

AIR ACADEMY HIGH SCHOOL 2023-2024



HANDBOOK FOR STUDENTS AND PARENTS

VISION STATEMENT

Air Academy High School will become a school that will ensure high levels of learning for all students.

“IT’S A MATTER OF PRIDE”

This document is provided as a resource to Academy School District 20's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.** Policies may also be reviewed at the Education and Administration Center of Academy School District 20 located at 1110 Chapel Hills Drive. A printed copy of the Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 234-1200. **Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.**

Public School students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school staff members and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as an Academy District 20 student. It will help you be a successful student and citizen in our District. Please read it carefully and ask questions of your principal, your counselor, or your teachers if you do not understand.



Academy School District Twenty Mission Statement

The mission of Academy School District 20 is to educate and inspire students to thrive.

WE BELIEVE:

- An educated citizenry is the cornerstone of a democratic republic.
- Every individual has innate worth and is entitled to be treated with respect.
- Learning is a lifelong endeavor.
- Every individual can learn and does so in a variety of ways.
- The education of each student is a responsibility shared by students, families, schools, and communities.
- Parents have both the right and the responsibility to choose the school, curriculum, and program(s) that best meet the needs of their student(s).
- The development of virtuous character is equal in importance to academic growth and critical to developing responsible citizens of our community, our nation, and the world.
- Whether in the classroom or at home, students achieve best in a nurturing environment where physical, intellectual, and emotional health is emphasized, and safety is assured.
- Students must be held to the highest standards of academic achievement while recognizing the true success of our academic program is measured by the success of each student relative to his or her unique potential and individual progress.
- Every graduate must be fully prepared for the post-graduation path of his or her choice.
- Every student, staff member, and volunteer are responsible for the effective and efficient use of supplies, facilities, and financial resources.

Air Academy High School Mission Statement



All students will demonstrate at least one year of academic growth annually as measured by a body of evidence to include national, state and school developed assessments.

The Air Academy High School HONOR CODE

All members of the Air Academy High School community are entrusted with the responsibility to uphold and promote ten attributes of behavior:

- | | | | | |
|------------------|-------------------------|----------------------|-----------------------|--------------------|
| * <i>Respect</i> | * <i>Responsibility</i> | * <i>Compassion</i> | * <i>Hope</i> | * <i>Courage</i> |
| * <i>Honesty</i> | * <i>Excellence</i> | * <i>Citizenship</i> | * <i>Perseverance</i> | * <i>Integrity</i> |

These ideals serve as a foundation and a guide for the Kadet's academic, professional, and personal growth. Adoption of these attributes by students, staff, parents, and other members in our community will strengthen the integrity and value of our academic climate and culture.

Groups at Air Academy High School that created and adopted the Honor Code:

- | | |
|--|--|
| * Air Academy High School Staff | * Student Council |
| * School Accountability Advisory Committee | * Parent Council |
| * Department Chairpersons | * Principal's Advisory Council of Students |

AIR ACADEMY HIGH SCHOOL STAFF CORE BELIEFS

We, the Staff of Air Academy High School, believe that:

- All people will be treated with respect, dignity, and courtesy.
- All people will learn from one another and support one another in a trusting, family experience.
- All students will achieve when challenged by high, attainable expectations coupled with support from staff, parents, and peers.
- Individual differences, non-traditional learning modes, and creativity will be valued.
- Our school will be safe; nevertheless, conflict will occur and be addressed by dialogue.
- All members of our staff will work together to help students develop appropriate student behaviors by consistently implementing our student code of conduct.
- We are role models for students, and what we do is more important than what we say.

AAHS FIGHT SONG

**We are out to cheer our team on
To win as you will see
We're behind you
We want you to
Fight for victory**

**Cheers for dear old Alma Mater
Raise our banners high
Fight, fight true
for the silver and blue
of the Air Academy High**

RAH! RAH! RAH!



AIR ACADEMY HIGH SCHOOL ALPHA LEVEL SUPPORT

Principal

Daniel Olson

Assistant Principals

Liz Walhof

Sean Whitson

Kali Maxwell

Anna Keilman

Dean of Students

Alice Stoneback

Counselors

Sherri O'Lonegan

Sean Brotherton

Rachel Archer

Lynda Powell

Jennifer Scott

Attendance Secretary

Shannon Clark

Air Academy High School

DAILY SCHEDULES

Blue / Silver

Monday, Tuesday, Friday

Block B1/S1	7:45 - 9:20
Block B2/S2	9:30 - 11:00
Lunch	11:10 - 11:40
Block B3/S3	11:40 - 1:10
Block B4/S4	1:20 - 2:50

Blue / Silver – KAT

Wednesday/Thursday

Block B1/S1	7:45 - 9:10
KAT	9:15 - 9:55
Block B2/S2	10:00 - 11:20
Lunch	11:30 - 12:05
Block B3/S3	12:05 - 1:25
Block B4/S4	1:30 - 2:50

Assembly

Monday, Tuesday, or Friday

Block B1/S1	7:45- 9:10
Assembly	9:15 - 9:55
Block B2/S2	10:00 - 11:20
Lunch	11:30 - 12:05
Block B3/S3	12:05 - 1:25
Block B4/S4	1:30 - 2:50

2 Hour Delayed Start

& Wednesday PLC Late Start

<i>PLC</i>	<i>7:30 - 9:30</i>
Block B1/S1	9:45 - 10:50
Block B2/S2	11:00 - 12:00
Lunch	12:10 - 12:40
Block B3/S3	12:40 - 1:45
Block B4/S4	1:50 - 2:50

8 Period

Block B1	7:45 - 8:35
Block B2	8:40 - 9:20
Block B3	9:30 - 10:10
Block B4	10:20 - 11:00
Lunch	11:00 - 11:40
Block S1	11:40 - 12:20
Block S2	12:30 - 1:10
Block S3	1:20 - 2:00
Block S4	2:10 - 2:50

8 Period – 2 Hour Delay

Block B1	9:45 - 10:15
Block B2	10:20 - 10:50
Block B3	10:55 - 11:25
Block B4	11:30 - 12:00
Lunch	12:05 - 12:35
Block S1	12:35 - 1:05
Block S2	1:10 - 1:40
Block S3	1:45 - 2:15
Block S4	2:20 - 2:50

ACADEMICS

ACADEMIC RIGHTS

To function well in the classroom, you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know exactly what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you have not only a right but also an obligation to yourself, your fellow classmates, and to your teacher, to ask for clarification.

ACADEMIC AWARDS INFORMATION

HONOR ROLL CRITERIA

The Honor Roll is posted at the end of each semester. Criteria for being on any one of the three honor rolls is as follows:

Weighted 4.0 and above

Weighted 3.5 – 3.99

Weighted 3.0 – 3.49

Principal's List

Merit List

Honorable Mention

CRITERIA FOR EARNING AN ACADEMIC LETTER

The Academic Award Program was started in 1988 to give recognition to students achieving academic excellence; much in the same way an athlete earns a letter for athletic performance on a varsity team. This program continues to support academic achievement while maintaining the integrity of earning an Academic Letter.

For an Academic Letter, cumulative grade point averages will be checked each year at the end of the fall semester. After a student has completed one semester at AAHS and has a cumulative GPA of 3.5 or greater he/she is eligible to receive an Academic Letter. An "academic bar" is awarded for each successive grade check of 3.5 or greater.

- 1) **Freshmen** – will be awarded an Academic Letter, if they have earned a **CUMULATIVE GPA of 3.5** or higher during their first semester.
- 2) **Sophomores, Juniors, and Seniors** – who have not earned their letter will be awarded one if they have earned a **3.5 CUMULATIVE GPA of 3.5** or higher and have been at AAHS for more than one semester.
- 3) **Transfer Students**- are eligible to earn their academic letter after 1 semester at AAHS.

ONCE A STUDENT HAS EARNED AN ACADEMIC LETTER

Academic Bars (a gold bar to attach to the Academic Letter) - one bar will be awarded per student per year for maintaining a cumulative GPA of 3.5 or higher (spring/fall semester equals one year).

Lamps of Learning (a gold lamp to attach to the Academic Letter) - one lamp will be given as an additional award to the students. A lamp is earned for each semester that the student has earned a 4.0 GPA or higher. (This is a GPA for each semester, not their cumulative GPA.)

Effective 2006-2007 school year, transfer students who have earned a letter may purchase "lamps and bars" that have been earned while at schools attended prior to coming to AAHS.

"Parent Council provides grant funding toward the purchase of academic awards. AAHS will provide additional funding, if needed." The principal is ultimately responsible for decisions on academic awards.

A committee of parents, teachers and counselors will review the policy at least every 2 years and make recommendations to the principal for changes.

Review years are: 2012, 2014, 2016, 2018, 2020, 2022, and 2024

POST-SECONDARY PLANNING/INDIVIDUAL CAREER & ACADEMIC PLAN (ICAP)

The Individual Career & Academic Plan (ICAP) assists students with post-secondary planning to assure that all students are prepared to make informed decisions about their futures. ICAP is much like a portfolio where students learn about and record such information as learning styles, interest inventory results, awards, and community service records. Additionally, Air Academy HS uses ICAP to help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores.

An integral component of ICAP is the Naviance website (www.connection.naviance.com) a college/career resource used in every District 20 middle and high school. Naviance provides career interest and abilities inventories, detailed information on careers, training and education, postsecondary majors, and college admissions information.

Air Academy HS students participate in the ICAP program through classroom presentations. Students are encouraged to discuss with their parents what they have learned and to visit the Naviance website together. The student's ICAP portfolio is stored online and available to the student 24/7. As with all learning, your dialogue with your student will make this experience even more meaningful for him/her. Please contact your student's alpha-level counselor to make an appointment to view and discuss your student's ICAP materials. Counselors will assist you with this process of career interest exploration and post-secondary planning.

KAT

KAT is Wednesday and Thursday for 40 minutes. **All students** will report to their KAT teachers every Wednesday and Thursday. The purpose of KAT is for academic advisement, interventions, and enrichment activities. **Attendance is mandatory, and disciplinary actions will occur if you are truant.**

DURING KAT THE CAMPUS IS CLOSED.

JB-Equal Educational Opportunity for Students

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion or need for special education services.

This concept of equal educational opportunity shall guide the board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that district programs are in compliance with applicable laws and regulations, the superintendent or designee(s) will periodically monitor the following areas:

1. Curriculum and materials - review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access - review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

4. District support - ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.
5. Student evaluation instruments - review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted/Approved: December 20, 1988

Amended: January 20, 1994/July 25, 2002/August 2, 2012/May 30, 2014

Sex Education/Health and Family Life

The District teaches about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate program for family life or sex education is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall comply with applicable law and the District’s academic standards. See policy IMB – Teaching About Controversial Issues. In accordance with this policy, procedure IMBR details how a parent may request an exemption from such curricula.

Added: June 1, 2022

TRANSFER CREDITS

Academy District 20 high schools use letter grades to transfer grades for out of district students. In the event that a student transcript reports grades in both letters and percentages, Academy District 20 high schools will use the letter grades. If a transcript has only percentage grades, District 20 high schools will transfer the grade as a letter grade based on the individual school’s grading standards. The district honors the letter grades listed on official transcripts of accredited schools.

Credits transferred from a non-District 20 school will not be weighted, except for advanced placement or International Baccalaureate courses. In the case of an Honors course, the grade will be weighted if the District 20 School into which the student is transferring also offers that weighted Honors course. When a student submits a petition for consideration, the building principal may grant weighted grade status to a transfer course which carries a similar title or description as a ‘weighted’ course at a District 20 high school if it reasonably meets the District 20 definition of a weighted class, and was weighted at the previous school.

No weighted status will be awarded to any course work, in-district or out-of-district, in which the credit was awarded previous to the adoption of this policy and procedure or previous to a specific course being granted weighted status.

Adopted/Approved: June 5, 1997

Reviewed: September 5, 2002

Revised: September 3, 1998 / October 13, 2006 / March 16, 2007 / July 5, 2007 / June 8, 2009

GRADE POINT AVERAGE CALCULATION

The student’s non-weighted grade point average (GPA) is calculated on a 4.0 scale with the following values assigned each grade:

A (+/-) =4.0 B (+/-) =3.0 C (+/-) =2.0 D (+/-) =1.0 F=0.0

The student’s weighted grade point average (GPA) is calculated on a 5.0 scale with the following values assigned each grade:

A (+/-) =5.0 B (+/-) =4.0 C (+/-) =3.0 D (+/-) =2.0 F=0.0

Beginning with the class of 2018 and subsequent classes, inclusion of Summa Cum Laude (4.500 & above), Magna Cum Laude (4.300-4.499), and Cum Laude (3.900-4.299), and all other honors, will be based on a weighted grade point average calculated at the end of 7 semesters of high school.

Beginning with the 2009/2010 school year, high school report cards and transcripts will record plus/minus grades earned by students. There will be no change to the way that GPA's are calculated as a result of this additional piece of grading information.

GRADE LEVEL STUDENT CLASSIFICATION

Students are classified as follows:

Classification:

1st Yr. in high school	Freshman
2nd Yr.	Sophomore
3rd Yr.	Junior
4th Year	Senior

Only approved courses may be repeated for credit.

GRADING PERIODS & PARENT CONFERENCES

First Semester

Midterm Parent Conferences	October 18, 2023	3:30 pm – 7:30 pm
	October 19, 2023	4:00 pm – 7:30 pm

Semester 1 ends	December 15, 2023
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Second Semester

2 nd semester Parent Conferences	March 20, 2024	3:30 pm – 7:30 pm
	March 21, 2024	4:00 pm – 7:30 pm

Semester 2 last day	TBD
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GRADUATION REQUIREMENTS GRADES 9-12 Policy IKF

All students who graduate from District 20 schools should have a firm foundation in the core areas of English, world languages, mathematics, science, and social science as well as a comprehensive background in arts, physical education, and other electives. To be prepared for post graduate careers or higher education, students should select courses which are related to their post-secondary plan and are academically demanding. Courses must align with Colorado Academic Standards and integrate 21st Century skills. The course work outlined in this policy is the minimum required for earning a diploma; students should strive to challenge themselves by exceeding the requirements whenever possible in accordance with their post-graduation goals. School officials will work with students in developing their Individual Career and Academic Plans (ICAP) which include plans for high school courses. In collaboration with parents/guardians and students, counselors will review and update these plans annually, beginning in sixth grade when students shall be advised of available high school course pathways.

