its season.

When a student is suspended or expelled they will need to attend a reentry meeting with Summit High School administration along with their parents/guardians. During the reentry meeting the behavioral expectations of Summit High School will be addressed along with any additional supports needed for the student's success and to ensure school safety. In discipline instances that involve safety to self or others, the student will be required to speak with the School Psychologist prior to reentry.

DUE PROCESS

It is acknowledged that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their right to an education. The discipline code, including applicable due process for all schools in the District, shall be contained in the student handbook. The administration will regularly review and update the codes.

Summit School District is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, age, sex, sexual orientation or disability in admission or access to, or treatment, or employment in, its education programs or activities. Inquiries concerning nondiscrimination policies may be referred to the Summit School District Attn Superintendent, P.O. Box 7, Frisco, CO 80443, 970-368-1000

Summit High School

Behavior Expectations & Restorative Practices Matrix

At Summit High School (SHS), our goal is to maintain a safe, respectful, and inclusive learning environment for all students. We believe in balancing accountability with opportunities for growth and repair through restorative practices. Below is an overview of our approach to addressing behaviors. We use a tiered system, starting with teacher-led interventions and moving to administrative involvement for more serious issues.

Level 1 – Minor Infractions - Addressed by Staff

Behaviors:

- Tardiness
- Bathroom pass misuse
- Distracting/disrupting the learning environment (low to no harm/impact)
- Horseplay (low to no harm/impact)
- Dress code violations
- Classroom disruptions
- Being unprepared for class
- Refusal to comply with instructions
- Attention-seeking behavior
- Inappropriate language or name-calling (low to no harm/impact)
- Misuse of property or technology (low to no harm/impact)
- Work avoidance

Classroom Interventions may include but are not limited to:

- Verbal redirection
- Reevaluate proximity
- Frequent eye contact
- Seat change
- Cool down space/time
- Time owed (lunch)
- Buddy teachers
- Parent/Caregiver communication
- Class roles/ responsibilities
- Acknowledge positive behavior (PBIS)
- Teacher conference with the student
- Loss of privilege
- Chunking
- Ignore/Extinction
- Scaffolding
- Time goal
- Give options without consequences
- 10 by 2

Restorative Practices associated with Level 1

Restorative Conference: A brief one-on-one conversation between student and staff focuses on what happened, who was affected, and how to repair harm. Students may also complete a written reflection to consider the impact of their behavior and how to move forward positively.

Restorative Written Reflection: Opportunity for the student to reflect on behavior, impact, and what is needed to repair harm or impact.

Level 2 – Moderate Infractions – Addressed by Staff or Admin Based on Level of Harm/Impact

Behaviors:

- Repeated Level 1 behaviors (no response to interventions)
- Disruptions/Defiance (causing substantial disruption to learning environment)
- Academic Dishonesty (first violation)
- Leaving class without permission
- Profanity (disrupts learning environment and/or causes harm)
environment
- Leaving class without permission
- Nicotine possession (first violation)
- First-time nicotine possession

Consequences/Outcomes:

- Parent/Caregiver communication
- Community service
- Detention
- In-school suspension (ISS)
- Behavior contract
- Nicotine intervention program

Restorative Practices associated with Level 2

Mediation: Facilitated by trained staff, this may include restorative mediation - a structured conversation between the involved parties to reach a clear agreement for repairing harm - or a restorative circle with the whole class when a group has been affected.

Restorative Circle: Facilitated by trained staff, whole class protocol for response to harm or impact.

Restorative Written Reflection: Opportunity for the student to reflect on behavior, impact, and what is needed to repair harm or impact.

Level 3 – Serious Infractions – Addressed by Admin

Behaviors:

- Physical aggression or horseplay
- Abusive language
- Gang-related displays
- Vandalism/Destruction of property
- Bullying or harassment (non-threatening)
- Theft (< $500)
- Possession of prohibited items (non-drug/weapon)

Consequences/Outcomes:

- In-school or out-of-school suspension (ISS,OSS)
- Restitution for damages
- Referral to mental health support
- Behavior intervention plan

Restorative Practices associated with Level 3

Restorative Mediation: Facilitated by trained staff, this may include restorative mediation - a structured conversation between the involved parties to reach a clear agreement for repairing harm - or a restorative circle with the whole class when a group has been affected.

