

# ASPEN VALLEY CAMPUS

8<sup>th</sup> – 12<sup>th</sup> Grades  
Colorado School of Excellence

**Academy School District #20**  
**2023 - 2024**



## STUDENT AND PARENT HANDBOOK

***Aspen Valley High School***  
***Colorado School of Excellence***

Aspen Valley was the first District #20 school identified as a school of choice. The purpose of a school of choice is to work with parents and students as clients or customers and to find unique ways to meet their needs. It is the goal of the staff at Aspen Valley to provide a high level of personal service. Since Aspen Valley opened in 1995 the staff and administration have worked closely with parents and students to create an optimal learning environment. Aspen Valley is a learner-centered school. Because we are small, we try to create a family environment where students and teachers have close, personal and professional relationships. The following are some of the needs we hope to accommodate for students and parents:

- High expectations for student achievement and growth
- High standards for student behavior and attendance
- Rewards for academic excellence
- Special recognition for students who work hard
- Personal attention
- High degree of accountability
- Opportunity for parents to be involved in the education of their child
- Student personal, emotional and academic development

In 1999, the Colorado Department of Education, and the Colorado State Board of Education recognized Aspen Valley as a John Irwin Colorado School of Excellence. In 2001, the North Central Association of School and Colleges awarded Aspen Valley their highest accreditation, Transitions Endorsement. In 2002 and 2012, Aspen Valley received the Governor's Distinguished Improvement Award, and in 2005 Aspen Valley was recognized by the CDE as a Gain-Maker School for exceptional improvement in student achievement as measured by CSAP. Aspen Valley was able to achieve these state and national awards by demonstration of high test scores, a commitment to Colorado Content Standards, the provision of a transition from the previous school and to the next level of students' lives, providing a strong work study program, and by setting high goals and continuing to reach them. Each spring parents are asked to fill out a satisfaction survey about the school and the various components of the educational program. Parents have continued to report an overwhelming sense of satisfaction with Aspen Valley and their students' successes. Students' experiences have been very positive and they take pride in their school.

In 2005, Aspen Valley became a 7<sup>th</sup> through 12<sup>th</sup> grade campus with the addition of the middle school adding grades 7 and 8. Subsequently our campus has evolved and is now an 8<sup>th</sup> through 12<sup>th</sup> grade campus and our 8<sup>th</sup> and 9<sup>th</sup> graders are considered junior high school students. Our philosophy of education continues to be student centered and sensitive to the needs of our students. We are an academic growth school where our students can achieve more than one year of growth in literacy and math. Students find success in different ways. We provide a personal environment for students to succeed, with smaller classroom sizes, restructured semesters and a more personalized setting.

Dear Student and Family,

Aspen Valley is a multi-award-winning school of choice for students committed to earning their high school diploma but needing a unique, individualized learning environment. Students who may not be comfortable with their present circumstances or who may be experiencing problematic relationships in their homes, schools, or communities will likely find a happy "home" at Aspen Valley. Essential characteristics of all Aspen Valley students are a willingness to make changes and a real desire and commitment to give up ineffective behaviors, graduate from high school, and make specific and definite plans for a productive future.

**Before submitting an application:**

- Read this handbook and the contract thoroughly.
- Consider the academic and social expectations.
- Make a thoughtful decision about whether you are ready to join the AVC family, where Pumas take care of Pumas.
- Visit the school and speak with our counselor or principal.
- Attend an Information Night with your parent(s) or guardian(s) and/or participate in an AV student shadow day.
- Reflect on whether Aspen Valley is a good match for you.
- Decide if you are ready to make the commitment to receive your diploma from Aspen Valley High School.

If you choose to come to Aspen Valley, we are eager to work closely with you. We want you to be successful and proud of your accomplishments.

Thank you for considering Aspen Valley Campus

Kyle Chamberlain  
Principal

# Fresh Start. New Hope.

## Belong. Become. Better Together!



# Aspen Valley High School

1450 Chapel Hills Drive, Colorado Springs, Colorado 80920

Phone: (719) 234-6200 Fax: (719) 234-6299

Web Site: <https://aspennyvalley.asd20.org>

2023 – 2024

Mr. Kyle Chamberlain, Principal	<a href="mailto:kyle.chamberlain@asd20.org">kyle.chamberlain@asd20.org</a>
Mr. Steven Gard, Administrator	
Ms. Christina Ahrens, Mathematics, STUCO	<a href="mailto:christina.ahrens@asd20.org">christina.ahrens@asd20.org</a>
Ms. Brit Ashida, English, MTSS	<a href="mailto:brit.ashida@asd20.org">brit.ashida@asd20.org</a>
Mrs. Nora Baars, School Librarian	<a href="mailto:nora.baars@asd20.org">nora.baars@asd20.org</a>
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Mrs. Allison Cheyne, School Resource	<a href="mailto:allison.cheyne@asd20.org">allison.cheyne@asd20.org</a>
Mr. Joe Crick, Work Based Learning, Theater	<a href="mailto:joseph.crick@asd20.org">joseph.crick@asd20.org</a>
Mrs. Angela Cross, English	<a href="mailto:angela.cross@asd20.org">angela.cross@asd20.org</a>
Mrs. Sonia Driscoll, School Secretary	<a href="mailto:sonia.driscoll@asd20.org">sonia.driscoll@asd20.org</a>
Mr. Chad Estrada, American Sign Language, TAG	<a href="mailto:chad.estrada@asd20.org">chad.estrada@asd20.org</a>
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Mr. Derrick Wells, Sr., Building Manager	<a href="mailto:derrick.wells@asd20.org">derrick.wells@asd20.org</a>
Ms. Susan Wickberg, English Teacher	<a href="mailto:susan.wickberg@asd20.org">susan.wickberg@asd20.org</a>

## Academy School District 20

Academy School District 20	234-1200
District 20 Transportation	234-1410
District 20 Help Desk	234-1777

# Aspen Valley School Profile

Mascot: Puma  
Colors: Red, Black, Silver

## Pumas take care of Pumas

### Academy District Twenty and Aspen Valley High School Mission Statement

*Why we exist.*

**We educate and inspire students to thrive.**

**Our Values.**

*What we believe and how we behave.*

**We believe people are the heart of our success.** We aspire to practice meaningful inclusion, honor diversity and develop a culture of belonging throughout our school community.

**We believe relationships matter.** We aspire to nurture relationships rooted in honesty, integrity, equity and transparency to drive continued growth and positive change.

**We believe in quality education.** We aspire to teach and learn in ways that value the growth of all students, engaging them to demonstrate excellence as we respect their individual journeys.

