



**2023-2024**

**Liberty High School  
Student and Parent Handbook**

## **Liberty High School**

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Colorado Springs, CO 80920  
719-234-2200  
<https://liberty.asd20.org>

## **Academy School District 20**

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### **Administration**

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Ms. LiAnne Thiessen, Assistant Principal & Activities Director, Class of 2026  
Mr. David Thomas, Assistant Principal & Athletic Director, Class of 2027  
Mrs. Heather Conyers, Dean of Students  
Mrs. Kaitlyn Epperson, Dean of Students

### **Counseling**

Mrs. Rosalie Kroeker, Counselor, Class of 2024  
Mrs. Samantha Derosier, Counselor, Class of 2025  
Mrs. Kristin Bendig, Counselor, Class of 2026  
Mrs. Kristin Jaramillo, Counselor, Class of 2027  
Mrs. Jacqueline Blueitt, Counselor, College & Career  
Ms. Desiree Lovato, MTSS and 504 Coordinator  
Mrs. Judith Gaughan, Talented and Gifted Coordinator

This document is provided as a resource for Liberty High School's parents and students. Much of the information in this handbook is in summary form and contains the policies that are most frequently referenced and applicable to students and parents. All current Academy District 20 Administrative Policies in their entirety, including any revisions which may occur after publication of this document, are available on the district website at <https://go.boarddocs.com/co/asd20/Board.nsf/Public> under "Policies". Administrative Policies may also be reviewed at the Education and Administration Center for Academy District 20 located at 1110 Chapel Hills Drive. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable of and comply with all district and school policies.

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## Pillars for Success

Pillars for Success ensures all students at Liberty High School model and support the core beliefs of our school. These beliefs center around the following characteristics:

LANCERS HAVE CHARACTER  
AND THESE ARE OUR  
PILLARS FOR SUCCESS





## **Student Expectations**

Students in public school have certain rights guaranteed by the United States Constitution as well as federal and state laws. These rights are not the same as adults because school is a special setting. The law provides school officials flexibility to control student behavior at school and school activities. This may also include actions that occur off-campus, on weekends, or during the summer if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school.

This handbook informs students of their rights and their responsibilities as an Academy District 20 student. It will help you be a successful student and citizen in our district. Please read it carefully and ask questions of your principal, counselor, or teachers for clarification.

## **General Student Information**

### **Student Identification (Student IDs)**

For the protection of all, students must identify themselves 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.

- School issued student IDs from the current school year must be on person at all times when in the building.
- Lost IDs that are found will be returned to the Security Kiosk.
- Students must request a new ID from the school bookkeeper. A fee may be assigned for the reprinting of a student ID.

### **Hall Passes**

A standard hall pass must be in a student's possession at all times during class meeting times. LHS staff will be monitoring hallways during class time and passing periods.

### **Hallways/Common Areas**

Students are expected to exhibit safe behavior when present in the hallways and common areas. Activities such as horseplay are prohibited and continued violations may result in disciplinary action.

### **Social Media**

Liberty High School and Academy School District 20 have policies on underage drinking, hazing, and inappropriate behavior. Your decision to post items on social media sites is a personal one; however, school policy should serve as a filter for what you decide to put online. Do not post pictures, comments or information on web sites that would/could embarrass you or be a violation of district policy.

### **Public Displays of Affection (PDA)**

Students are not permitted to show public displays of affection at school. PDA is inappropriate in the school setting or during school-sponsored activities. Repeated and/or excessive PDA may result in disciplinary action.

### **Personal Property Protection**

Students who bring personal property to school are responsible for that property. LHS may investigate thefts from PE/athletic lockers and other areas on campus. **LHS is NOT** responsible for lost, stolen, or damaged personal property. Our insurance does not cover such losses. A theft report needs to be filled out by the student listing the item(s) taken (brand, color, cost, etc.). If you have any information regarding items being taken, vandalism occurring, or if you have had items taken, you may report the crime by completing a theft/vandalism report with the Dean of Students.

### **P.E./Athletic Lockers**

Valuables should not be left in lockers; students should see that the locker is locked before leaving for class, and combinations should not be given to anyone else. Liberty High School will not be responsible for items left in lockers after the announced clean-out dates. Athletic lockers should be cleaned out at the end of the completed season.

### **Lost and Found**

**The school is not responsible for items you leave unattended.** If you find lost articles, take them to “Lost and Found” in the main office.

