

# **DISCOVERY CANYON CAMPUS**

## **High School Student Handbook**

### **2023-2024**



#### **Discovery Canyon Campus Mission Statement**

Discovery Canyon Campus, a PreK-12 International Baccalaureate continuum, inspires, educates, and prepares our students through engaging and challenging learning experiences in a safe, collaborative, caring community, to develop and pursue their unique purpose as contributing global citizens.

#### **Academy School District 20 Mission Statement**

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

This document is provided as a resource to Discovery Canyon Campus High School's parents and students. Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.

Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills

Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling General Counsel at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication but are on the website. Academy School District 20 also has a general student handbook that is linked on the last page of this document. \*\*Readers should be aware that this handbook may be updated throughout the school year.

**KNOWLEDGE OF THE RULES** - It is the student's responsibility to be aware of and to obey district regulations, school rules, and teacher classroom policies. Students need to be aware that school and district regulations apply to all school activities whether they take place on or off the school grounds. In some cases, where school administration believes that student conduct off campus, on a weekend or during a school holiday could impact the health, safety, or welfare of students and/or staff on campus, that conduct can be subject to discipline.

## **Discovery Canyon Campus**

### **High School Student/Parent Handbook 2023-2024**

*“One Common Campus, One Common Purpose, One Common Goal – Student Success!”*

Welcome to Discovery Canyon Campus High School, home of the Thunder! We are delighted to have you be a part of our community. Whether you are new to our campus or are returning, we want you to know that you are important here and that we know that this year is a significant year in your development as a person. We hope that you find your passions through our various academic, athletic, and activity programs. We hope that you are challenged to take risks and grow. At Academy School District 20, our mission is to educate and inspire students to thrive. DCC is a place where you can take risks with support to help you develop into a well-rounded individual ready to take on the ever-changing world when you graduate.

I passionately believe that a quality education is the key to open options for your future. To maximize your success here at DCC, we must provide structures to ensure a quality education for all students. Everyone at our school has responsibilities for your learning. Teachers have the responsibility of providing you with meaningful and engaging learning opportunities that prepare you to pursue your dreams. At DCC, we know that learning is never done, and your teachers will model how to be a life-long learner in their classrooms. You have the responsibility of giving your best every day and taking ownership of your own learning. Other responsibilities are outlined in this handbook. While it is impossible to address every situation that may arise, this document provides you with guidelines as to what the expectations are of you. You are expected to know what is contained within this book. Please read through this handbook carefully. It contains important information regarding school and district policies and procedures. Additionally, changes may have been made since last year.

Discovery Canyon Campus High School is a great learning community. We hope that you capitalize on opportunities to find, discover, and pursue your passions to become a productive member of an ever-changing global society. We will help you along the way. Remember that communication is critical and at Discovery Canyon we will make every effort to keep you and your parents informed regarding your progress. Please do not hesitate to contact the school if you have questions or concerns. Together as a learning community, we will ensure that you are successful.

Sincerely,

Matt Mitchell

High School Principal

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## Discovery Canyon Campus High School

### Bell Schedules 2023-2024



Typical Purple/Silver Day		ThunderTime		Late Start (Designated Fridays)	
Period 1/5	7:45-9:20	Period 1/5	7:45-9:05	Period 1/5	9:45-10:50
Period 2/6	9:25-10:55	Period 2/6	9:10-10:30	Period 2/6	10:55-11:55
Period 3/7a	11:00-12:30	ThunderTime	10:35-11:15	Period 3/7a	12:00-1:00
Lunch A	11:10-11:40	Period 3/7a	11:20-12:40	Lunch A	12:10-12:40
Period 3/7b	11:45-1:15	Lunch A	11:30-12:00	Period 3/7b	12:45-1:45
Lunch B	12:45-1:15	Period 3/7b	12:05-1:25	Lunch B	1:15-1:45
Period 4/8	1:20-2:50	Lunch B	12:55-1:25	Period 4/8	1:50-2:50
		Period 4/8	1:30-2:50		



Assembly		Black Day (following a snow day)		Black Late Start (late start following a snow day)		Inclement Weather Late Start E-Learning	
Period 1/5	7:45-9:00	Period 1	7:45-8:29	Period 1	9:45-10:14	Period 1/5	9:45-10:45
Period 2/6	9:05-10:20	Period 2	8:34-9:17	Period 2	10:19-10:47	Period 2/6	10:55-11:55
Assembly	10:25-11:25	Period 3	9:22-10:05	Period 3	10:52-11:20	Lunch	12:05-12:35
Period 3/7a	11:30-12:45	Period 4	10:10-10:53	Period 4	11:25-11:53	Period 3/7	12:40-1:40
Lunch A	11:40-12:10	Period 5	10:58-11:41	Lunch	12:08-12:38	Period 4/8	1:50-2:50
Period 3/7b	12:15-1:30	Period 6a	11:46-12:29	Period 5	12:43-1:11		
Lunch B	1:00-1:30	Lunch A	11:56-12:26	Period 6	1:16-1:44		
Period 4/8	1:35-2:50	Period 6b	12:31-1:14	Period 7	1:49-2:17		
		Lunch B	12:44-1:14	Period 8	2:22-2:50		
		Period 7	1:19-2:02				
		Period 8	2:07-2:50				

#### DCC HS Lunches 2023-24

Students' lunches depend on which class they have for period 3 (on Purple days) and Period 7 (on Silver days). For example, if a student has Engineering for 3<sup>rd</sup> period, they will attend **B** lunch on a Purple day.

\*\*\*Black day lunches are determined by students' 6<sup>th</sup> period class

#### A Lunch

Academic Support, Business, Individuals and Societies, Language Acquisition, Life Skills, Personal and Professional Skills (Koppin), Physical Education/Health, Reading Lab, Theory of Knowledge, Visual Arts

#### B Lunch

Engineering, Language and Literature, Math, Performing Arts, Personal and Professional Skills (Knight), Science

**\*\* Study halls will go to the lunch that is determined by that teacher's major academic discipline \*\***

District Closed—no staff or students  
 Staff work day  
 Purple day  
 Black day—all 8 periods  
 △ PLC 2 hour late start



# 2023-2024 High School Calendar

<table><tr><th colspan="5">July</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td></tr></table> <p>4 Independence Day</p>	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					<table><tr><th colspan="5">August</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table> <p>2-4 New licensed staff 7-10 Prof. Learning 11 Staff Work Day 14 First day for ES, 6th, 9th 15 All students 24-25 Elementary Test Days</p>	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		<table><tr><th colspan="5">September</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table> <p>4 Labor Day 5 ES Prof. Learning, no ES MS/HS attend school</p>	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	<table><tr><th colspan="5">October</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td></tr></table> <p>12 ES Staff Work Day; no ES MS/HS attend school 13 PLC day; end of Q1 18-20 P/T Conferences 19 No ES/MS 20 No HS Offices open until 12</p>	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				<table><tr><th colspan="5">November</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table> <p>20-24 Thanksgiving Break</p>	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		<table><tr><th colspan="5">December</th></tr><tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table> <p>15 End of semester 1 18-29 Winter Break</p>	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
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## Important Phone Numbers and Times

Discovery Canyon Campus Office: 234-2800  
 Attendance Office: 234-2802  
 Athletics Office: 234-2815 Athletics Fax: 234-2997  
 9th-12th Office/Fax: 234-2997  
 Registrar Fax: 234-1878  
 Safe 2 Tell 1-877-542-SAFE (7233)  
 www.safe2tell.org

The DCC offices are opens follows:  
**9<sup>th</sup>-12<sup>th</sup> Grade Office**  
 Monday-Friday 7:30 a.m. - 3:30 p.m.  
**Campus/Business Services**  
 Monday-Friday 7:30 a.m.-4:00 p.m.  
**School Day**  
 7:45 a.m.-2:50 p.m.

## Arrival and Departure Times

High school students may not enter the campus prior to 7:20 a.m., unless supervised by a Discovery Canyon staff member and previous arrangements are made to meet the student at the door. Doors allowing access to the high

school areas will be secure until 7:20 a.m. Students should not be dropped or allowed to arrive at school before this time, as there is no adult supervision on the campus. Parents of students repeatedly arriving early will be called and asked to pick up their student(s).

Students should leave campus by 3:00 p.m., unless involved with a sport or after-school activity. Students who are not supervised by a staff member will be asked to leave campus.

## **Announcements**

For the most up to date information, please refer to the DCHS web page, 20Alert emails, and social media accounts. Students also hear about pertinent announcements via the intercom, Schoology, IC messages, email, and use of programs such as Remind.com.

## **Visitors**

Parents are always welcome at school. Parents need to check in with security to receive a visitor's pass. Visitors will be required to have a government issued photo ID that is checked through the Raptor system that ASD20 uses to screen visitors in the schools. Friends and relatives are encouraged to watch students participate in extracurricular events.

Visitors, relatives or friends are not permitted at school during our regular school hours or at school sponsored activities intended for Discovery Canyon students only such as parties, field trips, etc. We do not allow non-staff community leaders to have access to our students on campus during the school day or during school lunches.

# ACADEMICS

## International Baccalaureate

Contents based on Diploma Programme: Academic Honesty, published by the International Baccalaureate Organization, 2011, United Kingdom

### **Philosophy**

Discovery Canyon Campus; guided by the philosophy of the IB, places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, faculty, administration and parents. We are guided in our expectations and practices by three of the Learner Profile attributes of Principled, Reflective, and Inquirer.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. You can find more on these attributes [here](#).

DCC is an IB World School Continuum, and all 9th and 10th grade students are Middle Years Programme (MYP) International Baccalaureate (IB) students. The IB is an educational framework to help enhance the learning experiences in all courses, with the purpose of character, skill development, and international mindedness. During students 10th grade year, students will embark on a capstone project called the MYP Personal Project. This is a unique opportunity for students to pursue and document a personal passion and creation of a product. MYP Personal Project is on students official DCC high school transcripts as either a Pass or Incomplete.

### **The International Baccalaureate's Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## Academic Rights

To function well in the classroom, you must have a clear idea of what your 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.



## **Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHCD**

These 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 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)**

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

### **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).

### **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, or need for special education services.

# Evidence Based Grading (EBG)

## EBG - Philosophy

Evidence-Based Grading (EBG) is used to provide students, parents and teachers with an understanding of how well a student understands the class content through a body of evidence. Each professional learning team has developed a guaranteed and viable curriculum with essential standards and learning targets that are assessed using evidence that the student provides. Through assessing these standards and learning targets, we can gain clarity about the students' learning, strengths, and areas for improvement. Feedback is provided to the students to set academic goals towards proficiency or exceeding proficiency. EBG uses proficiency scales rather than points, and students reflect on their knowledge and skills throughout the course. At the end of the semester, the evidence provided by the student for each target converts into a traditional letter grade, based on predetermined, transparent criteria.

EBG's goal is to move the conversation from collecting points and task completion to how well a student is learning and gaining proficiency in a class. The conversations that we would like to have with students are about learning. How well a student is doing in class should be based on proficiency in skills and learning targets. It should also be transparent, with proficiency of a skill easy for students and parents to understand.

EBG aligns well with the first two Academy District 20 Accreditation Absolutes of (1) providing students with a guaranteed and viable curriculum along with the time to learn the clearly articulated learning targets and (2) of setting and monitoring academic goals with students while providing timely and ongoing feedback. Not all DCC courses/instructors utilize EBG, but we are moving toward consistency of grading practices amongst all courses.