**Our Vision.**

*Our big goal and vivid description of what it will be like when we arrive.*

**We provide creative and personal learning opportunities, accessible to all students, preparing them to thrive in an ever-changing world.**

Our culture encourages bold, creative, and courageous behavior. A spirit of innovation empowers active collaboration. Together we create effective and engaging instructional strategies that lead to student success. We are a community of learners who leverage individual talents and accomplishments into district-wide progress. We are flexible and adapt our organizational structures so that students, staff and families – no matter their background, ethnicity, perspective, talents, or challenges – feel welcomed and inspired in our classrooms and schools.

### Choosing to Enroll in Aspen Valley School

Students who enroll in Aspen Valley are expected to stay for at least a year with the hopes of earning an AVHS diploma. District Twenty students who enroll at Aspen Valley automatically trade their spot in their previous school and Aspen Valley becomes their new home school.

Aspen Valley will adhere to the district policy for Administrative Transfers. A conference with the principal is required if a student and his/her parents wish to make a request for an administrative transfer. Two exceptions to this practice: 1) between 9<sup>th</sup> and 10<sup>th</sup> grade year when AV 8<sup>th</sup> graders must apply and interview for AVHS. If this path is not chosen, reenrollment back to the students' neighborhood school will be automatically occur. 2) No administrative transfers will be approved during the senior year.

### Important School Board Policies

Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at [www.boarddocs.com/co/asd20/Board.nsf/Public](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.



# Aspen Valley Campus 2023 - 2024



	District Closed		Grade Days
	Blue Day Rotation		Conferences
	Silver Day Rotation		Professional Learning Day

**\*AVHS SPECIFIC DAYS, NOT ON DISTRICT CALENDAR**

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7/4, Independence Day Observed  
(District closed)

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/2 - 4, New Teachers Report & Orientation  
8/7 - 10, All Teachers Return Professional Development  
8/11, All Teacher Workday  
8/14, Mentor/Mentee Day  
8/15, All Period Day, Full Time Students  
8/16, All Full and Part Time Students, Blue

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/1, 2-hr delay, Blue  
9/4, Labor Day (District closed)  
9/15, 2-hr delay, Silver  
9/21, Silver Grade Day - ½ day  
9/22, Blue Grade Day - ½ day  
9/25, First Day Hexter 2

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/6, 2-hr delay, Silver  
10/13, District PL Day (No students)  
10/18, Community Service Day  
10/19 & 10/20, Parent/Student/Teacher Conferences (No classes)\*  
10/26, Silver Grade Day - ½ day  
10/27, Blue Grade Day - ½ day  
10/30, First Day Hexter 3

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

11/3, 2-hr delay, Blue  
11/5, Daylight Saving Time Ends, 1:00 am  
11/10, Veterans Day (observed in school)  
11/17, 2-hour delay, Silver  
11/20 - 24, Fall Break

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12/1, 2-hr delay, Blue  
12/14, Silver Grade Day - ½ day  
12/15, Blue Grade Day - ½ day  
12/18 - 29, Winter Break (School closed)

JANUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1/1, Winter Break (School closed)  
1/2 - 3, Teacher Workday & PLC (No students)  
1/4, First Day Hexter 4  
1/15, Martin Luther King, Jr. Day (District closed)  
1/19, 2-hr delay, Blue

FEBRUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2/2, 2-hr delay, Silver  
2/14, Blue Grade Day - ½ day  
2/15, Silver Grade Day - ½ day  
2/16, Prof. Learning Day (No students)  
2/19, Presidents' Day (District closed)  
2/20, First Day Hexter 5

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/1, 2-hr delay, Blue  
3/10, Daylight Saving Time Begins  
3/21 & 3/22, Parent/Student/Teacher Conferences (No classes)\*  
3/25 - 3/29, Spring Break (School closed)

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/5, 2-hr delay, Silver  
4/10, Blue Grade Day - ½ day  
4/11, Silver Grade Day - ½ day  
4/12, Career Day  
4/15, First Day Hexter 6  
4/19, 2-hr delay, Blue

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/3, 2-hr delay, Blue  
5/27, Memorial Day (District closed)  
5/28, Silver Grade Day - ½ day  
5/29, Blue Grade Day - ½ day  
5/30, Teacher Workday (tentative, No Students)

JUNE				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	17
18	19	20	21	24
25	26	27	28	29

**Blue/Silver Day Block Schedule:****Discovery**

Period B1/S1	8:55	-	10:05
Period B2/S2	10:10	-	11:20
Discovery	11:25	-	12:25
Lunch	12:25	-	12:55
Period B3/S3	1:00	-	2:10
Period B4/S4	2:15	-	3:25
Tutoring	3:30	-	4:05

**Daily Class Schedule:**

Period B1	8:55	-	9:40
Period S1	9:45	-	10:30
Period B2	10:35	-	11:20
Period S2	11:25	-	12:10
Lunch	12:15	-	12:50
Period B3	12:50	-	1:35
Period S3	1:40	-	2:25
Period B4	2:30	-	3:15
Period S4	3:20	-	4:05

**Two Hour Delay Block Schedule:\***

Period B1/S1	10:55	-	11:45
Discovery/Puma/Lunch	11:50	-	12:45
Period B2/S2	12:50	-	1:40
Period B3/S3	1:45	-	2:35
Period B4/S4	2:40	-	3:30
Tutoring	3:30	-	4:05

**Hexter I:** Aug 14 – Sept. 22  
**Hexter II:** Sept. 25 – Oct 27  
**Hexter III:** Oct 30 – Dec 15

**Grade Days:**

9/21, 9/22, 10/26, 10/27, 12/14, 12/15, 2/14, 2/15, 4/10, 4/11, 5/28, 5/29 (tentative)

**Parent/Teacher/Student Conferences:**

**First Semester:** 10/19 & 10/20  
**Second Semester:** 3/21 & 3/22

**No Student Contact Days:**

9/4, 10/13, 10/19, 10/20, 11/20, 11/21, 11/22, 11/23, 11/24, 12/18, 12/19, 12/20, 12/21, 12/22, 12/25, 12/26, 12/27, 12/28, 12/29, 1/1, 1/2, 1/3, 1/15, 2/16, 2/19, 3/21, 3/22, 3/25, 3/26, 3/27, 3/28, 3/29, 5/27

**Two Hour Delay (PL) Late Start Student Days:**

9/1, 9/15, 10/6, 11/3, 11/17, 12/1, 1/19, 2/2, 3/1, 4/5, 4/19, 5/3

**Blue/Silver Day Block Schedule:****Puma**

Period B1/S1	8:55	-	10:05
Period B2/S2	10:10	-	11:20
Lunch	11:25	-	12:05
Puma	12:05	-	12:55
Period B3/S3	1:00	-	2:10
Period B4/S4	2:15	-	3:25
Tutoring	3:30	-	4:05

**Grade Day Schedule:**

Period B1/S1	8:55	-	9:40
Period B2/S2	9:45	-	10:30
Period B3/S3	10:35	-	11:20
Period B4/S4	11:25	-	12:10
Lunch	12:15	-	12:30

**Two Hour Delay Daily Schedule:\***

Period B1	10:55	-	11:25
Period S1	11:30	-	12:00
Period B2	12:05	-	12:40
Period S2	12:40	-	1:10
Discovery/Puma/Lunch	1:15	-	1:45
Period B3	1:50	-	2:20
Period S3	2:25	-	2:55
Period B4	3:00	-	3:30
Period S4	3:35	-	4:05

**Hexter IV:** Jan. 4 – Feb. 15  
**Hexter V:** Feb. 20 – April 12  
**Hexter VI:** April 15 – May 29 (tentative)

**\*NOTE:** School cancellation/delay resulting from inclement weather is announced by 5:30 am. Check the local radio and TV stations for announcements. If school has not been cancelled during the year, the last day of school will be announced by mid-May.