Course work requirements for graduation are based on the number of units of credit earned in grades 9 through 12. A unit of credit is typically the credit received for a one semester course. A minimum of 50 units of credit shall be required for graduation from high school. Specific requirements may be waived with the approval of the principal. Appeals will be directed to the Deputy Superintendent.

REQUIREMENTS	Credits	Special Notes
English	8	
Science	6	Four of the six credits must be from laboratory science classes.
Mathematics	6	All students must complete Algebra 1 and Geometry (either in middle school or in high school). All students must earn 6 math credits during grades 9-12.
Social Science	6	Social Science requirements include two required credits of U.S. History and one credit of Civics or one year of AP Government.
World Language	2	A minimum of 2 World Language credits must be earned in high school.
Core Electives	6	Core elective requirements include courses in English, world language, mathematics, science, and social science.
Physical Education	3	
Health	1	
Arts	1	Arts requirements include visual, performing arts and digital media.
Unrestricted Electives	11	Credits earned beyond the requirements listed above will count as unrestricted elective credit
TOTAL	50	

Adopted: July 16, 1981

Revised: March 15, 1984 / June 5, 1997 / February 3, 2005 / October 25, 2006 / April 2, 2015

IKAA-R-Grading Systems in the High Schools Procedure

A weighted grading system in the high schools shall be established with the following definition: Core and integrated subject courses which are weighted will have a consistently verifiable, elevated, and more rigorous curriculum and culminate in an assessment that demonstrates the student's mastery of the subject matter.

High schools shall list in the course description handbook those courses which currently meet the definition and criteria for weighted grades.

Advanced placement and International Baccalaureate courses automatically qualify for weighted status. Other courses will be added as they meet the standards for weighted status.

METHOD FOR OTHER COURSES TO BECOME WEIGHTED

All courses other than those currently weighted may become weighted by meeting the above definition and applying to the Learning Services department. This department will consider applications based on consistent standards of rigorous content and proficiency levels, with input from independent expert sources. An application may be made by an individual, a building-level academic department, a school, or an

administrator. The Learning Services department will review each application and determine whether or not the course meets the definition. If it meets all the standards, the course will be recommended to the Superintendent for inclusion as a "weighted grade" course. If not, the applicant will be provided input on the review and the reasons for denial.

When a new course is determined to be weighted, it will not apply to any current high school students. The next entering freshman class, and succeeding classes, will have newly weighted courses count toward their GPA. No more than 15 percent of all courses offered by a high school may be weighted at any one time. Exceptions may be granted by the Assistant Superintendent for Learning Services.

CALCULATION OF GRADE POINT AVERAGES (GPA)

Students who successfully pass a class that has been weighted will receive one (1) extra grade point per credit for that course. This extra point will be calculated with all other course grades which will still be calculated on a four (4) point scale. Class rank and all honors will be based on a weighted GPA.

Beginning with the 2009/2010 school year, high school report cards and transcripts will record plus/minus grades earned by students. There will be no change to the way that GPA's are calculated as a result of this additional piece of grading information.

Correspondence Courses: AAHS allows a maximum of Six (6) credits outside of District 20 offerings to count towards Graduation Requirements. An official transcript detailing the credit must be received in order for credit to be applied. Students must complete an Outside Agency Credit Application Form available from their counselor.

Students are classified as follows: Classification

1st Year in high school	Freshman
2nd Year	Sophomore
3rd Year	Junior
4th Year	Senior

Air Academy High School is a four-year high school. Graduation requirements are based on the year they enter high school and assume a four-year progression.

- ❖ Semester course = 1 credit
- ❖ Year-long course = 2 credits
- ❖ Student Assistants = .5 credits per semester

Only selected courses may be repeated for credit. Refer to the course descriptions and/or contact your counselor. If a student chooses to repeat a course, grades will be displayed and included in the Accumulated Grade Point Average.

Statement of Discipline: AAHS reports to colleges as requested, all suspensions and expulsions. Note: Air Academy High School students are asked to waive their right to see counselor and teacher recommendations letters.

Home school credit: Students who earn credit in an accredited home school program and can provide an official transcript documenting that credit may be eligible for credit. Home school students may also earn credit by turning in a body of evidence of work completed and getting the approval of the subject area department chair. To earn math credit, home school students may also be required to take the AAHS final exam for that subject area. The type of work that will be accepted as successful completion is to include: syllabus, test/quizzes, and any other assessments to show curriculum mastery. To meet the graduation requirement of completion of Algebra 1 and Geometry, students must successfully complete those courses in middle school or high school. Alternatively, students who complete FST or Calculus with a C or higher have demonstrated mastery of Algebra 1 standards and will have met the graduation requirement for Algebra 1. All home school credit will be given as pass/fail.

College Classes-Opportunity to Earn College Credits and Accelerate Learning Pathways to College
Students may earn college credit at a significant cost and time savings.

Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHEDA make it possible for eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education with whom the District has a written cooperative agreement to earn college credit at a significant cost and time savings. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the District policy.

Accelerating Students through Concurrent Enrollment (ASCENT) (administrative procedure IHEDA R 2) is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the District's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

Academy School District 20 High School Waiver Procedure

Definition

- For the purposes of the waiver policy and procedure, a waiver is defined as the authorization to not take a district course required for graduation.

Requirements/Parameters

- Students must still earn the minimum number of graduation credits identified by the Academy School District 20 in order to graduate.
- In all cases, students who are granted a waiver must take another class for credit.
- Credits are not given for courses waived.
- Only juniors and seniors are eligible to make a waiver request.
- Required core classes necessary for graduation (English, Math, Science, Social Studies) and any other courses required by law may not be waived.
- A maximum of one (1) course may be waived per student.

Conditions for Consideration

The following will be *considered* by the building level committee for granting a waiver:

1. Student is currently taking a full complement of classes (7 classes)
 - Student has no partial absences in schedule
 - Student has no office assistant positions in schedule currently or previously
2. At the time of the waiver request, the student has successfully completed all past and current coursework
3. Student is enrolled in a prescriptive (e.g. I.B., Engineering Pathways, etc.) academic program whose requirements conflict with elective requirements
4. Student has a physical or mental disability that prevents him or her from successfully participating in and completing the course that is being requested to be waived
5. Students with a current Individual Education Plan that precludes participation in a particular course would not be required to substitute a course that meets the equivalent standards of the course being waived
6. Student has experienced an extreme life circumstance beyond his/her control
7. Participation in the alternative course is demonstrably in the student's best educational interests
8. Student has no history of significant attendance or discipline issues

Procedure

Students seeking a waiver must put the request in writing during the semester prior to the commencement of the semester in which a waiver would be granted. Exceptions to this timeline are outlined in #'s 4 and 5 above. The request must detail the rationale for the waiver and must address which specific criteria identified above fit the student's individual situation. The request must be signed by both student and parent(s). The final building decision will be made by a building committee, chaired by the building principal. The building principal and/or the building committee may require a conference with the student and parent(s) in order to gather more specific information. Any appeal to the committee decision will be made to the Deputy Superintendent. The decision of the Deputy Superintendent shall be final.

Committee Composition

- Principal (committee chair) of high school in which the waiver is presented
- Department chair representing the department whose course is proposed to be waived
- Department chair from an unaffected department (i.e. a neutral party)

- One counselor (grade level counselor, college/career counselor, or the counselor who works with the student making the request)
- Grade level administrator or assistant principal who works directly with the student making the request (optional committee member)

SCHEDULE CHANGE POLICY

Developing student responsibility is a goal that helps guide educational decision-making. Since students can pick most of their classes and build their schedules, it is expected that they will consider this process and be responsible for the decisions they make.

SCHEDULE CHANGES COULD AFFECT YOUR ATHLETIC/ACTIVITIES ELIGIBILITY.

SENIOR ARENA – Seniors are given an opportunity in August, prior to the start of school, to make scheduled changes during a designated time slot scheduled. Changes will be made provided that the student has met the prerequisites, space is available, and the selected classes are aligned with graduation requirements. Priority for schedule changes is given to students who turn in their registration materials on time.

WEEK 1

Schedule changes for other students will be limited to correcting errors and making administrative recommended changes.

Priority for **1st and 2nd DAYS**

- ◆New students
- ◆Students without a full schedule (report to Student Services during the missing block)
- ◆Students who failed a course or prerequisite for a course

WEEK 2

Students may request a change in their schedule by seeing their alpha-level counselor in the Student Services Center.

The request will require the input of the involved teachers, parents, counselor, and administrator as indicated by the respective signatures required on the “REQUEST FOR SCHEDULE CHANGE” form. Educational needs and space availability are also considerations.

CHANGES ARE MADE FOR THE FOLLOWING REASONS ONLY:

- Challenge by choice (to increase challenge)
- Addition of a Concurrent Course Enrollment
- Needed for graduation (**Seniors Only**)
- Not enough classes (less than 8 classes scheduled)
- Failed prerequisite for a course
- Academic misplacement based on teacher recommendation with administrative approval

No change will be made until the request form is returned to the counselor and the new schedule is entered into the system. Students are to attend the classes that appear on the computer - they will remain in the originally scheduled classes until the changes are completed.

Courses dropped through the **14th DAY** of the semester will not appear on the student’s transcript.

◆Beginning with the **15th DAY**, students who withdraw from a course will receive a Withdraw/Fail (W/F) for the course they are dropping as a semester grade, unless they have been educationally misplaced, or have some other extenuating circumstances (i.e., hospitalization, or long term illness, etc). The W/F will be calculated into the accumulated grade point average.

Please consider your alternative course selections carefully. You may be registered for these alternatives. If your schedule includes these alternatives, there will NOT be schedule changes made.

Remember - students must always attend the classes listed on the computer. The new schedule is not in effect until the “REQUEST FOR SCHEDULE CHANGE” form is returned with all signatures AND the counselor has entered the new schedule in the computer. Students have three days in which to complete the process, after which the request may be denied.

TESTING AND ASSESSMENTS

AAHS Test Code Number is 060-266

Testing and assessment information will be provided through D-20 Alerts and the AAHS website. Please check for updates throughout the school year regarding all assessment information.

To sign-up for ACT and/or SAT National testing dates, go to ACT’s website (at actstudent.org) and SAT’s website (at collegereadiness.collegeboard.org) and register and pay for the test(s). You do not need to register online for the Colorado-SAT administered at AAHS in April.

Assessments (administrative policy IKA)

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student’s parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment. C.R.S. 22-7-1013 (8)(b).

Revised: June 1, 2021

TRANSCRIPT REQUESTS

Graduates and former students of Air Academy may obtain a transcript or graduation verification by going to www.asd20co.scriborder.

Official transcript - Mailed to one student address or picked up in person at the District Office – Each order includes three official transcripts and one unofficial transcript. Delivery to additional addresses is charged at the rate of \$6 per address. \$10.00

Official transcript - Mailed to one educational institution, employer or other third-party – Each order requested includes one official transcript mailed to one address. Delivery to additional addresses is charged at the rate of \$6 per address. \$10.00

The Following May Be Requested by Corporations / Universities / Attorneys:

Verification of graduation, one copy mailed to one address \$20.00

Official transcript, one copy mailed to one address \$20.00

Diplomas and GED Information Please contact AAHS directly for a Diploma or GED information.

For More Information, Contact:

Academy District 20

1110 Chapel Hills Drive

Colorado Springs, CO 80920

Phone: (719) 234-1777

For assistance in placing your order or for questions related to the request process, email the Help Desk at help@asd20.org.

NATIONAL HONOR SOCIETY PROCEDURES

Each Spring, students who are current sophomores or juniors who have earned a minimum cumulative GPA of 3.75 (weighted or unweighted) are invited to apply for NHS. Applications should include evidence that the student has begun building experiences in each of the four pillars of NHS: scholarship, leadership, character, and service. In reviewing applications, staff members will look for evidence in scholarship through the GPA and essay mechanics, in leadership through opportunities and experiences the student has participated in which show growth in leadership, in character through strong teacher recommendations and a thoughtful and honest essay answer, and in service through specific and significant experiences which the student has made time for and prioritized in order to serve the wider community. If students are accepted into NHS, to retain membership, use on college applications, and wear cords at graduation, students will need to maintain their standing in each of the pillars including serving a minimum of 30 hours of community service each year. Students who apply but are not chosen to be part of NHS will be informed by the NHS sponsor. At no time will the sponsor reveal the staff council vote, specific infractions, or who reported the student.

1. Procedure for Academic Selection:

Each May all sophomores and juniors eligible for the National Honor Society (NHS), by virtue of having maintained a cumulative 3.75 grade point average (GPA), are invited to join.

Any current member of the NHS who lets their semester GPA fall below 3.75 will be placed on academic probation for that semester. If after the probationary semester, they are unable to maintain their semester GPA at a 3.75, they may be permanently dismissed from the NHS.

2. Procedure for Service Selection:

The Faculty Council will review the listing of service projects on each application and vote to select the student, or not to select the student because of insufficient service involvement.

3. Procedure for Leadership Selection:

The Faculty Council will review the listing of leadership positions on each application and vote to select the student, or not select the student because of insufficient leadership roles.

4. Procedure for Character Selection:

The AAHS faculty and administration will be presented with the list of students who have met the academic selection criteria and they will be asked to report any student they feel does not exhibit the standard of character expected of an NHS student.