## EBG - Definition of Standards

Standards describe broad process skills; they are what the class is about, phrased in short 1–3-word chunks (For example, “Writing”, or “Create Mathematical Representations”).

## EBG - Definition of Learning Targets

Learning targets fall under the broad Standards and are the skills that students can do. We look to the learning targets for evidence of understanding and demonstrations of learning and use students' proficiency in specific learning targets to determine proficiency in a Standard.

## EBG - Definition of Scores

For each of the learning targets and standards, there will be scores used to represent student proficiency. For students to gain proficiency, it is expected that they will engage in practice opportunities and evidence/assessment opportunities.

**Practice Opportunities:** These prepare students for the assessment of the learning target or standard. These practice opportunities include in-class assignments and activities, homework, and possibly formative (practice) assessments. Teachers and students will discuss feedback. Missed practice opportunities will need to be made up and/or discussed with the teacher, *should a student be unable to show evidence of proficiency*.

**Evidence/Assessment Opportunities:** These are projects, tests, papers, presentations, etc.; these are used to determine the proficiency of a learning target. This work will be completed after practice opportunities and are a measurement of student understanding of learning targets and standards. Multiple learning targets and/or standards may be measured by one assessment. A learning target may be assessed throughout a semester.

**Types of Scores:** (1) individual practice or evidence assignments, (2) roll up score for a Standard, and (3) overall score for the course.

- (1) **Individual practice or evidence assignments** are scored as indicated in the table below. There is no letter grade associated with individual practice or evidence assignments.
- (2) **Roll up scores for each standard** are calculated using the mean and are then rounded up to the nearest 0.5. See the FAQ for more information about interpreting roll up scores. There is no letter grade

associated with Roll Up scores.

- (3) **The Overall Score for the Course** is calculated by taking the average of the Roll Up scores. This score is then converted to a letter grade awarded at the end of each semester. See the FAQ for the conversion chart for Overall Score to Letter Grade.

### EBG - Meaning of Individual Practice and Evidence/Assessment Scores:

<b>4</b> Exceeding Proficiency	In addition to exhibiting level 3 performance, the student provides responses that demonstrate in-depth inferences and applications that go <i>beyond what was taught in class</i> .
<b>3</b> Proficient	The student provides responses that demonstrate no major errors or omissions regarding any of the complex information and/or practices that were <i>explicitly taught</i> .
<b>2</b> Approaching Proficiency	The student provides responses that demonstrate errors or omissions regarding the more COMPLEX ideas and processes; however, they do not indicate errors or omissions relative to the SIMPLER details and processes that were <i>explicitly taught</i> .
<b>1</b> Developing Foundational Skills	The student provides responses that indicate a distinct lack of understanding of the knowledge. However, with help, the student demonstrates partial understanding of some of the simpler and complex details and processes.
<b>N</b> No Evidence	The student response is submitted but provides little to no understanding of the content.
<b>M</b> Missing	The work has not been completed but may still be completed to practice or demonstrate proficiency.
<b>I</b> Incomplete	Not necessary to complete due to other evidence of proficiency. A score of I is not calculated into the overall score for the Standard.
<b>T</b> Turned in	For practice – may or may not be scored other than for feedback. For evidence – student has turned in, but teacher has not graded for a score, yet.

### EBG - Homework/Practice Opportunities

Homework and classwork are considered practice opportunities and are not counted toward the final grade. In the same way that an athlete or singer would not be judged based on what they do in practice or at a rehearsal, a student's practices should not negatively impact their grade. There will be a category in the gradebook called "Practice" and there you will see comments about where to find the feedback given on that practice opportunity. Teachers provide specific feedback on the practice opportunity in order to provide direction for improvement. A student is not required to redo practice opportunities. Should a student not be able to show proficiency on a learning target, they may find completing and turning in any practice opportunities that were not already completed prior to the assessment helpful in their learning and preparation for reperformance.

## **EBG - Re-Performance Opportunities**

Learning is not paced the same for every student, so reperformance is encouraged along the journey of a semester. We want to be able to capture evidence of learning when it occurs, especially when further development of understanding is gained from additional practice.

Students may reperform on any learning target within the current unit of study for which they will not be assessed again within that unit.

Students may reperform on an end-of-unit assessment up to two weeks after the scored assessment has been returned.

Students are responsible for initiating and completing the re-performance process. Specifically, any student wishing to reperform should:

- 1) review all teacher feedback on the initial assessment prior to a reperformance assessment;
- 2) meet with his/her teacher to request and schedule any reperformance assessment with their teacher or in the ThinkSpot; and
- 3) prior to taking any reperformance assessment, request, schedule and attend any additional instruction from the teacher and/or ThinkSpot tutor(s) necessary to succeed on the reperformance assessment.

Reperformance scores will replace students' initial assessment scores.

## **EBG - How will I know if my student needs my help?**

You can tell if your student is completing assignments by looking at scores for practice opportunities. Though these are not "counted" toward the final grade, they can be used toward determination of proficiency and as an indicator of your student's overall engagement in class.

Work that is used to determine proficiency of a learning target should have a mark of 4, 3, 2, 1, N or M. These indicate where your student currently is with that learning target. The goal is 3, which signifies proficiency. Should you see a "M" for an assessment, you will want to speak with your student about that. It means there is an assessment that has not been completed but can still be submitted. Should you see a "N" for an assessment, you will want to speak with your student about that assessment. This means the assessment has been completed but the student did not show any evidence of the learning target being assessed. They will need to speak to their teacher about next steps for reperformance.

Should you want to contact your student's teacher, you can find their contact information the DCCHS Website or on their Schoology page.

## **EBG - Additional Academic Support for Students**

If students are struggling to obtain proficiency, many sources of help are available.

Students have opportunities to meet with teachers as arranged by the student with the teacher. Students can opt-in to the Think Spot for tutoring in subjects where they feel they need more help, and/or teachers will assign students to specific targeted tutoring sessions based on areas of concern.

Students have opportunities for extra help in math and chemistry after school. Students in Spanish and French have opportunities for extra help during lunches through Honor Society Tutoring. Information about these opportunities can be found on the Schoology pages of those teachers.

# **DCCHS Evidence Based Grading FAQ's**

## **What is the vision for Evidence Based Grading?**

EBG uses a cycle of evidence and feedback, encouraging students to take ownership of learning by demonstrating proficiency of standards.

## **What is Evidence Based Grading?**

Evidence Based Grading (EBG) is a grading system that allows each student to receive an accurate report on his/her current level of proficiency on a standard for a course.

- EBG gives grades meaning and provides specific, actionable feedback.
- It helps teachers adjust instruction.
- It builds persistence into the system; forces a focus on learning.
- It helps align and adjust curriculum.
- It better defines excellence.
- It is fairer for all learners.

## **Why is DCCHS making this change?**

- More accurate and meaningful feedback for students and parents.
- Separating achievement from work habits.
- Improves the use of data to drive instruction.
- Aligned to current Colorado Academic Standards in all subjects.

## **What are the benefits of EBG?**

For Students:

- Learning targets are clearly defined and aligned with Colorado Academic Standards.
- Students are offered multiple opportunities and ways through which to demonstrate proficiency.
- Students monitor their own progress toward the achievement of specified targets.
- Specific feedback on progress helps build self-esteem, pride, and motivation for students.

For Parents

- Parents are aware of exactly what their child knows, can do, and next steps for progress.
- Parents know in what areas their child needs more support.
- Parents are empowered to increase their child's confidence and help their student set goals.

For Teachers

- Teachers know exactly where students stand in their progress toward learning targets and what support needs to be provided.

- Teachers of the same courses have aligned expectations and standards.
- Assessment results help teachers determine when students need extra help and when they need more challenging work.

For All

- Creates a communication system that ties together the four critical questions of a Professional Learning Community:
  - What do we want students to know and be able to do?
  - How are we going to know if they know it?
  - How will we respond when they don't learn?
  - How will we respond when they already know the learning?
- Communication is about the learning, within the Professional Learning Teams, and with the Intervention Center.

Improved communication and additional feedback for parents, students, and teachers - parents and students will see areas of academic strength and weaknesses in the grade book rather than seeing a test score or homework assignment and wondering what the next steps might be. Teachers will know which standards they need to re-teach. Students will know which standards they need additional learning opportunities and/or practice. It supports “assessment for learning”. In a traditional grading system, student assessments were often given for the purpose of entering them in the grade book. Assessment for Learning means assessments are given for the purpose of identifying future learning opportunities/activities for students.

### **What are some core values of EBG?**

- Entries in the gradebook that count towards the final grade will be limited to course or grade level standards.
- Extra credit will not be given at any time.
- Students will be allowed multiple opportunities to demonstrate their understanding of standards in various ways. Reperformances will be allowed.
- Students will be provided opportunities to practice learning targets independently through homework or other classwork. Practice assignments and opportunities will be consistent with classroom standards for the purpose of providing feedback. Practice assignments, including homework, will not be included as part of the final grade.

### **Is there any research to support EBG?**

Evidence Based Grading, Standards Based Grading, and Competency Based Grading are all terms to describe the same grading system.

There is much research to support that standards-based grading improves student learning. Standards-based grading allows for both teachers and students to develop a deep understanding of the learning standards. Teachers who develop useful assessments, provide corrective instruction, and give students additional chances to demonstrate success can improve their instruction and help students learn. Thomas Guskey is one of the premier researchers in this area.

Thomas Guskey, Ph.D., is a professor of educational psychology at the University of Kentucky, and he is known throughout the world for his work on student assessment, grading and reporting, professional learning, and educational change. He is a former middle school teacher, served as an administrator in Chicago Public Schools, and was the director of the *Center for the Improvement of Teaching and Learning*, a national educational research center. He is the author/editor of 21 books and more than 250 book chapters and articles. He has a website dedicated to standards-based grading. For more information on standards-based grading, please access this website: <http://tguskey.com/>

## Is my child's class using EBG?

Not all courses/teachers are participating in Evidence Based Grading this year. Below is a list of courses that are participating.

All Language and Literature courses  
 All Language Acquisition courses  
 All Visual Arts courses  
 MYP Algebra 1  
 MYP Geometry  
 Algebra 2  
 AP Calculus  
 MYP Biology  
 Geology  
 Forensic Science  
 Physics  
 IB Physics  
 Teacher Cadet  
 MYP Civics and Law  
 MYP Economics

## Why is EBG only in some classes and not all classes?

DCCHS chose a phased implementation for EBG. The decision about whether to participate in EBG was made by the Professional Learning Team for each course based on the required stages:

<b>Stage 1</b>	<ul style="list-style-type: none"> <li>• PLTs need to define Question 1(What do students need to know?) and 2 (How do we know they know it?).</li> <li>• Clear learning targets have been defined through the unwrapping of the Colorado Academic Standards.</li> <li>• Unit plans should be complete.</li> <li>• Department/Team practices and consistency are important to establish and maintain the integrity of the system.</li> <li>• Common formative and summative assessments should be created.</li> </ul>
<b>Stage 2</b>	<ul style="list-style-type: none"> <li>• PLTs should clearly define the standards and create rubrics that match the 4 pt scale. (Exceeding proficiency, Proficient....)</li> <li>• PLT should be working on Question 3. (How will we respond when some students do not learn?)</li> </ul>

<b>Stage 3</b>	<ul style="list-style-type: none"> <li>• PLTs should organize their gradebook categories by standards rather than by type of work (Test, Homework, Projects....)</li> </ul>
<b>Stage 4</b>	<ul style="list-style-type: none"> <li>• PLTs clearly articulate their Standards so they can be entered into IC.</li> </ul>
<b>Rollout</b>	<ul style="list-style-type: none"> <li>• PLTs are actively meeting to check on how the roll out is working and to maintain consistent expectations.</li> <li>• Communicate to parents and students.</li> </ul>

### **What does proficient equate to?**

Proficiency is defined as “demonstrating a thorough understanding of a standard or learning target.”