**Hexter Schedule:**

**Who to Call for What**

Administrator	Kyle Chamberlain x6210	Enrollment inquiry, unresolved concerns, policy/procedure questions, parent involvement opportunities, student discipline, PSAT/SAT coordinator
Campus Administrator	Steven Gard x6232	NOP Admin, MAPS coordinator, CMAS coordinator, READ Act, Love and Logic teacher, student discipline
HS Counselor	Kris Martin x6202	ICAP/Post-Secondary planning, Career, college courses, testing accommodations, 504, health concerns, class scheduling, credit summaries
JHS Counselor	TaLaura Rhodes x6252	ICAP, testing accommodations, 504, health concerns, class scheduling
Admin. Assistant Registrar	Jo Fletcher x6212	Registrar, Application Process, Free and Reduced program, general questions
School Secretary	Sonia Driscoll x6201	Attendance, Phone back up, Medication administration, general questions
School Secretary	Rose Hubbard x6251	Phones, Event Coordinator, Attendance, Medication administration, general questions
Technical Technician	Cole Rickerman x6242	Technology Technician
Digital Learning Coach	Katy Sebben x6283	Teacher Resource for Digital Learning
Librarian	Nora Baars x6215	Libraries, Literacy Resources, Research Support
Bookkeeper	Diane Pfeiffer x6230	Bookkeeper
TAG	Chad Estrada x6453 (VM)	Student Resource Services
SpEd	Allison Cheyne x (VM)	IEP, Special Education
MTSS	Brit Ashida x 8893 (VM)	MTSS Coordinator
Yearbook	Frank Kmilek x8897 (VM) Kris Martin x 6202	Yearbook publication
Building Manager	Derrick Wells, Sr. x6244	Building and grounds issues
Campus Security	Matt Peska	Security

**INTRODUCTION**

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.

**Academic Expectations and Appeals (Aspen Valley High School Specific)**

As a condition of enrollment Aspen Valley High School expects students to: 1) turn in all class work and homework complete and on time and 2) maintain A, B, or Cs in all classes. Parents will be notified if their student is not meeting these criteria and students will be given the opportunity to present an appeal and plan for addressing the academic or attendance concern. If engagement concerns cannot be successfully addressed, alternative means to completing the student's high school education will be considered.

**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.



## **Academy District 20 Mission Statement**

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

## **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.

## **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).

## **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 six 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 § 22-33-102(3.5)]. 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](#), Truancy].

## **Attendance Policies (Aspen Valley High School Specific)**

For students to achieve their full potential, they must attend all classes regularly. At Aspen Valley High School, students are expected to maintain a minimum of 90% attendance rate each semester. Attendance is the responsibility of each student, and is reinforced by teachers, parents and the community. Students are expected to be prepared, present and on time to all classes. Parent/student conferences will be scheduled with the principal if students repeatedly miss classes. If attendance concerns continue to be unaddressed, alternative means to completing the student's education will be considered.

## **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-SAFE (877-542-7233) or online at [Make a Report](#).

#### **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 at [Make a Report](#).

#### **Calculation of Grade Point Average (GPA)**

Students who successfully pass a class will receive credit for that course. Grades will be calculated on a four-point scale. Class rank and all honors will be based on GPA.

Should a student transfer into Aspen Valley High School with a record of numerical grades, those grades will be converted to letter grades based upon the information on the accompanying transcript.

A grade of "Incomplete" may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless other arrangements have been made in writing with the teacher. In the absence of prior arrangements, the Incomplete shall become an NCE (no credit earned) after the two-week period.

#### **Cheating and Plagiarism Policy**

Academic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work or any kind of multi-media presentation will not be tolerated. Plagiarism and/or cheating will result in a "0" on the assignment, test, etc., or other consequences determined by teacher and school administration.

#### **Clubs (see Student Organizations, administrative policy JJA)**

Meetings of student groups must be organized, scheduled, and conducted within the guidelines established by policy JJA and accompanying procedure. All proposed student organizations shall use the common District-wide application found in [JJA E](#). The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application.

#### **Code of Conduct (administrative policy JICDA)**

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, either orally or in writing or derogatory statements addressed publicly to others that precipitate disruption of the District or 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 effect on the District or on the general safety or welfare of students or staff.
10. Violation of any 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 bringing 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 or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
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 staff member 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 or to one or more other students.
25. Repeated interference with the District'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.

#### **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 IHCD**A 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 IHCD 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 (Accelerating Students through Concurrent Enrollment) 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.

#### **College Course Requirement (Aspen Valley High School Specific)**

All students at Aspen Valley are required to complete one three credit college course in order to earn an Aspen Valley diploma.

#### **Computer-Acceptable Use Policy**

Technology is an integral part of the learning process at Aspen Valley, and all students will be assigned a district device. It is available as a tool in all curricular and co-curricular areas for communication, problem solving, critical thinking, and to hone computer and research skills. Students have the opportunity for email and use of the home drive on the server. District 20's Network User Agreement must be completed by a parent or student guardian online before students may access District computers. Parents: For internet access to accept the terms of the agreement on campus, please see the District Technology Technician for assistance. Students are expected to understand and follow the acceptable use agreement. Violations may result in disciplinary action including the loss of access to technology resources on campus. See administrative policy IJND-E-2. <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:8edd3336-7dd7-45a4-9110-5f5ed69321d5>

#### **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.

#### **Counseling Services**

The Aspen Valley High School counselor is committed to helping students navigate the high school transition from young adolescence to young adulthood. As student advocates, counselors focus their attention on four main areas:

- Student academic success, whether vocational skills or college preparation
  - Our counselor provides resources and support to assist each student in reaching full academic potential, coordinate tutoring services, and schedule consultations.
- Prepare students for life after high school, to think about their future goals
  - Our counselor helps guide students to more specific college and career opportunities based on their individual, and changing, interests and strengths. District 20 uses the Naviance Program to support students 8<sup>th</sup> through 12<sup>th</sup> grades.
- Students' social and emotional growth
  - Counselors listen to students about important life issues, provide effective crisis intervention, and help students succeed in peer relationships, conflict resolution, and decision-making, and provide appropriate community resource information.
- Prepare students for national tests and coordinate practice tests (PSAT, ASVAB, Workkeys).

