

Eagleview Middle School

Student Handbook 2022 - 2023

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

Mission Statement

Eagleview Middle School, a dynamic Westside community,
promotes progressive educational practices
and a deep value for the arts
to create unique learning experiences as diverse as our students,
where learners thrive and feel valued
within a safe, inclusive and supportive culture.

This planner belongs to:

Name _____

Grade _____ Team _____

DAILY SCHEDULE

6th Grade

8:30 - 9:10	Lab
9:15 - 10:10	Core 1
10:15 - 11:10	Core 2
11:15 - 11:45	Lunch
11:50 - 12:45	Core 3
12:50 - 1:45	Core 4
1:50 - 2:35	Exploratory
2:40 - 3:25	Exploratory

7th Grade

8:30 - 9:25	Core 1
9:30 - 10:25	Core 2
10:30 - 11:15	Exploratory
11:20 - 12:00	Lab
12:05 - 12:35	Lunch
12:40 - 1:25	Exploratory
1:30 - 2:25	Core 3
2:30 - 3:25	Core 4

8th Grade

8:30 - 9:15	Exploratory
9:20 - 10:05	Exploratory
10:10 - 10:50	Lab
10:55 - 11:50	Core 1
11:55 - 12:50	Core 2
12:55 - 1:25	Lunch
1:30 - 2:25	Core 3
2:30 - 3:25	Core 4

School Hours

The school hours are 8:30 AM to 3:25 PM. Students enter the building by the front, rear or west entrance at 8:15 AM.

Students arriving before 8:15 AM are not allowed to be in the hallways, classrooms or other areas of the building without a written pass from a teacher or attending breakfast in the Cafe (starting at 7:45 AM).

Students should leave immediately after school unless they are with a teacher, an administrator or taking part in a supervised school activity.

In the case of inclement weather, as defined by school administration, students will be allowed into the Cafe at 7:30 AM.

Welcome, Eagles!

The following information is provided to all Eagleview parents and students in an effort to clearly communicate Eagleview's expectations, services and procedures. Please note that all school rules/expectations, District policies and procedures apply to all school-sponsored activities that are on school property and in some cases, conduct that occurs off campus that has a direct impact on our students and/or staff.

Student Expectations, Rights & Responsibilities

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 for actions that occur off-campus, on weekends or during the summer, if the actions threaten to carry over to 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/citizen in the district. Please read it carefully and ask questions of your principal, your counselor, or your teachers if you do not understand.

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.

Handbook of Student Rights and Responsibilities are designed to protect rights, yours and others. They help set expectations so that students learn behavior patterns that 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).

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.

Suggestions or complaints are best handled as close to their origin as possible. Therefore, the proper channeling of complaints will be as follows:

1. Point of origin (e.g, teacher, coach, administrator)
2. Principal or district department leader
3. Principal's supervisor or district department leader
4. Superintendent or designee
5. Board of Education

At EMS, our teachers want to partner with you to support students. If you have a concern, please reach out to the teacher. Our team leads, department heads and grade-level administrators also serve in support roles to help resolve concerns.

Freedom from Discrimination

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

Freedom from Discrimination, continued

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

Student Expression

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

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

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.

Peaceful Assembly

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds—in compliance with attendance rules and procedures as well as building regulations. Clubs may meet on school grounds if they have a school sponsor and have been approved by the school authorities. Other groups, even student groups that are not clubs, may meet on school grounds before and after school if they obtain permission from the building administrators and sign a rental agreement.

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.

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.

General Information

Announcements

Will be shared daily and will include school news, special recognitions, and information about school and team events. Announcements will also be shared via periodic 20Alerts and posted on the school website.

Assessments

All students at Eagleview Middle School are expected to participate in state and/or District 20 mandated assessments. Please review the school calendar and/or school newsletter to identify when specific assessments will be administered.

Attendance

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 tardiness, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Attendance, continued

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

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

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

If the absence does not fall within one of these four categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences. When a student fails to attend school on a regularly scheduled school day, and the absence has not been excused, the school will make a reasonable attempt to contact parents by telephone. When the student is absent, the parent is to call 719-234-3440 during normal school operating times or leave a message on the answering machine after hours.

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S §22-33-107(3)(a)]. The school will first take steps to work with families to reduce truancy, but then 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]. School administrators may take legal action if parents and students fail to follow compulsory attendance laws [Administrative policy JHB on Truancy].

Planned absences of more than three days require completing a pre-arranged absence form, which must be picked up from the Attendance Office. Current grade, anticipated assignments with due dates, and teacher signatures will be obtained by the student who will then take the form home for parental review and signature.

The grade level administrator will make a final decision once all of the initial steps have been followed.

All late arriving students must report to the Attendance Office for an Admit to Class Slip. When students arrive late to school, a parent must do one of the following: accompany the child into the building to check him or her in at the Attendance Office, write a note, or call ahead to state the reason for late arrive. ASD20 attendance policies will be used to determine if the late arrival is considered excused or unexcused. Any student checking in without parent contact is considered unexcused.

For safety and security reasons, students will only be released to the adult(s) listed as Guardian in Infinite Campus. The exception to this is prior approval from the Guardian by phone call or note, naming the person that will be signing out the student. If someone other than a Guardian will be picking up a student on a regular basis, a Guardian may submit a completed Pick-Up Authorization Form to the Attendance Office. Please note Emergency Contacts listed in Infinite Campus are not permitted to sign-out students without prior authorization from a Guardian. Emergency Contacts are only used in case of an emergency when a Guardian cannot be reached.

