

Discovery Canyon Campus Middle School

# Parent Student Handbook

School Year 2024-2025



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 [Board Policies page of the Academy District 20 website](#).

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.



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Welcome to Discovery Canyon Campus, home of the Thunder! This school year promises to be an exciting one, filled with new challenges and new learning. The mission of Discovery Canyon Campus, a pre-K-12 learning community, is to educate and inspire all students to achieve social, emotional, physical, and academic success as conscientious global citizens through a comprehensive, inquiry-based curriculum using principles and tools of science and mathematics taught in a safe and respectful unified campus environment.

Everyone at our school has responsibilities for your learning. Teachers have the responsibility for providing you with meaningful learning opportunities that prepare you for the future. You have responsibilities as well. For example, you have the responsibility of giving it your best every day. Other responsibilities are outlined in this handbook. While it is impossible to address every situation that may arise, this handbook provides you with guidelines as to what the expectations are of you. Please read through this handbook and ask questions if you do not understand something. It contains important information regarding school and district policies and procedures.

The relationship between school and home is an important one. We encourage you and your parents to work with your teachers in their efforts to support your education. 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.

## **Discovery Canyon Campus Mission Statement**

Discovery Canyon Campus Middle School students push the limits of learning through investigation and exploration. Through inquiry, students create an education that fits them and not the other way around, all in a unique pre-K through high school environment.

## **Important Phone Numbers and Times**

- Discovery Canyon Campus Middle School: 719-234-1800
- Middle School Attendance Office: 234-1846
- PreK-5 Office Fax: 234-1872
- 6-8 Admin Fax: 234-1897
- 9-12 Office Fax: 234-2998
- Counseling Fax: 234-1878
- Campus Main Fax: 234-1899



The DCC offices are open as follows:

**PreK-5 Office**

Monday - Friday 7:45 a.m. - 3:45 p.m.

**6-8 Office / Campus Services**

Monday - Friday 7:45 a.m. - 4:45 p.m.

**9-12 Office**

Monday - Friday 7:15 a.m. - 4:15 p.m.

Students in grades six through eight may enter the middle level building starting at 7:40 a.m. Unless prior arrangements have been made for a student to work with a teacher, any student who enters the building between 7:40 a.m. and 8:05 a.m. must report to the Middle Level Gym. From 7:40 a.m. – 8:05 a.m., there is supervision in the Middle Level Gym for students to quietly complete schoolwork. Students will be released at 8:05 a.m. to go to their first class. Parents should avoid allowing their students to arrive at school prior to 7:40 a.m. as there will be no adult supervision provided. No food or drinks will be allowed in the gym.

Please note that on two-hour late start days, the Middle Level Gym will be open from 9:40 AM until 10:05 AM. Students will be released at 10:05 AM to report to their first class, which will begin at 10:15 AM.

## 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 employees 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.

## **After School Activities**

Intramural and interscholastic sports, clubs, and other adult sponsored activities are an important part of a student's well-rounded educational experience. All students are encouraged to participate in at least one activity during the school year.

Students participating in an after-school activity must remain with the supervising adult until the activity ends. Once the after-school activity ends for the day, students must be picked up promptly by a parent/guardian in front of the middle level entrance.

## **After School Help (ASH) / Math After School Help (MASH)**

During After School Help (ASH) and Math After School Help (MASH), 6<sup>th</sup>-8<sup>th</sup> grade students may complete their academic work and request assistance from the supervising teacher. Both ASH and MASH will be scheduled according to teacher availability. Days of the week and times will be announced once the school year begins.

### **ASH / MASH Policies:**

- Students must report to ASH / MASH no later than 3:25 p.m., unless they have a pass from another teacher with whom they were working.
- Once students arrive at ASH / MASH, they are not dismissed until the session ends. If a student needs to leave ASH/MASH prior to the end of a session, the student's parent/guardian must check the student out by visiting the Campus Services office.
- During ASH / MASH, some course textbooks may be available for students to access. These textbooks may only be utilized during ASH / MASH and students are not permitted to take them home.
- Once ASH / MASH ends for the day, students must be picked up promptly by a parent/guardian in front of the middle level entrance, as there will be no adult supervision after the program ends.





## After School Detention

One type of consequence for inappropriate student behavior is after school detention. A teacher or administrator may assign an after-school detention. After school detention will be scheduled according to teacher availability. Days of the week and times will be announced once the school year begins.