An NHS sponsor will personally talk with any faculty or administrator who reports a student and will listen to their reasons. That sponsor will then confide this information to the Faculty Council who will then vote for selection or non-selection

If a student is non-selected, an NHS sponsor will personally inform that student. At no time, and under no circumstances, will any NHS sponsor reveal to a student, parents, or other faculty:

- 1) Who reported the student
- 2) What the incident might have been; or
- 3) The Faculty Council vote

ACTIVITIES/ATHLETICS

Air Academy High School Activities/Clubs/Programs "Be here and get involved!"

For a list of available Curricular and Non-Curricular Clubs please see the Activities Director. The list changes from year to year.

CLUB SIGN UP DAY WILL BE HELD ON IN LATE AUGUST. ALL CURRENT AND NEW CLUBS WILL BE AVAILABLE FOR STUDENTS TO CHOOSE FROM THAT DAY!

Clubs (see Student Organizations)

Students in middle and high schools in this District shall be permitted to conduct meetings of student clubs or student organizations to meet on school premises during noninstructional time, subject to approval by the principal as to time, place, and manner.

Meetings of all student clubs or organizations must be organized, scheduled, and conducted within the guidelines established by this policy and accompanying procedure.

For purposes of this policy, "noninstructional time" means time set aside by each school before actual classroom instruction begins or after actual classroom instruction ends. The time at each school identified for breakfast or lunch is considered noninstructional time. Again, the school shall determine appropriate time, place, and manner for meetings of student clubs or student organizations.

Curriculum-related student organizations serve as an extension of the regular school curriculum and bear a direct relationship to the curriculum of the course/s offered within the school. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course curriculum within the educational program of the schools. Curriculum-related student organizations must articulate how the content and activities of the proposed student organization will extend the curriculum of a course/s offered in the school. Student organizations meeting these criteria and approved by the principal, or designee, will be deemed to be officially recognized, curriculum-related student organizations. Additionally, as stated in administrative procedure JJA R, some organizations are considered to be part of the school program and are not required to request recognition when operating under the direction of the principal.

Secondary school students are also permitted to organize and conduct meetings of noncurriculum-related student organizations to pursue activities outside of the school curriculum, subject to the provisions of this policy. Such organizations must be student initiated and directed, and persons not attending school in District 20, parents, school personnel (other than those serving in a supervisory capacity), or any other non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurriculum-related student organizations shall not be deemed to be curriculum-related or endorsed but must be supervised by a licensed District 20 staff member.

All proposed student organizations shall use the common district-wide application that can be found in JJA E. The principal, or designee, will communicate a final decision to all proposals using the submitted district-wide application.

All student groups meeting on school premises shall be open to and limited to all students currently enrolled in the sponsoring school on a voluntary basis. Approval or disapproval of noncurriculum-related student organizations may not be based upon any specified threshold of numerical size. Student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization. No student shall be denied membership on account of his or her disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. Fraternities, sororities, and/or secret societies shall not receive recognition in any manner under this policy. Attendance at all meetings must be voluntary.

All forms of hazing or other initiation activities that are likely to be degrading to a student or bring criticism to the organization shall be prohibited in any group meeting on school premises.

Curriculum-related student organizations shall be sponsored and supervised by one or more of the members of the school staff, approved by the principal. Staff sponsors shall participate in the supervision and direction of all activities of the organization and shall attend all meetings.

Noncurriculum-related student organizations shall not have a staff sponsor. However, a member of the school's staff shall attend every meeting or activity of such organizations as a monitor for purposes of general supervision. The organization shall be responsible to ensure the presence of a staff monitor for its meetings. No school staff member shall be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school staff member. School staff members present at any meeting of a noncurriculum-related student organization which includes religious worship, prayer, or practice, or is identified as having a religious purpose, shall attend in a nonparticipatory capacity only.

The District, through the building principal or his or her designee, retains the authority to prohibit meetings which would be otherwise unlawful. Further, nothing in this policy shall be construed to limit the authority of the school to maintain discipline on school premises, to protect the well-being of students and staff, and to assure that attendance at meetings is voluntary.

In providing equal access to school facilities for noncurriculum-related groups, the District is not expressing any opinion or approval of the subject matter discussed at any meeting nor is it advocating or supporting in any manner the point of view expressed by any student or group meeting as allowed by this policy.

Noncurricular student groups shall not be denied equal access to school facilities solely on the basis of the religious, political, philosophical, or other content of any speech at such meetings, except as otherwise provided in this policy. No public funding or support shall be extended to any noncurriculum-related student organization other than the opportunity to meet on school premises on an equal basis as other student organizations and compensation to the adult supervisor. Access to school publications and other information systems will be provided in a manner that is consistent with practices uniformly applied and within applicable constitutional constraints.

Websites and Social Media: Only approved student organizations will be listed and/or promoted using school or District websites and/or social media channels. Acknowledgement on school or District websites shall clearly differentiate between approved curriculum-related and non-curriculum-related student organizations.

Daily Announcements: Only approved student organizations that have been approved as curriculum-related student organizations will be advertised and promoted using daily PA, television, or any other means of delivering a daily announcement.

Advertising in Schools: Only approved student organizations that have been approved as curriculum-related student organizations shall advertise in school common areas, including hallways, cafeterias, gymnasiums, and the like. Non-curriculum student organizations can advertise using the school's identified location, such as a community bulletin board. When advertising, a clear differentiation shall be made between approved curriculum-related and non-curriculum-related student organizations.

School Publications: Approved student organizations that have been approved as student organizations will be recognized, advertised, and promoted using school publications, including but not limited to, school newspapers, and yearbooks. When recognized, a clear differentiation shall be made between approved curriculum-related and non-curriculum-related student organizations.

Any student organization, whether curriculum-related or noncurriculum-related, shall not engage in any activity which is contrary to law, District policy, or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety, or welfare of any students or staff members. Student organizations shall comply with applicable District policies and regulations concerning the handling of money and may not extend the credit of the District. Failure to comply with these provisions shall be grounds for revocation of the right to continue to conduct meetings under this policy.

Adopted/Approved: May 19, 1994

Reviewed: September 5, 2002
December 1, 2018

Revised: April 11, 1996
July 1, 2019
October 5, 2020
July 1, 2023

For the Student Organizations approval procedure, see the Activities Director.

Free Association

You are generally free to associate with groups of your own choosing. However, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupt the educational process, may be subject to disciplinary actions by school officials or appropriate law enforcement agencies.

Revised: June 1, 2022

ASSEMBLIES

A variety of assemblies are provided throughout the year for the purposes of school spirit and education. To prevent distraction of the students in the audience and disruption of the presenters or performers, students will not be allowed to enter or leave the facility once the performance has begun. All students are expected to be positive toward one another and treat all presenters with dignity and respect. **NO NEGATIVE OR DEMEANING CHEERS WILL BE ALLOWED OR ACCEPTED BETWEEN THE GRADE LEVEL CLASSES. ASSEMBLIES SCHEDULED DURING THE DAY ARE MANDATORY AND CLOSED CAMPUS REGULATIONS ARE ENFORCED.**

ATHLETIC ACTIVITY PASS

Students may purchase an activity pass for TBD. **The pass entitles the student entrance into most home athletic events, excluding post-season playoff competitions and all hockey games.**

ATHLETIC PROGRAMS

Fall	Winter	Spring
Boys' Cross Country Girls' Cross Country Football Boy's Golf Girls' Gymnastics Boys' Soccer Girls' Softball Boys' Tennis Girls' Volleyball Cheerleading	Boys' Basketball Girls' Basketball Hockey Girls' Swimming Wrestling Cheerleading	Baseball Girls' Golf Boys' Lacrosse Girls' Lacrosse Girls' Tennis Boys' Track Girls' Track Girls' Soccer Boys' Swimming

Sportsmanship is a general way of thinking and behaving. The table below lists CHSAA policy items.

1. Be courteous to all: participants, coaches, officials, staff and fans.	2. Display appreciation for good performance regardless of the team
3. Know the rules, abide by and respect the official's decisions.	4. Exercise self-control and reflect positively upon yourself, team and school
5. Win with character and lose with dignity	6. Permit only positive sportsmanlike behavior to reflect on your school or its activities

1. Courteous to All

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Cheerleaders' "Welcome/Good Luck" yells to opposing fans/cheerleaders, combined yells by both cheerleaders' squads to the entire crowd, opposing coaches and contestants shaking hands before/after contest	Fans reading newspapers, turning backs, making disrespectful actions, etc. during introduction of opponents
Applause during introductions of contestants, coaches and officials	Derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "air ball," "you, you, you," "What's the score," "warm up the bus," and other such expressions
Fans recognize contestant's performance with applause	
Showing concern for injured contestant	
Respectfully addressing officials during competition and thanking them for their	

performance, regardless of agreement with all calls	
Host school extending hospitality to visiting contestants, coaches, cheerleaders and fans	

2. Display Appreciation for Good Performance Regardless Of Team

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Coach/contestants search out opposing participants to recognize them for outstanding performances or coaching	Laughing, pointing finger, name calling, etc., directed at opponents to distract
All fans recognize an outstanding participant’s performance by applause, regardless of impact on the contest	To degrade an excellent performance by opponents

3. Know the Rules, Abide by and Respect the Official’s Decision.

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Utilize every opportunity to promote understanding of the rules of the contest within the school and community	Booing or heckling an official’s decision
Contestants utilize the team captain or coach for clarification of the call	Criticizing the merits of officiating
Accept the decisions of the officials	Displays of temper and arguing with an official’s call
Cooperated with the news media in interpretations and clarification of the rules	Derogatory remarks toward the official
	Talking to the news media about displeasure with the officiating

4. Exercise Self-Control and Reflect Positively Upon Yourself, Team and School.

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Support the activity that is directed by your cheerleaders by learning the cheers and displaying total unity as fans in following their lead	Displays of anger, boasting, use of profanity, bouncing beach balls, antics that draw attention to you instead of the contest
	Doing your own yells
	Doing yells/gestures such as “you, you, you!” while pointing a finger at a fouling player

5. Win with Character and Lose with Dignity.

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Handshakes between opposing contestants and coaches at end of contest, regardless of outcome	Refusing to shake hands or give recognition to winner for good performance
Applause at end of contest for performance well done by all contestants	Blaming loss on officials, coaching, individual contestant's performance
Both winning and losing teams go to their fans and thank them for their cheers and support	Victory celebrations by fans and spectators on the playing field or court immediately after the contest*

ATHLETIC AND ACTIVITIES

General Eligibility Requirements –CHSAA BY-LAW STRICTER STANDARD 1700

General Eligibility Requirements. All student/athletes must meet the General Eligibility Requirements set forth by the Colorado High School Activities Association and Air Academy High School during each semester of participation in athletics.

- Those requirements are: **1)** Each student must take a **minimum** of 2.5 Carnegie units (the equivalent of 5 full credit classes) during the current semester of participation as well as the previous semester to compete. **2)** During those semesters, the student may not fail more than **one** (1) class to be eligible to participate. Any discrepancy in this area will deem the student ineligible to participate. That student must see the assistant principal/athletic director or activities director to understand how he or she can regain their eligibility status.
- Once students have entered high school, they have 8 consecutive semesters to complete their athletic eligibility.
- Classes that do not include a full credit may include TA/Math Lab/Partial.

Eligibility Checks

All student athletes will have their grades checked on a bi-monthly basis to determine academic athletic eligibility (eligibility reports are published on Wednesdays). Student athletes who fail one class are deemed eligible to participate, however, **two or more failing grades** will render the athlete ineligible to participate in competitions for the next 2 weeks or until the next eligibility grade check is done. Students still showing failing grades by 2:45pm on the Friday following the initial eligibility report will be notified of their ineligible status and be required to bring those grades up during the two-week period. Notification of grade changes **MUST BE** in writing from the appropriate teacher and received by the Athletic Department by end of the day Friday. It is up to the coach to determine whether that particular student may practice during that time. Athletes may not travel to away events with their respective team, or be excused from classes, until their grade improves to passing status on the subsequent eligibility report.

Before you may practice for any sport, you must register on-line for that particular sport during that season and submit the following paperwork to the athletic office:

1. Athletic participation fee \$95 for all sports, except Hockey \$275. (Athletic fees are subject to increase.)
2. Academy District 20 Assumption of Risk
3. Physical form (signed by your parents and doctor)
4. CHSSA statement of Training Rules (signed by you and your parents)
5. Emergency information and statement of training rules (signed by you and your parents)

6. AAHS Sportsmanship Policy (signed by you and your parents)
7. AAHS Athletic Policies (signed at sport/parent meeting)

THE ATHLETIC OFFICE IS LOCATED NEAR THE CAFETERIA IN ROOM 303C. IF YOU HAVE ANY QUESTIONS ABOUT ATHLETICS AND ACTIVITIES, PLEASE CALL MS. KALI MAXWELL, ASSISTANT PRINCIPAL/DIRECTOR OF ATHLETICS AT 234-2450.

DANCES

- School dances will end at **10:00 p.m.** If a student leaves a dance, they may not re-enter.
- Homecoming is a semi-formal dance that requires special attire, i.e. ties and slacks for boys and dresses for girls.
- Junior/Senior Prom is a formal dance requiring a coat and tie or tuxedo, and long or short dresses. Prom is normally held outside of school and usually ends at **11:30pm**
- **Please remember that all school rules apply at dances just as they do at any school function.**
- **ID'S MUST BE PRESENTED AT ALL DANCES OR NO ENTRANCE WILL BE ALLOWED.**
- Students who wish to invite a guest to any school dance must complete a visitor form for their guest prior to the dance. Registration forms can be picked up in the main office or downloaded online.
- Dances at AAHS are subject to Entry Authorization Lists (EAL) when required by USAFA.
- Parking and Entry for dances in the cafeteria must be from the east lot (Bus Lot). *The courtyard and main doors are NOT opened for entry and exit.
- All dances are subject to all rules regarding the code of conduct for students and staff.
- Students will always dance appropriately.

All Air Academy dances are “G” rated. Please be aware that students who purchase dance tickets will agree to dance appropriately according to the dance rules listed above. Students who are not appropriate will be asked to leave. Thanks for keeping the fun “G” rated.