To maximize instructional time, students will not wait for an early pick-up at the attendance office for longer than ten minutes. Pre-arranged early pick-ups require two hours notice. Please allow time for the check-out process when picking your student up early.

District 20 requires Photo ID to check a student out from school.

Backpacks

Students are encouraged to use backpacks to carry books and supplies to and from school. However, for safety reasons students are not permitted to carry backpacks to class. Backpacks may not be left in hallways, the Cafe, or outside classrooms. Exceptions will be granted on an individual basis and must be approved by a school administrator.

Bicycles, Roller Blades, Skateboards, Scooters

These are acceptable means of transportation if safety rules are followed. Bicycles and skateboards must be walked onto/off school grounds and all bicycles and skateboards must be locked in the racks provided. If blades or boards are stored, they must not infringe on normal locker function, nor may they be transported on buses. Mopeds, motorcycles and motorized scooters are not permitted. Any of the above items that are used inappropriately during the school day will be confiscated and parents will be contacted.

Buses

A fee for transportation services will be assessed for the 2020-2021 school year beginning on the first day of school.

A **Bus Pass** is necessary for a student to ride a different bus than the one assigned by D20 Transportation and may be obtained from the Attendance Clerk. A written note from the parent, received at the beginning of the day or a phone call from the parent by noon, requesting a change in bus for that day, is required to receive a pass.

Billing/Payments

Students must have correct stickers for the school year on bus cards. Stickers will change after each semester. Either bus card or student ID card will be shown to driver per ride. Students who do not have said card will receive a phone call from driver to find out why student does not have card.

Stickers can be received after paying existing fees and current school year semester bus fees. Stickers can be obtained from the EAC, the Transportation Department (7408 Duryea Dr., 80920), or on Pay For It (payforit.net).

Occasional riders may obtain a "Coupon book" from either the District, Schools, or Transportation after existing bus fees are paid. Coupon book are \$20. Bus rides are \$1 per ride, per day. Coupons will be given to driver. Coupons do not expire, and can be used by any student.

Bus Fees

Per student (family maximum) per semester:

In-district neighborhood students \$50 (\$200)

In-district choice students \$60 (\$240)

Out-of-district choice students \$70 (\$280)

Riding the Bus is a Privilege

ASD20's transportation program is designed to transport students to school and back in an efficient, safe and economical manner using the safety guidelines described on the District 20 Transportation website.

Inappropriate behaviors in the bus or at the bus stop can result in loss of the privilege of riding the bus. Bus drivers will give bus rules to students. Violations of the rules will be handled by the district Transportation Department. Video cameras will be used on District 20 school buses as deemed necessary by the transportation department for the purpose of student management and to check the quality of transportation services. Such use will be oriented toward deterrence and/or correction of inappropriate or unsafe behavior, and to assure excellent customer service. Students will NOT be notified when a video camera is on board or in use on a district vehicle. When video recordings are produced, they shall be stored and secured to assure confidentiality. Video recordings held for review of bus incidents will be maintained in their original form pending resolution. Upon resolution, videos will be erased or maintained in accordance with established procedures that govern access, review and release of student records.

Cell Phones and other Electronic Devices

We value interpersonal relationships and want to foster an environment conducive to building those relationships. Policy JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away in lockers during instructional time unless they are being used for instructional purposes and with approval of the teacher. Violation of this policy may result in the following disciplinary action:

- First offense = warning
- Second offense = phone confiscated, may be picked up in the student office after end of the school day
- Third offense = phone confiscated, parent will need to pick up cell phone from the student office
- Fourth offense = conference between the parent/guardian, student and school personnel

School phones are for business use only. There is a student phone in the Counseling Office. When illness or emergencies arise, students may get permission to use school phones from a staff member.

Closed Campus

Students must stay on school grounds from the time of arrival until dismissal or until signed out by a parent or guardian. Students must be signed in and signed out in the Attendance Office. Parents must present a valid picture identification to check students out from school. Students may not leave school grounds and return to school to attend after school functions.

Closings, Delays & Releases

School Cancellation: If the decision is made to cancel school, local radio and television stations will be asked to announce that the District will be closed. Additionally, the district will send out phone and text messages indicating cancellations or delays. All decisions will be made around 5:30 AM.

Delayed Start: If adverse weather conditions appear to be developing during the 5:30 AM decision time frame, the Superintendent may delay the start of schools for an appropriate time period. The procedure will be as follows:

Local stations will be informed by 5:30 AM that the starting time for District 20 schools will be delayed. The decision relative to whether schools will be open or closed will be made prior to 7:30 AM. If the decision is to hold school, the delayed start will be honored and no additional radio or TV announcements will be made. If the decision is to cancel school, local radio and TV stations will be informed by 7:30 AM.

Early Release: If a school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows: On the days when the weather at 5:30 AM may not be bad enough to cancel school, but weather reports and other indications are that a storm may develop during the school hours, bus drivers will be notified that it is a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run. Between 10:00 AM and 10:30 AM, if the decision is to release early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence.