Restorative Conference: Facilitated by trained staff, meeting held upon reentry from OSS.

Level 4 – Severe Infractions – Addressed by Admin

Behaviors:

- Fighting that causes serious injury
- Threats or intimidation
- Sexual harassment
- Drug/alcohol possession or use
- Vaping/tobacco use
- Major theft (> $500)

Consequences/Outcomes:

- Multiple days of out-of-school suspension (OSS)
- Law enforcement referral
- Threat assessment and intervention plan
- Title IX investigation when applicable
- Mandatory counseling
- Reentry plan after suspension
- Recommendation for expulsion hearing

Restorative Practices associated with Level 4

Restorative Conference: Facilitated by trained staff, meeting held upon reentry from OSS.

Level 5 – Extreme Infractions – Addressed by Admin

Behaviors:

- Possession of a weapon
- Arson
- Bomb threats
- Physical assault
- Robbery
- Distribution of drugs/alcohol
- Extortion, coercion, and blackmail
- Hazing

Consequences/Outcomes:

- Immediate law enforcement involvement
- Mandatory out-of-school suspension or expulsion
- District hearing
- Permanent removal from school activities

Restorative Practices associated with Level 5

Restorative Conference: Facilitated by trained staff, meeting held upon reentry from OSS.

If you have questions about our behavior expectations or restorative process, please contact the SHS main office at 970-368-1100. Together, we can support our students in making positive choices and building a respectful school community.

SEARCH & SEIZURE (JIH)

When an administrator has reasonable grounds to believe that a student may possess drugs, drug paraphernalia, weapons, or stolen property, and/or believed to be under the influence of alcohol/drugs, the administrator may search the student's locker, automobile, person, and personal effects, including backpacks and purses. A search shall not involve the removal of clothing other than a jacket or other outerwear and shall be in the nature

of a "pat down" or "frisk". Such a search shall be conducted and witnessed by persons of the same sex as the student being searched. No strip search shall be conducted by any school employee. Use of Portable Breath Tester devices is warranted when alcohol use is expected.

Any Student violating the closed campus/ inappropriate area policy is subject to search.

Students are subject to this policy at all times while on school property, on school buses or otherwise under the supervision of school employees, including while on school travel to foreign countries. Student lockers, as well as student automobiles or other property left on school grounds, may be searched at any time, including periods when the student is not in attendance.

Students violating the closed campus/inappropriate area policy are subject to search.

RANGE OF CONSEQUENCES

Depending on the severity of the violation the student may receive any of the following at the discretion of the administrator.

No Parent Contact

1. Time-out
2. Student reflection
3. Student conference

Parent Contact (phone or mailing)

1. Parent notification
2. Restorative Practice
3. Apology letter
4. Behavior improvement plan
5. Community service
6. Loss of privileges
7. Counseling referral
8. Contract
9. Conflict mediation
10. Detention (In school or after school)
11. Classroom suspension
12. Truancy/Adjudication Letter
13. Suspension (Out-of-school or In-School)
14. Home visit
15. Law enforcement referral
16. Expulsion recommendation
17. Referral to outside resources

As an alternative to suspension, the parent, guardian or legal custodian may attend classes with the student with the consent of the school.

For additional information and/or more detailed information, students and parents are to consult the "Summit School District Code of Conduct and Discipline" book. Parents are required by law to read and then sign this document. This book is the final authority in determining student conduct and appropriate discipline procedures.

Summit High School has high but realistic standards and expectations for students and staff alike. We look forward to working with all students in preparing them for the real world challenges that await them after high school.

ATTENDANCE

Attendance Line – (970) 368-1106

Summit High School is committed to increasing student attendance. The importance of regular, daily and timely attendance as a basis for academic achievement and life outcomes after high school cannot be overemphasized. In accordance with state law, all students are expected to attend school for all the days of the established school calendar as approved annually by the Board of Education. Attendance is the responsibility of the student, the parents, and the school.

Colorado Attendance Law and Summit School District's Attendance Policy

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

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

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

Absences (SSD BOE - JH)

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

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

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.

Summit School District is not a correspondence district and requires in-person attendance, recognizing that student presence impacts classroom dynamics and overall learning. This does not apply for established online learning programs and supports.