The rules are effective as of 21 January 2009

JICE-Student Publications

Students have the right to exercise freedom of speech and freedom of the press. As such, no expression contained in a publication, whether it is school sponsored, shall be subject to prior restraint unless:

1. The expression is obscene.
2. The expression is libelous, slanderous, or defamatory.
3. The expression creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school or which violates the rights of other persons' privacy.

Publications containing expressions of the types listed above are prohibited from distribution.

When the appropriateness of student expression for publication is questioned on the above-listed grounds, the materials shall be promptly presented to the principal. A hearing shall be conducted as soon as is practicable at which the parties involved shall have the opportunity to present their views. Such hearings, however, do not include the right to call or cross-examine witnesses or be represented by legal counsel. The principal shall notify all parties in writing of his or her decision, stating the reasons thereof, within 24 hours of the hearing. The principal's decision may be appealed to the Superintendent or a designee who shall respond in writing by the close of the school day following submission of the appeal. The decision of the Superintendent shall be final.

School-Sponsored Student Publications

The District Administration recognizes that school-sponsored student publications are public forums for the students of the school and encourages students to freely and creatively express their views subject to the limitations of this policy and state law.

The purpose of school-sponsored publications is to provide students with experience in reporting, writing, editing, and understanding English and responsible journalism. School newspapers have the additional purpose of disseminating school-related information among the members of the school community.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy and state law. A "publications advisor" shall supervise the production of school-sponsored publications and shall teach and encourage free and responsible expression and professional standards of English and journalism.

Notwithstanding any other provision of this policy, if participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given, the publication's advisor may establish or limit the students' writing assignments and otherwise direct and control the learning experience that the publication is intended to provide.

State law provides that no expression made by students in the exercise of freedom of speech or freedom of the press shall be deemed to be an expression of school policy, and that no School District employee, or a student's parent or legal guardian, or official of the District shall be held liable in any civil or criminal action for any expression made or published by students. An appropriate disclaimer to this effect shall be included in all school-sponsored student publications.

Non school-Sponsored Publications

Students have the right to possess and distribute non-school-sponsored publications on school property subject to the limitations in this policy and state law. If the appropriateness of any non-school-sponsored publication being distributed, or planned for distribution, on school property is questioned, it shall be presented to the principal or designee immediately. The principal or designee may deny approval for the distribution if he or she reasonably determines that the expression is prohibited under this policy. The principal's or designee's decision shall be issued within two school days after submission of the publication or the expression shall be deemed approved. The principal's decision may be appealed to the Superintendent or designee who shall render a decision within three school days following its submission. The Superintendent's or designee's decision shall be final.

Time, Place, and Manner Restrictions

The time, place, and manner of the distribution of publications may be reasonably regulated by the principal or designee, provided that the regulations are uniformly applied, are specific as to prohibited times and places, and do not prohibit distribution at times or places that do not interfere with school activities.

Definitions

As used in this policy, the following definitions apply:

Obscene - material which, taken as a whole, an average person, applying contemporary school community standards, would find, (a) appeals to prurient interests; (b) depicts or describes, in a patently offensive manner, sexual conduct such as sexual acts (normal or perverted, actual or simulated), masturbation, excretory functions, and lewd exhibition of the genitals; and (c) lacks serious literary, artistic, political, or scientific value.

Libelous, slanderous, or defamatory - a false, unprivileged oral or written statement about a specific individual which tends to harm the individual's reputation by lowering the person in the estimation of the community or by deterring others from associating or dealing with the person. Such statements include those which tend to expose an individual to public hatred, shame, verbal abuse, contempt, ridicule, or disgrace.

Adopted/Approved: April 11, 1996

Reviewed: June 17, 2004

Revised: October 12, 2005

ATTENDANCE

JE - Student Attendance

Attendance and Truancy (administrative policies JE, JH, JHB):

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Colorado law requires every student who is age 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

Per District policy JE and state law, excused absences are as follows:

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences.

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S §22-33-107(3)(a)]. Be aware that the District will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy JHB on Truancy].

Adopted/Approved: February 5, 1987

Reviewed: June 17, 2004

Revised: February 17, 1994 / September 19, 2007 / January 23, 2009 / Jun 1, 2021

Attendance Violations and Consequences

Consequences for violations to the student code of conduct with relation to individuals who have attendance contracts, behavior, and/or parking violations on file this year are cumulative for the entire school year. This means your violations are totaled from August 2021 to May 2022 and your consequences DO NOT start over. Go to class and succeed.

JH- Excused absences

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. It is the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses and contact information as soon as possible.

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 to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Parents/guardians should limit appointments and other non-school related activities to outside school hours. When appointments must be made during school hours, or wherever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify school officials in writing or by telephone stating the reason for their child's absence. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused.

ABSENCES: DESCRIPTIONS AND PROCEDURES

Daily attendance for each student shall be kept in accordance with instructions and procedures meeting the requirements of policy JHB, state law, and the Colorado Department of Education (CDE).

Each year the board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the principal of the school of attendance.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971, Article 12 of Title 8 of the Colorado Revised Statutes.
4. A student who is in the custody of a court or law enforcement authorities.
5. A student who is pursuing a work-study program under the supervision of a public school.
6. Any other absence that is considered to be excused pursuant to law.

Absences related to school activities (including, but not limited to, field trips, and athletic and musical events in which the student is required to participate) may be classified as excused on a case by case basis, at the

discretion of the principal or his or her designee. Such absences will not count against a student for purposes of attaining a perfect attendance record or for purposes of initiating judicial proceedings to enforce compulsory attendance.

Absences due to severe weather conditions may be considered excused. Parents/guardians exercising their best judgment may keep their child home from school because of severe weather conditions. These absences may be classified as excused on a case by case basis, at the principal's discretion, provided that the student's parent/guardian has contacted the school regarding the absence within 48 hours from the start of the absence. Such absences will not count against a student for purposes of attaining a perfect attendance record or for purposes of initiating judicial proceedings to enforce compulsory attendance.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Each absence shall be entered on the student's record.

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

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the District of the unexcused absence. In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while unexcused.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with parent/guardian, and development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Make-up work

Make-up work shall 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 shall be one day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, the student may receive full or partial credit for the make-up work as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The district shall 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 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. Excessive tardiness (4 or more in a single class period during the semester) will lead to a referral with appropriate progressive consequences, if the tardiness continues throughout the school year. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

Adopted: May 10, 2010 / **Revised:** November 7, 2013

Truancy – Policy JHB

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitual truant" shall be defined as a student who has reached age six by August 1 and is under age seventeen and who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

In order to reduce truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's parent, guardian or legal custodian shall participate with district staff during the development of the plan. Appropriate school staff shall make reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the student's truancy.

In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while truant.

Adopted: May 14, 2010

Attendance Terms/Definitions/

- Excused Absence- Those absences that are in compliance with Board Policies are considered excused.
- Unexcused Absence- Student's absence for any reason not listed in the approved excused absence list is considered unexcused.
- Tardy- The tardy policy is simple - **BE ON TIME** - or be prepared for due process of consequences.
- Late Arrivals- Students arriving late to school because of traffic problems, mechanical problems, bad weather, etc., will be excused only if they are riding buses. Those students who choose to drive their own cars will be responsible for any lateness that is a result of those same situations. The school takes responsibility for late buses only, not for students driving their own vehicles. Late arrivals will be considered unexcused after 50% of the class occurred.
- Lunch- Students returning late from lunch period can be considered to be truant. For complete information refer to Open Campus Policy.
- Leaving School- It is the responsibility of the student to keep the student services office informed when leaving school for any reason, or the absence will be considered as truancy. Any time a student is absent, it is his/her responsibility to make up the work.
- Athletics/Activities- *Students must attend 3 out of 4 block classes on the day of a scheduled contest or event or they will be ineligible to participate or 2 out of 4 if the student has a partial absence in their schedule.*
- Reporting Absences- All absences must be reported to the Student Services Office by a parent or guardian **within 48 hours**. Any absence not reported within 48 hours will be considered **unexcused or truant**.
- Prearranged Absence- A student who knows he/she will be absent in advance must obtain a prearranged absence form from the student services office and complete the process to obtain approval and to request class work in advance. Students are responsible for making up the work and obtaining assignments for the period of time missed.

Homework Responsibilities

To function well in the classroom, you must do homework as required by the teacher. Homework is a critical component of the instructional program. Homework provides opportunities for extended learning for students. The District has a homework policy (administrative policy IKB) which states that each school must develop homework guidelines and communicate them to students and parents.

Homework/ Make-up Work

- Rationale/Purpose

The faculty at Air Academy High School believes that homework is an extension of the classroom. Homework is used to encourage student self-discipline, independence, and responsibility. Homework also increases academic achievement, promotes lifelong learning, and allows for expansion of the curriculum.
- Time

In high school, homework is assigned as needed. **Most students can expect two to two and one-half hours of homework each day.**
- Absences and Make-up Work

Students are responsible for checking with teachers and finding out what missed assignments need to be completed. **Teacher and student will work out an appropriate timeline for the missed work.** If a student knows he/she is going to be out of school for more than one day; he/she is required to pick up a prearranged absence form in the attendance office at least one week prior to the absence. The student will make-up work and be able to receive credit for all absences. If you are

truant or unexcused, the missed work **MUST** be made up, and the completed work will receive credit. Students who serve an out-of-school suspension will receive credit for all daily work assigned or due. Students should ask teachers to email assignments and utilize intervention time for make-up.

- **Right to a Fair Evaluation**

You have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

GENERAL INFORMATION

BOOKKEEPING OFFICE

The bookkeeping office is open from 8:00 – 3:30 p.m.
Students may pay fines, fees and get change before
school starts, during lunch and in between classes.
Charlene Jones (719) 234-2438

Electronic Devices

JICJ- Electronic Communication Devices, including Cell Phones

Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an “electronic communication device” is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity.

Students may carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on school buses, at school-sponsored activities and on field trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the approval of the teacher.

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Violation of this policy and/or use that violates any other District policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

The District shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Adopted/Approved: April 28, 2006

Revised: June 6, 2013 / July 1, 2015 / Jun 1, 2021/July 1, 2022

JS- Student Use of the Internet and Electronic Communications (administrative policy JS)

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic, or harmful information

The District will make reasonable efforts to ensure that digital resources are used appropriately and responsibly, and to comply with CIPA (Children’s Internet Protection Act) and other applicable laws. Students shall take responsibility and use good judgment when using district digital resources to avoid contact with material or information that may be harmful to minors. Each student shall comply with federal and state law, District policy and the school’s code of conduct and the provisions of this responsible use agreement. It is important for students to make sure that all electronic communications are respectful at all times, and do not violate the District bullying policy (JICDE). Students should report any inappropriate content or contact, including harassment, threats, or hate speech to a responsible adult.

No expectation of privacy

District digital resources are owned by the District and are only intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor student activity on the District network and all District digital resources to include data transmitted to/from personal digital resources. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act.

Unauthorized and unacceptable uses

Students shall use digital resources in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of digital resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that is not related to District education objectives
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that possesses or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on District property, and bypassing the Internet filter in any way.

Security

Security on district computer systems is a high priority. Students who identify a security problem while using a digital resource must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district digital resources
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet, electronic communications, and/or digital resources..

Vandalism

Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of third party encryption software.

District Provided Devices

DPDs are provided for education purposes only. They may not be taken out of the country, they will be filtered at school and at home, and they must be taken care of. Any damage should be reported within 24 hours, and upon disenrollment, the device must be returned. Defacing the device with stickers or adhesives is not allowed and if stickers are applied, they must be removed before returning the device to the district. Damage caused by these stickers may cause a fine to be assessed.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Monitoring student use

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications and District digital resources is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with District policy concerning suspension, expulsion, and other disciplinary interventions.. The District may deny, revoke or suspend access to District technology or close accounts at any time.

Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether express or implied, related to the use of District digital resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any

damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted/Approved: February 6, 1997

Reviewed: August 2, 2001

Revised: June 5, 1997

October 23, 2006

June 1, 2012

February 21, 2014

January 26, 2015

July 1, 2015

July 1, 2018

July 1, 2021

July 1, 2022

COMPUTER/INTERNET/NETWORK USE BY STUDENTS

Students will be expected to read and sign the *Academy School District 20 Appropriate Use of Technology Resources for Students* to have access to computers and technology in our school. The use of school computers, networks and other technologies is considered a privilege not a right. The *Academy School District 20 Appropriate Use of Technology Resources for Students* outlines the rules for use and what is deemed inappropriate use. Students may lose their access to the school network and computers through inappropriate use. Students who damage computers or networks or other technology will be held financially responsible for repair. If you have any questions regarding the *Academy School District 20 Appropriate Use of Technology Resources for Students*, please contact the school ET/IL Coordinator for more information.

Electronic and Internet Violations

Consequences for violations of the acceptable use policy for school computers and networks may include suspension or cancellation of technology access privileges, payments for damages and repairs, discipline under other school district policies. All digital storage is district property, and as such, network administrators may review files and communications. Students should not expect that network communications or files will be private. The uses or attempted use of Internet proxy servers for any reason will result in suspension of access privilege for one calendar year.

Electronic Devices Procedure at Air Academy High School

The staff of Air Academy High School cannot guarantee the security of electronic devices or any other valuables. Students are encouraged to keep their valuables secure or **leave them at home.**

AIR ACADEMY HIGH SCHOOL DOES NOT INVESTIGATE THE LOSS OF PERSONAL ITEMS.

Students may only use cell phones for emergencies to contact parents or guardians. Students may not take a pass, go out to the hallway, and use their cell phone for personal use. If the electronic device is visible, the teacher may confiscate the device and a parent or guardian may be required to pick up the device from the Dean's Office in room 106. Additional incidents may result in disciplinary action.

Consequences may be:

- a. Student will pick up after school
- b. Parent pick up
- c. Parent pick up and consequences
- d. Disciplinary consequences as determined by school staff

District/School Hazardous Materials Management Plan

Policy EBAB (4018) outlines the District and school must have plans to manage hazardous materials according to safety standards. This is available in each school's main office for review by students and parents.