Parents need to make arrangements to pick up your child if they are not riding the bus in a timely fashion. Parents should make arrangements so that their child

will have a place to go if there is no one at home on early release days. (Procedure EBCE-R)

Counseling

The middle school counselor helps to facilitate the mastery of key educational and social developmental tasks for students in grades six through eight. Counselors provide individual and group times for students to discuss concerns, explore options, and take responsibility for choices. Counselors collaborate with students, parents, teachers, and administrators to clarify which problems are typical to development and which require special attention. The counselor serves as a resource in explaining and understanding a student's strengths and abilities through test interpretations, classroom presentations, parenting classes, and committee memberships at building and district levels.

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

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter or stop by the school to sign a form, indicating that preference. It is the parent's responsibility to renew their wishes in regard to counseling services when the child's home school changes. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

Dances

School dances are held after school and are always optional. Transportation is NOT provided. We expect students to have rides arranged at the time the event is scheduled to end. Dances are open to Eagleview students only.

Discipline & Behavior,

Students are free to make choices. During the middle school years, we expect them to make positive and productive choices, but in the event they do not, there will be consequences. Conduct expectations and consequences shall apply to behavior in the classroom, on school grounds, in school vehicles, going to or coming from school, or at school-sponsored activities and events. At all times, students shall be expected to conduct themselves in keeping with their age and level of maturity, and acting with respect for those in authority who are expected to maintain the environment. [JIC]

Code of Conduct

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.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Commission of any act, which if committed by an adult would be robbery or assault as defined by state law.
- 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.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- 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.
- Violation of the district’s policy on bullying prevention and education.
- Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of district policy or building regulations.
- Violation of the district’s policy on weapons in

the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.

- Violation of the district’s alcohol use/drug abuse policy.
- Violation of the district’s tobacco-free schools policy.
- Violation of the district’s policy on sexual harassment.
- Violation of the district’s policy on nondiscrimination.
- Violation of the district’s dress code policy.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- Repeated interference with the school’s ability to provide educational opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

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

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and/or District policy:

1. *Continued willful disobedience or open and persistent defiance of proper authority.*

2. *Willful destruction or defacing of school property.*

3. *Behavior on or off school property that is detrimental to the welfare or safety of other*

students or school personnel, including behavior that creates a threat of physical

harm to the child or to other children. Nothing in this paragraph shall be construed

to limit the school district's authority to suspend a student with a disability for a length

of time consistent with federal law.

4. *Declaration of the student as a habitually disruptive student, pursuant to*

administrative policy JK and its accompanying administrative procedure.

a. *For purposes of this paragraph, "habitually disruptive student" means a child who*

has caused a material and substantial disruption three times during the course of

the school year on school grounds, in a school vehicle or at school activities.

b. *The student and the parent, legal guardian, or legal custodian shall have been*

notified in writing of each disruption counted toward declaring the student as

habitually disruptive and the student and parent, legal guardian, or legal custodian

shall have been notified in writing and by telephone or other means at the home

or the place of employment of the parent or legal guardian of the definition of

"habitually disruptive student."

5. *Committing one of the following offenses on school grounds, in a school vehicle, or at*

a school activity or sanctioned event:

a. *Possession of a dangerous weapon without the authorization of the school or the*

school district;

b. *The use, possession, or sale of a drug or controlled substance as defined in C.R.S.*

§18-18-102(5); or

c. *The commission of an act that, if committed by an adult, would be robbery or*

assault other than third degree assault.

6. *Repeated interference with a school's ability to provide educational opportunities to*

other students.

Drug and Alcohol Use by Students

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

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

- **First Offense**—The student will be suspended for ten school 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, at his or her discretion, may recommend expulsion. Violations of administrative policy JLCD on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal.

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

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

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involvement by students, JICH, as outlined in that policy and accompanying administrative procedure.

9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

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

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

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

The information shall be used by the superintendent to determine whether the student has

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

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

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 expulsion.

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

Students who distribute, sell, purchase or exchange alcohol or drugs for anything of value 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.

Gangs and Related Activities

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process. The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually. Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or

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

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.

Bullying

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.

Students, 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 877-542-7233.

Sexual Harassment

Sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

The district is committed to maintaining a learning environment that is free from sexual harassment. 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 or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

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, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student

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toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

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.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal “kidding,” abuse or harassment;
2. pressure for sexual activity;
3. repeated remarks to a person with sexual implications;
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another;
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or similar personal concerns.

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal grievance, through the complaint process (JBB E). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

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.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child

abuse for investigation by appropriate authorities in conformity with policy JLF.

Respect for Property

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

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 remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student’s person or personal effects

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

- Evidence of a violation of district policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents

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an immediate danger of physical harm or illness to any person.

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

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

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

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

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

Detection Canines

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

Seizure of items

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

Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing. Returned to the student or the parent/guardian.

Turned over to a law enforcement officer in accordance with this policy.

Tobacco-Free Schools

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

Weapons

Possession or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion (JICI).

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

- A firearm. 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 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.

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 superin-

tendent 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.

Fees The following fees represent the fixed costs, per student, for participating in each activity throughout the school year.

Instrument Rental	\$50/semester
P.E. Locks	\$5
Athletics (non-football)	\$45/season
Football	\$65/season
High Trails	\$285
Planner	\$5 replacement

Additional fees may occur throughout the year to cover field trips and other school activities. Please see school website for the complete list of fees.