### **How does a teacher decide what is proficient?**

Professional Learning Teams have developed rubrics to describe proficiency through work around common formative assessments. It should be noted that the teacher does not decide, the assessment and rubric decide.

### **Are teachers grading students low at the beginning so they can show growth? Is the grading against the end of semester benchmark?**

No. Students are being scored on their proficiency on the learning targets at that moment in time.

### **Isn't grading totally subjective?**

This is a misconception. Using a scale with 100 points (as a traditional system might) has 100 gradients of subjectivity. Using a scale with 5 gradients (4-point scale) limits subjectivity. For example, have someone explain the difference, regarding student learning, between a student scoring a 91 on a traditional graded test and a student scoring an 89.

### **Since students can reperform throughout the course, don't you find kids coasting through the first part of the course?**

Some students have developed this mindset. To prevent this from happening, we require students to complete all summative assessments and/or 75% of the evidence assignments to earn a grade for the course.

### **Should attendance, effort, and completion of practice opportunities be rewarded?**

While those things are important, they should not be scored. These are behaviors, not evidence of understanding of learning targets. The reward of demonstration of those behaviors comes when students need fewer reperformances than those who do not demonstrate those behaviors.

### **How do I know how to improve my scores?**

Each assignment on which you receive a score should have feedback about improvement. See the rubric for information about criteria to earn each score. If you are confused about the feedback, then have a conversation with your teacher about how to improve on future assignments under the same standard.



## Where does the feedback to improve my scores live?

Teachers are putting comments in IC to direct students and parents to the feedback.

Some examples include:

- feedback is on rubric in Schoology.
- feedback is on paper handed back to the student.
- feedback was given in a one-on-one conference with the student.

## What opportunities does my student have to raise his/her grade?

Do the practice. Though the assignments are not counted towards the overall grade they will allow the student to practice and receive feedback so that they know how to demonstrate understanding of the learning targets. Practice is an opportunity to learn the material and what the teacher expects them to do without a grade penalty.

Be attentive to reperformance windows to use feedback on practice and evidence assignments to improve proficiency for the reperformance.

## How do I reperform?

See the individual teacher for specific reperformance practices/procedures. You should be able to find this information on the Schoology page for the course.

## How do I interpret scores on the body of evidence within a standard?

The assignments within a standard are calculated to a roll up score. Roll up scores can be interpreted using the table below.

Score	Descriptor
4.0	Student provides evidence of exceeding proficiency.
3.5	Student provides evidence of proficiency of target concepts & exceeding proficiency in some concepts.
3.0	Student provides evidence of proficiency of target concepts.
2.5	Student provides evidence of approaching proficiency of some target concepts & proficiency of other target concepts.
2.0	Student provides evidence of approaching proficiency of target concepts.
1.5	Student provides evidence of approaching proficiency of some target concepts & developing foundational skills of other target concepts.
1.0	Student provides evidence of developing foundational skills of target concepts.
0.5	Student provides evidence of a very limited understanding of concepts.
0.0	Student provides no evidence of understanding of concepts.

<b>N</b>	Student provides too little understanding to calculate a score.
<b>M</b>	Student has turned in no evidence of understanding of concepts.

### How do scores on Standards convert to a letter grade for the course?

Roll up scores from each standard are averaged. The average is then converted to a letter grade using the scale below.

DCCHS Scale	Letter Grade
3.5 - 4.0	A+
3.0 - 3.49	A
2.8 - 2.99	A-
2.7 - 2.79	B+
2.6 - 2.69	B
2.5 - 2.59	B-
2.25 - 2.49	C+
2.0 - 2.24	C
1.8 - 1.99	C-
1.6 - 1.79	D+
1.26 - 1.59	D
1.0 - 1.25	D-
0 - 0.99	F

### How does EBG impact my GPA?

Evidence based grading assigns the same quality points to grades earned as when using a traditional points based grading system.

Letter Grade	Quality Points	Quality Points (Weighted)
A+, A, A-	4.0	5.0
B+, B, B-	3.0	4.0
C+, C, C-	2.0	3.0
D+, D, D-	1.0	2.0

# Academic Honesty Procedure

## What is 'Academic Honesty'?

Academic honesty refers to:

- Proper conduct in a class or virtual setting
- Proper conduct in an exam setting
- The full acknowledgement of the original authorship and ownership of material
- The production of 'authentic' pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

## So what is 'Academic Dishonesty'?

Academic dishonesty is a behavior(s) that result in, or may result in a student gaining an unfair advantage on an assignment, project, or assessment. Academic Dishonesty includes:

**Plagiarism:** The representation, intentionally or unknowingly, of the ideas, words or work of another person (or AI) without proper, clear and explicit acknowledgement.

**Collusion:** Supporting academic dishonesty by another student – allowing one's work to be copied or submitted for assessment by another student.

**Other:** Any other behavior that gains an unfair advantage for a student or that affects the performance of another student may include but not limited to:

- Causing a disturbance in a class or exam
- Copying the work/answers of another student
- Unauthorized use of notes, electronic device (phone, watch, iPad, calculator etc.) or other materials during an exam
- Making up data for an assignment
- Including offensive material in an exam
- Taking a hard copy or photographing or sharing photographs of assessments to gain/give an advantage
- Disclosing or discussing the content of an examination with other students who have not yet completed the exam
- Concealing and/or using unauthorized software on a graphic calculator
- Using AI for a written assignment. Using AI is typically prohibited unless a teacher specifically explains how a student may incorporate resources such as ChatGPT.

## Monitoring and Consequences

Teachers and students are encouraged to reflect on the work they are completing, presenting and/or assessing. This self-reflective approach, coupled with school values of personal and academic integrity, should, we believe, result in an environment where the monitoring of academic honesty is consistent, student-led and non-invasive.

## Consequences for Academic Dishonesty

In accordance with the IB philosophy, consequences imposed for incidences of academic dishonesty relating to homework, classwork, projects, and assessments will be behavioral, rather than academic.

All instances of academic dishonesty will include one or more of the following consequences:

- Student will be presented with an alternate assessment to demonstrate knowledge on the concept
- Behavioral incident recorded in IC (Infinite Campus)
- Referral to administration
- Notification of parents
- In school suspension / community service / restorative assignment

More significant instances of academic dishonesty (compromising assessment security, using an unfair advantage on an assessment, sharing assessment information with others, etc) or repeated incidents may also include the following traditional school consequences: Out of school suspension for up to 5 days

# Athletics

At Discovery Canyon Campus athletics are an integral part of a student's educational experience. It is a privilege to participate in an interscholastic athletic program. The privilege carries with it responsibilities to the school, the activity, other students, the community, and the athletes themselves. These experiences contribute to the development of learning skills, leadership skills and the students' development of their physical, mental, social and emotional well-being.

## Philosophy of Athletics

Participation in sound athletic programs contributes to good sportsmanship, character building, physical development, coordination and interest in sports. All students at Discovery Canyon are encouraged to participate in athletics and experience the benefits of being a part of an athletics program.

## Goals of Athletic Program

- Develop an appreciation for lifelong physical well-being
- Develop positive attitudes of sportsmanship and respect for others' feelings
- Teach the student-athlete to be competitive within a given set of rules
- Provide the opportunity to help the student-athlete seek acceptable forms of recognition
- Provide an atmosphere where the student-athlete can learn determination and perseverance
- Teach the student-athlete to be loyal to a particular situation, cause or school
- Teach the constructive release of energies and ways to contain these energies until mental control is achieved
- Learn the importance of self-discipline promoting a healthy body, mind and spirit

## Eligibility

All students who participate in interscholastic activities and athletics must conform to certain rules of eligibility set by the Colorado High School Activities Association (CHSAA). To be eligible to represent the school at any interscholastic event (athletic and/or non-athletic), the student must meet the following requirements:

1. Enrolled at the school.
2. Considered a good citizen.
3. Carry a minimum of five courses or a total of five units of credit per semester. The student must not be failing at the time of participation more than the equivalent of one unit of credit.
4. A student who receives more than one credit of "F" for semester grades will be ineligible until the CHSAA regain date the following semester.
5. Having been ineligible in accordance with #3 above at the close of a previous semester, a student may (a) make up any number of Carnegie units through summer school or (b) be passing all classes in the 6th week of the current semester.
6. Academic grade checks are provided to coaches on a weekly basis. Coaches are notified if they have a team member not eligible to play the following week, Monday through Saturday.

Other rules concerning eligibility and participation for school activities are published in the Handbook of the Colorado Activities Association. If the student is uncertain whether he/she is eligible, the student should contact the Athletic Director.

## Participation

### CHSAA Regulations:

In order to participate on any athletic team or squad, you must have the following on file in the Athletic Office, before you practice:

1. A current physical examination administered by a practicing physician within the last 12 months. This physical must be current throughout the entire sport season.
2. A parent permission form signed by a parent/legal guardian giving authorization for you to participate in the athletic program and travel with the team when necessary.
3. A form signed by a parent/guardian indicating that you are covered by a school insurance plan, a military insurance plan, or a family insurance plan.

### **Academy District 20 Regulations:**

In addition, you must:

1. Remit a participation fee of \$95 for each sport (out of district fees are higher).
2. Accept the responsibility for all school equipment issued to you. It is understood that school equipment can be worn or used when participating with the team.
3. Realize that the coach in charge makes decisions relating to the performance or abilities of athletes', assignments to positions, and many actions that directly affect team morale and performance.
4. Understand your responsibilities in connection with the use and care of locker room and athletic facilities and adhere to specific building regulations.
5. All athletes will be required to sign along with a parent, prior to participation, an athletic training rules agreement.

Once the athlete decides to join a team, it is expected that he/she will conduct himself/herself with the highest level of integrity and citizenship. The athlete represents himself/herself, their team and Discovery Canyon Campus.

- Practice keeps the proper mental and physical attitude needed to produce champions. The coach involved will handle excused and unexcused absences.
- All athletes are expected to begin the season when practice for that particular sport begins.
- Any athlete wishing to quit a sport may do so. It is expected that any athlete who decides to quit a sport will take the time to discuss the problem with some member of the coaching staff or administration BEFORE he/she quits attending practices and contests. An athlete who goes out for an athletic team and then quits after the first interscholastic contest is not eligible to participate with any other coach or team until the season has ended for the sport that the athlete went out for and quit. The athletic fee will not be refunded after participation in one contest.
- To be eligible for participation at any practice or contest, the student must have been in attendance a minimum of 50% of classes. Discovery Canyon Campus philosophy is that if a student is not well enough to be in a class, he/she is not well enough to perform or participate.
- When games are played during the school week, attendance the following day is expected of all team members.