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification:

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and at Facilities Management, 10221 Lexington Dr., Colorado Springs, CO 80920. Contact the Director for Facilities with any questions. Telephone: 719-234-1510.

FEES

Fees listed are mandatory for participation. Participation is voluntary

20Ride (school bus transportation)

The following rider fees apply only to bus transportation from home to school and/or school to home for *transportation eligible* students:

Individual 20Ride unlimited ride semester pass

In-district neighborhood students \$50 per student, per semester

In-district choice students \$60 per student, per semester

Out-of-district choice students \$70 per student, per semester

20Ride semester family maximums

In-district neighborhood students not to exceed \$200 per family, per semester

In-district choice students not to exceed \$240 per family, per semester

Out-of-district choice students not to exceed \$280 per family, per semester

Any combination of above not to exceed \$280 per family, per semester

Passes may be purchased with a credit card at payforit.net, or by cash or check at the Transportation Department or Education and Administration Center. 20Ride passes must be prepaid prior to riding a bus. Semester ride passes may be purchased with a credit/debit card at payforit.net, by cash or by check at the transportation center or Education and Administration Center. 20Ride passes must be purchased prior to riding a bus. Semester passes are nonrefundable, either in part or in whole. For infrequent riders, single-ride tickets are also available as an alternative.

Beginning July 1, 2014

20Ride Single Ride Booklets (eligible riders only) \$20 per booklet, 20 rides (\$1 per ride)

Single ride booklets are sold in units of 20, are transferable, and do not expire. Booklets must be purchased in person at the school, transportation center, or Education and Administration Center. A single one-way ride requires one ticket. Booklets must be purchased prior to riding. For eligibility questions please find 20Ride information at <http://www.asd20.org/departments/transportation/pages/transportation-eligibility.aspx>.

*There is **no charge** for transportation of special needs students eligible for transportation as part of an individualized education plan (IEP), English Language Learners eligible for transportation, or for students who qualify for free or reduced price meals and who have a current Information Release on file. For transportation eligibility questions, please find 20Ride information at <http://www.asd20.org/departments/transportation/pages/transportation-eligibility.aspx> or call 234-1400.*

Student Fees and Fines (administrative policy JQ)

All student fees and charges levied to students shall be adopted by the Board. The school shall specify whether the fee is voluntary or mandatory, purpose of the fee, and the specific activity from which the students will be excluded if the fee is not paid.

All fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a fee or reduced price lunch under the income guidelines established by the federal government. Applications and information regarding the free and reduced price lunch program can be obtained by contacting the free and reduced lunch registrar at 234-1416.

Academic Fees

High School:

<u>Instructional Descriptor</u>	<u>Amount</u>	<u>Voluntary/Mandatory</u>
Music Instrument Rental (per semester) \$	50.00	Mandatory
Instructional materials (consumable costs only) based on consumable/actual project cost	Variable	Mandatory
Non-consumable Textbook Purchases Optional purchase of textbook	Variable	Voluntary
D20 on-line extended study courses (overload – more than 8 classes).	\$250.00	Mandatory
Field Trip (per trip) Variable	Mandatory	
<u>Activities/Athletics Descriptor</u>	<u>Amount</u>	<u>Voluntary/Mandatory</u>
Athletics – High School (per sport except Hockey & Cheerleading) (\$95	Mandatory
<i>Reduced Lunch*</i>	\$50	Mandatory
<i>Free Lunch*</i>	\$25	Mandatory
Ice Hockey (includes \$25 Athletic Trainer fee) \$	275	Mandatory
<i>Reduced Lunch*</i>	\$140	Mandatory
<i>Free Lunch*</i>	\$70	Mandatory
Non-Athletic Trainer Use	\$25	Mandatory
Cheerleading – <i>Competition Season</i> (Cheerleading <u>is</u> considered a sport)	\$120.00	
Cheerleading- <i>Winter Season Only</i>	\$25.00	

Fees and paperwork must be turned in to the Athletic Office by each sport season deadline. If the student does not make the team, your money will be refunded.

Activity Pass –TBD--

Yearbook

At registration		\$65.00
From September 1 st to January 31 st		\$75.00
From February 1 st to yearbook signing day		\$85.00
Clubs and Activities	Variable	Voluntary
Activity Pass (without yearbook) \$	40	Voluntary (TBD)
Athletics –Non-enrolled student (per sport)	150% of Athletic Fee	Mandatory

*The table below identifies maximum athletic fees for resident or D20 enrolled athletes:

Sport	Per athlete per year	Per family per season	Per family per year
Ice Hockey	\$370 maximum	\$370 maximum	\$740 maximum
Non-hockey	\$240 maximum	\$240 maximum	\$480 maximum

High School Athletic Events: For high school athletic events where admission is charged, admission prices will be \$5.00 for adults and \$3.00 for senior citizens and students (K-12). Pre-K children are admitted free of charge.

Enrichment/Extension Programs	Variable	Voluntary
<u>Activity/Music Descriptor</u>	<u>Amount</u>	<u>Voluntary/Mandatory</u>
Marching Band	Variable	Mandatory

Summer School (2023-2024)

D20 resident or D20 student Non-D20 resident	\$250	Mandatory
Non-D20 resident attending TCA, or	\$290	Mandatory

Non-D20 resident registered as D20 home school

Note: 2024 Summer school fees will be determined in January 2024

<u>Miscellaneous</u>	<u>Amount</u>	<u>Voluntary/Mandatory</u>
High School Parking (annual fee)	\$40	Mandatory
High School Parking (semester fee)	\$20	Mandatory
Testing and Assessment	Variable	Voluntary
ID Replacement Fee	\$5.00	

If an ID is lost or stolen a replacement fee will be charged

If an ID is replaced for an Internet Agreement or Activity Pass payment a replacement fee will be charged

F-1 International Exchange Student	\$6,900	Mandatory
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AIR ACADEMY HIGH SCHOOL FINE POLICY

Forms for assessing fines (called Book Fine slips) can be picked up in the Bookkeeper's office.

PROCESS FOR ISSUING FINES TO STUDENTS

It is the responsibility of the teacher to contact the student directly when a fine is issued and secure their signature on the form to show that they are aware of the fine.

The **WHITE original copy** is to be given to the bookkeeper. The fine information is then posted on Infinite Campus. Outstanding fine letters are sent to parents in July and January.

The **YELLOW copy** is to be given to the student so that they know that a fine has been issued. If the student is not available, state why on the fine slip and how he/she was notified if not in person. Give it to the bookkeeper with the white original so that she can send it with the collection notice.

The **PINK copy** is to be kept by the teacher or given to the Department Chair if the teacher is not returning for the next school year.

COLLECTION NOTICES

Notices of FINES issued in May, and not cleared before the end of school, are sent by mail to the parents in July in conjunction with the information/check-in packet. This letter informs the parents that their student will not be allowed to go through the check-in process without first clearing their outstanding fine, either by payment or the return of the item/s.

Notices of FINES after the first semester are sent by mail to parents in January. This letter informs the parents that their student owes a fine and that the fine has been posted on Infinite Campus.

All outstanding FINES issued during first & second semester and into May are due before yearbook signing day. We can hold the distribution of a student's yearbook, and cap and gown for seniors, for outstanding fines issued during the school year. If both distribution days have passed, and a senior still owes a fine, transcripts and diplomas can be withheld.

IDENTIFICATION CARDS – STUDENT, PARENT, AND VISITOR

Identification

For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities, including off-campus activities. Failure to do so may result in disciplinary action.

Students will be issued **one** ID card at the beginning of the year. Students must have their ID with them at all times on campus. If at any time it is lost, a new one must be purchased for \$5.

Base Access – Parents and Students

AAHS is proud to be located on the grounds of the Air Force Academy and the 10th Air Base Wing. This beautiful campus enjoys the extra security provided by the Air Force. In order to preserve the military security of this base, students and parents have additional responsibilities. Students must carry their student ID with them at all times. Students must plan travel time carefully to allow for occasional delays at the gates. Students must present driver's license, car registration and proof of insurance when requested and their vehicles are subject to random searches. Students who break the law regarding automobile violations, drug and alcohol violations, weapons violations and/or assault/fighting may be subject to additional penalties. This may include barring from the base and the student would be forced to attend another high school.

All parents of students at AAHS will need to get a DBIDS card to have access to the Air Force Academy. You will need to go to Pass and Registration (located on the right side of the road, just before you get to the South Gate entrance on Academy Blvd.). You will need a current driver's license, proof of car insurance and car registration. Your DBIDS card allows you entry on to the base, it also allows you to bring your student and their siblings on to the base. Your DBIDS does not allow you to bring guests on to the Air Force Academy. With a DBIDS card, you may enter the Air Force Academy through either the North or the South gate.

INCLEMENT WEATHER PROCEDURES

NEVER assume or anticipate school being canceled because of the weather. What one person sees in one part of School District Twenty may be completely opposite in another area. The following radio station, TV stations, and websites will broadcast school cancellations, a delayed start or early dismissal:

Radio: Denver: KOA, 850 AM

Colorado Springs: KCME 88.7; KATC 95.1 FM; KBIQ 102.7 FM; KVOR 740 AM; KRCC 91.5 FM; KKLI 106.3 FM; KKFM, 98.1 FM; KILO, 94.3 FM; KRDO 1240 AM/105.5 FM; KVUU 99.9; KKMG 98.9; KCCY 96.9; KYZX 103.9; KIBT 96.1; KTLF 90.5; KSPZ 92.9;

TV: KKTV, Channel 11; KRDO, Channel 13; KOAA Channels 5/30, KXRM FOX 21

Websites: D20 <http://www.asd20.org>

AAHS <http://www.asd20.org/aahs>

Email/ Phone: 20ALERT

Please listen closely to one of the stations listed above, and/or check the website(s) for any information. Decisions on cancellations, delayed start, and remote learning days are usually known by 5:30 a.m. at the latest. Remember, inclement weather is no excuse for being late to school, so plan ahead for a safe trip.

Classes will begin at 9:45 a.m. when a 2-hour delay is called.

If the 2-hour delay occurs KAT and/or Konnections are cancelled for that day

***If an odd number of school days are missed due to inclement weather, we will return to an 8-period day unless a remote learning day is called. If even numbers of school days are missed due to inclement weather, we will return to the day as it is listed on the established blue/silver calendar.**

LUNCH PERIOD, FOOD & DRINKS - CAFETERIA

1. Students eating outdoors may only use the courtyard areas.
2. Students are responsible for cleaning up after themselves and their area.
3. No students may loiter in the parking lots, behind the school, in the woods, in AFA housing, or at the AFA park adjacent to the school.
4. Teachers and all offices are available during lunch.
5. Please help us keep Air Academy clean by disposing of all litter.

Breakfast and lunch are FREE for all students for next school year.

Wellness (administrative policy ADF):

Academy District 20 promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment and encourages school health teams in every building. If you are sending food to school for any school function, please consider sending in healthy choices.

Free or Reduced Lunch (administrative policy EF)

Students do best in school if they have eaten a nutritious and balanced meal. Academy District 20 participates in the National School Lunch Program that provides free or reduced-price lunches to eligible students. The Board of Education agrees to the federal eligibility regulations, and the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety.

Homeless Students Notification:

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy JFABD or contact the Homeless Liaison Coordinator Aubrey Ranson at 719-234-1376 or 719-246-0098.

JLCB-Immunization of Students

Admission Requirements

Subject to the exemptions listed below, no child shall attend any school in the District unless one of the following is presented to the appropriate school official:

1. A certificate of immunization from a licensed physician or authorized representative of the state or local department of health, stating that the child has received immunization against communicable diseases as specified by the State Board of Health; or
2. A plan signed by one parent, guardian, legal custodian, or the student, if emancipated, for receiving the necessary inoculations or the next in a series of inoculations within 14 days.

A transfer student must submit a signed certificate of immunization upon enrollment. If immunizations are inadequate, a plan must be submitted in accordance with the provisions of paragraph number two above.

Exemptions

A student may be exempted from the above requirements:

1. Upon submitting a certificate of immunization, with a statement by a licensed physician, indicating that the physical condition of the student is such that immunizations would endanger the student's life or health; or is medically contraindicated due to other medical conditions.
2. Upon submitting a certificate of immunization with a statement signed by the parent, guardian, or student, if emancipated or 18 years of age or older, indicating that the parent, guardian, or student adheres to a religious belief whose teachings are opposed to immunizations.
3. Upon submitting a certificate of immunization with a statement signed by the parent, guardian, or student, if emancipated or 18 years of age or older, indicating that the parent, guardian, or student has a personal belief that is opposed to immunizations.

If at any time there is, in the opinion of the state or local health department, the danger of an epidemic from any of the communicable diseases for which an immunization is required, no exemption shall be recognized and exempted students will be subject to exclusion from school.

Immunization of Indigent Children

The local health department or a public health or school nurse (under the supervision of a licensed physician) shall provide the necessary inoculations at public expense, to the extent that funds are available, to each child whose parents (or if emancipated, the child) cannot afford the required inoculations.

Records

Each school shall maintain on file an official certificate of immunization for every student enrolled. The certificate shall be returned to the parent, guardian, or student, if emancipated or 18 years of age or older, when the student withdraws, transfers, is promoted, or otherwise leaves the school, or the school shall transfer the certificate with the student's school record to the new school.

Noncompliance

A school shall suspend or expel in accordance with state law and District policy any student, not otherwise exempted, who fails to comply with this policy. The suspension or expulsion shall be effective until a certificate of immunization, or certificate of immunization with an appropriate exception statement, is provided. No student shall be suspended or expelled unless there has been direct personal notification by the appropriate school authority to the student's parent or guardian, or the student, if emancipated or 18 years of age or older, of the noncompliance and his or her rights under this policy.

No indigent student shall be excluded, suspended, or expelled unless the immunizations have been readily available at public expense and the student and/or the student's parent or guardian has refused such free immunizations.