Field Trips

Students must have signed permissionslips and their field trip fees paid by the time designated by the sponsor, or they will not be allowed to attend the field trip. If the trip is scheduled for entire day, and the student is not going to attend, the team teachers will communicate to parents what the expectation for that student is.

Fire/Lockdown/Tornado Drills

Drills are conducted on a monthly basis. Exit routes will be posted in each room and will be explained by teachers on the first day of school and throughout the school year. Students shall remain silent, walk and listen to directions provided by district staff during all drills.

Guests

Students are not allowed to bring guests to EMS. However, parents and other guardians are encouraged

to visit. Please contact the office and/or team teachers 24 hours prior to the planned date when parents desire to visit, as a courtesy to our classroom teachers. Parents must sign in at the front office and receive a visitor pass before proceeding to other parts of the building. Parents are reminded that they are not to disrupt the learning environment and are not to enter the team area or exploratory classrooms during the school day without permission from an administrator. If a parent/guest needs to meet with the team or specific teacher, contact the teacher and/or team to schedule a time.

Handbook/Planner

It will be the student's responsibility to be well-prepared for each class by having supplies that are necessary. Daily use of the student planner is recommended. Replacement planners cost \$5.00.

Homework Policy

Homework is considered a supplementary component for the learning process and is assigned for a variety of reasons. However all homework assignments should fit under one of the following reasons:

Practice: Students must attain independence in a learned skill. This kind of homework increases speed and accuracy. Practice also allows students to check their understanding and progress without being penalized for incorrect answers and allows for reflection of a topic.

Preparation: When students make connections in their learning, they retain information for a longer time. This type of homework would ask students to reflect on previous learning or think about what they would like to learn about a new topic.

Extension: These kinds of assignments allow students to express new learning in creative and varied ways. This may include long-term projects. Unlike practice homework, long-term projects are often graded for correctness and will be accompanied by a rubric to clearly explain the expectations of the project.

Study: Students may be asked to review key information contained in notes and assignments. This kind of study helps students to put information in their long-term memory.

Teacher Responsibilities

- Schedule daily, weekly, and/or long-term assignments that are meaningful and useful to support the

student's total learning experience and aligned to the Homework Policy and Guidelines.

- Provide written communication to parents or guardians regarding homework expectations.
- Assist students in developing routines to support academic responsibilities: using daily planner, accessing grades on Infinite Campus, and meeting SOAR expectations.
- Work as a team to coordinate team assignments like projects, assessments and homework to ensure a reasonable workload for students.

Student Responsibilities:

- Make sure you understand assignments before leaving school.
 - Take home all necessary homework and material you will need to complete your homework.
 - Have organized means of keeping and carrying homework to and from school.
 - Do your homework as carefully and neatly as in-school work.
- Complete homework on time and budget time for long-term projects.

Parent Responsibilities:

- Assist your student in developing good study habits and provide a specific time and place for study, free of distractions.
- Develop a routine to ensure that your student can meet his or her homework responsibilities outlined above. However, if students are not done with their homework at a reasonable time, please stop them and let them go to bed. A well-rested child will be more prepared for the next day of learning.
- Promptly communicate concerns or questions regarding homework to your child's teacher. If your child is consistently taking an excessive amount of time on their homework, adjustments may need to be made to make the homework more appropriate.
- Please encourage, motivate and prompt your child while doing homework, but do not complete the work with your student. Students need to practice independently and apply what they have learned in class. Instead, help your child by asking what steps are easy or difficult, making a plan to improve speed and accuracy, or asking what knowledge gaps need filling to complete the work.

Homework percentage: At most, homework is 20% of a student's grade.

Late work: At most, late work will be deducted 20% until the end of the unit or assessment, which will be communicated by the teacher to students and parents. After the designated time the assignment may no longer be turned in for credit.

Honor Roll Eagleview recognizes three honor rolls, which are based on performance for all four quarters:

- Principal's Honor Roll - 4.0 quarterly GPA
- Merit Honor Roll - 3.50-3.9 quarterly GPA
- Honorable Mention - 3.0-3.49 quarterly GPA

Individual awards are given at the end of the year for academic achievement. Students are recognized for their respective honor roll based on performance for all four quarters.

Remember...

- All subjects are considered part of the grade.
- Students must make an Honor Roll all four quarters at Eagleview to be eligible.

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 and Medication

The school health office is available to students if they are ill, injured or have a health concern. Students must have a pass from a teacher to come to the health office except in the case of an emergency. Any student who is too ill to remain in school must call parents from the health office. Students who are too ill to complete the school day will not be allowed to walk home. When possible, please try to administer medications at home. If students need to take medicine at school, the following policy applies:

- Prescription medications must come in the most recent bottle dispensed by the pharmacy. The bottle label must include the following information: student's name, prescribing doctor's name, name of the drug, dosage, the time to be administered, and prescription date.
- Medication is administered to students only upon the specific written request of the student's parent or guardian and with written permission from the student's physician or dentist Policy JLCD. The parental request shall include a release of claims against

the District arising out of the administration of the medication.