### After School Detention Policies:

- Students need to report to after school detention no later than 3:25 p.m. If a student arrives to detention after 3:25 p.m., he/she will be marked as absent from detention.
- Students who fail to attend an after-school detention will be assigned two detentions in its place. Continued failure to serve detention will be reported to the grade level administrator and may result in additional consequences.
- During after school detention, students complete a behavior reflection sheet and spend the remaining time working on school assignments or complete community service with the supervising teacher's direction. It is important that students bring schoolwork to detention.
- Some course textbooks may be available for students to access during detention. These textbooks may only be utilized during detention and students are not permitted to take them home.
- During after school detention, students may not listen to IPODs, use cell phones, listen to music, have food or drinks, sleep, or socialize with peers.
- Student disruptions during after school detention will be reported to the grade level administrator and may result in additional consequences.
- Once after school detention ends, students must be picked up promptly by a parent/guardian in front of the middle level entrance, as there will be no adult supervision after detention ends.
- If a student needs to reschedule the date of a detention, prior to the detention time, he/she needs to make the request through the staff member who assigned the detention or visit Campus Services.

## Announcements

Discovery Canyon communicates daily with the students and staff through announcements. Parents and students may also access information on the [DCCMS website](#).

## 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).

## Athletics

Discovery Canyon Campus provides opportunities for students in the middle level grades to participate in after-school activities, including interscholastic and intramural sports. Information about sign-up days will be communicated to students in the daily announcements throughout the school year. You may refer to the school calendar for registration and starting dates for each sport. **Athletic fees** are set by the school district and are listed in athletic registration materials. Intramural and interscholastic teams will participate after school. To participate in after school sports, a student must have a current physical (less than one year old) on file in the main office. Forms may be obtained from the main office, the DCC Website, or students may use one provided by a doctor. **Please note that a health care provider must sign the form.**

### Middle School Interscholastic Eligibility

For a student to be academically eligible to compete in interscholastic competition, they must be passing all classes (no "F" grades) and cannot have more than one "D" grade during the week of competition. Eligibility is checked on Wednesday. Ineligibility does not prevent a student from practicing with the team.

### General Registration/Activity Dates

|                                      |   |
|--------------------------------------|---|
| Football, Volleyball, Cross-Country: | Registration: First Week of August<br>Practice begins on the first day of school      |
| Softball, Boys Basketball:           | Registration: Mid-September<br>Practice begins first full week of October             |
| Girls Basketball:                    | Registration: First week in November<br>Practice begins week after Thanksgiving Break |
| Wrestling:                           | Registration: Mid-January<br>Practice begins end of January                           |



Boys and Girls Track:

Registration: End of February

Practice begins week before Spring Break

These dates are general; specific dates will be set at the beginning of each school year and posted on the website. Intramurals **may not** always run concurrently with the interscholastic season; schedules will be posted. Transportation to interscholastic away games is not provided. It is the responsibility of the athlete's parents/guardians to provide transportation to and from games/meets.

Athletic practice ends at a time determined by coaches and the Middle School Athletic Director. It is imperative that athletes be picked up in a timely manner for student safety.

On occasions of inclement weather, practice, games and/or meets may be cancelled. While efforts are made to reschedule competitions, often limited facility use prevents rescheduling. In the event of cancelled practices and competitions, refunding of athletic fees is not permissible.

## 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].

## Backpacks and Healthy Choices

Discovery Canyon Campus was founded on the principles of a healthy school. We promote choices that support students’ healthy physical and mental growth whenever possible. We offer healthy food choices in our cafeteria and encourage physical fitness.

The carrying of a heavy backpack is also an issue embedded within healthy choices. We strongly discourage our younger students from carrying backpacks at all. Their smaller physical size and developing bones are at risk by carrying such a heavy load.

As students mature physically and mentally, they are increasingly responsible for making healthy choices for themselves. We continue to provide students with the option of healthy foods, etc., but ultimately, the responsibility lies with the student. Such is the case with backpacks. We encourage students to bring to school only what is necessary for the day and recognize that increased class loads, after school events, and the number of materials needed during each day may require the student to bring a messenger/carrier bag or a reasonably sized backpack to school.

If a student chooses to use a messenger/carrier bag or backpack, we strongly encourage the student to use it in a healthy manner. For example, use both straps on a backpack to avoid back injury and to distribute the weight more evenly, only carry what is needed for that day, and clean it out daily to prevent buildup of unnecessary items.

## 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 Academy District 20 mission statement emphasizes safety for students. The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and



other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233(SAFE) or online at [Submit a Tip](#).

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

Students in grades 3 and higher may ride bicycles to and from Discovery Canyon Campus. Students in grades 2 and lower may ride bikes to and from Discovery Canyon Campus **only** if accompanied by their parent. However, bikes must be walked on Campus sidewalks (immediately in front of Campus Buildings) and must be parked in the provided bike racks. Students should secure their bikes with locks.

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, and scooters are not permitted and should not be ridden to school. Items brought to school will be secured and kept for parent/guardian pick up. Skateboarding or skating is prohibited on campus.

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

In keeping with the mission statement to educate every student in a safe and nurturing environment, 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 “any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.” Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services. 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 Submit a Tip.