Each year the Board of Education adopts a school calendar. The attendance policy pertains to these established dates. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours and elementary students are required to have actual teacher-pupil instruction and contact time of 968 hours during each school year.

Attendance Definitions

- Attendance Rate: Total Days Attended ÷ Total Possible Attendance Days
- Truancy Rate: Total Student Days of Unexcused Absences ÷ Total Student Days Possible
- Habitually Truant: 4 unexcused absences in one month or 10 unexcused absences in one school year

- Chronically Absent: Absent 10% or more of enrolled school days (including both excused and unexcused absences)

Attendance

Students are expected to enroll at the beginning of the school year, to attend regularly and to be prompt in arriving at school and at each class during the day.

Excused Absences

Excused absences are those absences that a parent/legal guardian informs appropriate school staff of an absence. Parents/caregivers are allotted ten (10) total days of excused absences throughout the school year. After ten days, the school may require supporting documentation for absences (e.g., doctor's note, dentist note, mental health provider's note) in order for them to be excused.

The following will be considered excused absences:

1. A student who is temporarily ill or injured.

2. A student who is absent for an extended period due to a physical, disability or mental behavioral health disorder.

3. Medical appointments (with supporting documentation).

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. A student who is suspended or expelled.

The following may be considered excused absences at the discretion of the principal or designee:

1. Serious emergencies or hardship.

2. Family vacations. (While discouraged, such excuses should be prearranged at least 5 days prior to leaving with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.) Students may not apply for a prearranged absence that is longer than 10 school days.

3. Religious observances when requested by a parent or guardian.

4. Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).

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

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

Prearranged Absences

All schools have Prearranged Absence Forms for students and families who are aware of absences in advance. The expectation is that the student follows the academic plan they created. If a student is absent from school for more than 10 consecutive days, they may be withdrawn.

Unexcused Absences

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

Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two school days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the principal.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. The administration will develop procedures to implement appropriate penalties. Students and parents/guardians may appeal to the Superintendent or designee for exceptions to this policy, provided that no exception will be sustained if the student fails to abide by all

requirements imposed by the Superintendent or designee as conditions for granting any such exception.

The district may initiate judicial proceedings to enforce compulsory attendance laws against a student who has accumulated four days of unexcused absences in any one month, or ten unexcused absences during any academic year.

Make-up Work

Make-up work may be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There will be two day(s) allowed for make-up work for each day of excused absence. Work missed due to a pre-arranged absence will be due on the date agreed upon by the teacher and student before the days are missed. Students who are suspended are expected to turn work in upon return to school.

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

Tardiness

Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents or guardians will be notified of all penalties regarding tardiness.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or

administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy.

Student-Athlete Attendance Requirements

Participation in school athletics and activities is a privilege. Schools may enact attendance eligibility requirements. Refer to each school's eligibility policy.

Attendance Officer

The Board shall appoint an attendance officer (building principal or designee) to assist school administrators in the enforcement of this policy and to assist in identifying the reasons for and causes of nonattendance and excessive absences.

Revised: July 29, 2026

ACADEMIC HONESTY

The **21st Century learner** must learn to assess and use a vast amount of information. Summit High School accepts the responsibility of developing and safeguarding both the academic character and knowledge of its students in this culture. Furthermore, SHS protects the academic potential of all students through direct instruction, differentiation, and academic intervention to ensure the understanding of ethical academic behavior.

Summit High School requires not only academic honesty of its students but also the development of the Graduate Profile.

The student who demonstrates strong academic character embraces the attributes of:
Inquirer—one who acquires the skills necessary to conduct inquiry and research
Knowledgeable—one who explores concepts, ideas, and issues
Open-minded—one who is accustomed to seeking and evaluating a range of points of view and,
Risk taker—one who is brave and articulate in defending his or her beliefs

With regard to academic honesty, the school community expects students to particularly focus on being:

Principled—acting with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.

Academic dishonesty ("cheating") is defined as: copying or paraphrasing without citing the source of information or using the academic work of others for school assignments; the solicitation of another student's work; use of AI technology; and student inquiry of another's work while taking a test. Students who violate the cell phone, pagers, or electronic device policy may be considered cheating.

- **Plagiarism** is copying from external sources or peers.
- **Collusion*:*** All students must submit individual and unique work for IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own.

Artificial Intelligence:

Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.