In the event of a suspension or expulsion, school officials shall notify the state or local department of health. Any suspension, expulsion or denial of admission for failure to comply with this policy shall not be recorded as a disciplinary action but may be recorded with an appropriate explanation.

Adopted/Approved: September 7, 1995

Amended: June 7, 2001
Reviewed: June 17, 2004

JLCD-Administering Medicines to Students

Whenever possible, medications need to be administered to students at home. Medication, including prescription medication and over the counter medication, will be administered to students at elementary and middle school only upon the specific written request of the student's parent or guardian and written permission from the student's physician and/or medical provider with prescriptive authority. The parental request shall include a release of claims against the District arising out of the administration of the medication. Medication shall be provided in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. Transport of all medications to and from school shall be provided by the parents at the elementary and middle school levels.

Medication, except for controlled drugs, may be self-administered by high school students. Controlled drugs shall be administered in the same manner as all medication is administered to elementary and middle school students; that is by a person who has received medication training through a state approved medication course and annual nurse delegation. If a high school student needs a controlled substance (prescription medicine) at school, parents must transport the medication.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date and time taken, and the name of the school person assisting the student.

Except for epinephrine, all medications in elementary and middle schools shall be stored in a secure, locked, clean container or cabinet. Epinephrine, as it is intended for emergency use, need not be locked, but must be kept in a secure location, away from the reach of young children.

Students whose parents have completed the District contract to self-carry for epi-pens and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications at their building site (elementary, middle, and high school).

Medication administration is a responsibility that, by statute, can be delegated only by the school nurse. The school nurse is responsible for training and supervising school personnel who are authorized to administer medications. The school nurse also has the sole authority to withdraw the delegation of medication administration.

If the site administrator objects to the withdrawal of the delegation of medication administration, the following conflict resolution strategy shall be implemented:

1. The nurse shall designate a person to administer medication until the conflict resolution process has concluded.
2. The nurse and site administrator shall work in good faith to resolve the issue of which person at the site shall administer medicines.
3. If the nurse and the site administrator cannot resolve the conflict, the Deputy Superintendent or his/her designee shall attempt to mediate and resolve the disagreement.
4. If the Deputy Superintendent or his/her designee cannot resolve the issue, the Superintendent shall make the decision based on advice from legal counsel as to the application of the controlling statute in the particular case.

Adopted/Approved: September 7, 1995

Revised: June 7, 2001 / October 10, 2002 / January 23, 2003 / March 18, 2004 / August 7, 2007
October 25, 2010

Procedures at Air Academy High School

High school level students are deemed responsible to administer their prescription or non-prescription medications to themselves without supervision during school hours with exception of students on controlled medicines (such as ADHD medications, antidepressants, and anti-seizure meds, etc.). Anytime a student receives a new prescription that must be taken during school hours, please call the front office at 234-2400 to determine whether the student may carry it. The other exception of this rule at the high school level is those deemed not responsible to self-administer their own medications as voiced by their parents. Students may carry an epi-pen for self-administration. The school nurse makes the final decision. A “permission to carry an Epi-pen form (available at this web site) must be on file in the main office.

<http://www.asd20.org/education/components/docmgr/default.php?sectiondetailid=7225&fileitem=1276&catfilter=826>

Prescription medications must be labeled with the child’s name, name of the medication, time medicine is to be given, dosage, name of the health care provider with prescriptive authority and phone number. It is the parent’s obligation to pick up any unused medication at the end of the school year.

1. **Controlled prescribed medication must be kept in the school office** and recorded each time it is taken. **Controlled prescribed medication must be transported to and from the school by a parent.**
2. **You will need to complete and sign one form for each medication and have your health care provider and prescriptive authority sign each form as well. This form can be found on the District website at:**
<http://www.asd20.org/education/components/docmgr/default.php?sectiondetailid=7225&fileitem=1276&catfilter=826>
3. Medication **MUST NEVER** be shared with another student.
4. No medication will be given if it comes in a baggie, plain bottle, envelope, etc. The parent will be called and the medication will not be given.
5. **Over-the-counter medications must also be stored in the original container and clearly labeled with the child’s name**

We feel, in fairness to those responsible for giving the medications and for the safety of your student, that these policies must be followed strictly. This is not meant to inconvenience you, but to insure the health and well-being of all students.

SICK ROOM (x2569)

- § Students who are too ill to remain in class **must** report to the sick room (Room 301) LOCATED IN THE CAFETERIA NEXT TO THE STUDENT BATHROOMS or they will be considered truant.
- § The sick room is a temporary place. If a student needs to use this facility, he/she must obtain a note from his/her teacher and then check with the secretary in the main office.
- § A student may not spend more than twenty minutes in the sick room, and must, after this period of time, arrange for transportation home or report back to class.
- § If a student is vomiting, the parents will be notified, and arrangements must be made for the student to go home.

JLCDA- Students with Life-Threatening Allergies

The District recognize that many students are being diagnosed with potentially life-threatening food allergies. To best protect students and to meet state law requirements concerning the management of food allergies and anaphylaxis among students, the District requires the following:

Health care plan

The school nurse, or a school administrator in consultation with the school nurse and parent, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders.

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. The student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with administrative policy **JLCD**, Administration of Medications. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

Staff training

The principal or designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day.

Adopted: May 14, 2010

Revised: June 1, 2022

STUDENT RESOURCES

AC – Nondiscrimination/Equal Opportunity(administrative policy JB)

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, need for special education services, or conditions related to pregnancy or childbirth.

This concept of equal educational opportunity shall guide the Board of Education and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that District programs are in compliance with applicable laws and regulations, the superintendent or designee(s) will periodically monitor the following areas:

1. Curriculum and materials - review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access - review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support - ensure that District resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.
5. Student evaluation instruments - review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted/Approved: December 20, 1988

Revised: January 20, 1994

July 25, 2002

August 2, 2012

May 30, 2014

August 31, 2016

October 5, 2020

March 20, 2023

Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the District are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the District shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name or title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act, and the Boy Scouts of America Equal Access Act, Notice of:

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy AC –Nondiscrimination/Equal Opportunity, and procedures AC-R and AC-R-2, outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel
Academy District 20
1110 Chapel Hills Drive
Colorado Springs, CO 80920
719-234-1200

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, staff members can work, and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district staff, students and third parties, is strictly prohibited.

All district staff and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

Reporting unlawful discrimination and harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the District's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the District's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the deputy superintendent who shall designate an alternate compliance officer to investigate the matter.

District Action

All district staff members who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the District.

The district shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the District shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, staff member or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in district settings or activities, the District shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable administrative policies and the District shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- harassment prevention strategies.

Adopted/Approved: March 7, 1991

Amended: June 8, 1995

Reviewed: February 26, 2008

Revised: November 1, 2001 / August 8, 2008 / December 15, 2008 / August 29, 2011 / October 28, 2011
August 12, 2013 / September 16, 2013 / June 1, 2022



AAHS MEDIA CENTER INFORMATION CENTER
7:15 am -3:15 pm

Mission: *Our mission is to create and support an environment where students and staff use technology and information to enhance both teaching and learning through careful focus on critical and creative thinking.*

<p style="text-align: center;"><i>Check-out Periods</i></p> <p>AAHS Student ID is required to check out items from the Media center. 2-week checkout period; renewals as needed Six items can be checked out at a time.</p> <p style="text-align: center;"><i>Collections</i></p> <p>Air Academy High School owns over 15,000 books, periodicals, newspapers, videos, etc., aligned to our school curriculum. Access to electronic databases provides information for most courses taught at AAHS. Students may use the networked computers to access our district network and the Internet for current information.</p> <p style="text-align: center;"><i>Fines</i></p> <p>We expect our students to be responsible in returning all materials on time. If materials or equipment are lost or irreparably damaged, the student will be charged the replacement cost.</p> <p style="text-align: center;"><i>Bibliographic Format</i></p> <p>Air Academy uses MLA guidelines for research papers. Please refer to the Media center webpage for links to bibliographic tools on MLA usage.</p>	<p style="text-align: center;"><i>Interlibrary Loans</i></p> <p>To better utilize the media center resources of DISTRICT 20, we have a district-wide, web-based media center catalog. When searching for books and materials, students may access the media center collections of every school in DISTRICT 20. Requests are made through the circulation desk.</p> <p style="text-align: center;"><i>Word Processing</i></p> <p>Microsoft Office and Google Workspace for Education are available on all computers in the Media Center for student and staff needs. All computers are networked to laser printers for high-quality printing. Completed projects can be saved to a student’s Google drive or OneDrive.</p> <p style="text-align: center;"><i>Copyright Guidelines</i></p> <p>Please refer to the Media center website for up-to-date information on copyright laws.</p> <p style="text-align: center;"><i>Passes</i></p> <p>When visiting the Media center during academic blocks, students must have a pass unless their classroom teacher is present.</p> <p style="text-align: center;"><i>Student Use</i></p> <p>Student Use - Students are expected to behave in an appropriate manner for a media center, particularly in respecting the rights of others to a quiet learning environment for study, reading and working. Students, who are observed not acting in an appropriate manner, including excessive talking, will be asked to leave the media center. Respect for others using the media center and for materials must be shown at all times. Food and drinks are allowed in the media center but only at the tables. Food and drinks are not allowed near computers.</p>
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B. STUDENT PRINTING

In support of 21st Century Learning, we encourage all our students to use “soft copies” instead of printing. Accordingly, each student will have a starting printing account of \$10.00 for the school year. This will allow each student to print approximately 100 black and white pages or 40 color pages. When a student’s account reaches a \$0.00 balance, the student will need to go to the bookkeeping office with a check or cash and pay for more print usage (non-refundable). Students may print to the black and white printer in the media center from their district-provided device. To print in color, students must log into a media center desktop. Personal devices are unable to print at the school.

LOCKERS

AAHS is not responsible for any item lost or stolen from a student gym, hall or athletic locker.

Therefore, we recommend that calculators, computers, clothing, money, any electronic devices, and purses NOT be left in any locker. Lockers are assigned at the request of the student and student will keep the same locker and combination for their Freshman Year. There are not enough lockers to accommodate the entire student population and will only be given to Freshman and those students that request a locker. Students are responsible for keeping their own locker in good working order. If the locker is inoperable, you must see the Dean of Students or building manager for assistance. Lockers are school property and the expectation of privacy is lower than if it is the student’s backpack or person. **Students are not required to have a locker.**

The staff of Air Academy High School cannot guarantee the security of electronic devices or any other valuables. Students are encouraged to keep their valuables secure or **leave them at home.** **Air Academy High School does not investigate the loss of personal items.**

STUDENT SERVICES

The mission of District 20 counselors is to help students strive to achieve their full potential academically, socially, physically, and emotionally.

Confidentiality

Counselors respect the inherent rights and responsibilities of parents, respect the relationship with the student, and endeavor to establish a cooperative relationship with both parent and student. The privacy rights of students must be respected. However, counselors shall inform parents and assigned administrator of information that may jeopardize the health, safety, and welfare of any students. Such information will be shared with parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child’s counselor.

Right to Refuse Counseling Services

Parents have the right to refuse counseling services for their child. If a parent does not want his/her child to access counseling services, he/she simply needs to write a letter or stop by the school to sign a form, which indicates that preference. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

Class Rank Discontinued

Air Academy High School is a highly competitive, academic high school. Research into how competitive colleges view class rank in highly academic schools indicated that this piece of data was not required and, in some cases, tended to hurt students’ admission opportunities, given the competitive nature of our school.

Therefore, the staff of our school, with the advice of the School Accountability Advisory Committee and the support of the Parent Council, agreed to discontinue the assignment of class rank to our students beginning with the class of 2009.

TRANSPORTATION OF STUDENTS

The School District's transportation program shall be designed to transport students to school and back in an efficient, safe, and economical manner using safety index guidelines and neighborhood service. Busing from school to school will be provided as deemed appropriate by the School District. The District operates its own fleet of buses and other types of vehicles as needed and may also contract with qualified and licensed carriers for transportation services. Students are expected to exhibit appropriate behavior on school buses and may lose their riding privileges if they cannot do so. Bus schedules are mailed to parents prior to the first day of school. Any questions regarding student transportation can be directed to the District Transportation Office at 719-234-1410.

VISITORS TO CLASSES

The hosting student must first obtain permission for the visitation and the visitor form from student services. The visitation form must then be signed by all teachers involved, grade level administrator, and returned to the student services **at least 24 hours** before the visitor arrives. Students are only allowed one visitor at a time. **Visitor passes will not be issued when other districts are not in session. Visitor passes will NOT be issued two weeks before or after a school vacation nor after the first of May. Visitor passes will be issued for educational purposes only.** Anyone expressing a desire to contact a student during the school day will be required to present proper identification before such contact is made. Visitors are required to check-in at the main entrance kiosk where they will be screened by campus security. Visitors without appointments or official business at the school will be required to come after school to take care of their needs. When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them.

PARKING/CAMPUS POLICIES

OPEN CAMPUS POLICY

Only **sophomores, juniors** and **seniors** can leave during their lunch period. **Every student must show their AAHS ID's as they leave the grounds and will open the trunks for inspection by Campus Security.** Students who stay at school during the lunch period may not leave the high school grounds. Areas behind and in front of the school are off limits to students. Students who abuse open campus lunch period privileges are subject to disciplinary action and loss of privileges.

Basic Understandings:

- Open campus is available only to seniors, juniors, and sophomores..
- *Students are expected to open their trunk as they leave for inspection by campus security.*
- Open campus is a **privilege**, not a right.
- Open campus helps alleviate the problem of overcrowding in the cafeteria.
- Open campus promotes responsibility and trust.
- When weather conditions make driving unsafe, the campus may be closed at lunch.
- When special events are occurring at the Air Force Academy or at Air Academy High School the campus may be closed.
- Open campus means that lunch time is the **only time** when sophomores, juniors and seniors students may leave campus without special permission.