Bullying will not be tolerated at Discovery Canyon Campus Middle School and will be treated as a disciplinary matter and handled accordingly. All bullying activities will be documented and result in notification of parents/guardians. Bullying actions may also result in one or more of the following:

- Conference
- Mediation
- Parent Contact
- Detention
- Suspension, either in- or out-of-school
- A recommendation for expulsion
- Notification of law enforcement authorities

## 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. Guidelines for behavior include:

1. Students shall be at their assigned stops five minutes before the bus is scheduled to arrive. The bus cannot wait for those who are tardy.
2. Wait for your bus in a safe place, well off the roadway. Respect other's property; do not play in yards near the stop or in the road.
3. Once the bus has come to a complete stop and the door opened, enter in an orderly manner. Go to your seat immediately. (Traffic has stopped for the student loading, so it should be done as quickly as possible.)
4. Loading buses at school: ALL students must be on their bus by departure time. For safety, once the driver has closed the door and buses have started to move, students will NOT be allowed to get on their bus.
5. Remain quiet and orderly. Be totally silent at all railroad crossings; use a quiet voice at all other times. Shouting or any loud noise is not acceptable. A low noise level is imperative for the safest driving conditions. Standing, kneeling on the seats, or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with your back against the seat back cushion. All students will have an assigned seat.
6. Be courteous to your school bus driver and fellow passengers. Keep your hands to yourself; pushing, grabbing, reaching over seats, etc. can be dangerous and are not permitted. Avoid rough housing and any kind of physical play. Enjoy the opportunity for socializing in quiet acceptable ways. Be an example of good behavior for your own and others' safety. The driver, Transportation Director and school administrator have full



authority to assign seats whenever good student management warrants. Nothing is to be thrown on the bus or out of windows.

7. Always keep your head and arms inside the bus. Serious injury could result from being struck by an object as the bus passes or being thrown against the window frame as the bus goes over a bump. Follow the instructions of your school bus driver. Be cooperative and keep the aisles as clear as possible. Hold books, bags, lunch pails, instruments, and other things on your lap and inside of the seat. The driver must always have a clear view down the aisle to the back of the bus in case an evacuation is necessary.
8. No eating or drinking while on the bus.
9. Any student displaying inappropriate conduct, using objectionable language, or abusing the driver or other students could forfeit their bus privilege.
10. 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., shall 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.
11. Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the responsible individual.
12. In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver.
13. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
14. Students must ride their assigned bus and get off at their assigned stop. An exception may be made if prior permission from the parent/guardian is received by the office **by noon** and approved by the school office. An unauthorized bus pass will then be issued to the student. Bus drivers and administrators cannot allow a student who does not have a bus pass to ride a bus.

### **Additional Bus 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.

### **Cell Phones and Other Electronic Devices**

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.

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 onfield trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of cameras 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.

## **Clubs and Activities**

A variety of clubs and activities are available for middle level students to participate in to enrich their educational experience. When a student is interested in participating in a DCC club or activity, they should visit with the staff sponsor to receive a parent permission form that outlines meeting times and dates, transportation requirements, and other applicable information. The permission form needs to be signed by a parent/guardian and returned to the staff sponsor for the student to participate. While participating in clubs and activities, students are required to follow school rules and expectations for student behavior. Failure to follow school rules and expectations during clubs and activities may result in consequences, such as





restricted participation.

Specific information regarding DCC student clubs and activities is available through various sources, including:

- DCC website ([DCCMS website](#))
- Morning announcements
- Campus Services Office

## **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.

## Computer Labs

Eating and/or drinking are prohibited in all computer labs. A computer lab is a place for quiet and work. If behavior is inappropriate, privileges will be lost. Students must be supervised by a teacher and cannot be in the labs alone. Each year, students are granted online access per the *Student Acceptable Use Agreement*. An opt-out option is available for parents not wanting their students to have online access at school (if interested, please contact the school). Students are not allowed to load any software or change any settings on the computer without permission. Some violation examples are changing display backgrounds or screensavers, moving the task bar, changing passwords, accessing or sending email, deleting or moving system files, and/or adjusting volume. Infractions may result in the loss of school computer privileges for the remainder of the school year.

## 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 stepparent) access to personally identifiable information from your child's education records, please contact your building administrator to request a third party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

## Counseling

The Counseling Department is an important part of the educational program for all Discovery Canyon Campus Middle School students. Students may come to the Counseling Office before school, after school or during the school day (if the student has a pass from a DCC staff member). If it is not an emergency, the student will make an appointment to see a counselor. The Counseling Office helps students focus on academic, personal/social, and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

Discovery Canyon Campus Middle School's counseling philosophy is to enhance the student's self-esteem by problem solving and exploring options with the student rather than solving problems for the student. Counselors may lead discussion groups throughout the year. Common themes include friendship, deployment, divorce, motivation, stress, and grades. Parent permission is required for any student participating in a group. The counselors meet on a regular basis with grade level teams to discuss student success and to develop behavioral and academic plans for individual students.