### **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 property surrounding the school. Neither the district nor the school is responsible for loss, damage, or theft of personal property.

### **Campus Cleanliness**

Liberty High School is a source of pride for all staff and students. We feel the best way to maintain pride in our school is by keeping it clean. Therefore, students are expected to assist in keeping all student-accessed areas clean at all times. This includes desktops, tables, and classrooms. Students **may** have beverages in a classroom if the teacher allows it. It is the student’s responsibility to make sure that all beverage containers are picked up and/or thrown away in their classrooms. **Students will pick up all trash, deposit it in the trash cans, and ensure the table and floor around you are clean before leaving. Lunchroom privileges may be refused to a student who does not use proper conduct and who does not help keep the lunchroom clean.**

### **Open Campus Lunch**

Sophomores, juniors, and seniors have the privilege to leave campus during lunch. Students **must** adhere to the following requirements:

#### **Responsibilities**

- Register all vehicles with Liberty High School and have a Liberty parking tag visible at all times.
- Students may **only** park in the designated student parking lot.
- Refrain from transporting students who do not have open lunch privileges.

- Be punctual for all classes following the lunch period. Excessive tardies will be reported to admin.
- Severe weather conditions may cause a suspension of open campus by the administration.

### **Consequences**

In the event of a violation of the contract regarding discipline and/or attendance, off campus lunch privileges may be suspended.

- Open campus may be revoked for disciplinary reasons and will be reissued when appropriate (at administration discretion).

### **Visiting Other District 20 Campuses**

Permission to visit other campuses at any time, including Timberview, is granted for school business only, and you must receive prior administrator approval.

### **Skateboards/Longboards**

Skateboards/longboards may not be used at any time while on district property. This applies to weekends and after school. Skateboards/longboards may be confiscated and held up to a two-week period by school employees if the students are in violation of this policy.

### **Pets**

Pets are not allowed on school grounds. Check with an administrator before bringing a pet to school if it is needed for a school project.

### **Student Fees and Fines (Administrative Policy JQ)**

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

All fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a fee or reduced price lunch under the income guidelines established by the federal government.

Liberty High School expects that all fees/fines are paid in full by the end of each school year. Students may not enroll in courses that charge fees unless all previous fees/fines are settled. In addition, all fees/fines from previous years must be cleared in order to purchase a parking permit, athletic pass, and/or receive a final transcript or diploma. Fees/fines must be cleared prior to each athletic season in order for a student to participate in athletics. Payments may be made online through Infinite Campus or with the bookkeeper.

### **Library Media Center (LMC)**

The LMC is open from 7:30 a.m. to 3:30 p.m. Monday– Friday. Students will be required to sign-in during class when checking into the library and must have a pass from a teacher.

The Library Media Center offers a wide variety of materials in both print and electronic. Access to the print collection is through a district-wide library system, which allows users to see what district/school owns a particular item. The library card catalog is available through Liberty's

home page on the Internet. If the item is owned by another D20 school, the patron, whether student, parent, or staff member may request the materials through our inter-library loan service.

**Materials Check Out:** Each student may have five items checked out at any given time during the school year. Students assume complete responsibility for any item checked out under their names. Students should not check out books in their name for other students.

**Overdue Materials / Library Fines/ Lost and Damaged Materials:** Students are responsible for returning library materials on the due date in the same condition in which they were checked out. Students are not allowed to check out additional books/materials until overdue materials are returned. At the end of the school year, all materials and fines/charges are due by a date determined by the Library Media Specialist. For damaged library materials, students will be assessed either a repair cost or replacement fee depending on the extent of the damage. Lost materials or materials that need replacing will be assessed at the replacement cost to the school. The minimum replacement cost is \$2.00.

**Student Use:** While utilizing the library, students are expected to behave in an appropriate manner. Students who do not behave appropriately, including excessive talking, will be asked to leave the LMC. Respect for others using the library and library resources must be shown at all times. Food and drinks are only allowed at tables in the LMC.

**Textbooks:** Textbooks will be checked out directly to students. When students are assigned textbooks, they are responsible for the care and return of those textbooks. A student is responsible for the specific textbook/barcode scanner checked out to him/her.

**Computer Usage:** The LMC has many computers that serve a variety of purposes. The Internet is for educational purposes ONLY. The LMC also subscribes to several databases that are helpful for research purposes. Please see the LMC staff for questions regarding printing costs and database usage.