District 20 high school counselors are committed to helping students move toward maturity and personal responsibility. As students pass through this transition to adulthood, their counselors will be genuine advocates and invaluable resources for students, parents, and the community.

- **COORDINATING:** Counselors may have knowledge of and responsibilities for the following student and community support services: A) Students: testing, placement for special services, new student orientation, scheduling, career exploration, grade level and building transition, peer counseling, and student mediators; B) Staff: staff development, parent-teacher conferences, students contracts (academic, behavior, attendance), and crisis response; C) Community: service projects, parenting classes, parent resource materials, out-of-school educational opportunities, and student reentry from treatment programs.
- **CONSULTING:** A) Students: learning styles, classroom behavior, academic work, testing results, secondary and post-secondary information, careers, and college; B) Parents: student progress reports, test interpretation, college information, and referrals to agencies and other resources; C) Community: work with community agencies and professionals.
- **COUNSELING:** A) Individual sessions include meetings with students and/or parents to develop coping skills, problem solving, and crisis work; B) Group sessions often meet the needs of students with similar concerns (i.e., new students, underachievement and giftedness concerns, changing families, and grief); C) Classroom presentations may include academic planning, study skills, career information, conflict resolution, social skills, drug education, and health education.
- **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 of information that may jeopardize the health, safety, and welfare of the student. 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 Services**

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter and submit it to the counselor. It is the parents' responsibility to renew their wishes about counseling services when the child's home school changes. 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.

#### **Dances (High School)**

Aspen Valley believes in providing positive social events for our students. Attending dances is a privilege and students should dance appropriately at all times. Students who wish to bring non-AVHS students as guests must receive administrative approval prior to the dance (one guest per AVHS student limit – guests must be in 9th grade or above and under the age of 21).

#### **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 of 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.

#### **Dress Code for Students (administrative policy JICA)**

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, administrative policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. 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.

#### **Drug and Alcohol Involvement by Students (administrative policy JICH)**

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 Medicines 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.

#### **Electronic Communication Devices, including Cell Phones (administrative policy JICJ)**

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 the 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.

Aspen Valley Junior High School students are expected to turn in their cell phones at the beginning of the day and will receive it back by the end of the day.

**Emergency Closings (Policy EBCE-R)** The superintendent or his designee is empowered to close the schools, declare an eLearning snow day, delay their start, or dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Every available resource will be used to help with the decision to cancel school because of inclement weather or unsafe road conditions.

**Equal Educational 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, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information or need for special education services.

**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.

**(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's 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, contractor, 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 is:

Student Privacy Policy 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 or guardian'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).

#### **Field Trips**

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.

The Board expects all students to be under qualified adult supervision at all times when they are in school or on school grounds during school hours, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the health, safety, and welfare of the students in their charge.

**In keeping with this expected prudence, the following procedures will apply to all field trips:**

- no student shall attend or accompany any off-site school-sponsored activity without express consent of their custodial parent(s) or other authorized persons as indicated on a school field trip form.
- during school hours, or while engaging in school-sponsored activities, students will be released only into the custody of their known custodial parent(s) or other authorized persons.
- no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.
- no student shall drive themselves or any other student to school field trips.

**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.

**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.

**Gangs (administrative policy JICF):**

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.

**Grade Days (Aspen Valley High School Specific)**

Grade Days have been established at the end of each semester for the purpose of rewarding students who have met course expectations and will receive credit. **Attendance on Grade Day is mandatory for each class that a student has not passed with at least 70% mastery OR if the teacher requires it.** It is the student's responsibility to communicate with and be signed off by their teachers in order to be exempt from Grade Day attendance. Absences on Grade Day must have the Principal's prior approval (a prearranged absence form must be submitted at least one week prior to the absence). **In the event of illness, a doctor's note may be required for the absence to be excused. If Grade Day is**

**missed and not excused, work may not be made up and an NCE (No Credit Earned) may be assigned for the hexter.** Missing Grade Days will be treated like a truancy with disciplinary consequences.

**Grade day schedule can be found in this handbook.** Typically the last two days of the hexter are Grade Days for each hexter. These are half day school days.

### **Grade Reports and Transcripts**

**Aspen Valley** grades can be accessed through Infinite Campus, student planners, or by emailing teachers. Grade reports will be completed for all students every six weeks. The official grade that appears on the transcript is the hexter grade.

### **Graduation Requirements Grades 9-12** POLICY IKE

Aspen Valley is a four-year high school. District 20 graduation requirements are based on credits earned in grades 9 – 12. Some mathematics and world language courses completed while in middle school may meet high school graduation

requirements; however, only credit earned in grades 9 – 12 shall be counted toward graduation credit requirements and grade point average calculations.

Graduating students must:

- I. Meet coursework requirements. These requirements, listed in the table below, have not changed for the class of 2021. These requirements, in effect since 2011, reflect a well-rounded sequence of courses that prepare D20 graduates for a wide range of post-secondary options.
- II. Demonstrate proficiency in both math and English language arts (ELA). This Colorado Department of Education requirement is new for the class of 2021. During each of the past three school years, Academy School District 20 has convened a task force to develop procedures and options to meet the needs of all D20 students. See details below.

Students must complete all **graduation requirements** in the required categories in order to participate in the Aspen Valley High School graduation ceremony.

Graduation requirements are based on the units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course.

**1 hexter** = .33 credits      **3 hexters** = 1.0 or 1 credit      **3 hexters** = 1 semester

Non-Credit Requirements:

- Research paper
- Current CPR certification
- Voter registration
- Job/Job Shadow
- Senior Exit Project

Graduating Year	2024	2025	2026	Math and ELA Proficiency
<b>TOTAL CREDITS REQUIRED</b>	50	50	50	Students may demonstrate proficiency in math and/or ELA by any one of the following: <ul style="list-style-type: none"> <li>• Meeting the established minimum score on one of CDE's approved assessments.</li> <li>• Obtaining an approved industry certificate that aligns with their individual career and academic plans (ICAP).</li> <li>• Obtaining a 3- or higher in an approved concurrent enrollment, college level course that aligns with their ICAP.</li> <li>• Obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP.</li> </ul>
English	8	8	8	
Math	6	6	6	
Science	6	6	6	
Social Science	6	6	6	
World Language	2	2	2	
Core/Academic Electives	6	6	6	
Unrestricted Electives	7	7	7	
Physical Education	3	3	3	
Health	1	1	1	
Arts	1	1	1	
Discovery	1	1	1	
Career Foundation	1	1	1	
College Course	1	1	1	
Volunteer Service (72 hours)	1	1	1	

## Graduation Guidelines Fact Sheet

### Menu of College and Career-Ready Demonstrations

Local school boards established high school graduation requirements that meet or exceed the Colorado Graduation Guidelines for the graduating class of 2021.