## Deliveries

Deliveries for students, such as food delivery from food delivery services, as well as flowers and balloons, will not be accepted by school personnel or delivered to students during school hours. If a student forgets something (i.e., materials, a lunch, or lunch money), a parent/guardian may drop the item(s) off at the Attendance Office for the student to pick up. **Students are responsible to check at the Attendance Office for delivered items.**

## Disciplinary Removal from Classroom (administrative policy JKBA)

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



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

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

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

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

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

## Discipline

At Discovery Canyon Campus Middle School, we believe that students:

- have a teacher who will help the child limit inappropriate, self-disruptive behavior.
- have a teacher who will 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, and at all school/district sponsored activities. Behavior that may be detrimental to the welfare or safety of students and/or school personnel will not be tolerated.



When a student is referred to the grade level administrator for misconduct, the student is informed what behavior(s) was unacceptable. The student has an opportunity to explain his/her perception of the incident. Consequences may include a warning, loss of privileges, detention, in-school suspension, out-of-school suspension, or recommendation for expulsion. If a major discipline violation occurs, a phone call and/or parent conference is scheduled. In some cases, school security and/or the police may be notified.

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).

## **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, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing 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 influences behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that:
  - are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:
    - refer to drug, tobacco, or alcohol.
    - are obscene, profane, vulgar, or defamatory in design or message.
    - advocate drug use, violence, or disruptive behavior.



- threaten the safety or welfare of any person.
2. Clothing that:
- reveals all or part of the stomach, buttocks, or chest, or,
  - is backless, or,
  - reveals underwear, or,
  - is inappropriately sheer, short, tight, or low-cut.

Exceptions:

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

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

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

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

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

Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class controlled substances, the principal or designee, at his or her discretion, may



recommend additional suspension or expulsion. Violations of administrative policy **JLCD** on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal or designee.

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

## Penalties for Possession of Drug Paraphernalia

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

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

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

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

## 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 race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability 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.

## Family Educational Rights and Privacy Act (FERPA) (administrative policy JRA/JRC), Notification of Rights

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 decide for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees 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 to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202





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

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

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

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

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

The district has designated the following information as directory information:

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



- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

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

## 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 the 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 attributedenotes 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 alsoprohibited. 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.

## Going Green at Discovery Canyon Campus

The students and staff of Discovery Canyon Campus Middle School are committed to implementing practices that support a green environment. Examples of green practices at Discovery Canyon Campus Middle School include recycling, turning off or using fewer lights in an office or classroom, using only one paper towel when drying hands, electronically sending parent communications, and making report cards available via Infinite Campus as opposed to distributing them in printed form.

## Grades

Students have the 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. Standard grading percentages will be used to communicate performance on individual assignments as well as cumulative subject area grades.

Grade percentages include:

| Grade | Minimum Percent |
|-------|-----------------|
| A+    | 96.5            |
| A     | 93.5            |
| A-    | 89.5            |
| B+    | 86.5            |
| B     | 83.5            |
| B-    | 79.5            |
| C+    | 76.5            |
| C     | 73.5            |
| C-    | 69.5            |
| D+    | 66.5            |
| D     | 63.5            |
| D-    | 59.5            |
| F     | Below 59.5      |



## 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 Rachel Lake at 719-234-1376 or 719-246-0098.

## Homework Policy

Homework is important to student learning at Discovery Canyon Middle School. The purpose of this homework policy is to guide teachers, parents and students in ensuring that homework is meaningful and supports the learning experience for all students; as such, homework will be a portion of a student's overall grade. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits.

### Definition

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class. The purpose of homework is for students to practice, reinforce, elaborate, prepare, and extend understanding.

#### Rules for Homework

- Activities or assignments that students can complete independently
- Carefully constructed as to be completed within a reasonable time allotment, with minimal adult help
- Connected to grade level or subject matter curriculum
- Connected to class instruction. Engaging, purposeful and relevant
- Consideration shall be given to quality over quantity

### Teacher Guidelines

- Review, discuss, and return, if collected, homework in a timely manner
- Whenever possible, communicate and coordinate assignments so that students do not receive an overload of homework.
- Explain homework assignments to the students prior to the assignment. Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board, require students to record it, and/or make available online.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Communicate the extent to which homework influences the student's overall grades.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.



## Student Guidelines

- Complete homework as assigned.
- Record homework in planner when assigned in class by the teacher.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.
- Uses self-management skills to utilize class time productively and efficiently.