- Students may not walk off campus into the woods, AFA housing area, or the AFA park adjacent to the school.
- Students may not be at any time in the woods, AFA housing, or the AFA park adjacent to the school.
- Students on campus at the beginning of the day may not leave the campus once they are at school.
- Students may not at any time leave or be off campus smoking. Law forbids smoking on school campuses and leaving campus to smoke on base property is considered trespassing and subject to school and base discipline.

PARKING AND PARKING PERMITS

Due to increasing traffic and safety on the Air Force Academy, the 10th Security Forces have made changes for Air Academy High School. When a student is issued a speeding ticket, they will contact the high school with the student’s name and vehicle. Student may also receive a traffic citation from El Paso Sheriff Office. A second violation will result in the loss of all driving and parking privileges for the remainder of the school year.

Students wishing to drive to AAHS must obtain a parking permit from the school and follow all parking rules. The **Student Parking Lot** is located on the north side of the building and is the only area designated for student vehicles. Student parking is not permitted in any other area until after 3:00 p.m.

All students who wish to drive must display a parking permit on all vehicles driven to school. Parking permits are \$40 and must be paid for and picked-up at the bookkeeping office. **Vehicle information must be completed through Infinite Campus before the permit is issued.** A permit for second semester only is \$20.00. Students who leave AAHS prior to the end of the school year will not be reimbursed for their parking permit after April 1st. Seniors and juniors have priority for obtaining available parking passes throughout the year.

Students who park in the school parking lot are NOT ALLOWED to keep a pet(s) e.g. dogs, in their car during school hours, as it may lead to multiple safety and health issues.

Parking Lot Searches – Policy JIHB

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. If a student refuses to consent to search, a parent or guardian will be contacted to obtain their consent to search. If the consent to search is denied by the parent, then the vehicle shall be removed immediately from District property and forever banned from all District property. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Should the vehicle be subsequently found on District property, it is subject to being towed at the owner's expense immediately without notice. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Adopted: September 11, 2009

Revised: June 1

Student Responsibilities:

- Students who drive to school must register their vehicle with Air Academy High School and display a valid parking sticker.

- Any student with a valid parking permit must obtain a temporary pass when they are driving a different vehicle than the one they have registered.
- Students must be punctual to all classes.
- Students who drive to lunch must demonstrate responsible driving habits.
- Students must not transport any underclassman off campus during the school day.
- Students **may only** park their vehicles in the student lot.
- Violations will result in parking tickets and disciplinary action

Student Driving Privileges

There has been a growing concern for the safety of our students that drive to and from school. Inappropriate driving can result in a loss of driving privileges.

Reporting of Accidents on AAHS Campus

It is the responsibility of the student to report any accidents that occur on school campus. Accidents should be reported to the school through the Dean's office and/or Campus Security, so that the proper authorities can be contacted. AFA 10th Security Forces is responsible for all investigations and the issuing of any citations or faults on the base. **THE SCHOOL IS NOT RESPONSIBLE FOR INVESTIGATING ANY ACCIDENTS.**

Air Academy High School Parking Regulations and Policy

I understand that this parking permit must be visible at all times while parking at AAHS. I understand that if such a permit is not visible, my vehicle will be stickered or could be towed off campus at my expense. I may also be subject to a discipline referral for such action.

Parking is strictly limited to the student parking area. FACULTY parking is marked accordingly. Parking off campus may result in ticketing or towing by the Air Force Academy police.

All Students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.

There is to be no loitering or visitation in the parking lots without permission.

There will be no speeding, over 5 miles per hour, or any form of reckless driving on the school grounds.

Student Vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.

Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur with violations of these regulations.

If it becomes necessary for a student to drive another vehicle to school, the student must request a Temporary Parking Permit. Parent parking permits are not valid for student parking.

It is the student's responsibility to inform the campus supervisors if there is a change in status with their vehicle, i.e. a change in vehicles, a change in license plates, or a change from a temporary tag to permanent plates.

JRA/JRC - Student Records/Release of Information on Students

Confidential Student Records-also see (The) Family Educational Rights and Privacy Act (FERPA)

The District protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent or other family members) access to personally identifiable information from your child's education records, please contact your building administrator to request a third-party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

Content and custody of student education records

The principal is the official custodian of student education records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students

A parent or guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his or her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

a. Request to amend student education records

A parent or eligible student may ask the District to amend a student education record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student.

Student grades cannot be challenged pursuant to this policy. Requests to amend shall be in accordance with the regulation accompanying this policy.

Records Retention

In accordance with Colorado State Archive requirements, a student's permanent record must contain the following and these records must be retained permanently:

1. Personal information consisting of:

- a. Student's identification number
- b. Legal name of student
- c. Legal name of parent or guardian
- d. Date of birth
- e. Sex
- f. Address
- g. Telephone address
- h. Immunization record for withdrawals

2. Enrollment history consisting of:

- a. Exact date the student enrolled in the District
- b. Name, city and state of the previous school(s) attended outside the District
- c. The schools attended within the District
- d. The dates and grade level of the student
- e. Date the student withdrew or graduated from the District
- f. Name, city and state of the school to which the student is withdrawing

3. Academic performance consisting of the following information usually found on the transcript or on report cards:

- a. Classes and/or grade level taken
- b. Semester grades
- c. Postsecondary courses/semester grades
- d. Standardized test scores
- e. Advanced placement (AP) test scores
- f. Grade point average (GPA)
- g. Class rank
- h. College placement test scores (i.e., ACT/SAT)

Disclosure with written consent

Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible students' consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.

a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board of education; a person or company with whom the District has outsourced services it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official school district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

a. The court order or subpoena prohibits such notification; or

b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student.

"Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, photograph, major field of study, participation in officially recognized sports and activities, height and weight of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is submitted via the Extended Parent Portal.

Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the District shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District shall include a consent form with IEP packet materials.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

School security as law enforcement units

Academy District 20 Department of Safety and Security employs security staff to monitor safety and security in and around schools and is the designated "law enforcement unit." All investigative reports and other records created and maintained by security are not considered educational records under Family Educational Rights to Privacy Act (FERPA). Accordingly, schools may disclose information from law enforcement unit records to others, including outside law enforcement authorities, without parental permission and in accordance with law. Law enforcement unit officials who are employed by the school are designated as "school officials" with "legitimate interest." As such, they may be given access to personally identifiable information from students' education records.

Security Videos

Academy District 20 Department of Safety and Security may use security cameras as a tool to monitor and improve safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered educational records under FERPA. Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities as the school law enforcement unit deems appropriate.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and the accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Special Education records

The parents of a student with disabilities must be informed when student records related to special education assessments and services are no longer needed to provide educational services to the student. If the parent of a student with disabilities requests that the personally identifiable information contained in records no longer needed to provide education services be destroyed, the request should be granted by removing all personal identifiers from the information. Nevertheless, the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be retained even when all other personal identifiers have been removed from a student's records. No record will be destroyed by the removal of personal identifiers while still needed to provide educational services to a student. Special education student records shall be retained five years after all special services/special education and related services have ended provided the school district has issued a notice of pending destruction to the parents and/or guardians. This is in accordance with the requirement of the Colorado State Archives.

Adopted: September 17, 1981

Amended: June 17, 1993 / September 7, 1995 / November 5, 1998 / July 25, 2002 / August 17, 2009
July 1, 2012 / July 31, 2013 / July 1, 2015 / Jun 1, 2021

Sharing/Release of Student Information (administrative policy JRCA)

To the extent required or allowed by state law, the District will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law. Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). See policy JRCA, Sharing of Student Records/Information between School District and State Agencies.

Added: June 1, 2022

**(The) Family Educational Rights and Privacy Act (FERPA) (administrative policy JRA/JRC),
Notification of Rights under:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FERPA Notice for Directory Information (administrative policy JRA/JRC):

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you may opt out using the Extended Parent Portal. Contact your school if you need access to a computer.

The District has designated the following information as directory information:

- Student's name
- Photograph
- Student's grade
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received

- The most recent previous educational agency or institution attended

Please note that FERPA contains a specific exclusion for records such as investigative reports, risk assessments, and other records created and maintained by school security personnel, which may be disclosed without consent. 20 U.S.C. § 1232g(a)(4)(ii)(B)(II).

Adopted: June 7, 2012

JRA/JRC R - Student Records/Release of Information on Student's Procedure

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

Request to review student education records

1. The parent or eligible student shall submit a written request to the principal of the school attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the principal or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the school building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.
5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$0.25 per page.

Request to amend student education records

1. The parent or eligible student shall submit a written request to the principal [or appropriate school official], clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the District for good cause shown.
3. If the principal or school official denies the request to amend the student education record, the principal/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

Request for a formal hearing

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
2. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. Parents or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the District. If the student education record is disclosed by the District to any other party, the explanation shall also be disclosed to that party.

Adopted/Approved: September 7, 1995

Amended: August 15, 1996

Revised: July 25, 2002

(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety

of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Screening and Testing of Students (and Treatment of Mental Disorders) (administrative policy JLDAC)

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

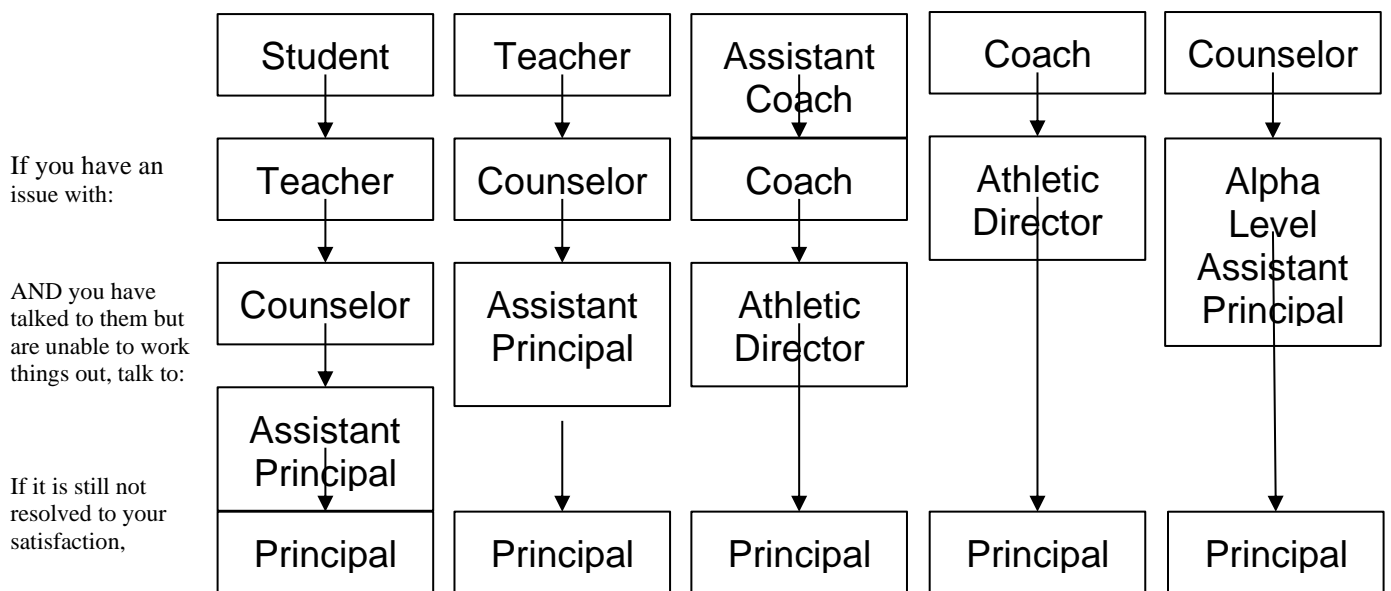
Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for

the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

School personnel is prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel is also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

Licensed school personnel is encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.

AAHS Typical Communication Progression



Seeking Change through the Proper Channels

Students and parents are encouraged to participate in the District in a variety of ways. Building and District committees offer positive ways of influencing the operation of the District. Most positive changes come about through the committee process. The District and the Board of June 1, 2023 13 Education also want to maintain open lines of communication. Administrative policy KE and the associated regulation KE-R contain information on public concerns and complaints.

KBBA - Custodial and Non-Custodial Parent Rights and Responsibilities

School officials presume that the parent who enrolls a student in school or who files a choice application is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student.

In the event the child resides with both parents for equal periods of time during a normal school week, either by splitting time equally between the parents during a normal school week or by residing with each parent on alternating school weeks, and if parents do not agree concerning an educational decision, the superintendent

or designee shall determine which parent's instruction to follow regarding the matter in dispute on an interim basis until the parents either reach agreement regarding the disputed matter or the school officials receive a valid Colorado court order or decree that resolves such dispute. Such interim determination shall be within the sound discretion of the superintendent or designee.

If the rights of a non-custodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a non-custodial parent's rights, including the right to access the student's educational records. The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

Adopted/Approved: February 24, 2007

Revised: June 7, 2012

STUDENT BEHAVIOR

JICDA – Code of Conduct

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at Board Docs - Academy District 20.

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, 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 nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the District's policy on bullying prevention and education.
9. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
10. Violation of district policy or regulations, or established school rules..
11. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the District's policy on student conduct involving drugs and alcohol.
13. Violation of the District’s violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools' policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the District.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior to one or more other students.

25. Repeated interference with the school's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

Adopted/Approved: March 1, 2001

Revised: October 20, 2005/September 10, 2009/June 7, 2012/June 6, 2013/April 6, 2015/June 1, 2022

- ❖ Air Academy recognizes that videotaping and/or publicizing illegal activities is considered supporting the activity and disciplinary action may follow.

Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules.

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others’. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE) or online.

Bullying (administrative policy JICDE):

The District supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. “Bullying” is defined in District policy JICDE and state law as “the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture.” 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 any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The District cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online.

Adopted/Approved: December 13, 2001

Revised: October 12, 2005 / January 20, 2010 / June 9, 2011 / August 4, 2011 / June 1, 2021 / June 1, 2022

Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, age, genetic information, marital status, national

origin, religion, ancestry need for special education services, or conditions related to pregnancy or childbirth. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

Identification

For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities, including off-campus activities.