- Over the counter medications such as Tylenol and cold medications must be brought to school by a parent in the bottle or box in which they were purchased. The student's name must be written on the container, and the container must be kept in the health office.
- A District Medication Consent Form completed by the parent or guardian and the health care provider must accompany each medication, including over-the-counter medications such as Tylenol, Advil, and allergy medications. This form must include: the student's name, name of medication, amount of medication to be administered, time medication is to be administered, and permission for the school to administer the medication.
- Students whose parents have completed the district (elementary, middle, and high school). For any other medications to be administered to students at school, it may be done only with a specific written request from the student's parent or guardian

No medication will be administered if it comes in a baggie, plain bottle, envelope, etc. The parent will be called and the medication will not be administered.

Severely Allergic Students

Your school may include students who have severe allergies. Severe allergies are very serious and can be fatal. While District 20 cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk (Policy JLCDA and Procedure EF-R-1). A Food Allergy Task Force developed [Guidelines for Protecting Students with Life-Threatening Allergies and Food Intolerances](#), which are on the district website. Your school may have designated a nut-free table in the cafeteria. Children who bring in lunch from home may bring in nut products, but may not eat at the nut-free tables. All elementary and middle school students are encouraged to wash their hands after eating to reduce the risk of cross-contamination. If you have a severely allergic child in your classroom, please follow the school's guidance as to what foods, if any, may be sent in from home to school for consumption in the classroom.

Immunization

Students are required to have additional immunizations

or a signed waiver prior to enrolling in seventh grade or eighth grade if new to the district. Proof of immunization must be submitted prior to the first day of school or admission will be denied.

Infinite Campus (Parent Portal)

Parents may access up-to-date information about their child's grades, attendance, test scores, homework assignments, and much more. Infinite Campus is available only to the parents and guardians of students enrolled at Eagleview Middle School. In addition to providing up-to-date student information, it also helps speed the flow of communication among students, teachers, and parents. Infinite Campus is now available as a free app through Google Play or Apple App Store. The district code is GDZLLZ. **Gradebooks are updated by Monday of each week. Initial access to IC and any changes must be made through Central Registry at EAC. Please call 234-1224 for assistance.**

Insurance

Optional student accident insurance is offered at the parent's expense. Forms are available in each school building. It is the parent's responsibility to choose the coverage they desire and to mail in the enrollment forms. Students who are injured at school or at a school sponsored activity are not covered by district insurance.

Intramurals and Athletics

Eagleview will be offering the following sports to all seventh and eighth graders: cross country, tackle football, flag football, girls' softball, volleyball, wrestling, girls' and boys' basketball, track, tennis and soccer. Sixth grade students will have the opportunity to participate in cross-country, flag football, wrestling and softball.

We will have sign-ups for the various sports in the Student Office. Students will need to have a current physical on file in the office before they may attend any practices. There is a fee to participate in each sport. To retain eligibility, students must be passing all classes at official grade checks.

Library Media and Technology Center

The LMTC is open daily from 8:15 AM to 3:40 PM. Stu-

dents may check out up to four books for two weeks, and they may renew **books** in the LMTC or online unless the books are on hold to another student. Teachers will distribute notices of overdue books and fines to students on a weekly basis. After a book is 14 days overdue, a flat \$2.00 fee will be assessed.

Magazines are available for checkout for 3 days with no renewal. Fines of 25 cents per day (\$2.00 maximum) will be charged if the magazine has an overdue status. Web **research** plays an integral role in student learning in the Eagleview library. Students can access the school's subscription databases (GALE, World Book Online, CultureGrams, Cavendish Square, Discovery Education and more) from home for research projects and general information.

Students may **print** from their printing account in the LMTC.

The LMTC staff seeks to serve the information needs of all students, and will work with students to promote respectful and responsible use of library materials, technology, and the facility.

Lockers

A locker is provided for convenience and storage of school materials for each student. Students are not to share a locker with another student or give out locker combinations to anyone. Locker problems should be reported to the student office only **AFTER** the student has reported to a teacher and obtained a hall pass. Lockers are to be kept neat and orderly. Posters and signs are permitted on the inside of lockers but must be attached with magnets, putty or masking tape only. Only plastic, magnetized mirrors are permitted. If the locker is abused (e.g. kicked, slammed, scratched, etc.) the student will be liable for damage and may lose the privilege of using a locker. It is the student's responsibility to ensure that lockers are locked, both in hallways and in P.E. The school is **NOT** responsible for lost, stolen or damaged personal items. The school will not be responsible for items left in lockers after the announced clean-out dates. In accordance with Policy JIH, the school has the right to open any locker at any time. School lockers are school district property – not student property.

Lost and Found

It is suggested that all personal items be labeled with the

student's name. Found articles should be turned in to Lost and Found near the counseling center. Unclaimed items and items left in lockers will be given to a charitable organization at the end of each quarter.

Make-up Work

In the case of an excused absence, students will be given one day for each day that they were absent to make up work.

Due dates for work from **prearranged absences** will be determined when the prearranged absence form is completed with the grade level administrator.

Make-up work shall be provided for any class in which a student has an excused absence, unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

Meals

Hot lunch, salads, à la carte items, snacks, and drinks are available. À la carte and snack items are priced individually. Lunches may be purchased in the Cafe for \$2.80, or an entrée only for \$2.50.

Breakfast will be available from 7:45 AM to 8:25 AM at a cost of \$1.65. Families can deposit any amount into their computerized lunch account. Using a confidential ID number, students can purchase lunches. Parents may use PayForIt.net, a prepayment system to pay for student lunches online. Sack lunches may also be brought from home. Checks are payable to *Academy School District #20*. Please note student's name on your check.