## Scheduling Time and Parameters

Middle school homework may be given Monday through Friday. Assignments in academic classes shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in a realistic amount of time. There may be times when a student does not finish classwork, at which point the expectation is for the student to complete the work at home. However, breaks and weekends are great times for students to catch up on late or missing work, study, or do recreational reading.

Parents should know there may be nights where the students have no homework, and other nights when a student may have more homework, but recreational reading is always encouraged. For an accelerated course designed to be equivalent to a course at a more advanced grade level, students should expect homework for that class to take slightly more time.

## Homework Assistance

It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies improving success on homework. Students should speak directly with teachers to determine which teachers host regular tutoring hours or to arrange individual tutoring sessions. In addition, students may get assistance on homework through the programs or strategies listed.

|                         |                |               |                                |
|-------------------------|----------------|---------------|--------------------------------|
| Individual Teacher Help | Monday- Friday | Before School | Check with individual teachers |
| Individual Teacher Help | Monday- Friday | After School  | Check with individual teachers |
| Individual Teacher Help | Monday- Friday | Lunch Time    | Check with individual teachers |

- Record homework in the same location each day. Use your planner, phone, or other means of organization.
- Do homework the day it is assigned.
- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Know, record, and monitor due dates.



- Have a quiet space with basic materials for homework completion.
- Make homework part of your daily after school routine.
- Take a break when tired; then resume work.
- When you have questions about the homework, place a note next to it and ask the teacher the next day.
- Respect that appropriate rest and physical activity are important for one's overall well-being.
- Use online resources through Schoology, Google classroom etc. for class materials.

## Sharing of Concerns

Teachers and parents shall communicate with each other at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework **and discuss possible solutions.**

Children who demonstrate quality, focused effort, and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child's well-being. In such cases, parents should note the amount of time spent on the assignment and sign the paper.

If a child is consistently unable to complete assigned work, **the parent should contact the teacher first for support and accommodations, as necessary.** Teachers should also contact parents if a child consistently is unable to complete the assigned work.

## Grade Level Daily Assignment and Homework Guidelines

6<sup>th</sup> Grade:

1. Daily work assignments are considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late daily work assignment is a 90%.
3. Daily work received after the end of the unit will not be accepted.

7<sup>th</sup> Grade:

1. Daily work assignments are considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late daily work assignment is an 90%.
3. Daily work received after the end of the unit will not be accepted.

8<sup>th</sup> Grade:

1. Daily work assignments are considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late daily work assignment is an 85%.
3. Daily work received after the end of the unit will not be accepted.



## Honor Code for Discovery Canyon Campus

*“Honor is doing what is right, even when no one is looking”*

### Preamble

Discovery Canyon Campus offers a quality education that cultivates the virtue of **honor**; a sense of personal responsibility; and respect for property, self, and others. Students are expected to demonstrate these virtues on the playing fields, in the classroom, and at school events. The **honor code** is central to our tradition of excellence at Discovery Canyon Campus.

### The Code

As a member of Discovery Canyon Campus community, I pledge to always conduct myself honorably, in a way that shows pride in myself, my family, my school and my community. I pledge to uphold the following standards of the Discovery Canyon Campus **Honor Code**:

**Respect for Academic Honesty in all my scholastic efforts.** I will, always, use my best efforts to accomplish the highest academic achievement of which I am capable. I will not cheat, represent the work of others as my own or allow others to copy my work or plagiarize.

**Respect for Others in all my words, expressions, and actions.** I will be courteous to teachers, staff and fellow students, refrain from hurtful remarks and respect people's privacy.

**Respect for Property at all times.** I will take pride in my campus and go out of my way to see that my school maintains its quality and appearance to a level in which I can take pride. I will not steal, deface, destroy, or litter. At all times I will treat my school and the property of others as private -- not to be touched without their permission.

**Respect for Myself in everything I do.** I understand that my academic work, my conduct with others, my attitude towards property, my personal honor, and the honor of my school community are my personal responsibility. I am responsible for personally upholding the **Honor Code** and for assisting other students in fulfilling their commitment to do likewise. I accept my responsibility not to passively participate in a violation by allowing it to continue without taking some positive action.

### Staff Academic Integrity

The substantive standards of academic honesty stated in this policy apply, naturally, to staff members; all members of the Discovery Canyon Campus community are expected to act according to the highest principles of academic and personal integrity.

### Honor Code Definitions

This **honor code** calls for a commitment from staff and students. Below are some areas encompassed by the code (for each of the areas, the definitions and examples include, but are not limited to, the items listed):



**Cheating:** Willfully giving to or receiving from other students -- unauthorized, unfair, dishonest, or unscrupulous advantage in schoolwork.