Inquiring and knowledgeable students of the 21st Century need the support of the high school to understand and respect the need for academic honesty. Specific examples of assignments where students may face issues of ethical practice are: research (particularly the Personal Project and the Extended Essay), summative assessments, scientific experiments, and internal and external assessments.

Teachers will:

- Instruct students on what constitutes academic dishonesty
- Instruct students on why academic honesty is essential
- Model academic honesty
- Instruct students on the difference between "collaboration" and "collusion" in their classrooms
- Instruct students in ethical research practices
- Do what they can to ensure that any assessments submitted to the IB or the grade book are not plagiarized
- Use an accepted style such as MLA for research papers and powerpoint presentations
- Report plagiarism to the Dean of Students

Support for our students occurs in the vertical and horizontal planning for the development of academic integrity and honesty, beginning in year 1 of the MYP.

Academically honest students **do**:

- Their own work
- Acknowledge the sources of ideas that are not their own through citation (including artificial intelligence)
- Use laptops, cell phones, and other technology ethically
- Report instances of cheating, theirs or others, to an authority figure at SHS
- Know the difference between collusion and collaboration
- Meet deadlines
- Know the difference between “summary,” “paraphrase,” and “direct quotations”

Academically honest students **do not:**

- Use forbidden information to aid them on an assessment
- Copy test answers from another student
- Copy homework or from another student, even when working together in a group
- Hand in work or research without citing sources and using a Works Cited
- Allow students to copy from their homework or tests
- Break testing rules given by IB or SHS
- Present work from Artificial Intelligence as their own
- Use Artificial Intelligence without permission
- Misuse academic materials (e.g. take photos, make copies, access materials forbidden by instructor)

Students have plagiarized if:

- They have paraphrased and presented the information as if it is their own
- They have copied and pasted from the Internet without quotation marks or citing the source
- They have presented someone else**’**s argument without acknowledging the source
- They have bought or acquired a research paper and handed it in as their own
- They have the same answers as group members
- They have worked together when not authorized by teacher
- They have used AI technology to inform the formatting of or create submission

Students can avoid plagiarism by:

- Identifying notes entries as “summary,” “paraphrase,” and “direct quote
- Keeping Works Cited information for all sources
- Checking with the instructor or media specialist for “common knowledge”

Academic Dishonesty Violations:

- **First Violation:** Teacher decides whether to assign an alternate assignment, a retake/make-up, or to give an NG. A teacher's practice must be consistent for every student. The teacher must communicate home to describe the assignment and detail the violation. Admin will meet with the student, assign a Restorative Justice Written Reflection focused on building understanding of academic dishonesty, what potential future outcomes could be, and identifying what lead to the decision to act in an academically dishonest manner making a plan to ensure it does not occur again.
- **Second Violation**: Teacher decides whether to assign an alternate assignment, a retake/make-up, or to give an NG. A teacher's practice must be consistent for every student. The teacher must communicate home to describe the assignment and detail the violation. Admin will meet with the student to assign consequences (In-School Suspension, Detention).
- **Third and Subsequent Violations:** Teacher decides whether to assign an alternate assignment, a retake/make-up, or to give an NG. A teacher's practice must be consistent for every student. The teacher must communicate home to describe the assignment and detail the violation. Admin will meet with the student to assign consequences (In-School Suspension, Out-of-School Suspension).

ARSON & BOMB THREAT

Use of incendiary/explosive devices or a bomb threat, calling by phone or a written communication to create a public scare.

Minimum: Expulsion recommendation, police notification
Maximum: Expulsion recommendation, police notification

ASSAULT

Student causing bodily injury or harm to another.

Minimum: Suspension, police notification
Maximum: Expulsion recommendation, police notification

ASSAULT (MINOR)
Student causing bodily injury or harm to another.

Minimum: Suspension, police notification
Maximum: Expulsion recommendation, police notification

VEHICULAR ASSAULT
Causing bodily injury to another with a motor vehicle in a reckless manner.

Minimum: Suspension, police notification
Maximum: Expulsion recommendation, police notification.