The following sports are offered at Discovery Canyon Campus:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country (Boys)	Basketball (Boys)	Baseball
Cross Country (Girls)	Basketball (Girls)	Golf (Girls)
Football	Hockey – lottery	Soccer (Girls)
Golf (Boys)	Swimming (Girls)	Swimming (Boys)
Gymnastics – lottery	Wrestling (Boys)	Tennis (Girls)
Soccer (Boys)	Wrestling (Girls)	Track (Boys)
Softball (Girls)	Cheerleading	Track (Girls)
Tennis (Boys)		Volleyball (Boys)
Volleyball		
Cheerleading		

Before you can practice, you need to turn in the following to the DCC Athletic Office:

1. Current physical that will take you through the complete sport season. For example, if you're a football player, your physical must be current through the whole fall season.
2. Parent Permission/Physical Registration Packet - available in the Athletic Office.
3. Participation Fee - \$95 per sport (out of district fees are higher)
4. Eligibility Verification – Must take minimum 5 credits per semester and not be failing more than 1 credit (1 class)

If you need additional information regarding the Athletic Program at DCC, please call the Athletic Office, 234-2815. For information about athletic events, practices and school activities please visit [www.highschoolsports.net](http://www.highschoolsports.net).

## **Athletics Code of Ethics**

Discovery Canyon Campus student athletes will be held to a high standard. Student athletes are representing DCC and all the members of the DCC family. The student athletes are expected to conduct themselves in a manner that is reflective of our mission and philosophy. In order to create a strong, respectable athletic program it is essential that the student/athletes adhere to the following guidelines:

1. DCC student/athletes are expected to continue being diligent in the classroom, while participating in extra-curricular activities. Grade checks will be done weekly to determine eligibility for the following week.
2. DCC student/athletes are expected to be role models of good sportsmanship, ethical conduct, and fair play on and off the field.
3. DCC student/athletes are expected to understand and adhere to the rules and guidelines governing the activity in which they compete.
4. DCC student/athletes are expected to recognize the purpose of athletics and activities is to promote physical, mental, moral, social, and emotional well-being of all of the participants.
5. DCC student/athletes are expected to avoid any practice or technique that would endanger the present or future welfare of all participants, including themselves.
6. DCC student/athletes are expected to refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
7. DCC student/athletes are expected to adhere to proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
  - a. A student who chooses to participate in Discovery Canyon Athletics will adhere to the drug and alcohol policy set forth by Academy School District 20. Any athlete found in violation of this policy will have the appropriate consequences applied as follows:
    - i. For Drug and Alcohol Distribution:
      1. 1 year ineligibility for all Athletics
    - ii. For drug and alcohol use or possession:
      1. 1st offense: removal for 365 days with opportunity to reduce to 30% of season which can be subject to committee review with the athlete.
      2. 2nd offense: 1 year ineligibility for all CHSAA sponsored athletics.
      3. permanent removal from all athletics
8. DCC student/athletes are expected to always exemplify proper self-control, accepting adverse or beneficial decisions without public display of emotion or dissatisfaction with officials or judges.
9. DCC student/athletes are expected to measure their and their team's success of the athletic and activities programs on the basis of attitude of the participation and spectators, rather than on the basis of a win or loss.
10. DCC student/athletes are expected to congratulate all competitors following any and all competitions, no matter if they win or lose.

**SUCCESS = HARD WORK + POSITIVE ATTITUDES**

Adapted from CHSAA Statement of code of ethics

## Library Media Center

The ThinkSpot and Cloud will serve as learning/discovery centers for students, teachers, staff, parents and the community providing a variety of print, electronic, hands-on and human resources.

### ThinkSpot and Cloud hours

7:15 a.m. – 3:15 p.m., Monday – Friday

### Circulation information

- Check-out: Three books at one time, plus more as needed for special research projects.
- Loan period: Two weeks
- Overdue Fines: We do not charge for overdue books, but timely returns make popular titles available to all students. Students are not charged for normal two-week overdue materials. Any overnight materials are \$0.25/night/book. A fine may be assessed for regular checkout if materials are not returned in a timely manner. The fine will be no more than \$4. If the book is not returned or is returned with damage, the book price or damage fines will be added to the student's account in Infinite Campus.
- Students can always see what is checked out to them by logging into their Destiny account. (dcchigh.asd20.org>menu>academics>Library>"Search the Destiny Library Catalog">login with single sign on>My Stuff>Checkouts)

## ThinkSpot (Tutoring, Help, Inquiry, Nuance, Knowledge) Intervention Center

The Tutoring and Help available in the ThinkSpot take many forms.

Our full-time **paraprofessional tutors** provided targeted support in Algebra 1, Geometry, Algebra 2, Biology, Chemistry, Language and Literature, Spanish, and French.

In addition, our **peer tutors** are available each block to provide help in a wide variety of subjects.

Our **quiz/test make-up program** allows students to complete assessments missed due to absences without missing instructional time upon return to class.

## Student Clubs and Organizations ([Board 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 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. Clubs are open to any student who would like to become an active member. Students who are active in student organizations avail themselves to experiences which create a positive school climate.

### Starting a Club

With these goals in mind, the following guidelines are required to charter a club:

- Develop the club's purpose, activities and ideas, and work with staff and Activity Director to determine if the club might be curricular or non-curricular.
- Make arrangements with a DCC staff member to serve as sponsor for curricular clubs or as a staff member on supervision if it is non-curricular.
- Take steps to encourage membership that is representative of the school's culture
- Present application and to the Activities Director for approval each year.

### Curricular and Non-Curricular Clubs

#### Curricular Clubs:

- Co-led by staff and students
- Must serve as a meaningful extension of the curriculum
- May meet during the school day

- May utilize school resources (intercom, copier, bulletin boards, website, 20Alert announcements, etc)
- Staff Advisor may receive a stipend for their support
- May entail an application process at a specific time of the year (the club may remain closed until the next application period.
- May only be available to students who are taking a course.

#### **Non-Curricular Clubs:**

- Purely student led (staff may only supervise to ensure a safe and appropriate environment is maintained)(staff may not help lead the content of the club, as the views of non-curricular clubs are not necessarily supported by the school district).
- Does not need to be connected to the curriculum, but must be kind, accepting, and school appropriate in subject and nature. Must be able to articulate the clear and healthy benefit to the student body and school culture.
- Must remain open and inclusive for all students
- May not access any school resources
- May not meet during the school day or at lunch (must meet before or after school)
- Must be pre-approved through the application process by the Activity Director, Principal, and District Activity Director (for unique club proposals).
- Staff will not receive a stipend for supervising non-curricular clubs

## **Free Association and Peaceful Assembly**

Students are generally free to associate with groups of their 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 the school officials or appropriate law enforcement agencies.

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. Curricular student organizations should meet on school grounds if they have a school sponsor and have been approved by the school authorities. Other groups, even student groups that are not clubs, may meet on school grounds before and after school if they obtain permission from the building administrators and sign a rental agreement.

## **Student Publications**

Policy [JICE](#) states that students have the right to exercise freedom of speech and freedom of the press. As such, no expression contained in a publication, whether or not it is school sponsored, shall be subject to prior restraint unless:

- The expression is obscene
- The expression is libelous, slanderous, or defamatory
- The expression creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school or which violates the rights of other persons' privacy. Publications containing expressions of the types listed above are prohibited from distribution.

#### **Non school-Sponsored Publications**

Students have the right to possess and distribute non-school-sponsored publications on school property subject to the limitations in this policy and state law. If the appropriateness of any non-school-sponsored publication being distributed, or planned for distribution, on school property is questioned, it shall be presented to the principal or designee immediately. The principal or designee may deny approval for the distribution if he or she reasonably determines that the expression is prohibited under this policy. The principal's or designee's decision shall be issued within two school days after submission of the publication or the expression shall be deemed approved. The principal's decision may be appealed to the Superintendent or designee who shall render a decision within three school days following its submission. The Superintendent's or designee's decision shall be final. ([JICEC](#)) Time, Place, and Manner Restrictions: The time, place, and manner of the distribution of publications may be reasonably regulated by the principal or designee, provided that the regulations are uniformly applied, are specific as to prohibited times and places, and do not prohibit distribution at times or places that do not interfere with school activities.



## Dances

We believe dances create community-building and memory-making experiences on campus that help students to get connected and enjoy coming to school at Discovery Canyon!

- There will be parent chaperones, teachers, security staff, our school resource officer (CSPD), and administrators ensuring that the evening is safe and fun for students.
- Students should report any concerns to a trusted adult immediately.
- We recommend having adults drive groups of students to and from dances (even for students who are driving age). Please pick students up promptly after the dance.
- School dress code applies.
- Sometimes large groups of students may get excited and begin “moshing” or pushing while dancing. This causes a safety concern and can not be permitted. The first time this occurs we will turn the music off for 5 minutes, the second time it will be turned off for 10 min, and if there was a 3<sup>rd</sup> instance, we would end the dance early (no refunds).
- If your students get together before or after the dance, please ensure that an adult is supervising them to ensure that everyone stays safe and sober.
- Reminder, all athletes and student leaders have made agreements to be substance free and abide by community laws (inside and outside of school). Violations of these agreements have athletic and school consequences.
- School events are to be substance free, and any attendees who are suspected to be in possession of or under the influence of a non-permitted substance will be subjected to non-invasive safety searches, evaluation of sobriety, breathalyzer, and/or sent for a drug test. These processes will be conducted by a school administrator and security officer (potentially with the school resource officer present). Depending on the circumstances, violations of the school’s drug/alcohol policy will result in a suspension from school that could range from 5 days to a recommendation for expulsion.
- Students should be sure to keep their hands to themselves! Unwanted sexual touch is a serious offense, and we have zero tolerance for this issue. Should any student experience something that causes them concern, the issue must be reported to an administrator or security officer immediately during the event and expect instant follow-up.
- We will expect students to show respect for one another during the dance, and all typical school expectations will be upheld.
- Students who are having difficulty following dress or behavior expectations will be asked to leave the dance, and may receive a school consequence.
- Once students leave the dance, their wrist band will be removed and they will not be permitted to re-enter

## Lunch

Students do best in school if they have eaten a nutritious and balanced meal. 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. Academy District 20 will opt into the Healthy School Meals for All program in the 2023-24 school year. Starting in August 2023, all students will have access to reimbursable breakfast and lunch school meals at their school at no cost. A la carte purchases will continue to be offered for a fee. These purchases will be charged to the student’s meal account, or the student may pay for the food items with cash. Qualifying families should still submit applications for Free or Reduced Meal status to qualify for fee reductions for athletics, activities, and course fees.

### Off Campus Lunch Privilege

Discovery Canyon High School allows 10<sup>th</sup>-12<sup>th</sup> grade students to go off campus for lunch only with an “Off Campus Lunch Waiver” signed by a parent/guardian. Off-campus lunch is an earned privilege and may be revoked in response to behavioral infractions, failure to return to school on time, or if the student is needing

to devote more time and attention to their academics (students who are failing courses may be asked to take their school lunch to the ThinkSpot for academic support during their lunch block).

Students staying on campus for lunch are expected to behave as if they were eating in a restaurant. All trash should be disposed of in the appropriate receptacle. Students who leave a mess will be asked to clean tables and/or sweep the floor. Students who repeatedly leave trash behind may experience loss of privilege.

## Deliveries

Deliveries for students, such as flowers, balloons, lunch, etc. will not be accepted by school personnel or delivered to a student during class time. Please respect our students' right to an uninterrupted learning environment. Students who have lunch/food delivered may only pick it up during the lunch period from a designated drop table in the lobby (school staff is not responsible for deliveries). **Students may not leave class to pick up food deliveries.** If a student forgets something (i.e., materials or lunch money), a parent/guardian may drop the item(s) off at the high school attendance area for the student to pick up. Students are responsible for checking with the receptionist for delivered items.