Examples:

- The use of talking, signs or gestures during a quiz or test
- Unauthorized use of study aids, notes, books, data, or other information
- Copying from another student or allowing the copying of an assignment (collusion)
- Submission of pre-written writing assignment at times when such assignments are supposed to be written in class
- Passing a test or quiz during a class period, or from one class period to another class period with the same teacher
- Sabotaging the projects or experiments of other students
- Unauthorized use of calculators, cell phones or any electronic devices such as watches, palm pilots, etc. Computer fraud

**Plagiarism:** Presenting as one's own, the works or the ideas of someone else, including the Internet or any other form of technological equipment, without proper acknowledgment. Submitting as one's own, a previously submitted document or project. All ideas and work of others must be properly acknowledged.

Examples:

- Having another person write an essay or do a project which is then submitted as one's own work
- Failing to use proper documentation and bibliography
- All internet sources must be cited

**Lying:** Willfully reporting an untruth or falsehood (deceit, attempted deception, or fraud) or not reporting a truth of interest, in an oral or written statement

Examples:

- Failing to give accurate or complete information to a teacher
- Feigning illness to gain extra preparation time for tests, quizzes or assignments and listing fictitious references

**Theft:** Taking or appropriating the schoolwork or materials of another individual or organization, or the instructional materials of a teacher, without the right or permission to do so and with the intent to keep or improperly use.

Examples:

- Stealing copies of tests or quizzes
- Accessing the teacher's answer key for tests or quizzes. Stealing the teacher's edition of the textbook
- Stealing another student's homework, notes, handouts, or property.

**Vandalism:** Destruction or defacing of personal or public property. Examples:





Destruction or defacing school furniture, lockers, electronics, athletic equipment, vending machines, and all other school equipment.

Example:

- Destruction of another's notebook, apparel, electronic device, etc.

**Forgery:** Forging the signature of a parent/guardian, a school employee, or a Physician (or any Professional individual) on a letter, or on any other document.

Examples:

- Progress / Grade Reports Parent letters
- Permission slips / Passes
- Birth certificates, medical documents, or other legal documents

**General Misconduct:** Willful disobedience, insubordination, harassment, disorderly conduct, possession of illegal substances and concerted activity.

Examples:

- Dress code violation
- Instigating a fight
- Failing to stop misconduct by others when it is possible to do so Harassing of peers or staff in any form
- Possessing, exchanging, consuming and/or being under the influence of any illegal substances
- "Minor" misbehaviors that are a part of a pattern of misconduct

### Procedures resulting from violations of the Honor Code

**Overview:** All alleged offenses against the Honor Code will be investigated by the appropriate staff member(s). Parents will be notified, and the incident will be documented in the student's file. Appropriate consequences will be imposed; examples of these include but are not limited to the following:

- Reprimanding the student orally or in writing.
- Requiring work affected by the academic dishonesty to be redone.
- Administering a lower or failing grade on the affected assignment, test, or course. Removing the student from the course.
- Removing the student from clubs, boards, teams, etc., related to school. Imposing probation or suspension; or recommending expulsion.
- Placing a temporary or permanent notation on the student's permanent academic record indicating suspension or expulsion due to academic misconduct.
- Reporting incidents of misconduct to appropriate law enforcement officials. Prosecution may ensue if the incident involves the commission of a crime (e.g., breaking into an office or building, stealing an examination, etc.).



## Honor Roll for Discovery Canyon Campus Middle School

At the end of each quarter marking period, Discovery Canyon Campus Middle Level recognizes students who have attained Honor Roll status. The Honor Roll is divided into three levels. Requirements for achieving Honor Roll are listed below.

|  |              |
|--|--------------|
| Principal's Honor Roll (Gold)...         | 4.0          |
| Merit Honor Roll (Silver)...             | 3.75-3.99    |
| Honorable Mention Honor Roll (Bronze)... | 3.50 – 3.749 |

### 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.

### Illness/Injury

While Discovery Canyon Campus Middle School has a full-time district nurse in-house many days out of the year, a health clerk paraprofessional trained in medications and limited first aid staffs the Health Room in Campus Services.

Students must have a pass 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. After a limited time, arrangements will be made for the student to call home, go home, or return to class. Please note that the health room is not a clinic or infirmary and sick and injured students benefit from healing at home. Please ensure that all contact information is current in Infinite Campus so that parents/guardians may be contacted in the event of illness or injury. Before a student goes home, a parent/guardian must sign the student out at the office.

### Individual Dignity

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.

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.

## International Baccalaureate (IB) Programme Overview

Discovery Canyon Campus is an authorized International Baccalaureate (IB) school for primary, middle, and high school years. The IB Middle Years Programme, for students in grades six through ten, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers. The overall philosophy of the programme is expressed through three fundamental concepts that support and strengthen all areas of the curriculum. These concepts are based on intercultural awareness, holistic learning, and communication.