Local school boards and districts select from this menu to create a list of options that their students must use to show what they know or can do in order to graduate from high school beginning with the graduating class of 2021. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP); 21<sup>st</sup> Century Essential Skills; and Colorado Academic Standards for all content areas, including Civics.

**Menu of Options:** This menu lists the minimum scores required.

ACCUPLACER		
Classic	English 62 on Reading Comprehension OR 70 on Sentence Skills	Math 61 on Elementary Algebra
Next Generation	English 241 on Reading OR 256 on Writing	Math 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)
ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.		
ACT		
	English 18 on ACT English	Math 19 on ACT Math
ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.		
ACT WORKKEYS – National Career Readiness Certificate		
	ENGLISH Bronze or higher	MATH Bronze or higher
ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students who score at the bronze level (at least 3) in Applied Mathematics, Graphic Literacy and Workplace Documents, earn the ACT's National Career Readiness Certificate		
ADVANCED PLACEMENT		
	English 2	Math 2
AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).		
ASVAB		
	English 31 on the AFQT	MATH 31 on the AFQT
The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.		

CONCURRENT ENROLLMENT	
English Passing grade per district and higher education policy	Math Passing grade per district and higher education policy
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course.	
DISTRICT CAPSTONE	
English Individualized	Math Individualized
A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.	
INDUSTRY CERTIFICATE	
English Individualized	Math Individualized
Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation and they validate a knowledge base and skills that show mastery in a particular industry.	
INTERNATIONAL BACCALAUREATE (IB)	
English 4	Math 4
IB exams assess students enrolled in the official IB Diploma Programme. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).	
SAT: Scores updated for SAT (2016)	
English 470	Math 500
The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	
COLLABORATIVELY DEVELOPED, STANDARDS-BASED PERFORMANCE ASSESSMENT	
English State-wide scoring criteria	Math State-wide scoring criteria
An authentic application of Essential Skills for Postsecondary and Workforce Readiness, through the creation of a complex product or presentation. (In development)	
District Guidance: <a href="http://www.cde.state.co.us/postsecondary/graduationguidelines">www.cde.state.co.us/postsecondary/graduationguidelines</a>	

### 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 719-234-1362.

### Homework Responsibilities (Aspen Valley specific)

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.

### ***Implementation***

Teachers will not assign “busy work” homework but will give students activities and projects directly related to the Colorado Content Standards, and the Scope and Sequence of the course in which the students are enrolled. Teachers will be flexible in making homework assignments and will develop them with students’ learning styles in mind.

### ***Late Assignments***

It is the student’s responsibility to complete and submit assignments based on the timelines directed by each individual teacher. Assignments that are submitted late may be subject to penalties as described by the teacher’s classroom expectation policy published at the beginning of each hexter.

### ***Makeup Policy: Assignments***

It is the student’s responsibility to obtain and make up any work missed as a result of an absence. The teachers at AVC will publish their classroom expectations at the beginning of each hexter to ensure students are aware of the timeline for submitting makeup work.

### ***Philosophy***

The philosophical basis for giving homework at Aspen Valley is to provide independent practice of skills learned in the classroom as an extension of the course content. Homework should accelerate learning and maximize the use of class time for instruction. During class time the teacher acts as a facilitator to provide direct instruction, active participation, and guided practice. Students are often involved in hands-on projects and cooperative learning groups during class time. Each class period is designed to provide students time to begin homework activities and to allow the teacher time to oversee and correct student practices.

### ***Purpose***

The staff, students and parents are in agreement that homework should promote responsibility, effective time management, skill practice, problem solving, and life-long learning; allow students to access a variety of sources of information; inspire students to learn; and prepare students for college.

### ***Policy***

Parents are the primary overseers of homework completion. Therefore, teachers will direct students to record homework assignments in their planners each time homework is assigned. Parents are to check the students’ planners each day and sign the planner indicating they have checked the planners. Students may lose planner points if the assignments and due dates are not recorded in the planner daily.

Homework that is not complete will be communicated to both the student and the parent. A reward system is in place for students each hexter who complete their work on time and have demonstrated out-of-class work (excused from High School classes on Grade Day, Middle School Honors). Consequences of incomplete work will result in attendance at After School Help (ASH) and on Grade Day (High School), possible Incomplete or No Credit for the course and Reboot (Junior High School).

### **ICAP through Naviance**

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, Aspen Valley 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 Naviance, [www.naviance.com](http://www.naviance.com)

Aspen Valley students participate in the ICAP program with their counselor. Counselors encourage students to discuss their ICAP progress with their parents and to visit the Naviance website together. Portions of a student’s ICAP portfolio may be stored online and available to the student 24/7. Aspen Valley students will present their online portfolios within their student/parent/teacher conferences. As with all learning, your dialogue with your student can make this experience even more meaningful for him/her.

DISTRICT 20 ICAP TASKS	
Grade Level	Task
8 <sup>th</sup>	<ul style="list-style-type: none"> <li>Complete CareerKey</li> <li>Create annual SMART Goal</li> <li>Complete transition to high school survey and post-secondary plan survey</li> </ul>
9 <sup>th</sup>	<ul style="list-style-type: none"> <li>Enter your postsecondary &amp; workforce goal</li> <li>Create a four-year high school plan of study</li> <li>Complete Career Cluster Finder and add career clusters to your list</li> <li>Complete Career Interest Profiler and add favorite careers to your list</li> </ul>
10 <sup>th</sup>	<ul style="list-style-type: none"> <li>Update your postsecondary and workforce goal</li> <li>Edit your four-year high school plan of study as needed</li> <li>Start creating a resume of your activities, awards, and accomplishments</li> <li>Potential college athletes may now register with NCAA (or NAIA)</li> <li>Complete "Do What You Are" personality type survey and add any new careers to your list</li> <li>Complete Part 1 ("Goals after high school") section of the Fame Plan survey</li> </ul>
11 <sup>th</sup>	<ul style="list-style-type: none"> <li>Update your postsecondary &amp; workforce goal</li> <li>Edit your four-year high school plan of study as needed</li> <li>Take SAT (required of all juniors in CO in April of the junior year, at AVHS)</li> <li>Take ACT if interested</li> <li>Update resume</li> <li>Complete the Game Plan survey</li> <li>Complete a college search and add colleges you are thinking about</li> <li>Register for NCAA (or NAIA) for potential college athletes if not previously done</li> <li>Complete Game Plan Survey</li> <li>Complete a college search in Naviance and add "colleges I'm thinking about"</li> </ul>
12 <sup>th</sup>	<ul style="list-style-type: none"> <li>Update your postsecondary and workforce goal</li> <li>Update and complete resume</li> <li>Retake ACT or SAT if needed, early in senior year</li> <li>Apply to college if college bound (or appropriate alternative applications)</li> <li>Search and apply for scholarships if college bound!</li> <li>Continue college search and add "colleges I'm applying to" (you can move schools from your "thinking about" list to "applying to list", and you can add additional schools to your list)</li> <li>Register for COF (at <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>) for in-state residents looking at in state schools.</li> <li>Register for NCAA (or NAIA) for potential college athletes if not previously done, send transcripts from all high schools attended and ACT and/or SAT scores directly from the testing agencies</li> <li>Complete Graduation survey in the Springs in computer labs with college and/or senior counselor</li> <li>Apply for Financial Aid (the FAFSA opens on January 1<sup>st</sup> of the senior year, <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>) (Note: some private schools may also require the CSS Profile, <a href="http://www.collegeboard.com">www.collegeboard.com</a>)</li> </ul>