Free and reduced lunches are available to eligible students. Applications may be picked up in the counseling office.

Messages and deliveries

Are to be left in the attendance office and will be delivered as the school day schedule and student runner availability permits. To allow time for delivery prior to the end of the school day, messages and drop-off items must be received prior to 2:30 PM. In order to limit disruptions to the classroom-learning environment, only school related drop off items, such as devices, glasses, and school supplies, will be accepted on an occasional basis. Non-essential items such as Starbucks, makeup, flowers, and locker decorations (including balloons) will be kept in the office until the end of the school day.

MTSS

Multi-Tiered System of Supports is a systemic, continuous-improvements framework in which data-based problem solving and decision-making is practiced across all levels of the educational system supporting students. MTSS teams made of core and exploratory teachers, TAG, SPED and/or interventionists, counselors and grade-level administrators will use the framework to determine intervention and extension opportunities for students.

Positive Behavior Support (PBIS)

At Eagleview, we believe that students learn best in an environment that is safe and free from unnecessary disruption. We expect students to be responsible and accountable for their choices; exhibit care and concern for people and property; respect themselves and one another; and contribute in a positive way to their school and community. Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Eagleview's PBIS acronym is S.O.A.R., which stands for safety, ownership, active engagement and respect. Students are rewarded using tickets and frequent recognition for exhibiting S.O.A.R. traits and can redeem tickets at the SOAR store.

National Junior Honor Society

The National Junior Honor Society is open to any eighth grade student who has achieved a grade point average of at least 3.8 based upon four quarters of sixth grade and the first two of seventh grade. Students who qualify academically must also demonstrate characteristics in the following areas: Honor, Service, Leadership, and Character. Selections are made at the end of the seventh grade year.

Passes

Except during passing periods, students are not permitted to leave class without an official pass.

Reporting Student Progress

The primary purpose of evaluation and grading of

student performance is to communicate to students and parents how students are performing within a specific period of time. Eagleview will use the following grading scale:

- A – Above Grade level (89.5-100)
- B – On grade level (79.5-89)
- C – Approaching grade level (69.5-79)
- D – Below Grade level (59.5-69)
- M – Missing Assignment
- P/F – Pass/Fail
- I – Incomplete (to be made up)
- NC – No Credit

If students fail a class, they may need to go to summer school, or receive tutoring as arranged by parents. Student academic progress may be obtained at any time by accessing Infinite Campus. Report cards will be available online after the end of each quarter. Some teachers and teams use Standards Based Grading and will communicate what that looks like with their parents. Teachers will also be available to conference with parents and students as needed.

School Pictures

Pictures will be taken during Taking Flight in the Auxiliary Gym. Makeup photos will be taken later in August.

Schoology

Schoology is D20's learning management system. Students log in with their studentID@msa.asd20.org and use their Infinite Campus password. Parents should log in by typing AD\ followed by their Infinite Campus username and password. The new format would follow this pattern: **AD\FirstName.LastName_p**. (If you have had students in D20 for many years, your Infinite Campus username may follow a different format.) For help accessing Schoology, please reach out to help@asd20.org or call the Help Desk and 719.234.1777.

Student Dress

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety (Policy JICA).

The Board recognizes that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior,

work quality, and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment, or to the maintenance of a safe and orderly school. Certain clothing or appearance could be designated as disruptive if it advocates drug use, violence, or unlawful activity .

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 an administrator.
2. Clothing that, whether in a standing or seated position is overly revealing or causes a disruption to the educational environment.
3. The following student dress standards are in effect at all times:
 - Cleanliness of person and apparel is expected as a matter of health and aesthetics.
 - Shoes, sandals or boots are required at all times for health and safety reasons (slippers may not be worn to school at any time and are not considered appropriate footwear).
 - Holes in clothing must be appropriate and students will be asked to change if they are not.
 - Apparel that endangers any person during specific activities or employment may not be worn.Additionally, protective eye covering and clothing must be worn at all times in designated educational settings.
4. Students are not permitted to wear hats, or head coverings in the school building during the school day unless wearing such coverings are required for religious or health reasons. Students wearing hats or inappropriate head covering may be subject to disciplinary action.

It is the right and the responsibility of the staff and administration of the school to monitor dress and appearance. Disciplinary action for violations 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 potentially a parental conference. More severe disciplinary consequences, including suspension, may result from repeated or serious violations.

Student Records

The district protects the confidentiality of student records in accordance with the Family Educational Rights

and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your building administrator 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. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for "directory" information [name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded.] **One important exception:** military recruiters can obtain the names, addresses and home telephone numbers of all high school students, unless the student requests otherwise in writing.

Access To Records

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

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 should submit to the school principal or designee, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected. The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent/guardian, or properly designated third person at a cost not to exceed \$1.25 per page to be determined by the Superintendent.

The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents 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, the school will notify the parent of the decision and advise them of possible next steps to remedy the issue.

The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA requires that the district, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has 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 a student's role;
- The annual yearbook;
- Honor roll or other recognition lists;
- Sports activity sheets,

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. If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify your principal in writing by August 31 of the current school year.