The programme consists of eight subject groups integrated through five areas of interaction that provide a lens for learning within and across the subjects. Students are required to study their native language, an additional world language, humanities, science, mathematics, arts, physical education, and technology. In the final year of the programme, students also engage in a personal project, which allows them to demonstrate their learning and skills.

An additional essential component of the IB Middle Years Programme is Community and Service. At Discovery Canyon Campus, we support the IB belief that education goes beyond just academics. To that end, students are expected to contribute to the community (school, local, national, or global) and there are various pathways for students to meet this expectation.

### IB Assessment Scores

For most assignments, teachers give students a traditional score based on the total points earned, the points are recorded in Infinite Campus, and the points contribute to the overall letter grade that a student is receiving in a class. For some specific assignments, students are given two scores for their work – one traditional point score that is recorded in Infinite Campus and a second score based upon the IB level of achievement attained. IB levels of achievement are outlined in a rubric that describes each level, and rubric score range from 1 to 10. Below are several important notes about IB rubric scores:

- IB rubric scores DO NOT directly correlate with traditional percentage/letter grades. IB grades are based on a rubric designed for a specific assessment or assignment. For example, a student may receive a traditional score of 82% on an assignment, and a 6 out of 10 for the IB rubric score.
- At DCC, the IB rubric score IS NOT calculated in a student's quarter grade – the IB rubric grade DOES NOT impact the traditional quarter letter grade posted in Infinite Campus.
- The IB rubric score provides one way to look at student achievement and not every assignment earns an IB rubric score. Typically, larger projects and assessments are ones that may be assigned an IB rubric score.



To share IB rubric scores with parents/guardians and students, IB rubric scores are visible in the Infinite Campus Parent Portal. Although the IB rubric scores will be visible, they will not be calculated in the overall quarter grade. Again, not every assignment, project, or assessment will be assigned an IB rubric score. For more information about IB rubric scores and how they appear in Infinite Campus, please visit the Discovery Canyon Campus middle level website (document regarding Grading Practices).

### **MYP Action**

To become responsible and contributing community members, our students act. Action may take a variety of forms. From personal changes based on classroom learning to responding to a community need through volunteering. Units of inquiry are designed to facilitate thoughtful reflection and discussion that lead to student motivation. Students are required to provide reflection on their individual Action through an in-depth template located on ManageBac. One reflection per quarter is required for grades 6-9 (years 1-4 of the programme). For more information on the MYP and Action at DCC, visit our MYP web page and view the Action presentation or contact DCC's MYP Coordinator.

### **Internet Access**

For students to access the Internet at Discovery Canyon Campus Middle School, 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.

### **Library Media Center (Middle Level)**

The Middle School Library is a physical and digital learning commons designed to help students and staff frame, build, and transform learning in order to make positive contributions as global citizens of the 21st century. A learning common is defined a “full-service learning, research, project creation, and community gathering space.”

- Hours during the school day: 8:15 a.m.-3:20 p.m.

### **Resources available to students and staff**

The expertise of a trained staff member who will help students connect to resources such as books (Print & e-book), databases, encyclopedias (online), graphic novels, magazines, newspapers (digital), and PlayAways (books on mp3 players).

### **Other opportunities**

Author visits, contests (and prizes), crafts, creating book trailers, cultural celebrations, filming in front of the green screen, the Library Advisory Board (LAB), musical performances, poetry slams, poster painting, and almost any other activity students are willing to lead.



## Lost and Found

Students are responsible for their own textbooks, notebooks, band instruments and personal items. Discovery Canyon Campus Middle School 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 Attendance Office. Please be sure your student checks the Lost and Found periodically. At the end of each quarter, all unclaimed items are donated to charity.

## Lunch

Lunch is served daily in the Cafetorium. Students have approximately twenty-five minutes for lunch, which includes time for students to go outside if they wish. Students have access to a choice of a la carte and menu items. Food items should remain in the Cafetorium and all trash should be disposed of in the appropriate receptacle. Students are not to take food, drinks or snacks out of the Cafetorium. Students are to remain seated while eating. Students who leave a mess will be asked to clean tables and/or sweep the floor.

Student lunch costs are determined by the Board of Education prior to the start of the school year. Once determined, information concerning specific costs will be communicated to families by Discovery Canyon Campus.

## **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 race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy AC – Nondiscrimination/Equal Opportunity, and procedures **AC-R** and **AC-R-2**, outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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



## Peaceful Assembly

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

## Personal Conduct – Balancing Rights & 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 Academy District 20 mission statement emphasizes safety for students. 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, tattle-tale, etc.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE).

## Personal Property

Non-school related personal items should not be brought to school. Personal items brought to school that are deemed to be inappropriate will be collected and kept until picked up by a parent/guardian. Exceptions will be non-school related personal items should not be brought to school. 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 Campus Middle School is not responsible for the reimbursement or replacement of lost, stolen, or damaged personal or electronic items.