## **Health Room**

Liberty High School's Health Room is staffed during regular school hours with a licensed RN and/or CNA. They provide first aid to students and staff requiring assistance and administer medications per physician/parent authorization.

## **Health Conditions in Infinite Campus**

Parents are encouraged to document health conditions for their students in Infinite Campus using the Parent Portal. These conditions may include diabetes, seizures, asthma, life-threatening allergies, food allergies, and other chronic conditions. Specific health care plans for physician and parent instructions, in the event of an exacerbation during school hours, are available through the Health Room or via the Health Room page on Liberty's web site. Health care plans are typically updated annually and submitted to the School Nurse.

## **Students with Life-Threatening Allergies (Administrative Policy JLCDA)**

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

### **Health Care Plans**

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

### **Reasonable Accommodations**

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

### **Access to Emergency Medications**

Emergency medications for treatment of the student's food allergies or anaphylaxis need not be locked but shall be kept in a secure location away from the reach of students. The student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with administrative policy JLCD, Administering Medications to Students. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

### **Staff Training**

The principal or his or her designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff members directly involved during the school day with a student who has a known food allergy. It is strongly recommended that all school staff be trained so that they shall have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

### **Medication Administration**

Whenever possible, it is recommended that medications be administered at home. If that is not possible, attempt to schedule the administration during lunchtime to minimize any interruption to the learning environment.

Liberty High School students are permitted to self-carry and self-administer prescription and over-the-counter medications, with exceptions of controlled substances (such as ADHD medications or pain medications with narcotics in them). Both prescription and over-the-counter medications must be in their original containers, with a prescription label stating the student's name, dosage, medication name, and prescribing physician for prescription packaging. For safety purposes, students may not share their over-the-counter or prescription medications with other students or staff. Discipline action will result from this offense.

Controlled substances must be administered through the Health Room, per JCLD policies. Parents must also transport these medications to/from the Health Room. *Permission to Administer Medications* form, signed by both a parent and physician, should accompany the medications. These forms are typically completed on a school year basis (or as needed) and are available through the Health Room or online at Health Room web page.

The Health Room may also house and administer routine prescription and over-the-counter medications. Students may bring these medications, along with the signed *Permission to Administer Medications* form, to the Health Room where they will be remain locked and secured until needed. Medications may include asthma rescue inhalers, Epi-pens, diabetes supplies, and other routine medications. The Health Room does not house stock medications for headaches, cramps, etc.

### **Health Room Policies**

The Health Room is intended for students who become ill or injured during school hours. Students are allowed to rest for 15-20 minutes. At that point, a determination will be made as to whether the student is able to return to the classroom or should be sent home. *District 20 Illness Guidelines* are utilized in this determination. Students returning to class or going home are sent through Student Services for attendance purposes.

### **Accidents**

Students who are injured during school hours should report the injury to the Main Office immediately. Completion of the *Student/Public Accident Report* form will detail how the accident occurred, nature of the injury, first aid provided, etc. District 20 does not provide insurance coverage.

## **Transportation and Parking**

### **Buses**

Riding a District 20 school bus is a privilege. Inappropriate behavior may result in the loss of this privilege. Student's responsibilities will include:

- Being at your designated bus stop five minutes prior to pick-up time (you will only have five minutes to board the bus at the end of the school day)
- Riding only the bus you are assigned
- Obeying all District 20 bus rules for passenger conduct
- Boarding your bus immediately following dismissal
- Once the first bus starts to exit the bus lot, no students will be allowed on any other bus.

***Bus Passes are not issued by Liberty High School.***

## **Bus Conduct Violations**

Bus rules are subject to change by the District 20 Transportation Department.

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

## **Drop-Off/Pick-Up**

The two areas designated for student drop-off and/or pick-up are the driveway by the southeast part of the building and the overflow parking lot south of the stadium. To ensure student safety, the student parking lot, staff parking lot, Career and Technical Education (CTE) parking lot and the bus parking lot are **not** to be used for student drop-off and/or pick-up. Automobiles waiting in these areas will be asked to move to the designated areas.