Student Valuables

Students should not bring large amounts of money,

electronic devices, or other valuable nonessentials to school. Students may not disrupt the school setting, nor shall they create an unsafe environment with the use of any devices that are not essential to student learning. Students, not the school, are responsible for personal items. Stolen or damaged items are not the responsibility of school staff. If it is necessary to bring money or a valuable item, please leave it at the office for safekeeping. Valuable items that are found (such as electronic devices and money) will be turned into the bookkeeper's office.

Tardies

Students are to report to their first period class when the first bell rings at 8:25 AM. Students are expected to arrive to all classes on time. In the event this is not possible, students will be required to have a pass. The number of tardies accrued in each class will reset each semester. Excessive tardies per class will result in a disciplinary action as follows:

1st - 3rd tardies = handled by classroom teacher
4 or more tardies = Office Referral

Technology

Students who have parental permission and who agree to the district network/technology student user agreement will be allowed to access the network and building technology equipment. Please see Policy JS and IJND E and EMS Student BYOD Acceptable Use Policy for details related to Student Use of Internet and Electronic Communications.

ASD20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phones) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

Parent/Guardian Responsibilities

ASD20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

Digitally Acknowledge the Technology and Responsible Use Agreement

In order for a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use

Agreement, located in Infinite Campus in the Extended Parent Portal.

Digital Device Rules and Guidelines

Policies IJND and IJND E1 articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or ASD20-owned device.

For all the topics below, please reference policies IJND and IJND E1.

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your digital device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Keep the device in its protective case at all times
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets
- Hold your device with both hands

Email for Students in Grades 6-12

All 6-12 students in ASD20 are issued an email account. This allows students to safely and effectively communicate and collaborate with staff and classmates.

Guidelines and Reminders

- Email should be used for educational purposes
- Parents may check student email at any time
- Students are encouraged to share their password with their parents. Parents can change the student password at any time
- ASD20 reserves the right to monitor student email accounts.
- Email should be used by the authorized owner of the account
- Students are expected to protect their passwords and should change it if it has been compromised

Digital Cameras

- Many digital devices are equipped with an integrated

digital camera.

- Cameras are to be used for educational purposes only, under the direction of a teacher
- All videos and photos can only be taken, shared, distributed, or posted with the permission of the person being filmed
- Device use is prohibited in private areas, such as locker rooms and restrooms

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purpose is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Behaviors and Discipline Related to Digital Device Use

Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing content (text, graphic, photo, audio) that contains material that is defamatory, abusive, obscene, profane, threatening, or sexually explicit
- Using district technology in any fashion that violates the school code of conduct, district policy, state law, or federal law (e.g. copyright violations)
- Using or attempting to use an internet proxy server, proxy software, or a proxy browser
- Performing tests on the district network to identify security faults or vulnerabilities
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility
- Configuring any device to provide unfiltered internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot"
- Possessing or using software without appropriate registration and payment of fees to the software owner
- Using encryption to cloak network traffic, data files, or email communications within the district network
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer

Digital Device Security

Two primary forms of security exist: digital device security

and internet filtering. ASD20 strives to strike a balance between usability of the equipment and appropriate security to prevent devices from being damaged or used to cause damage to the network. All files stored on ASD20 equipment or the ASD20 network are subject to review and monitoring.

Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

Internet Filtering at School

ASD20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device. Cell phone data is not filtered by ASD20, so all phones should be connected to the district wireless network when used on campus.

While internet filtering is provided on-campus by ASD20, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While ASD20 makes every attempt to protect students from inappropriate material and risks to their safety, no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians. All students are expected to utilize on the district network while on school grounds. All internet traffic on the ASD20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

Damaged Equipment

Students are responsible for caring for personal or school-issued devices and equipment they use. Damage personally-owned devices will not be replaced by ASD20. Situations requiring disciplinary intervention will be processed by the administration at the school level.

ACADEMY SCHOOL DISTRICT TWENTY MISSION AND BELIEF STATEMENTS

The mission of Academy School District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extra-curricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

WE BELIEVE:

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

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).

Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules. The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others’. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattletale.”

It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-SAFE (877-542-7233) or online at Make a Report.

College Classes Opportunity to Earn College Credits and Accelerate Learning Pathways to College

Students may earn college credit at a significant cost and time savings.

Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35-103(6)(a)] and District 20 Concurrent Enrollment policy IHCDA make it possible for eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education to earn college credit at a significant cost and time savings. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the District policy. Accelerating Students through Concurrent Enrollment (ASCENT) (administrative procedure JHCDA R 2) is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student’s Individual Career and Academic Plan (ICAP).

Students must complete the District’s ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

Disciplinary Removal from Classroom (administrative policy JKBA)

It is the policy of the District to maintain classrooms in which student behavior does not interfere with the ability of the licensed staff member to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct adopted by the District and any other appropriate classroom rules of behavior established by the licensed staff member, and approved by the building principal, for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal. Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy.

Licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented. A licensed staff member is authorized to immediately remove a student from his or her classroom if the student’s behavior:

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

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

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.

Wellness (administrative policy ADF):

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

Free or Reduced Lunch (administrative policy EF)

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

Homeless Students Notification

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy JFABD or contact the Homeless Liaison Coordinator Aubrey Ranson at 719-234-1362.

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.

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

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

General Counsel
Academy District 20

1110 Chapel Hills Drive
Colorado Springs, CO 80920
719-234-1200

(The) Protection of Pupil Rights Amendment (PPRA),

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

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

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

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with:

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

Sex Education/Health and Family Life

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

Sex Offenders, Notification Regarding:

Colorado Revised Statute § 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community.