## Food Allergies

Severe allergies are serious and can be fatal and while District 20 cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk (Administrative policy [JLCDA](#) and Procedure EF-R-1). The District's Food Allergy Task Force developed Guidelines for Protecting Students with life-threatening allergies and food intolerances, which is on the district website. Students who bring lunch from home may bring in nut products. If your child has a severe, life-threatening allergy, he or she may be eligible for the legal protections of a 504 plan. A health care plan, developed with the school nurse, can also provide protection for your child.

## 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.

## Child Abuse and Neglect

Colorado statute (1910-102 to 115) requires that school personnel who have reasonable suspicion of child abuse or neglect must make a report to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of children. In the Child Abuse Bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report suspected abuse or neglect. The bill goes further to state that school employees who willfully fail to report a case of child abuse, or circumstances or conditions which would reasonably result in child abuse, "commits a class 2 petty offense and, conviction thereof, shall liable for damages approximately caused thereby." No person who reports a case of suspected child abuse can be sued for making a good-faith report.

## Seeking Change through the Proper Channels

Students and parents are encouraged to participate in the district in a variety of ways. School 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](#) allows any member of the public to submit a suggestion or a complaint about any staff member, policy, procedure, program, etc. in the district. The policy provides for an orderly progression so as to solve the problem, or implement the suggestion, at the lowest possible level. The process allows for higher levels of review, up to and including the Board of Education.

## Lost and Found

Students are responsible for their own textbooks, notebooks, band instruments, technology and personal items. Discovery Canyon is not responsible for the repair and/or replacement of lost, stolen or damaged property. However, found items are turned in to Lost and Found located in the High School by the administrative office. Please ensure your student checks the Lost and Found periodically. At the end of each quarter, all unclaimed items are donated to charity.

## Illness/Injury and the Health Room

Discovery Canyon has a School Nurse assigned to the DCC Campus. Additionally, a health clerk paraprofessional trained in medications and limited first aid staffs the Health Room in Campus Services as well as other trained DCC office staff. Students must have permission from a staff member to go to the Health Room, except in an emergency. It is not acceptable for a student to stay in the bathroom when sick. The student must come to the Health Room in Campus Services. The student is limited to approximately 10 minutes in the Health Room unless a Health Care Plan signed by a Medical Provider states differently. After this limited time, arrangements will be made for the student to call home, go home or return to class. Cell phones and gaming devices are prohibited from use in the Health Room. Before a student goes home, a parent/guardian must sign the student out at the office.

### Illness

Please do not send your student to school if he/she is ill. Academy District 20 illness guidelines state that school personnel should call parents to pick up a student with any of the following symptoms: fever, vomiting, diarrhea, cold symptoms, such as constant runny nose or abnormal color of mucus (yellow, green, thick white); congestion; frequent coughing; possible communicable diseases; and undiagnosed rashes.

### Immunizations

If your child has had any immunizations over the summer, please send a copy to the school for the nurse to add to his/her shot record. The school nurse will be checking the immunization records on all students to see if minimum standards are met according to state requirements. Please refer to board policy [JLCB](#) for minimum requirements.

**State Requirements for Personal/Religious exemptions:** Utilize this link to access directions for obtaining non-medical exemptions <https://cdphe.colorado.gov/vaccine-exemptions> and exemptions expire June 30th of every year. Non-medical exemptions (K through 12th grades) are to be submitted annually at each new school year.

### Communicable Diseases

If your student has any communicable (contagious) diseases throughout the school year, please call 234-1800 to notify the nurse so she may follow-up with any disease information that other parents may need. Examples are chickenpox, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

### Health Care Plans

Academy District 20 encourages health care plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include asthma, diabetes, seizure disorder, bleeding disorder, severe allergy, heart condition, chronic medical condition, etc. Forms are available in the school office. Please complete this form if you have a student with a health condition.

### Injuries at School

Typically, a student who is injured at school will be given basic first aid in the health room. Parents are contacted immediately for any head injuries, significant cuts, fainting, or potential broken bones. Again, the nurse is not always on site to advise health room personnel; therefore, parents are encouraged to pick up their student for outside medical evaluation if warranted.

### **Glasses-Contact Lenses**

Students are responsible for their individual vision needs. Discovery Canyon cannot be held responsible for lost, stolen or damaged eyewear.

## **Medications and Medicine Administration**

It is best if medication is administered at home. Students whose parents have completed the district contract to self-carry epinephrine injectors and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications at their building site (elementary, middle, and high school). For any other medications to be administered to students at school, it may be done only with a specific written request from the student's parent or guardian (see administrative policy [JLCD](#)). The parental request shall include a release of claims against the district arising out of the administration of the medication ([JLCD-E](#)). Prescription medications must be labeled with the child's name, name of the medication, time medicine is to be given, dosage, name of the health care provider with prescriptive authority and phone number. Over the counter medications must be packaged in the original container and labeled with the child's name. It is the parent's obligation to pick up any unused medication at the end of the school year. Medication will not be stored at school over the summer so any medication not picked up by parents will be disposed of by school staff at the end of the school year.

Medication, except for controlled drugs, may be self-administered by high school students. Medication shall be contained in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. Controlled drugs shall be administered to high school students in the same manner as all medication is administered to elementary and middle school students.

## **Emergency Closings**

The Superintendent or designee is empowered to close the schools, delay their start, or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. Parents are asked to help with the decision as far as their own students are concerned. If a parent judges the weather conditions too hazardous to send his/her student to school, that student should be kept at home. The student will not be penalized for the absence.

Please refer to the "Attendance" section for guidelines regarding making up missed work. If, at any time during the day, parents desire to pick up their student due to hazardous weather, an administrator will release the student. The school maintains a log of students who are released early and to whom they were released. Parents are required to sign out the student. In addition to a signature, a picture ID may be required.

Make certain your child and school personnel know what to do if you are not at home and school is dismissed early, by completing and returning the early dismissal form sent home at the beginning of the school year. During questionable weather, parents can hear updated district closure information on local radio and TV stations, as well as checking the D20 website.

## **Emergency Evacuation Drills**

Drills are conducted monthly. Exit route signs are placed in each room and are explained by teachers. Students need to remain silent and walk in an orderly manner to the designated exit. After reaching the designated safe area, attendance is taken. In-room emergency procedures are in place and explained to students.

## Parking

Students are expected to drive especially safely on our PK-12 campus! Slow speeds are expected. Courtesy should be shown with other drivers. Pedestrian safety is the foremost concern. All passengers must wear their own seatbelt. Students are not permitted for any reason to ride in the trunk, on top of or hanging onto another person's vehicle. Any driver who causes ANY damage to another person's vehicle, must leave a note with their name and phone number as well as immediately report the damage/accident to the security kiosk. Students who intentionally cause damage or leave trash, food, or harassing messages on another student's vehicle will be held highly accountable. If you allow students to skip class in your vehicle, you will also be held accountable. Students who do not have off campus lunch passes are not permitted to be in the parking lot during lunch (they should remain in the building).

Security and Administrative staff may issue parking tickets for violations of parking and driving expectations (monetary fines will be applied directly to the student's account after a ticket has been left on the student's windshield). Security officers are also authorized by CSPD to ticket cars without Handicapped permit parked in Handicapped parking for \$350.

We have a reserved parking system. Students who park on campus must register their car and purchase a \$40 parking permit from the administrative office. Students must park only in their assigned parking spot and display their numbered parking permit at all times from their rear-view mirror. Students who park in unauthorized areas or without displaying their parking permit may have their on-campus parking privileges revoked. Students who fail to purchase or display their parking pass or choose to park in someone else's reserved parking spot or in a visitor or undesignated parking spot will receive a ticket and consequence. If someone is parked in your parking spot, please temporarily park in a visitor parking space, and let security know at the kiosk so the offender can be held accountable.

Seniors may also paint their assigned spot for an additional \$20 fee. All designs must be submitted to and approved by the administration prior to painting. All designs must adhere to school rules and expectations.

Please be aware of the items that are in your vehicle. If someone else leaves a prohibited item in your vehicle, you are still ultimately responsible for having the prohibited item on campus and will be held accountable accordingly.

A safety search of a student's vehicle may occur any time the administration has reasonable suspicion that the student in question could be in possession of contraband. If a student declines to allow the vehicle to be searched, then the parent/guardian will be contacted for consultation on the matter. Ultimately, if a student/family declines to allow the vehicle to be searched, the student will forfeit their privilege to park on campus and may receive a suspension for the concern being investigated.

Should you lose your parking privileges due to violation of policy [JIHB](#), the parking fee will not be reimbursed. Vehicles are subject to search and seizure policy. The school or school district is not responsible for any damage done to vehicles or property stolen from vehicles while they are parked in the school lot.

## Buses

Riding the bus is a privilege. Student responsibilities include riding only their assigned bus, being at the designated bus stop on time for pick up, boarding the bus immediately following dismissal and obeying all District 20 bus rules for passenger conduct. ([JICC](#))

Please observe the following regarding bus transportation:

1. Students shall be at their assigned stops five minutes before the bus is scheduled to arrive.

2. Wait for your bus in a safe place, well off the roadway.
3. Once the bus has come to a complete stop and the door opened, enter in an orderly manner. Go to your seat immediately.
4. Loading buses at school: ALL students must be on their bus by departure time.
5. Remain quiet and orderly.
6. Be courteous to your school bus driver and fellow passengers. The driver, Transportation Director or school administrator has full authority to assign seats whenever good student management warrants.
7. Keep your head and arms inside the bus at all times.
8. Any student displaying inappropriate conduct, using objectionable language, or abusing the driver or other students could forfeit their bus privilege.
9. Items **NOT** allowed on the bus: animals, skateboards, scooters, roller blades, balloons, knives, firearms or explosive items, any tobacco products, matches, lighters, or any item that is a health or safety hazard. No sharp instruments such as pencils, etc., should be carried where they might cause damage to the bus or injury to others. The driver has authority to require objects that may be unsafe or a hazard to be placed in a safe area.
10. Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the responsible individual.
11. In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver.
12. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus.
13. Students must ride their assigned bus and get off at their assigned stop. An exception can be made if prior permission from parent/guardian is received in writing by the office by noon and approved by the school office. An authorized bus pass will then be issued to the student.

**Additional information:**

Violations will be dealt with on an individual basis between rider and driver. If a problem continues, parents will be contacted, and progressive disciplinary actions taken by Transportation and/or school officials. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

## Student Conduct

Policy [JIC](#) sets expectations regarding student behavior at all school and district-sponsored events – on or off district property. The intent of the policy is to help establish a safe environment – free from material and substantial disruptions for all students, parents, and district employees. Students will conduct themselves in compliance with all school and district rules; learn and assume responsibility for their behavior; and obey the directives of school authorities. (See Policy [JK](#), promoting an atmosphere of responsibility and respect, where learning can take place in a safe environment.)

## Attendance

Attendance and Truancy (administrative policies JE, JH, JHB): Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades. June 1, 2022 3 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].

When a student is absent, parents are asked to call the school in a timely manner to report the absence. All excused absences, except illness, should be approved in advance at the office. An excused absence will result in no grade reduction, and time will be allocated for missed assignments to be completed – two days for each day of absence. Contact the teacher, look on Schoology or Infinite Campus to find out about missing assignments. Teachers require 24-hour notice to gather homework and other assignments for a student.

### **Attendance Policy**

**The Parent/Guardian is responsible for calling or emailing the HS attendance office, 234-2802 or [dcchs-attendance@asd20.org](mailto:dcchs-attendance@asd20.org) no later than 48 hours following the absence.** The attendance clerk may not excuse absences after this time without prior approval from administration.