BUS CONDUCT (SSD BOE - JICC-R)

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for the safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

CLOSED CAMPUS POLICY / INAPPROPRIATE LOCATION

Summit High School has a closed campus. Students are expected to stay in the building or right outside the building during their scheduled lunch periods. During the day, students are expected to stay within the boundaries defined by the school. If a student needs to leave the building, they should do so after signing out in the attendance office and leave through the student entrance. **Juniors and Seniors with a free period are permitted to leave the campus during the school day and then may only leave during that particular *free period.* If the free period adjoins a lunch period, the junior/ senior is allowed to be off campus during lunch. Juniors and Seniors MUST still sign out in the attendance office for the time that they are off campus.** The parking lot is off limits to students during the school day. Students who need to access the parking lot will require a pass. Only one student may visit the parking lot at a time, and he/she may be escorted by a campus supervisor. Students will be assigned detention or suspension if he/she continues to leave the campus at lunch or at any time throughout the school day that the student has a class.

If students must leave campus during the lunch period, parents must contact the school. Students are not allowed to leave with other parents or individuals without written parent

permission. Students not returning on time will not be excused even though signed out with their parents for lunch.

Students transporting students who should otherwise be in class are subject to the same consequences as truancy.

Students are only permitted to enter SHS using the Student Entrance, which is located just outside of the attendance office. Students found to be leaving or letting other students inside SHS using doors other than the Student Entrance (propping doors open or simply holding doors open) will be found in violation of our policy as such action compromises the safety of all students.

Students violating the closed campus policy are subject to search. See Search and Seizure Policy.

Range of Consequences: Do Not Attend List, Community Service, Personal Electronic Devices Yondred

DANCES/ACTIVITIES

Students in good standing are encouraged to participate in extracurricular activities such as dances and airband. Good standing is based upon a student's attendance, grades, and behavior. Students who are not in good standing and therefore unable to attend such events will be notified by the Dean of Students.

Students are expected to abide by school policies while at a dance, sporting event, practice, or similar activity. This includes dress code (no open shirts) and dance style. Once a student leaves a dance he/she will not be granted re-entry unless supervised by administration. Students who do not abide by school policies will be subject to school consequences and possible police notification.

DANCES/ACTIVITIES – OUTSIDE GUEST POLICY

Students who do not attend SHS or any other high school, but wish to attend Homecoming or Prom with a SHS student must submit to the SHS administration a copy of a criminal background check from the Colorado Bureau of Investigation (http://cbi.state.co.us). All criminal background checks must be turned in to the attendance office at least three (3) days in advance. Additionally, the required SHS *Guest Pass Request* form must also be filled out at least three (3) days prior to the activity. Students who attend another high school and wish to attend Homecoming or Prom with a SHS student must only complete the SHS *Guest Pass Request* form at least three (3) days prior to the activity. No middle school students will be allowed to any dance. No guests age 21 or over are allowed to any dance. Guests must abide by all school rules. An administrator must sign the form. The guest will be admitted at the discretion of the

administrator. All guests are subject to background search and they must provide all necessary and required information. A driver's license will be needed upon entrance. Guests will be considered for Homecoming/Prom dances only. No guests will be allowed for other school dances or class specific activities.

DRESS CODE (JICA)

The Board of Education recognizes that students and their parent(s)/guardian(s) are primarily responsible for determining the students' personal appearance (clothing, hairstyle, jewelry, headgear, hats, book bags, etc.). Students' hair will not be considered a cause for dress code violation unless it violates the Safety/Non-Allowable Dress expectations addressed later in the policy.

In Summit School District a student's personal appearance should not interfere with the health or safety of any student or staff member. Students and staff are responsible for managing their own personal distractions and reactions. The following general standards will be in effect at all SSD schools grade PK-12:

Mandatory and Allowable Dress:

- Students must wear a top, bottom and footwear while on school premises
- Some courses may require adjustments to attire and hair to ensure safety during academic activities (i.e. science labs, PE, electives like welding, art, culinary, etc.)
- School-sponsored extracurricular activities may require or allow for specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

Non-Allowable Dress:

- Items that expose private parts of the body* (Those body parts that violate indecent exposure laws in the state of Colorado (example, nipples, buttocks, genitalia.)
- Undergarments may not be worn as a primary piece of clothing (Speedos and swimsuits included)
- Items with sexually suggestive language or messages
- Items and visual representations that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
- Items that depict hate speech, intimidation or intolerance toward others
- Items that contain inappropriate language, profanity, or are legally libelous

- Items that make the students face unidentifiable (protective masks, clothing/headgear worn for religious and medical purposes are excepted)

These standards will be published and distributed to students, families and staff at the beginning of each school year; a copy will be kept on District and school websites.