## **Parking Policies and Practices**

### **Parking and Parking Lots**

All cars parked on school property must display a parking permit. Two paved lots are provided for student permit parking. Students are not permitted to park in the bus or staff parking lots; they are permitted to park in authorized marked spaces only. District policy requires a fee of \$40.00 (annually) or \$20.00 (second semester) be charged to each student parking on campus (this includes both student parking lots). The permit will be valid for all family cars registered with the school. In the case of lost parking passes, students will be required to purchase a new parking pass for replacement (no prorating). The student must conform to the provisions of Colorado Law governing operation of a motor vehicle when operating a motor vehicle on school property. School administrators may make other reasonable parking and driving regulations as deemed necessary.

### **Parking Lot Rules**

- Park only in designated areas and between the white lines, not in yellow marked zone or reserved handicapped area. Violators will be towed or ticketed.
- Students may not loiter in the parking lot at LHS or at other District 20 schools.
- Students must observe the posted speed limit of 5 mph in the parking lot. Careless or reckless driving is prohibited.
- Student vehicles are subject to search.
- Students may not have access to vehicles during the day without permission from campus security.
- Students may not park in the bus parking lots, Timberview Middle School parking lot, or faculty parking lots during school hours.
- Off campus parking is not monitored or regulated by LHS staff.
- Students parking off campus may not go to their respective cars during school without permission.
- Students assume risk for damage that may occur while vehicle is on school grounds.
- Suspension of parking privileges, filing a complaint with the police, towing away a vehicle and/or suspension from school may occur when violations of these regulations occur.
- Illegally parked cars may be ticketed and/or towed.
- Repeated violations will result in termination of student parking privileges and no parking refunds will be issued.

### **Vehicle Towing Procedures**

When a vehicle is parked in any of Liberty High School's parking lots, the owner of the vehicle is required to display a proper parking permit at all times. Vehicles parked without a permit or not parked in the proper places, are subject to being towed at the owner's expense.

### **Parking Permits**

Parking permits are issued to specific vehicles and are **non-transferrable** between students. Permits may be purchased during Student Check-in or from the Bookkeeper.



## Academic Policies and Practices

### 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.

### Resolving Conflict with a Teacher

Conflict resolution is a useful, lifelong skillset. We want to empower our students to solve problems with the support of their parents, school counselors, and administration. Our school counselors are available to help students during conflict by giving them strategies, vocabulary, and support in contacting their teachers. Our goals in this matter is to create respectful, open, and collaborative relationships between students and teachers.

When conflict arises between a student and teacher, we want to resolve the issue as quickly and directly as possible. This process will help students and teachers find a solution. To facilitate this process, LHS has developed the following protocol:

#### Step 1: Student contacts the teacher.

- Speak respectfully with your teacher. Let your teacher know what you enjoy about the class and what is helpful. Also let your teacher know what you believe is causing your struggle and what you have already tried. Your teacher might have some helpful suggestions for you to implement. By bringing the issue directly to your teacher, you increase your chances of coming up with a solution that is helpful. Your grade level counselor can help with effective ways to approach your teacher.

#### Step 2: Parent contacts the teacher.

- If there has been no resolution over time, have your parents contact the teacher directly through email, phone, and/or a parent/teacher meeting to discuss solutions.

#### Step 3: Student and parents contact an administrator.

- If steps 1 and 2 have not resolved the issue, the last step is to directly contact an administrator for mediation and assistance.

### Student Courses and Schedules

Liberty High School offers a comprehensive and diverse academic program. Please see the Liberty Course Guide or contact your grade level counselor for more information.

**Students are not allowed to change schedules unless it is for an academic misplacement. Counselors will not make schedule changes after the first four weeks of each semester.**

Within the first four weeks of each semester, students may initiate a change by scheduling an appointment with their grade level counselor. An additional meeting may take place with the student, teacher, parents, and grade level counselor and administrator to discuss the change.

## Academic Recognition

At Liberty High School we take pride in the hard work of our students, and we honor them with a variety of academic awards. Each year, there are two ceremonies (10<sup>th</sup>-12<sup>th</sup> grade Academic Awards in the fall and Senior Awards in the spring) where these awards are given to students publicly.

- **Academic Letter-** Students may earn an Academic Letter in one of three ways. They can earn this letter by maintaining a 3.5 or higher GPA for two consecutive semesters, earning a 3.5 or higher GPA for any four semesters or by earning a 4.0 or higher GPA for any two semesters during their high school career at LHS
- **Order of the Crest -** One of the highest honors awarded at Liberty High School is the Order of the Crest. To apply for this honor, a student must receive an athletic letter in a varsity sport and participate for two years in that sport; earn an activity letter in a club or activity; and earn an academic letter by achieving a 4.0 GPA (weighted) for two consecutive semesters or any three semesters in his/her high school career and not have a semester grade less than a B in any course. Candidates are also judged by the Liberty staff based upon their citizenship, discipline, attendance, integrity, responsibility, reliability, and honesty.