Please provide the following information:

1. Name of the person calling and your relationship to the student.
2. Name of the student. Please spell the last name.
3. Date of the absence.
4. Reason for absence.
5. A telephone number that we may call to clarify questions or to verify the absence if needed.

Students who have excessive absences or tardies excused by parents may be required to provide a doctor’s note in order for the school to excuse the absence. Failure to do this when notified will result in the absence being considered unexcused and the normal unexcused absence consequences will apply. The following are examples of excused absences:

- Illness or injury
- Medical/dental appointments
- Funerals
- Court/law enforcement
- Family emergency
- School-related activities/Field Trips
- Religious holiday
- Special family event
- Car trouble
- Weather-related safety issue
- College visits
- Administrative approval

### **To excuse a student once in school**

Once a student has arrived on campus, he/she is expected to be in class. If a student must leave campus prior to the end of the day, the parent should notify the attendance office. The student should sign out in the attendance office before leaving school grounds. Students may not be released to the custody of another student.

### **Unexcused Absences**

Any child who accumulates excessive absences is in violation of the Compulsory Colorado School Attendance Law (CRS 22-33-101). An absence is considered unexcused if the parent/guardian fails to notify the school of the absence



in a timely manner or if the reason for absence does not meet school approved criteria. School work missed by an unexcused absence may only receive partial credit, but students are encouraged to make it up to prevent falling further behind. (See Administrative Policy [JH](#).)

Consequences for unexcused absences may include the following:

- After school detention equal to the time missed in class
- Lunch detention
- Loss of privileges (on-campus parking, off-campus lunch, attendance waiver, sports/activities attendance)
- Conference with student and parent
- Community service
- In school suspension
- Placement on an attendance contract
- Truancy court

The following are examples of unexcused absences:

- Was up late with school-related event
- Woke up late
- Parent was running late
- Missed the bus
- Hard morning...running late
- Had to get coffee/food before school
- Student doesn't have any work to do in ~~Sid~~ Hall
- College application process
- Traffic
- Missing just Thunder Time

### **Tardy Policy**

Students are expected to arrive to class on time. Parents will be notified by the classroom teacher after the second and subsequent unexcused tardy. Teachers are expected to develop consequences for third and fourth tardies and refer students to the office on the fifth. Students who fail to fulfill teacher assigned consequences will be referred to the High School Dean for disciplinary action.

Consequences for unexcused tardies (per semester per class):

- 1<sup>st</sup> Teacher warning
- 2<sup>nd</sup> Teacher warning and parent contact
- 3<sup>rd</sup> Parent contact and appropriate teacher consequence
- 4<sup>th</sup> Parent contact and appropriate teacher consequence
- 5<sup>th</sup> Parent contact and appropriate teacher consequence
- 6<sup>th</sup> Teacher referral, community service
- 7<sup>th</sup> Teacher referral, consequences may include behavior contract, community service, or in-school suspension

### **Pre-arranged absences**

Prior to an absence of 3 or more days, a pre-arranged absence form should be filled out and signed by a parent and then submitted to an administrator for signature. The form may be obtained from the school website or the attendance offices. Please note acceptable reasons for absences listed on the pre-arranged absence form. The administrator will sign the form and then submit it to the Attendance Office. The attendance clerk will enter the attendance into Infinite Campus and file the approved form.

### **Homework Requests for Pre-arranged Absences and Extended Illness**

It will be the student's responsibility to obtain homework/assignments from teachers using the pre-arranged form from attendance or the website. In the case of a planned absence, the teacher should receive this form at least **one week prior** to the first day of the absence. If this is a planned absence, assignments are due upon the student's



return. If absence is due to illness, the student has two days for every day missed to turn in assignments.

## Student Dismissal Precautions

Policy [JLIB](#), Adopted/Approved February 24, 2007

The school is legally responsible for taking reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and to a properly authorized person.

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his or her designee.

Additional precautions shall be taken by the principal or his or her designee as needs arise. The principal or his or her designee has the authority to allow exceptions to this policy in case of emergency.

## Dress Code Policy

A safe and disciplined learning environment is essential to a quality educational program. Discovery Canyon High School standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety. School staff strive to honor students for who they are and acknowledge each of them as a unique individual who feels welcome and safe here at school. The Administration recognizes 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.

This dress code aims to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

### **Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed below in the MUST Wear and MAY Wear categories must meet this basic principle.

### **Student MUST Wear at all times:**

- Shirt/Tops (with fabric in front, back, and on sides from *armpit to waistband*) **AND**;
- Bottoms (Pants, Shorts, Skirt) **AND**;
- Footwear with soles.

### **Students May Wear**, as long as these items do not violate the statement above:

- Hats facing straight forward or straight backward in the hallways. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. **Hats may or may not be worn in the classroom at the teacher's discretion.**
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff); student's face must NOT be obscured.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire; including leggings and/or yoga pants (must be appropriately opaque).

### **Students Cannot Wear:**

**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 have/include/show:**

- Violent language or images which advocate disruptive behavior.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or sexually explicit.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups or threaten the welfare of another person.
- Any clothing that reveals visible undergarments.
- Advocate, promote, or refer to any gang affiliation.
- Swimsuits (except as required in class or athletic practice). (Should be appropriately covered)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Any items which are backless (ex. Revealing the back below the shoulder blades.)
- Any items which are inappropriately sheer, short, tight, or low-cut.

\*Certain courses and classrooms will have specific attire requirements, based on teacher discretion to promote a safe learning environment. (Ex. no baggy clothing during labs or hats during indoor PE classes.)\*

**Enforcement:**

To ensure effective and equitable enforcement of this dress code, school staff have a commitment to enforce the dress code consistently utilizing the requirements below.

- Students will only be redirected or removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the MUST Wear and May Wear sections above. Students in violation of the above sections will be provided the following options to be dressed to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, **to be dressed to code for the remainder of the day**.
  - Students will be provided with temporary school clothing **to be dressed to code for the remainder of the day**.
  - If the above options are unviable, students' parents may be called during the school day to bring alternative clothing for the student to wear.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - Kneeling or bending over to check attire fit.
  - Measuring straps or length of bottom attire.
  - Over-emphasizing or embarrassing a student(s) to account for their attire in the classroom or in hallways in front of others.

These dress code guidelines shall apply to all school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom unless an otherwise appropriate dress code requirement is established for these events. Events that require a special uniform (ex. sporting events) will be issued approved garments. Final decision of appropriateness falls to staff, faculty, and administration.

## **Internet Use**

The internet and electronic communications have vast educational potential. 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. The district shall take reasonable steps to protect students from accessing material and information that is illegal, obscene, pornographic, or otherwise potentially harmful to students. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful.

District computers are owned by the district and are always intended for educational purposes. In order for students to access the Internet at Discovery Canyon, they must complete a **Student Acceptable Use Agreement** online or have a parent-signed/student-signed agreement on file. The form is available online at the District Website. If a student violates the Internet Access agreement, Internet privileges may be revoked. This agreement should be displayed when using the internet.

Blocks or filters shall be installed and maintained on the network for all district computers having Internet or electronic communications access. If inappropriate material is accessed the student shall report it to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review, and store(at any time and without prior notice) all usage of district computers and computer systems. Personal consent to monitor is required before a user account is activated.

Students are not allowed to load any software or change any settings on school computers without permission. Some violation examples are changing display backgrounds or screensavers, moving the task bar, changing passwords, attempting to evade district filters, deleting or moving system files. Students shall use district computers in a responsible, efficient, ethical, and legal manner. Students shall not access, research, create, transmit, retransmit, or forward material or information which promotes violence, contains obscene or pornographic material, contains personal information, harasses, or threatens students, is in violation of federal or state law or district policy, impersonates another person, or damages equipment or files. Failure to follow policy ([JS](#)) may result in the loss of school computer privileges for the remainder of the school year.

## **Public Display of Affection**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. Students are expected to show good taste and always conduct themselves respectfully.

## **Freedom from Discrimination**

District policies protect students from discrimination that denies access to or the benefits of district educational programs or activities based on race, gender, sexual orientation, religion, ethnicity, national origin, age, or disability. If you believe you have been discriminated against, notify the Title IX officer in your school, usually the principal or assistant principal, or the Title IX officer in the district, the Executive Director for Administrative and Learning Services. If it is because you are disabled, notify the Director for Special Education.

## **Freedom of 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 administrative policies on Student Publications JICE, Suspension, Expulsion and Denial of Admission, JKD/JKE; and the Student Dress Code JICA.

## **Bicycles, Skateboards, Roller Blades, etc.**

Bicycles may be ridden to school and must be locked at the bike racks located at the Middle School entrance or outside the East doors of the High School Gym. Students should be aware of vehicular traffic and ride/walk their

bikes with safety in mind. When riding bikes onto Campus and in the parking lot areas, students are to follow the safety regulations applicable to riding bicycles on city streets.

Due to safety issues and lack of storage space at school, skateboards, roller blades, roller skates, “heelies”, and scooters are not permitted and should not be ridden to school. Items brought to school will be confiscated and kept for parent pick up. Skateboarding or skating is prohibited on the campus.

## Cell Phones and Other Electronic Devices

JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for instructional purposes and with approval of the teacher. During non- instructional time, school staff may restrict students’ use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device (for the remainder of the school day). A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. School personnel will not accept responsibility for lost or stolen personal property. The student will assume responsibility for replacement costs if an electronic device or cell phone is lost or stolen.

Other electronic devices (MP3 players, iPods, etc.) may be carried on campus but must be turned off and stored during instructional time. Discovery Canyon Campus is not responsible for lost or stolen cell phones or other electronic devices.

Students are expected to utilize their personal technology in both ethical and appropriate ways. This means that students must be cognizant of the impact of their use of their technology in ways that might be useful and harmful. Any use of a technological device that disrupts the educational environment or is detrimental to the safety, welfare, and health of students and staff may result in disciplinary consequences. Sending or receiving inappropriate material via cell phone or other electronic device can be considered a criminal act. Students who report unsolicited inappropriate material will not be punished if he or she immediately, and voluntarily, notifies an adult at school. See the administrative policy [JICJ](#) for more information.

Inappropriate use includes:

- Cyberbullying
- Texting threats or inappropriate material
- Nude or pornographic photos
- Audio and visual recording without permission of those being recorded
- Pranks

## Personal Property

No unnecessary personal items should be brought to school. This includes all games, toys, stuffed animals, blankets etc. Personal items deemed disruptive to the learning process will be confiscated and kept until picked up by a parent/guardian. Exceptions will be made for items needed for class projects and after school enrichment activities. Items brought to school for these purposes are the responsibility of the student. Discovery Canyon is not responsible for the reimbursement or replacement of lost, stolen or damaged personal or electronic items. Students **must** lock up any personal items that they leave in the locker room, as this area is less supervised and valuables have a tendency to go missing when they are not locked up.

## Fines

Students are responsible for the maintenance and proper use of all school materials, equipment, rentals and other financial obligations. Fines will be issued for loss and/or damage of any of these items including textbooks and sports uniforms. Fines will be assessed for loss or damage, such as, bent corners, torn covers, torn pages and other outstanding obligations. In accordance with Senate Bill 68, grades and/or transcripts may be withheld until all outstanding obligations are satisfied. ([JQ](#))

## **ID Cards**

Each student will be issued and responsible for an I.D. card which will contain information for library check-out and internet access. Student I.D.'s must be worn at all times during school hours and at all school-related activities. Lost I.D.'s may be replaced at the HS Administration Office for \$5.00 to cover the cost of materials.