MARIJUANA, DRUGS & ALCOHOL (JICH/ JICH-R)

The following lists the behavior, its description, and the minimum and maximum consequences.

Possession, use and/or being under the influence

First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Second Offense

1. The student will be suspended from school for five days.
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.
3. Appropriate law enforcement officials will be notified as warranted.

Third Offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.

3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, Sale, Distribution and Exchange

First offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

Second offense

1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

ELECTRONIC DEVICES (JICJ)

STUDENT PHONE POLICY & GUIDELINES

Phones, smart watches and earbuds are not to be used during school hours. Students are expected to keep their phones/personal electronic devices off or airplane mode and in their backpacks for the entirety of the school day. If a student is seen with a device, they will be placed in a Yondr Pouch and locked. The outline below details personal electronic device violations.

SUMMIT HIGH SCHOOL

AWAY FOR THE DAY

PERSONAL ELECTRONIC DEVICE POLICY

Personal electronic devices include but are not limited to cell phones, Bluetooth headphones, and personal computers.

1. AWAY



Turn it off and store it away. Not visible. Not in use.

2. ALL DAY



The policy applies from the first bell to the last bell, every day.

3. FOCUSED



Stay present. Reduce distractions. Protect our learning environment.

VIOLATIONS

1ST VIOLATION



Student's phone/device will be placed in Yondr Pouch to be unlocked in the Attendance Office at the end of the day, referral via PowerSchool, communication with parents/caregivers via AIC.

2ND VIOLATION



Student's phone will be placed in Yondr Pouch to be unlocked in the Attendance Office, placed in locker until parent/caregiver can collect it, referral via PowerSchool, communication with parents/caregivers via AIC.

3RD VIOLATION



Student's phone will be placed in Yondr Pouch to be unlocked in the Attendance Office, placed in locker until parent/caregiver can collect it, referral via PowerSchool, student completes RJ written reflection, communication with parents/caregivers via AIC.

4TH+ VIOLATIONS



Student's phone will be placed in Yondr Pouch to be unlocked in the Attendance Office, placed in locker until parent/caregiver can collect it, referral via PowerSchool, communication with parents/caregivers via AIC, student will begin ladder of out-of-school suspension.

REFUSAL TO COMPLY

If a student refuses to comply with placing their phone in the Yondr Pouch, they will be suspended for the remainder of that day and the following day. A reentry meeting will be held with student and parent/caregiver with the goal of ensuring school policies are followed.

TOGETHER, WE CREATE A BETTER SUMMIT.

RESPECT

RESPONSIBILITY

PRIDE

FOCUSED TODAY. PREPARED FOR TOMORROW.

Lost and Damaged Pouch

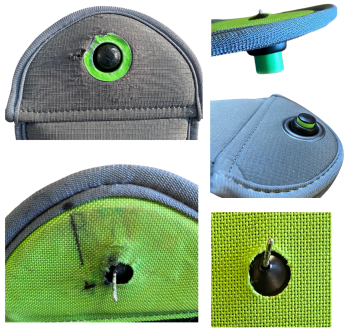
If a student loses or damages a pouch in their possession, they will be responsible for restitution.

Restitution for damaged pouches:

- **$35 fee for a replacement pouch**

Examples of pouch damage include but are not limited to:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside o the pouch
- Pin and button not fully recessing due to pin damage



FOOD POLICY

Students are permitted to drink beverages and eat food ONLY in the cafeteria and designated areas, as well as individual classrooms when permitted by the classroom teacher or staff member. Food and drink being transported throughout the building must be in sealed or closed containers. **Students are not permitted to order food for delivery or sell food.** Throwing food is not permitted and will be treated as a major disruption. Students are responsible to clean up after themselves throughout the building.

Minimum: Warning, Student conference, Community Service, Lunch Detention
Maximum: Detention or suspension.

SECRET SOCIETIES/ GANG ACTIVITIES (SSD BOE - JICF)

Because gangs are associated with many criminal activities, the Board prohibits the presence on school property, in school vehicles and at school-related activities any apparel, jewelry, accessories, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate drug use, violence or disruptive behavior. This policy shall be applied at the

administration's discretion after consultation with the superintendent or his/her designee as the need for it arises at individual school sites. Dress, signals, insignia, tagging, gang graffiti, or gestures that are associated with gangs are also included as well as mob mentality or inappropriate group activities.