## 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.

- To self-defend.
- For the protection of persons or property. For the preservation of order.

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

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

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

U.S. Department of Education (ED) -

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

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

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

Academy District 20 has developed and adopted policies, in consultation with parents,



regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of 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 statelaw.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-8520

## **Respect for Property**

Students are expected to treat all property with care and respect. This applies to property of the school, private property brought to school by school staff or other students and to property surrounding the school.

## **School Wellness Policy**

Pursuant to federal law, the following parties have jointly developed this wellness policy: parents, teachers, the district's director of food services, school health professionals, and administrators.





As outlined in Policy ADF, Academy School District 20 promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment and encourage school health teams in every building. Improved health optimizes student performance potential, as children who eat well-balanced meals and are active are better prepared to learn. Research links healthy eating and physical activity with improved academic performance and classroom behavior.

- Goal #1. The district will support a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
- Goal #2. The district will support and promote dietary habits contributing to students' health status and academic performance.
- Goal #3. The district will provide opportunities for students and staff to engage in physical activity.

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

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

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

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are 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 are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.



## Seeking Change through the Proper Channels

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

## Sex Education/Health and Family Life

The District teaches about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate program for family life or sex education is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall comply with applicable law and the District's academic standards. See policy **IHAM** – Health and Family Life/Sex Education. In accordance with this policy, procedure **IHAM-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

<http://www.springsgov.com/units/police/getpdffiles.asp>

For additional information parents may also contact the district's Executive 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 policy AC and its corresponding regulations, no discrimination on the basis of sex is permitted in the programs or activities District 20 operates. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and



the student being harassed are the same sex and whether or not the student resists or submits to the harasser. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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

## **Sharing/Release of Student Information**

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.

## **Special Events and Parties**

School celebrations, like socials, parties, and assemblies, are an important part of the Discovery Canyon Campus Middle School experience. We will hold monthly assemblies to celebrate student achievements. Parents are always invited to attend these celebrations. Invitations to private parties should not be handed out at school.

## **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 Expression

Students have a limited right to free expression based on the First Amendment to the United States Constitution. A student's right to speak (including written expression), however, must not create a material and substantial disruption to the educational process, be obscene, lead to unlawful action, harm someone's reputation or create a clear and present danger to others. These legal requirements also apply to how you dress when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view/opinion, to speech which creates a material and substantial disruption, you may be disciplined. See policies on Student Publications [JICE](#), Suspension, Expulsion and Denial of Admission, [JKD/JKE](#); and the Student Dress Code [JICA](#).



## **Student Fees and Fines (administrative policy JQ)**

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

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

## **Student Interrogations, Searches, and Arrests (administrative policy 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**

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.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search.



## **Search of school property**

School lockers, desks and other storage areas are school property and always remain 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, considering 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. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance 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 students/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 try 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 circumstance exist. However, whether to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

## **Seizure of items**

Anything found during 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 employee 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.

## **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.

## **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 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.

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

### **Health care plan**

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



responders.

### **Reasonable accommodations**

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

### **Access to emergency medications**

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

### **Staff training**

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

## **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 [JKEA](#) 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 school year on school grounds, in a school vehicle or at school activities.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district;
  - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third-degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the district's policy on drug and alcohol involvement by students, [JICH](#), as outlined in that policy and accompanying administrative procedure. In accordance with district policy, expulsion shall be mandatory after three violations of the district's policy prohibiting use, possession or being under the influence of alcohol or drugs.
9. Failure to comply with the immunization requirements as specified in Colorado law and district policy [JLCB](#) unless a bona fide medical or religious exception applies. Any suspension or expulsion 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 twelfth 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.
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 for unlawful sexual behavior or crime of violence**

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

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

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

### **Telephone Use**

Office and classroom phones are mainly for business and emergency use only. During the day, students may use classroom phones, with teacher permission, to call home or they must have a pass from a teacher to use the student phone located inside Campus Services. When using the phone, students may leave a message for a parent informing them to call the student back and where to leave a message. **It is the student's responsibility to follow up on messages at the Attendance Office.** Students will not be called to the phone unless an **extreme** emergency arises. Students can use the student phone in the Campus Services Office until 4:45 p.m. If a student is staying after school with a teacher or for an activity, a staff member may allow the student to use a classroom phone.



## Tobacco Free Schools (administrative policy ADC)

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

Possession of any tobacco product by students is also prohibited on school property. For purposes of this policy, the following definitions apply:

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

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

Any member of the public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Staff found to be in violation of this policy will be subject to appropriate disciplinary action.



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 JIC1):

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Using, possessing or threatening to use a dangerous weapons 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, unless authorized by the school or the school district, and may result in suspension or expulsion.

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

- A firearm or 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.