## **Identification**

For the protection of all, you must identify yourself and show your school I.D. when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities – even off-campus activities.

## **Physical Intervention by District Employees**

Per policy [JKA](#), any district employee may, within the scope of his employment, and without it being child abuse, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrongdoing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- For the preservation of order.

In addition, state statute allows teachers to touch students if it is appropriate to give emotional support or show appropriate care to a child.

## **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.

# School Discipline

## Philosophy of Discipline

- Our best prevention is a positive, healthy, respectful, and thriving school culture where students uphold norms and maintain healthy relationships with each other and their trusted adults!
- We have high expectations for our students and staff and provide positive reinforcement for meeting those along with firm and caring accountability when expectations are not met.
- Our students are now young adults and deserve the opportunity to answer for their choices themselves and serve meaningful consequences while the stakes are still low.
- We believe that poor choices and mistakes can provide some of life's most valuable teachable moments when processed with care and reflection. Therefore, consequences should be embraced as opportunities for growth.
- We believe it's very important to communicate with the student's "need to know" team at school so they can be fully informed and supportive of the student's growth.
- We want to partner with and have open conversations with parents/guardians.
- We apply restorative practices that allow students the benefit of thoroughly reflecting on their choices by exploring who was impacted and how... and how their wrongs can be made right.
- We believe that privileges should be earned through meeting expectations. Privileges may be removed when expectations are not met. Loss of privileges can include, but is not limited to, social lunch, co-curriculars, parking permit, off-campus lunch pass, attendance waivers, dances, sports events, special events, Cloud access, coffee shop access.

The level of consequence to be imposed will take into consideration the severity of the offense, the age and past disciplinary record, attendance, and academic history of the student. The level to which a student takes ownership for their behavior will factor into the determination of consequence. The unique circumstances of each incident will be considered as consequences are determined, at the discretion of the administrator. School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances. Consequences for all infractions will be determined by the administrative team and promptly communicated to parents, students, and involved staff. Parent contact should be expected.

## Discipline Matrix

This tool is used as a transparent framework to aid administrators in providing consistent consequences. This tool is a working document and is frequently updated.

LEVEL 1 OFFENSE	First Infraction	Second Infraction	Third Infraction
Classroom disruptions: Failure to follow classroom rules Horseplay Out of assigned area Public display of affection Unprepared for class Misuse of classroom materials/not a safety issue Minor inappropriate language <u>JK / JICDA</u>	Consequences for Level 1 infractions will be determined by the teacher and should include teacher conference with student, short term classroom removal, etc. Teacher may seek support of administrator. Teacher informs the parents of the concern.  Ex. seating change	More severe teacher consequence, temporary removal from class, referral Teacher communicates with parent.  Ex. student calls home with teacher present	Referral to office, consequences can include, but are not limited to, loss of privileges, community service
Cheating/unauthorized collaboration/plagiarism (assignment)	Redo assignment, teacher conference with student and parent contact	Redo assignment, referral to office (entry into IC), community service and/or loss of privileges, Parent contact	Redo assignment, referral to office (entry into IC), community service and/or loss of privileges, Parent contact
Cheating/copying/plagiarism (test/project/paper)	Referral to office, community service and/or loss of privileges, parent contact  Retake different version  Recorded in Infinite Campus	Referral to office, community service and/or loss of privileges, parent contact  Retake different version  Recorded in Infinite Campus  Reflective assignment	Referral to office, community service and/or loss of privileges, parent contact  Retake different version  Recorded in Infinite Campus  Restorative circle
Cell phone/headphone violation ( <u>JICJ</u> )	Teacher warning	Teacher consequence, parent contact	Referral to office, device held in office, community service and/or loss of privileges, parent contact

Dress code violation ( <a href="#">JICA</a> )	Referral to office/warning and change of clothes/parent contact	Referral to office/warning and change of clothes/parent contact, community service	Community service and/or loss of privileges, parent contact
Tardiness (JH)	1-4 tardies, teacher consequences, parent contact	5 or more tardies in one class, referral to office for community service and/or loss of privileges, parent contact	More than 10 tardies in all classes combined/parent contact/community service
Skipping class (more than half of class) while still in building (JH)	1-5 skipped classes, community service equal to missed class time or make up missed class time with teacher, Parent contact Loss of privilege	6 -9 skipped classes, community service equal to missed class time or make up missed class time with teacher, parent conference Loss of privilege	10 or more skipped classes, attendance contract and/or parent/guardian escort to classes, begin truancy court proceedings  <i>(more to come on this – we are processing more positive interventions)</i>

<b>LEVEL 2 OFFENSE</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>
Violation of technology use agreement (JS/JSE)	Admin warning/ community service/ temporary loss of technology privilege Parent contact	2 Day loss of technology privilege Parent contact	5 Day loss of technology privilege Parent contact
Staff disrespect or defiance of staff directives (JK/JKR)	Referral to office Community service and/or loss of privileges Restorative conversation or letter OSS for more significant Parent contact	1-5 days OSS, referral to law enforcement, parent conference, behavior contract/problem solving meeting, restorative circle, referral to counseling	1-5 days OSS, referral to law enforcement, parent conference, review behavior contract/problem solving meeting, restorative circle, conference with Principal, referral to Teen Court, safety plan



Disruptive behavior (JIC)	Referral to office Administrative warning Community service and/or loss of privileges Restorative conversation or letter Parent contact  OSS for more significant	1-5 days OSS, referral to law enforcement, parent conference, behavior contract/problem solving meeting, restorative circle, referral to counseling	1-5 days OSS, referral to law enforcement, parent conference, review behavior contract/problem solving meeting, restorative circle, conference with Principal, referral to Teen Court, safety plan
Academic dishonesty compromising assessment security	1-5 days OSS  parent conference  restorative assignment	1-5 days OSS  parent conference  restorative circle	5-10 days OSS  parent conference  conference with Principal
Tobacco/vape use/contraband possession (JICH)	Community service and/or loss of privileges and/or ISS Restorative assignment on dangers of nicotine/vaping including their intentions moving forward Parent contact	1 day OSS  Referral to Counselor  Parent contact	2 days OSS each subsequent occurrence  Conference with principal
Missing/leaving class or school without permission (out of building) (JH)	1-5 instances Administrative warning Community service and/or loss of privileges Restorative conversation or letter Parent contact	6-9 instances  ISS and loss of privileges  parent/guardian attend classes with student  Parent problem-solving meeting	10 or more  OSS or parent/guardian attend classes with student  Conference with principal
Consensual sexual activity on campus	1-5 days OSS Community service and/or loss of privileges Parent contact	1-5 days OSS Parent contact	1-10 days OSS Parent contact

Inappropriate, aggressive, disrespectful or disruptive language written or spoken between students (JICDA)	Administrative warning Community service and/or loss of privileges Restorative conversation or letter OSS for more significant Potential referral to law enforcement Parent contact	1-3 days OSS Community service and/or loss of privileges behavior contract/problem solving meeting  Restorative conversation or letter Potential referral to law enforcement Parent contact	2-5 days OSS  Restorative conversation or letter Potential referral to law enforcement Community service and/or loss of privileges behavior contract/problem solving meeting with parents
Behavior On/Off School property that is detrimental to the safety/welfare of staff/students (less serious) (JICDA)	Administrative warning Community service and/or loss of privileges Restorative conversation or letter OSS for more significant referral to law enforcement Parent contact	1-3 days OSS Community service and/or loss of privileges behavior contract/problem solving meeting  Restorative conversation or letter referral to law enforcement Parent contact	2-5 days OSS  Restorative conversation or letter referral to law enforcement Community service and/or loss of privileges behavior contract/problem solving meeting with parents
Bullying/Harassment (JICDA)	1-5 days OSS referral to law enforcement referral to Teen Court behavior plan or review of plan if already in place Restorative conversation or letter Parent contact	2-5 days OSS referral to law enforcement referral to Teen Court behavior plan or review of plan if already in place Restorative conversation or letter Parent contact	10 day OSS referral to law enforcement behavior plan or review of plan if already in place Restorative conversation or letter Parent contact
Possession of Contraband (lighter, rolling papers, small pocket knife, etc) (JICH)	Community service and/or loss of privileges and/or ISS Restorative assignment Parent contact	1-3 days OSS Community service and/or loss of privileges behavior contract/problem solving meeting Parent contact	2-5 days OSS Community service and/or loss of privileges behavior contract/problem solving meeting Parent contact

Minor vandalism damage to school or others property (JICDA)	1-5 days OSS Restitution for damages Community Service Referral to law enforcement Referral to Teen Court Recommendation for expulsion Parent contact	2-5 days OSS Referral to law enforcement Restitution for damages Community Service Recommendation for expulsion Parent contact	10 days OSS Referral to law enforcement Restitution for damages. Community Service Recommendation for expulsion Parent contact
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<b>LEVEL 3 OFFENSE</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>
Major technology violation (JS/JSE)	2-5 days OSS Loss of privileges referral to law enforcement referral to Teen Court Parent contact	2–5-day OSS Loss of privileges referral to law enforcement referral to Teen Court Parent contact	Loss of Privilege referral to law enforcement referral to Teen Court Parent contact
Hate language towards another student (electronically or in person), or in public view (JICDA)	1-5 days OSS referral to law enforcement referral to Teen Court behavior plan or review of plan if already in place Restorative conversation or letter Parent contact	2- 5 days OSS referral to law enforcement behavior plan or review of plan if already in place  Restorative conversation or letter  Parent contact	10 day OSS referral to law enforcement behavior plan or review of plan if already in place  Restorative conversation or letter  Parent contact
Detrimental behavior: (JHC)  Harassment (verbal, physical, sexual, racial, etc) Bullying (JICDA) Behavior On/off Staff threat Fighting Distribution of vape/nicotine products Gang activity	2-5 days OSS referral to law enforcement referral to Teen Court behavior plan or review of plan if already in place  Restorative Processes  No Contact Agreement  Parent contact	5 days OSS with possible additional 5 days and possible recommendation for expulsion and referral to law enforcement Parent contact	10 days OSS. Police charges and recommendation for expulsion. Parent contact

Drug/Alcohol Possession/under the influence (JICH-R)	10 day OSS (may be reduced to 5 days if student agrees to enroll in drug/alcohol counseling or course {at student's own expense}) Referral to law enforcement Parent contact	10-day OSS  Referral to law enforcement  Parent contact	10 Day OSS and recommendation for expulsion Referral to law enforcement Parent contact
Theft/Stealing (JICDA)	3-10 days OSS Referral to law enforcement Restitution for missing items, replacement of damaged items, or to pay for the reward to reporting party referral to Teen Court Restorative Process Parent contact	3-10 days OSS Referral to law enforcement Restitution for missing items, replacement of damaged items, or to pay for the reward to reporting party Parent contact	10 days OSS Referral to law enforcement Restitution for missing items, replacement of damaged items, or to pay for the reward to reporting party Parent contact
Vandalism: destruction of property school/private (JICDA)	3-10 days OSS Restitution for damages Community Service Referral to law enforcement Referral to Teen Court Recommendation for expulsion Parent contact	3-5 days OSS Referral to law enforcement Restitution for damages Community Service Recommendation for expulsion Parent contact	10 days OSS Referral to law enforcement Restitution for damages. Community Service Recommendation for expulsion Parent contact
Significant Disruption of the Learning Environment (Contributes to habitually disruptive designation) (JKR)	1-5 days OSS, Behavior contract Referral to Teen Court Referral to Law Enforcement Parent contact	3-5 days OSS, review behavior plan Referral to Law Enforcement Parent contact	10 days OSS Recommend Expulsion Referral to Law Enforcement Parent contact

At Discovery Canyon, we believe that students have the right to:

- Have a teacher who is in a position to help the child limit inappropriate, self-disruptive behavior
- Have a teacher who is in the position to provide the child with positive support for appropriate behavior
- Choose how to behave and know the consequences that will follow

Discovery Canyon discipline rules will apply in the classroom, on school grounds, on buses, at bus stops, to and from bus stops, at all school/district sponsored activities, as well as off school property. Behavior that may be detrimental to the welfare or safety of students and/or school personnel, on or off school property, will not be tolerated. ([JK](#))

When a student is referred to an administrator for misconduct, the student is informed what behavior(s) was unacceptable. The student has an opportunity to explain their perception of the incident. Consequences may include

- An administrative warning

- Community service
- Loss of privileges
- Removal from the classroom ([JKBA](#))
- After school or lunch detention
- Restorative Assignments
- Restorative Circles
- Restorative Conversations
- In-school suspension
- Out-of-school suspension
- Recommendation for expulsion.