Minimum: Student conference, detention, suspension, police notification
Maximum: Suspension, Expulsion, police notification.

GAMBLING & DAY TRADING

Summit School District Board Policy JS prohibits the student use of personal technology in a manner where they personally profit for financial gain. Per policy JH, gambling and day trading are strictly prohibited. Gambling is defined as risking money or anything of value on an event with an uncertain outcome in the hope of winning more money or a prize. Day trading is defined as the act of buying and selling financial assets such as stocks, currencies, or crypto. By law, one must be 18 or older to participate in day trading and 21 years of age to gamble. Regardless of age, gambling and day trading are not permitted on campus. If a student is found to be gambling on campus, items may be confiscated and released to parents/caregivers and will receive consequences. A student observed day trading will have personal electronic devices confiscated, only released to parents, and will include additional consequences.

Minimum: Personal electronic devices confiscated, Restorative Practices
Maximum: Suspension, police notification

HARASSMENT, BULLYING, AND CYBERBULLYING

C.R.S. 22-32-109.1(1)(b) defines bullying as:

> Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1) (ll) (I). This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States Constitution or to prevent the expression of any religious, political, or philosophical views.

Types of bullying:

Physical Bullying	Verbal Bullying	Relational Bullying	Cyber Bullying
When a student is physically harmed (e.g. hitting, kicking, spitting, pushing)	Harmful written or verbal communication (e.g. name calling and threats)	Also known as social bullying, the objective of relational bullying is to harm students' relationships or social status (e.g. spreading rumors and posting embarrassing information online)	The use of technology to verbally or relationally hurt others. This can occur on or off school property and are still within the scope of the school to address when it affects student welfare, access to education environment, and behavior has a nexus (connection) to school

What bullying is not: teasing, fights between students of equal power, or conflict. When students have equal power, this is not bullying as there is no imbalance of power inherent in their relationship. Exceptions are when teasing becomes hostile, teasing intends to hurt the student being teased, the teased student is harmed by the behavior.

Bullying vs Conflict **Adapted from Pacer's National Bullying Prevention Center**	
Conflict	**Bullying**
Disagreement or argument in which both sides express their views	Goal is to hurt, harm, or humiliate
Equal power between those involved	Person bullying has more power
Generally stop and change behavior when	Continue behavior when they realize it is

Bullying vs Conflict Adapted from Pacer's National Bullying Prevention Center	
they realize it is hurting someone	hurting someone

Bullying vs Harassment: Often bullying and harassment are used interchangeably. The difference is harassment is based on the person being a member of a protected class (e.g. disability, race, religion, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, need for special education services). Bullying becomes harassment when the bully's behavior is based on the membership of the student being bullied in a protected class and is so severe and pervasive that it impacts the student's ability to participate in the educational environment. Students experiencing harassment have additional protections at the federal level. These include specific reporting procedures, investigating, and resolving complaints of harassment under Title IX law. If a student's off-campus speech or behavior results in a substantial disruption of the learning environment at Summit High School the student can be disciplined by the school.

Investigation of Bullying/Harassment: When a report of bullying/harassment is received by SHS administration. Every effort is made to substantiate if what was reported occurred. This can be done using school security cameras, eye witness reports, and other evidence including but not limited to screenshots of social media/text messages, digital media files, and computer/account searches. The SHS administration needs a preponderance of evidence to respond to a report. This means more likely than not to have occurred. In other words, more than a 50/50 split in likelihood.

When a report is substantiated, the first objective is to understand the level of harm to the victim. Responses can range from a Restorative Practice, suspension/expulsion, and/or No Contact Contracts. In serious cases, the school can place offenders on Safety Plans. Safety Plans can include but are not limited to removal from class(es) with the victim, restricted use of hallways, passing period restrictions, denial of admission to school sponsored activities, and alternative educational settings.

In every substantiated instance of bullying/harassment, administration explains the option to press criminal charges to both the student and parent(s)/caregiver(s). If more information regarding pressing charges is desired by the victim and parent(s)/caregiver(s), SHS administration refers them to the School Resource Officer (SRO) who can answer questions and provide support. If it is decided by the student and parent(s)/caregiver(s) to press charges, the SHS SRO can initiate that process if the incident occurred in the school or within Summit County Sheriff's Office jurisdiction. If the incident occurred outside of

that jurisdiction, the SRO will inform families of which law enforcement agency to make their report.