### More About Naviance

Naviance provides several features to help with college and career planning, including the following:

- **ICAP:** in the "my planner" tab, click "tasks assigned to me" to check out grade level ICAP tasks. Also, build and update your four-year plan in the "courses" tab to satisfy graduation and college entrance requirements.
- **College Research:** Research colleges, search for scholarships, and sign up to attend college visits from the "colleges" tab.
- **Career research:** Take a personality survey, a career interest profiler, and research different careers and majors from the "careers" tab. Cross-check your interested majors with colleges.
- **Goal setter:** Complete a "game plan" in the "about me" tab to get thinking about your goals after high school. This tab also includes a resume builder.

### 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.

### 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.

#### **Job/Job Shadowing Requirement (Aspen Valley High School Specific)**

In order to receive an Aspen Valley diploma, all students are required to complete the Career Education course as well as a career exploration experience. Career exploration may include 180 hours of paid employment documented with pay stubs, paid or unpaid internship and/or job shadowing. The intent is to introduce students to the commitment of becoming self-sufficient while exploring career opportunities. At the conclusion of this requirement students should have a greater understanding of their employment commitment and/or their desired career field. Mentors and the school counselor will assist students in planning to meet this requirement. Job shadowing information can be found on the school's website.

#### **Library Media Center**

All library materials are checked out on loan. Students will be required to present their student ID when checking out books in the library. Students who lose or damage books or equipment must pay to replace or repair them. Students are responsible for any materials in their care.

#### **Mentors and Puma Class (Aspen Valley High School specific)**

Each student is assigned a mentor who will become very familiar with each student's needs, academic progress, attendance, and future goals. This person is the student's primary advocate on staff. Students meet with mentors daily during Puma Lab and stay with that mentor until graduation. Parents are encouraged to reach out to mentors regularly to stay abreast of their student's progress. Parent/Teacher conferences are with the Puma Mentor.

#### **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-1](#) 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

#### **Open Lunch (Aspen Valley Campus)**

##### **Restrictions**

- Eighth Graders and Freshmen are not allowed off campus privileges

##### **Responsibilities**

- Register all vehicles with Aspen Valley High School and have an AVHS parking tag visible at all times.
- Park **only** in the student parking lot at your own risk.
- Be prepared to present your student ID card when asked.
- Be cautious and do not take any unnecessary chances when crossing the street. Look both ways before crossing.
- Be punctual to all classes following the lunch period.

##### **Safety Features**

- ID cards may be checked by any staff member when students are leaving or returning to campus.
- Mall security will be on heightened alert to ensure student safety while visiting the mall.
- Severe weather conditions may cause a suspension of open campus by the administration.

##### **Consequences**



- In the event of a violation of the contract regarding discipline and/or attendance, the open lunch privilege may be suspended.
- Open campus may be revoked for disciplinary reasons and will be reissued when appropriate (at administration discretion).

### **Outside Credits High School**

A student wishing to take correspondence courses should contact our AVHS counselor for the procedure and secure prior approval with an administrator. Please be advised a maximum of two units of credit (2 semesters or a 1-year course) of correspondence study may be applied toward graduation. Correspondence credits cannot fulfill specific graduation requirements (i.e., English, Discovery or U.S. History as required) unless the course is to make-up a course that was failed.

### **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.

### **Planners and SRL (Self-Regulated Learning) Points (Aspen Valley High School specific)**

If the student has 5 points per class period, the student is meeting expectations. If a student has fewer than 5 points, the teacher will indicate the area of concern.

To earn 6 points per class period,

- Student was on time to class
- Student participated appropriately –
  - attitude and behavior contributed to a positive learning environment
  - student came to class with necessary materials
  - student was on task for the period
  - student did his own work rather than copied from others

1 or more point(s) will be deducted when any of the above expectations are not met.

**Students are expected to maintain a minimum of 90% planner points each week.**

**SRL points will not be given retroactively.** Students have until the end of the day to get a teacher's signature. Failure to get a teacher's signature will result in the loss of points for that class. Failure to have a planner for the entire day will result in a discipline referral.

To use the planner to its maximum effectiveness, parents/guardians are requested to review their student's planner daily. Students not meeting expectations will send an email home to his or her parents indicating areas of concern and the potential result of consequences.

Parents/Guardians and teachers may use the planner to communicate with one another. As an official document, the planner should not have any inappropriate drawings, graffiti, notes, or any torn, folded or missing pages.

### **Task List / Missing Assignments in Planners**

It is recommended that parents sit down with their students at least once a week to review Infinite Campus and the student's task list/missing work. Seventh and eighth students who still have missing assignments by Thursday afternoon, will be assigned to After School Help (ASH) from 4:15 – 5:15 pm.

### **Planners and SRL (Self-Regulated Learning) (Aspen Valley Middle School specific)**

Students will collaborate with their forethought teacher to establish a weekly SRL goal. Teachers provide feedback all week. Students who make their SRL goal, earn Honors that Friday. Students who do not make their weekly goal, earn time to reboot.

### **(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 the District's conducting 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 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

### **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.

### **Rewards and Recognition (Aspen Valley Campus specific)**

**Hexter Rewards:** We look for ways to recognize and reward students each day. At the end of each hexter, more formal ceremonies will occur.

**Puma Bucks:** The purpose of this program is to recognize students for their efforts in going “above and beyond” the norm. “Above and beyond” means whatever the issuer of the pass wants it to mean, there are no strings attached to this. However, in order to serve its intended purpose, this program should be used as a reward for students doing something out of the norm rather than becoming an expectation for those simply not getting in trouble.

**What is it?** The rewards pass is a check-like piece of paper.

**What can kids do with it?** Each check can be redeemed at the student store.

**Safe2Tell™:** Aspen Valley participates in Safe2Tell™, a program that provides students “a way to let someone know when any threatening behaviors or activities endanger themselves or someone they know—in a way that keeps them safe and anonymous.” Safe2Tell™ is staffed twenty-four hours per day. Tips may be submitted through the website (safe2tell.org) or by phone (1-877-542-7233). Information is forwarded to law enforcement agencies and schools as appropriate.