Respect for Property

Students are expected to treat all property with care and respect. This applies to property of the school, private property brought to school by school staff or other students, and to property surrounding the school. Neither the District nor the school is responsible for loss, damage or theft of personal property.

JICH - Drug and Alcohol Use by Students

It shall be a violation of District policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school sponsored events. **Sharing any controlled substance, including prescription medication, is also a violation of District policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner:

- First Offense - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class controlled substances, the principal or designee, at his or her discretion, may recommend additional suspension or expulsion. Violations of administrative policy JLCD on Administering Medications to Students may result in disciplinary action, at the discretion of the principal or designee.

- Second Offense - The student will be suspended for ten school days and the principal may recommend expulsion.
- Third and Subsequent Offense(s) - The principal or designee may recommend to the

superintendent expulsion of the student for up to one calendar year for third offense and all subsequent offenses occurring within three years.

Penalties for Possession of Drug Paraphernalia

Students who possess drug paraphernalia at school, on the school bus, or at school sponsored events will be disciplined in the following manner:

- First Offense - The student will be suspended for three school days.
- Second Offense - The student will be suspended for five school days.
- Third Offense - The student will be suspended for five school days and the principal may recommend an additional five days' suspension, or expulsion.

Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs

Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, may be expelled, provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

JICF-Gangs and Related Activities

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The superintendent or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in or affiliation with any gang is prohibited on school premises, in school vehicles, and at school-related activities. Any gestures, signals, or graffiti which connote gang membership or activities are also prohibited. These prohibitions shall be applied at the principal's discretion after consultation with the superintendent or designee, as the need arises at individual school sites.

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or staff will result in suspension and/or expulsion.

Gangs or individuals who initiate, promote, or participate in activities which threaten the safety or well-being of persons or property on school grounds or at school-related activities, or which disrupt the school environment will be suspended and/or expelled.

Adopted/Approved: February 17, 1994

Reviewed: June 17, 2004

Revised: September 7, 1995 / October 12, 2005 / June 6, 2013/ June 1, 2021

JIC - Student Conduct

It is the intention of the district administration that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The district, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

All administrative policies and regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. The superintendent shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district.

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Adopted/Approved: September 7, 1995

Reviewed: June 17, 2004

Revised: October 20, 2005 / June 6, 2013 / January 2020

Peaceful Assembly

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds, in compliance with attendance rules and procedures as well as building regulations.

Student Expression

Students have a limited right to free expression based on the First Amendment to the United States Constitution. Your right to speak (including written expression), however, must not create a material and substantial disruption to the educational process, be obscene, lead to unlawful action, harm someone's reputation, or create a clear and present danger to others.

These legal requirements also apply to how you dress when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view/opinion, to speech which creates a material and substantial disruption, you may be disciplined. See policies on Student Publications, **JICE**; Suspension, Expulsion and Denial of Admission, **JKD/JKE**; and the Student Dress Code, **JICA**.

JIH-Student Interrogations, Searches, and Arrests

The Board of Education and District administration seek to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of District policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or policy. When reasonable grounds for a search exists, school personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of District policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to

conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

Detection canines

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by authorized persons using trained detection canines under the direction of the school principal or designee.

Law enforcement officers' involvement--Interrogations and interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification and shall be present unless a court order provides otherwise. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

Seizure of items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or District policy or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school staff member shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Custody and/or arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, District staff is not responsible for an officer's legal compliance when arresting a student.

Parking Lot/Vehicle Searches (administrative policy JIHB)

The privilege of bringing a student-operated vehicle on to school premises is conditioned on consent by the student driver to allow for search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. If a student refuses to consent to search, a parent or guardian will be contacted to obtain their consent to search. If the consent to search is denied by the parent, then the vehicle shall be removed immediately from District property and forever banned from all District property. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Should the vehicle be subsequently found on District property, it is subject to being towed at the owner's expense immediately without notice. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Adopted/Approved: September 7, 1995

Revised: February 12, 1999 / July 25, 2002 / October 12, 2005 / June 6, 2013/ Jun 1, 2022

Sexual Harassment (administrative policy JBB)

Academy District 20 complies with Title IX and the implementing regulations. In accordance with policy AC and its corresponding regulations, no discrimination on the basis of sex, sexual orientation, gender identity or gender expression is permitted in the programs or activities District 20 operates. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Students are encouraged to report all incidences of sexual harassment to an adult at school and file a formal grievance, through the complaint process outlined in JBB E. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. See policy JBB, Sexual Harassment of Students, and the reporting form JBB-E.

Sex Offenders, Notification Regarding

Colorado Revised Statute § 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

http://www.sheriffalerts.com/cap_main.php?office=54430

OR

<https://coloradosprings.gov/police-department/page/sex-offender-information>

For additional information parents may also contact the District's Director for Security at 719-234-1300.

Added: June 1, 2022

JICA - Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The District Administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Subject to approval by the superintendent or designee, school administrators may develop and adopt additional specific dress code standards for their own schools consistent with this policy. Disciplinary actions for violation of the dress code standards will include notification to the student of the violation, the requirement that the clothing be changed before re-entering class, and at the discretion of the building administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

The following shall not be worn in school buildings, on school grounds or at school activities:

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the Administrator; including but not limited to items that:

- . refer to drug, tobacco, or alcohol;
- . are obscene, profane, vulgar or defamatory in design or message;
- . advocate drug use, violence, or disruptive behavior;
- . threaten the safety or welfare of any person.

2. Clothing that:

- . reveals all or part of the stomach, buttocks or chest, or;
- . is backless, or;
- . reveals underwear, or;
- . is inappropriately sheer, short, tight or low-cut.

Exceptions:

Appropriate clothing may be worn in physical education classes or when participating in, or attending, school sponsored sports activities. Clothing normally worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming, may be worn when approved by the administrator and sponsor or coach.

Adopted/Approved: March 1, 2001

Revised: October 20, 2005 / August 4, 2011

Adopted: March 1, 2001

Air Academy High School has defined “inappropriate student dress” as: halters, and strapless clothing. All shirts must have straps over shoulders and stomachs must be covered. Staff has the right to ask students who violate the policy to change their clothes or call their parents.

Adopted: June 10, 2009

Air Academy High School has deemed that wearing sunglasses in school at any time or event to be inappropriate. Students may also not wear chains of any type on their clothing or to their person at any time. Students will be asked to remove any such items and the items are subject to confiscation by a staff member. If the behavior continues the student will be subject to disciplinary action.

ADC-Tobacco-Free Schools

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems), which produce vapor from an electronic cigarette or other similar device.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property.

Disciplinary measures for students who violate this policy will include in-school suspension, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Adopted/Approved: August 18, 1994

Amended: June 6, 1996

November 4, 2004

June 6, 2013

November 4, 2013

April 25, 2017

June 6, 2018

Jun 1, 2022

JICI-Weapons in School

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. 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 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 school district is prohibited.

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

- A firearm
 - o A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
 - o The frame or receiver of any weapon described above;
 - o Any firearm muffler or firearm silencer; or
 - o Any destructive device.
 - A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed-blade knife with a blade that exceeds three inches in length;
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;
- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- 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, a bludgeon, nun chucks, brass knuckles or artificial knuckles of any kind.
- Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with 20 U.S.C. § 7151, a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for not less than one year, except that the superintendent may modify this requirement in writing for a student on a case-by-case basis.

School administrators shall consider violations of this policy 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.

Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved as required by law.

Referral to law enforcement

In accordance with applicable law, school personnel shall refer to law enforcement any student who brings the following to school:

- a firearm as defined above; or
- a fixed blade knife with a blade that exceeds three inches in length; or
- a spring- loaded knife; or
- a pocketknife with a blade exceeding three and one-half inches in length.

Adopted/Approved: February 17, 1994

Amended: September 7, 1995 / December 3, 1998

Reviewed: June 17, 2004

Revised: January 15, 2009 / April 9, 2010 / June 9, 2010 / June 7, 2012 / June 6, 2013 / December 8, 2014/
Jun 1, 2022

JK-Student Discipline

The District, in accordance with state law, has adopted a written student Conduct and Discipline Code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The Code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Additionally, the District has adopted policies and procedures for handling general and major discipline problems for all students of the District which are designed to achieve these broad objectives. All administrative policies and regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Distribution of conduct and discipline code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

Adopted/Approved: September 21, 1995

Reviewed: July 25, 2002

Revised: October 3, 1996

October 12, 2005

July 1, 2019

JKA-Physical Intervention

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. JKA E2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Disciplinary Removal from Classroom (administrative policy JKBA)

It is the policy of the District to maintain classrooms in which student behavior does not interfere with the ability of the licensed staff member to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the District and any other appropriate classroom rules of behavior established by the licensed staff member, and approved by the building principal, for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A licensed staff member is authorized to immediately remove a student from his or her classroom if the student's behavior:

1. violates the code of conduct adopted by the District administrative policy; or
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or the students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

Adopted/Approved: March 1, 2001

Reviewed: June 17, 2004

Revised: October 12, 2005 / June 1, 2021

JKD/JKE-Student Suspension/Expulsion/Denial of Admission

Academy District 20 shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

The following are grounds for suspension or expulsion under state law and/or District policy:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JK and its accompanying administrative procedure.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - a. Possession of a dangerous weapon without the authorization of the school or the school district;
 - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5);
or
 - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

Admission to Academy District 20 may be denied a student for the following reasons:

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;
3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies.

Expulsion or Denial of Admission for unlawful sexual behavior or crime of violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the board of education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the District to provide an alternative educational program for the student as specified in state law.

Adopted/Approved: February 13, 1975

Revised: July 17, 1986 / March 18, 1993 / September 7, 1995 / October 3, 1996 / April 5, 2001
October 12, 2005 / May 26, 2006 / August 29, 2007 / June 5, 2013/ Jun 1, 2022

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

GBGB – STAFF PROTECTION

Academy District 20 is committed to a learning and working environment free from any form of violence and abuse including but not limited to actions, words, or insults toward our staff. The following procedures may be initiated to protect district staff in alleged instances of:

- assault,
- disorderly conduct,
- harassment or intimidation,
- knowingly making a false allegation of child abuse,
- knowingly making a false allegation of an alleged offense,
- any alleged offense under the “Colorado Criminal Code”,
- the use of profane language,
- the use of threatening language,

- verbal or written insults,

by a student, another staff member, parent, or a community member towards any staff member.

The procedures are applicable on district premises and at all district events on or off district property and in electronic, oral, or written communication.

A staff member who believes he/she has been a victim of any of the above may immediately contact his/her supervisor to report the incident. When notified of an alleged incident, the supervisor shall immediately communicate with the superintendent or designee and the supervisor or designee shall conduct an investigation.

If the alleged perpetrator is a student, the principal, supervisor or superintendent shall initiate disciplinary action as appropriate.

If the staff member believes the supervisor is the source of the alleged behavior, the staff member may report instead to the Assistant Superintendent for Human Resources.

If the alleged perpetrator is a staff member, he/she may be subject to discipline including a written reprimand, suspension, dismissal, filing of criminal charges, or other appropriate consequences, after receipt of the complaint, investigation, and adequate proof of the charges.

If the allegation involves a student or staff member at a different location, the staff member may file a written complaint with his/her site administrator with a copy to the Superintendent's office and the site supervisor of the alleged perpetrator.

If the allegation involves a parent or community member, the superintendent or designee may report the incident to the District attorney or the appropriate local law enforcement agency or officer who will determine the appropriateness of filing criminal charges. Any parent or community member considered by the superintendent or designee to be in violation of this policy may be instructed to leave the property of the school district and/or may be denied access to the District's electronic communication systems.

This policy shall be included within the conduct and discipline code distributed to each student.

Adopted: March 19, 1992

Revised: June 15, 1995 / November 7, 2002 / December 13, 2006 / August 5, 2008 / June 30, 2009
May 13, 2010 / September 13, 2010 / July 1, 2015

Jurisdictional Statement

All rules, policies, and procedures apply to school-sanctioned activities whether they are on or off school grounds. Student behavior that occurs off school grounds that constitutes a threat to the health, safety, and welfare of students or staff will be subject to school discipline.

Board of Education policies published in this handbook are summaries of the adopted policies. To obtain the policy in its entirety, please contact the District Twenty Central Office at 234-1200, the Principal's Office at Air Academy High School, or access "Board Policies" on the District 20 website at <http://www.asd20.org/>

Who do I call?
All numbers begin with area code (719)

IF YOU NEED ASSISTANCE WITH...

Absences		234-2430
Athletics Information	Athletics Office	234-2450
Activity Tickets	Bookkeeper's Office	234-2438
Assistant Principals	Main office	234-2400
Bus Passes		
Caps and Gowns (Seniors)	College & Career Counseling	234-2434
Career and College Information College	& Career Counseling	234-2434
Course Selection		
Co-Curricular Clubs and Organizations	Activities Director	234-2417
District Safety and Security	234-1300
Early Graduation Student	Services	234-2434
Financial Aid Student	Services	234-2434
Fines Bookkeeper's	Office	234-2438
Graduation Announcements (Seniors)	College & Career Counseling	234-2434
Graduation Requirements	College & Career Counseling	234-2434
Information Main Office		234-2400
Immunization Records	Registrar	234-2436
Late Passes		* See Alpha level Numbers Above
Lockers Dean's	Office	234-2426
Parking Passes	Bookkeeping	234-2414
Base Access/DIBDS	Main Office	234-2426
Main Office		234-2400
Personal Problems		* See Alpha Level Numbers Above
School Pictures Main	Office	234-2400
School Security.....	Campus Security.....	234-2414
Sick Room Main	Office	234-2402
Student ID's	Room 404	234-2460
Transcripts	Registrar	234-2436
Transcripts for Class of 2017 and 2018	College & Career Counseling	234-2434
Visitor Passes	*See Alpha Level Numbers Above
Withdrawal from School	Registrar	234-2436
Yearbooks	Advisor	234-2400