Consequences for Bullying/Harassment can include but are not limited to:

Minimum: Student/Caregiver conference, Restorative Practice, detention, suspension, behavior contract
Maximum: Expulsion recommendation, police notification

Support for Victims of Bullying/Harassment: Ensuring the physical, social, and emotional safety of the students at SHS is the highest priority. SHS administration will make every effort to understand the needs of the victim and respond with appropriate referrals to in-school supports. Often, this starts as a referral to our in-building mental health staff. If the student desires mental health support, a referral will be made, mental health staff will meet with the student, and if requested by student and parent(s).caregiver(s), provide options for outside resources for them to seek additional support.

SEXTING

"Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school, at a school-related function, or on a school device. In addition to any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law-enforcement authorities.

Minimum: Parent Conference, Suspension, police notification
Maximum: Expulsion recommendation, police notification

SEXUAL HARASSMENT (JBB)

A learning environment that is free from sexual discrimination and harassment shall be maintained. It is a violation of policy for anyone to harass or discriminate against students or for students to harass or discriminate against other students or staff members through conduct or communications. Sexual harassment or discrimination against any person by visitors shall not be tolerated. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and/or conduct that discriminates based on sexual orientation may constitute harassment when a person's educational development and/or performance, either explicitly or implicitly, is compromised.

Sexual harassment as defined above may include but is not limited to Sex-oriented verbal "kidding," verbal abuse or name-calling or ridicule of any form may constitute harassment;

Sending pictures with sexual content; Pressure for sexual activity; Repeated remarks to a person with sexual or demeaning implications; Unwelcome touching, such as patting, pinching or constant brushing against another's body; Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns. Students may file a formal grievance of sexual harassment with the school administration and/or police.

Minimum: 3 day suspension
Maximum: One (1) to 10 day suspension, Police notification, counseling recommendation; Expulsion recommendation

INTERNET (JS)

To use the Internet and access email, the District's Acceptable Use Policy (AUP) must be signed and turned into the Registrar at the beginning of the year. Students younger than 18 must have the signature of their parent/guardian.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Summit School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or anywhere on school property. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Violation of the District's AUP will result in disciplinary action, restriction or loss of Internet and access to Email privileges.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection other than hand holding

Minimum: Student conference, detention
Maximum: Suspension

RETALIATORY ACTS

Threats, intimidation, or harassment aimed at a student who reported illegal or improper activities by other students.

Minimum: Suspension, police notification
Maximum: Expulsion recommendation, police notification

SKATEBOARDS/ TRANSPORTATION

Students are not allowed to ride or otherwise use skateboards, heelys, rollerblades, scooters, bicycles, or other transportation devices at SHS. A violation of these rules may result in confiscation of the item.

Minimum: Verbal warning, redirection, Detention
Maximum: Suspension

TOBACCO & NICOTINE

Possession or use of any tobacco/nicotine product. Includes cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, cloves, paraphernalia, and look-alikes.

Minimum: Suspension, nicotine education, substance abuse evaluation
Maximum: Expulsion recommendation, police notification

WEAPONS (SSD BOE- JICI)

The Board of Education determines that student possession use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous weapons

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An

exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

a. A firearm.

b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

c. A fixed blade knife with a blade that exceeds three inches in length.

d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to school or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

Firearm facsimiles

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 in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably by 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.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, using possessing or threatening to use any knife, regardless of the length of the blade on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Colorado Child Protection Act

Colorado law requires all teachers, counselors, administrators, social workers and others who are child care providers to report cases of child abuse, neglect or exploitation. School employees are required, under penalty of prosecution, to report child abuse. Child protection service workers will perform the investigation. They may talk with the child in school without parental consent if necessary. More information may be obtained about Colorado Child Protection Act by calling Summit High School Counseling Department at 368-1100 ext 1126 or consulting School Board Policy JLF.

Summit School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For more information regarding civil rights or grievance procedures, contact the Director of Personnel. PO Box 7, Frisco, CO 80443, 970-368-1006 or the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-2991.Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-2991.