**Security** All guests, including parents, MUST present a driver’s license or government issued photo identification at the front desk, and be given a visitor I.D. All doors will remain locked except during lunch.

### **Schedule Change Policy (Aspen Valley High School specific)**

Developing student responsibility is a goal that helps guide educational decision-making. It is expected that students will consider the scheduling process and be responsible for the decisions they make.

#### **Beginning of each Hexter:**

##### **DAY 1**

New students will be registered. Schedule changes for other students will be limited to correcting errors and teacher recommended changes.

##### **DAY 2 & 3**

1. Students may request a change in their schedule by seeing the counselor or picking up a “Drop-Add Form” from the Counseling Center.
2. The request will require the input of the involved teachers, parents, counselor and principal as indicated by the respective signatures required on the “Drop-Add Form”.
3. **The change will not become official until the request form is returned to the Counseling Center and the student has their new schedule. Students are, therefore, to remain in their originally scheduled classes until this occurs. \*\*\***
4. The following are the only acceptable reasons for the student to initiate a schedule change:
  - Drop a class because the student does not meet the prerequisite or does not have a teacher recommendation.
  - Add a class because the student is a senior needing specific classes to meet graduation requirements.
  - Add a class where space is available without changing other courses.
  - Drop a class because of double scheduling or add a class to create a consecutive schedule.
  - Drop a class because credit has already been earned.
5. The change will occur based on educational need and space availability.
6. Courses dropped through the 3<sup>rd</sup> day of the Hexter will not appear on the student’s transcript.

\*\*\*Students are to attend their scheduled classes until the change process is complete. Students will have three days to complete the process, after which the request may be denied. The completed "Drop-Add Form" must be returned to the counseling center and will become official when the new schedule is returned to the student.

### **School Safety Plans**

At Aspen Valley we review and practice for three different scenarios, emphasizing that preparation can help minimize confusion, panic, and unsafe responses to crisis situations.

1. **Evacuation Drills:** If the alarm sounds during class, students should follow the exit routes posted on maps in each classroom. With their class, they should move away from the building and stay out of the path of emergency vehicles. If the fire alarm goes off during an open time (passing periods or lunch), students should go out the nearest available exit and move away from the building toward the grassy area on the far east side of the lower parking lot. In all cases, they should wait for an all clear signal from administrators before returning to the building.
2. **Lockdown Drills:** A lockdown drill occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock their doors, turn out their lights, and have everyone move to a place where they are not visible from the hallways. If the code is announced during an open time (passing period or lunch), students should move to the closest classroom or multi-purpose room. Staff will be released by an official when all clear.
3. **Secure Perimeter:** Secure perimeter occurs when there is an outside threat – all perimeter doors and grounds are secured. Routine continues.
4. **Shelter in Place:** Occur when a tornado or gas leak, for example is detected. Students and staff will shelter in place and follow the directions announced.

### **School Store (Aspen Valley specific)**

Aspen Valley High School store is operated by Student Council, the school store sells snacks and spirit apparel (hoodies, t-shirts, water bottles) to the student body. The store will be opened for brief periods throughout the day during passing periods and for a short time at the beginning of the lunch period. Plan accordingly.

Aspen Valley Middle School store is operated by staff and students use their earned Puma bucks for purchases.

### **Screening and Testing of Students (and Treatment of Mental Disorders) [administrative policy [JLDAC](#)] and Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) [[JLDAC-E](#)]**

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.

### **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 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.

### **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 **IMB-R** details how a parent may request an exemption from such curricula.

### **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](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.

### **Sexual Harassment (administrative policy **JBB**)**

Academy District 20 complies with Title IX and the implementing regulations. In accordance with administrative 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 is 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 administrative policy **JBB**, Sexual Harassment of Students, and the reporting form **JBB-E**.

### **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.

### **Social Networking Sites (i.e., Twitter/Facebook and other similar electronic websites)**

Aspen Valley and Academy School District 20 have policies on underage drinking, hazing, and inappropriate behavior. Your decision to post items on internet web sites such as Twitter, Facebook, or any other electronic site is a personal

one; however, school policy should serve as a filter for what you decide to put online. Do not post pictures, comments or information on web sites that would/could embarrass you or be in violation of district policy.

### **Special Education Services**

Aspen Valley provides limited resource support to students who have Individualized Education Plans and are eligible for special education. Because of staffing limitations IEP students must be able to function effectively on a consult basis. Before a student is accepted, our special education representative shall review the submitted documentation and consult, as needed, with the special ed. representative from the student's enrolled school in order to ensure that those needs can be met through the Aspen Valley program.

### **Student Classification in High School**

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

At the end of the third year, however, the focus shifts to total credits required for District 20 diplomas, and students are classified based on the number of credits they have accumulated toward graduation. Students who have not accumulated at least 34 credits by the end of their third year in high school are not on track to graduate with their original class and will remain classified as juniors.

The chart below shows the number of credits a student should earn each year in order to stay on track to graduate within four years. Privileges related to grade-level classification—including but not limited to ID's, off-campus privileges and parking permits—are based on this credit-earned system.

<u>Credits earned</u>	<u>Credit Progression</u>
9 or fewer	Freshman
10 – 21	Sophomore
22 – 35	Junior
36 or more	Senior

### **Student 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](#).

#### **Student Conduct (administrative policy JIC):**

It is the intention of the Board of Education and 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 staff members, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All staff members 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.

### **Student Discipline (administrative policy JK)**

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.

### **Student Drivers**

If you are under 18 you cannot drive a vehicle carrying a passenger under 21 unless you have held your driver license for at least 6 months. Additionally, you cannot drive a vehicle carrying more than one passenger under 21 unless you have held your driver license for at least one year, according to the State of Colorado Law.

Exceptions to carrying passengers:

- If your parent or guardian is in the car with you, or
- If there is an adult passenger in the vehicle, 21 years of age or older, who has a valid license and has held a driver license for at least one year, or
- If the passenger under 21 needs emergency medical assistance, or
- If the passengers under 21 are members of your immediate family and they are all wearing seatbelts.

There are also new restrictions on the time of day that you can drive. If you are under 18 you cannot drive between the hours of 12 midnight and 5 a.m. unless you have held your driver license for at least one year

- unless your parent or guardian is in the car with you, or
- unless there is an adult passenger, 21 years of age or older, in the vehicle who has a valid license and has held a driver license for at least one year, or
- unless you are driving to school or a school-authorized activity and the school doesn't provide transportation. You will need a signed statement from the school official showing the date of the activity, or
- unless you are driving because of employment; you must carry a signed statement from your employer verifying your employment, or
- unless you are driving because of an emergency, or
- unless you are an emancipated minor but your parent(s) or guardian(s) have not canceled your license.