More information on accessing such information may be obtained online at either of the following:
http://www.sheriffalerts.com/cap_main.php?office=54430
OR
<https://coloradosprings.gov/police-department/page/sex-offender-information>

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

Screening and Testing of Students

(and Treatment of Mental Disorders) (administrative policy JLDAC) Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records. Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. School personnel is prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel is also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

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

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.

This document is provided as a resource to Academy District 20's parents and students. Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.

Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication but are on the website.

EAGLEVIEW MIDDLE SCHOOL ~ POSITIVE BEHAVIOR SUPPORT (PBIS) MATRIX

	SAFETY	OWNERSHIP	ACTIVE ENGAGEMENT	RESPECT
CLASSROOM	<ul style="list-style-type: none"> ➤ Keep hands and feet to self ➤ Use materials appropriately 	<ul style="list-style-type: none"> ➤ Be on time ➤ Be ready and prepared to learn ➤ Turn in completed assignments on time ➤ Demonstrate honesty 	<ul style="list-style-type: none"> ➤ Be attentive ➤ Participate in class ➤ Ask questions when you do not understand 	<ul style="list-style-type: none"> ➤ Leave no trace ➤ Be cooperative ➤ Listen and Respond appropriately
HALLWAYS	<ul style="list-style-type: none"> ➤ Walk on the right side of the hallway ➤ Report unsafe behavior ➤ Keep hands and feet to self 	<ul style="list-style-type: none"> ➤ Have a pass ➤ Pick up trash ➤ Use lockers appropriately 	<ul style="list-style-type: none"> ➤ Be aware of others and your surroundings ➤ Be in class on time 	<ul style="list-style-type: none"> ➤ Use quiet voices ➤ Be courteous ➤ Honor personal space and property
BATHROOM / LOCKER ROOM	<ul style="list-style-type: none"> ➤ Use the bathroom/ locker room for its intended purpose ➤ Report unsafe behavior/ conditions 	<ul style="list-style-type: none"> ➤ Flush ➤ Wash hands ➤ Clean up after yourself ➤ Use PE lockers appropriately 	<ul style="list-style-type: none"> ➤ Stay only as long as you need ➤ Get back to class quickly ➤ Change out in a timely manner 	<ul style="list-style-type: none"> ➤ Be courteous ➤ Honor the privacy and property of others ➤ Use the bathroom at times that do not interrupt your learning
BUS	<ul style="list-style-type: none"> ➤ Keep hands and feet to self and in the bus at all times ➤ Once seated, stay seated ➤ Enter and exit only after the bus comes to a complete stop ➤ Cross 10 feet in front of the bus ➤ Be alert to traffic and hazards at all times 	<ul style="list-style-type: none"> ➤ Be at your designated spot on time ➤ Keep belongings in your backpack ➤ Ride your assigned bus and get off at your assigned stop 	<ul style="list-style-type: none"> ➤ Sit in your seat facing forward ➤ Listen and follow the directions of the driver ➤ Be aware of other students 	<ul style="list-style-type: none"> ➤ Use a quiet voice and kind words ➤ Honor the property of neighbors near the bus stop and in walking route ➤ Enjoy your music with earphones ➤ Finish food and drink before entering the bus
CAFETERIA	<ul style="list-style-type: none"> ➤ Walk ➤ Stay seated in the cafeteria until dismissed 	<ul style="list-style-type: none"> ➤ Clean up your area ➤ Eat your own food 	<ul style="list-style-type: none"> ➤ Get to the cafeteria on time ➤ Follow the directions of adults ➤ Socialize appropriately 	<ul style="list-style-type: none"> ➤ Be courteous ➤ Use quiet voices ➤ Eat healthy foods
RECESS	<ul style="list-style-type: none"> ➤ Stay in designated areas ➤ Report unsafe behavior 	<ul style="list-style-type: none"> ➤ Use appropriate words and actions ➤ Pick up trash 	<ul style="list-style-type: none"> ➤ Follow game rules ➤ Return to class promptly 	<ul style="list-style-type: none"> ➤ Demonstrate good sportsmanship
ASSEMBLY	<ul style="list-style-type: none"> ➤ Keep hands and feet to self ➤ Enter and exit in an orderly fashion ➤ Walk 	<ul style="list-style-type: none"> ➤ Listen and watch attentively 	<ul style="list-style-type: none"> ➤ Respond and participate appropriately 	<ul style="list-style-type: none"> ➤ Listen to the speaker ➤ Follow directions
TECHNOLOGY	<ul style="list-style-type: none"> ➤ Keep password safe ➤ Remember using tech is a privilege, not a right so use equipment appropriately ➤ Do not take or share photos/video of others 	<ul style="list-style-type: none"> ➤ Take pride in your work ➤ Be mindful of your digital profile ➤ Take care of devices/ equipment and keep them safe 	<ul style="list-style-type: none"> ➤ Use tech for educational use only ➤ Follow teacher discretion of tech use ➤ Stay on task ➤ Follow policy restrictions 	<ul style="list-style-type: none"> ➤ Be respectful of others and their work ➤ Respond with a positive nature ➤ Respect the rights of copyright owners ➤ Share resources

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



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