Work completed during in-school or out-of-school suspension is graded. A remedial discipline plan may be developed upon a major and/or habitual disruption of the educational process. A recommendation for expulsion is possible after three material/substantial disruptions (as determined by administration). See Academy District 20 Code of Conduct [JICDA](#) for further information.

### **Consequences for Breaking School Rules and/or State and Federal Laws**

Please view our Framework for School Discipline Matrix [here](#). This matrix is a living document and may be updated throughout the year.

You can be disciplined if you violate the school rules or laws of the state or nation. Some violations are more serious than others and can result in suspension, expulsion or denial of admission. Under the administrative policy [JKD/JKE](#), students may be suspended or expelled for the following reasons:

- Willful disobedience
- Willful destruction of property
- Behavior on or off school grounds that is detrimental to the welfare of other students or staff
- Being “habitually disruptive”
- Repeated interference with the school’s ability to provide services to students
- Commission of a robbery or of an assault
- Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy
- Violation of the District’s substance abuse policy
- Other serious violations of school rules as determined by the principal or administrator
- Violation of the District policy on immunizations

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities, in which case the suspension by the principal can be up to 10 school days. The superintendent can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and, if necessary to the Board. In an appeal hearing, evidence and argument may be presented on the student’s behalf by the parents and/or the student.

“Habitually Disruptive” students are a subsection of the above. Under administrative policy [JKEA](#), a “habitually disruptive” student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy requires that the school, student and her or his parents develop a “remedial behavior plan” after the second suspension.

Special education students with an Individualized Education Plan may not be expelled if the conduct in question was caused by, or had a direct and substantial relationship to the student’s disability or if the conduct in question was the direct result of a failure to implement the IEP.

## **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 June 1, 2022 6 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.

## **Student Interrogations, Searches, and SRO Involvement**

The District Administration seeks 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 or law enforcement agents to interrogate a student, to search the person or the personal property of a student, and to seize any contraband property or property deemed injurious or detrimental to the safety and welfare of students and staff. [\(JIH\)](#) Interrogations

A principal or designee may question a student in situations in which a violation of law, policies of the Board of Education, or school rules on or off school grounds or at school-sponsored activities is suggested. The nature and extent of the questioning must be reasonably related to the objectives of the questioning.

In many cases, the school resource officer "SRO" (CSPD) will be consulted for potential support. The SRO frequently speaks with students in the office in an educational capacity, and the SRO is not required to have parental consent to do so. If/when the SRO becomes aware of information that could warrant the student being ticketed, the SRO will request a parent/guardian to be present for any further conversation.

Outside law enforcement officers may request, on their own initiative or in response to a contact by the principal or designee, to question students at school, on school grounds, or at school-sponsored activities. Such questioning will be conducted with the principal or designee present whenever possible. Before such questioning commences, the officer should be asked to provide identification evidencing the officer's affiliation with the identified law enforcement agency. If permitted by the law enforcement officer, the school official will make a good faith effort to contact the student's parent, guardian, or legal custodian prior to the onset of the interaction so that he or she maybe notified of the situation and given the opportunity to be present (this is guided by the law enforcement official per each unique circumstance).

## **Searches**

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by the school authorities.

In order to protect the safety and welfare of students and school personnel and to maintain order and discipline in schools on school grounds, and at school activities, school authorities may search a student, student lockers, desks, personal property, or student automobiles parked on or near school grounds and may seize any illegal, unauthorized, or contraband materials or evidence, as described in the accompanying regulation.

Searches of a student's person or personal effects, such as a backpack, purse, book bag, or motor vehicle, within the school, on or off school grounds, and at school activities may be conducted by the principal or designee when the principal or designee has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of the policies of the Board of Education, 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.

The extent of the search of a student's person or personal effects and the measures used in conducting the search must be reasonably related to the objectives of the search, must not go beyond what is warranted by the nature of the suspected violation, and must respect privacy considerations considering the age and gender of the student. School lockers, desks, and other storage areas provided for student use on school premises are school property and always remain under the ownership and control of the school. Lockers and storage areas may be searched without notice and without student consent when the principal or designee has reasonable grounds for the search. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities.

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. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law. ([JIHB](#))

## **Arrests**

Whenever a law enforcement officer seeks to take a student into custody or to arrest a student, the principal or designee shall request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officers, and, if permitted by the law enforcement officers, the school official will make a good faith effort to contact the student's parents, guardian, or legal custodian.

# **Weapons at School**

The Board of Education and district administration determine that possession and/or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Bringing or possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion ([JICI](#)).

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

- A firearm, as defined in C.R.S. § 18-1-901(3)(h) ("Firearm" means any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges.)
- 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 pocketknife with a blade exceeding three and one-half inches in length
- 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.

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.

#### Referral to law enforcement

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

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

**\*At Discovery Canyon Campus, student possession of any knife, regardless of length, is prohibited and will result in disciplinary action.**

## Drug and Alcohol-Free Schools

Administrative policy [JICH](#) prohibits any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. It is considered to be behavior that is detrimental to the welfare and safety of other students or school personnel. **Sharing 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. Expulsion may be recommended for the distribution of drugs or alcohol at school or at school-sponsored events, even if no money is exchanged. It may also be a punishable offense pursuant to Colorado law, C.R.S. §22-33-106

## Nicotine and Vaping

District policy and state law forbid possession, smoking, chewing or other use of any tobacco product, including electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems, on school or district property or at school activities at any time. See Policy [ADC](#). Additionally, personal vaporizers, pods and accessories of any kind are prohibited at Discovery Canyon and will be confiscated. Students found to be in possession will be subject to disciplinary action.

## 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.

## **Canines**

Academy School District 20 may contract with a private company to provide random, unannounced visits to our campus via the use of non-aggressive, specially trained canines. Discovery Canyon Campus, as well as vehicles in the parking lot, will be checked periodically to reduce and, hopefully, eliminate unwanted contraband. In the event prohibited items are detected, appropriate corrective action will be taken, including but not limited to a safety search of the student's belongings and/or vehicle. Parents/guardians will be notified when a safety search has been performed. During normal canine visits, all common areas of the campus will be checked. The program is closely monitored by campus administration. DCC is committed to providing an environment conducive to learning and free from unwanted, prohibited items that impact safety and security on campus.

## **Bullying (administrative policy JICDE):**

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully.

Bullying behavior is not tolerated in Academy District 20 schools, at school activities, on school buses or at district bus stops. To enhance safety at schools and on school buses, video and audio recording devices have been installed and may be in operation at any time.

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.

## **(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 June 1, 2022 7 student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to 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, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

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

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: June 1, 2022 8 • 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).

## Student Records

Administrative policy [JRA/JRC](#) gives parents or guardians access to educational records with reasonable advance notice to the school. Parents/guardians, and “eligible” students 18 and older have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for “directory” information [name, photograph, major field of study, participation in officially recognized sports and activities, height, and weight of members of athletic teams, dates of attendance, grade level, degrees, honors and awards received, the most recent previous education agency or institution attended by the student.] The parent or eligible student (student 18 and older) has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 30 or the following Monday if August 30 is a Saturday or Sunday. One important exception: military recruiters can obtain the names, addresses and home telephone numbers of all high school students, unless the parent or eligible student (one who is 18 years or older) requests otherwise in writing.

### Third Party Access to Child’s Education Records

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) access to personally identifiable information from your child’s education records, please contact your building administrator or registrar 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.

## Custodial and Non-Custodial Parent Rights and Responsibilities

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

In the event the child resides with both parents for equal periods of time during a normal school week, either by splitting time equally between the parents during a normal school week or by residing with each parent on alternating school weeks, and if parents do not agree concerning an educational decision, the superintendent or designee shall determine which parent’s instruction to follow regarding the matter in dispute on an interim basis until the parents either reach agreement regarding the disputed matter or the school officials receive a valid Colorado court order or decree that resolves such dispute. Such interim determination shall be within the sound discretion of the superintendent or designee.

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

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) access to personally identifiable information from your child's education records, please contact your building administrator or registrar 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.

## **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.

# Academy School District 20 General Student Handbook

[Link to District Student Handbook](#)

## Academy District 20

### Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents

School Year 2023-2024



This document is provided as a resource to Academy District 20's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.** Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication but are on the website.

## **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 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].

### **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](#).

**Cell Phones and other Electronic Devices (administrative policy JICJ)**

Policy JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for instructional purposes and with approval of the teacher. During non-instructional time, school staff may restrict students’ use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this 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. School personnel will not accept responsibility for lost or stolen personal property. The student will assume responsibility for replacement costs in the event that an electronic device or cell phone is lost or stolen.

**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 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.

**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 IHDA** 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 IHDA R 2)** is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12<sup>th</sup> 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 12<sup>th</sup> grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the District's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

**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.

**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.

#### **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, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA 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
- Student's 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).

### **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.

**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**

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.

### **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.

### **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

### **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.

**(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under (policy JLDAC-E):**

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/guardian;
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/guardians; and/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; and
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:

Student Privacy Policy 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.

### **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 and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students. Parents and eligible students have the right to consent before students are required to submit to a survey that concerns one or more protected areas, and to opt out, as detailed in administrative policy [JLDAC](#) and accompanying notification [JLDAC-E](#).

### **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.

**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](#).

**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.

**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 Medications to Students may result in disciplinary action, at the discretion of the principal or designee.

- Second Offense - The student will be suspended for ten school days and the principal may recommend expulsion.
- Third and Subsequent Offense(s) - The principal or designee may recommend to the superintendent expulsion of the student for up to one calendar year for third offense and all subsequent offenses occurring within three years.

#### Penalties for Possession of Drug Paraphernalia

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

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

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

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

#### **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 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.

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

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

Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

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



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

### **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 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 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 JIH):**

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

##### **Interviews by school administrators**

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

#### Searches conducted by school personnel

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

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

#### Search of school property

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

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

#### Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of 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](#), Administering 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 substance abuse policy, [JICH](#), as outlined in that policy and accompanying administrative procedure.
- 9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

#### Grounds for denial of admission

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

- 1. Graduation from the 12<sup>th</sup> 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.

**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 or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
  - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy.

This policy will be published in all 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.

#### **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.

#### **Weapons (administrative policy [JCI](#)):**

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.