### **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](#).

**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.

**Student Interrogations, Searches, and Arrests (administrative policy [JH](#))**

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 a 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 the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

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 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.

#### **Student Organizations (administrative policy JJA)**

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, in accordance with administrative policy JJA. Curriculum-related student organizations serve as an extension of the regular school curriculum and bear a direct relationship to and alignment with Colorado Academic Standards. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course materials 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 regular school curriculum and how they align with the Colorado Academic Standards. Student organizations meeting these criteria and approved by the principal will be deemed to be officially recognized, school-sponsored student organizations. 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.

Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this District, parents, school personnel or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students seeking approval for a student organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure JJA R.

#### **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 digital resources 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 technology, 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 digital resource. 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, 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.

### **Students with Life-Threatening Allergies (administrative policy JLCDA)**

The District recognizes 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 to Students. 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.

**Suspension and expulsion (administrative policy **JKD/JKE**)**

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 policy on drug and alcohol involvement by students, **JICH**, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and District 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 superintendent 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 District shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board of Education 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.

#### Testing and Student Assessment

Students 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.

Evaluating student performance is an integral part of any educational environment. At Aspen Valley we assess student achievement, ability, and performance in a variety of ways. It is critical that parents and students understand the testing process and recognize the need for students to do well on all tests to help us assess, over time, the level at which students are functioning. Students must show their academic skills via the following testing situations:

**Benchmark Testing.** Student progress in mastering critical skills in reading and math is measured two to three times over the course of the year. Students who demonstrate the need for additional assistance on these assessments may be assigned to tutoring or remedial classes. (MAPS testing)

**Standardized Testing.** The State of Colorado has mandated that all schools will be evaluated on the scores that students in the school achieve on state mandated tests. Therefore, we make every effort to ensure that the students at Aspen Valley receive a quality education and that they demonstrate strong academic skills. Teachers will be reviewing basic skills with students all year long and will assist students in test-taking strategies. Please make attendance a priority during the testing windows. (CMAS, PSAT 9<sup>th</sup> and 10<sup>th</sup>, SAT)

### **Tobacco Free Schools (administrative policy **ADC**)**

To promote the general health, welfare and well-being of students and staff, smoking, chewing, vaping 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 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 system) 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 staff member 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-house detention, 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.

### **Transcripts**

The Registrar's Office will provide all transcripts for students who are currently enrolled and seniors who have graduated, through the last day of school. Alumni and other former students, visit the online transcript ordering system maintained by the district office at <https://asd20co.scriborder.com>. The fee is \$10 for three official copies and one unofficial. After the last day of school, current graduates will receive a no-charge transcript until August 31<sup>st</sup> of the year they graduated. Contact the Help Desk for a coupon code online at the site captioned above or [help@asd20.org](mailto:help@asd20.org). You will



need to verify your identity if you want a transcript sent to a non-educational address. Corporations requesting a background-check may request a former student's transcript or a letter verifying whether the student graduated from a school in Academy School District 20. Upload a document signed by the former student authorizing us to release the information to you. File your request using our online system at <https://asd20co.scriborder.com>. The fee is \$20. Direct questions to the Help Desk, [help@asd20.org](mailto:help@asd20.org) or 719-234-1777.

### **Transportation**

Aspen Valley is considered a choice school for transportation to and from the school. Academy District 20 charges a fee for transportation. For all transportation information and costs, please review the following information on the [Academy 20 Transportation Department](#) website.

### **Tutoring Expectations**

It is the expectation that students who need extra help to master subject matter actively seek out and participate in Puma tutoring and/or After School Help (ASH) on Thursday, 4:15 – 5:15 pm.

### **Use of Physical Intervention (administrative policy [JKA](#) and [JKA R](#))**

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.

**Visitors:** Friends, including former students, are not allowed in the building without official business. Unwelcome visitors on campus are considered trespassing and can be prosecuted by law. Parents who wish to visit classes may do so, however, the parents must notify the teacher prior to requesting a visit, and the visit must first be approved by administration. A visitor pass must be obtained from front desk personnel. Another student may visit Aspen Valley to examine educational opportunities and school climate in order to help him/her decide on possible future enrollment. The visitor must first make an appointment with the counselor or school personnel who will discuss information and then set up the visit. Visitors who have been through this process will have a visitor pass with them at all times.

### **Volunteer Service Requirement (Aspen Valley High School Specific)**

Students are strongly encouraged to engage in regular volunteer activities to ensure they have met the 72-hour obligation well before graduation. The school website and Puma mentors can help student's access volunteer opportunities. Documentation of all service-learning activities must be submitted to the school counselor. **Only work conducted with registered non-profit organizations may be counted toward volunteer hours.**

Volunteer service is a requirement for receiving a diploma from Aspen Valley High School. The intent is to encourage students to participate in supporting a community need that they are interested in helping to meet. This requirement should create an awareness in the student of the many unmet needs that exist within their community and further enhance their understanding of how becoming involved creates ownership in solving the problem being faced by those in need.

### **Weapons (administrative policy [JIC1](#))**

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 or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or school district is prohibited.

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

- A firearm
  - 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;
  - The frame or receiver of any weapon described above;

- Any firearm muffler or firearm silencer; or
- 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.

#### **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.

#### **Wellness Room (Aspen Valley specific)**

Aspen Valley is committed to promoting student’s social-emotional health including the access to the wellness room, a space for students to regulate themselves before returning to class. Visits average 15 minutes and minimal supervision is provided.



## Course Curriculum

### English:

Freshman Language & Lit  
World Lit & Comp  
American Lit & Comp  
Comp & Lit 4

Honors Senior Comp & Lit  
Creative Writing 1  
Reading Lab  
Writing Lab

Film as Lit  
Mythology  
Women in Literature

### World Language:

American Sign Language 1

American Sign Language II

### Math:

Algebra 1  
Algebra 2  
Geometry

Math Lab  
Pre-Calculus  
Programming 1

Programming 2  
Statistics  
ACE Financial Literacy

### Science:

Astronomy  
Biology  
Biotechnology

Earth Science  
Environmental Science  
Physical Science

Science in Imagination  
Zoology 1  
Zoology 2

### Social Studies:

Ancient Civilization  
Black History in America  
Civics  
Contemporary Problems

Economics  
Multicultural America  
Sociology of Media  
Street Law

US History  
World History  
World Regional Geography

### Physical Education:

Individual Sports

Weights and Fitness 1

Weights and Fitness 2

### Health:

Health and Wellness

### Fine Arts:

Art 1  
Art 2

Art History  
Digital Photography

Intro to Art & Design

### Unrestricted Electives:

ACE Career Development  
ACE Success Foundation  
ACE Financial Literacy

Freshman Seminar  
Guided Study Hall

Student Council  
Puma

\*Aspen Valley reserves the right to make changes or adjustments to this list of course offerings as necessary.