## Grades

Parents may access class grades at any time through Infinite Campus. Parents can see grades in progress, grades on particular assignments and missing assignments. For help logging on to the Parent Portal, parents should email [help@asd20.org](mailto:help@asd20.org). Students can access the same information and are encouraged to use this feature of Infinite Campus.

- **Weighted Grades -** All students taking Honors, Pre-AP, and AP (Advanced Placement) courses earn weighted grades. Students will receive one (1) extra grade point per credit for that course (i.e. A=5.0 on 4.0 scale). This extra point will be calculated with all other course grades which will still be calculated on a four (4) point scale. As in any course, an “F” is zero grade points, but calculates in GPA.

## Homework Responsibilities

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

## Academic Integrity

Students are expected to uphold a standard of academic honesty at all times. This includes but is not limited to committing to working independently and unaided on assessments, appropriately giving credit when necessary, and respect for all others who are in attendance during class (teachers, students, and guests). It is the sole responsibility of the student to recognize academic dishonesty and refrain from it, and/or immediately alert a teacher if it has been observed. Consequences for breaking this policy may, at the discretion of the course instructor, result in

having to re-do the assignment, a score of zero entered into the gradebook, and/or a disciplinary referral with the Dean of Students.

### **Final Exams**

Liberty Administration and department representatives will determine if final exams will be administered at the end of each semester. If final exams are determined, a schedule will be established and posted prior to the end of each semester.

### **Individual Career & Academic Planning (ICAP)**

ICAP assists students with post-secondary planning to assure that all students are prepared to make informed decisions about their futures.

ICAP is an electronic portfolio that allows students to explore personality types, career interests, and college options. District 20 high schools have adopted the Naviance internet-based college and career program for ICAP implementation. Using Naviance, students can create a resume where they record awards, community service and work experience. Additionally, Liberty High School uses Naviance to help students complete four-year plans, annual goal setting and research colleges and careers.

### **Talented and Gifted (TAG)**

Our Talented and Gifted coordinator works in conjunction with Student Services, grade-level teams, classroom teachers, TAG students, and parents to provide resources and support to best meet the needs of our highly gifted students.

### **Transcripts**

The Liberty High School official transcript reflects student's academic history from grades 9-12. All credit classes (earned in grades 9-12) are included in computing grade point average and class rank. GPA and class rank are computed every semester. Valedictorian and honor graduate status will be determined for seniors at the end of the first semester of the senior year. Only official grades, where credit is granted, will be used in determining valedictorian. Scholarship or award programs that honor valedictorians may require that final grades be posted before confirming their award. GPA is not rounded when determining honors or high honor status.

**Beginning with the graduating Class of 2027, class rank and valedictorian will no longer apply; the Latin Honors System will be used for all academic recognition.**

### **Transfer Credits**

Credits transferred from a non-District 20 school will be weighted if the course taught is weighted at Liberty High School. **Not all credits from a non-District 20 school may be accepted.** This may include, but is not limited to Drivers Education, religious courses, home school courses, and credits earned in middle school/junior high school.

### **Withdrawal from School**

If you are moving or leaving Liberty High School, you must complete a checkout sheet with the Registrar. Your teachers, the librarian, and bookkeeper must sign the sheet indicating you have cleared all obligations. The completed checkout sheet will enable you to re-enroll, have transcripts sent, or get credit for classes taken at LHS.

**Students should begin this process 48 hours before leaving school. All obligations must be cleared before any records or files are forwarded.**

## **Athletics and Activities**

**Athletic Director:** Mr. David Thomas

(719) 234-2250

**Athletics Secretary:** Mrs. Blair Gruendl

(719) 234-2250

**Activities Director:** Ms. LiAnne Thiessen

(719) 234-2222

**Activities Secretary:** Ms. Sydney Persico

(719) 234-2222

### **Policies and Practices**

**Personal Conduct** – Administrative Policy JIC sets expectations regarding student behavior as all school and district-sponsored activities/events – on or off school 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 Administrative policy JK, promoting an atmosphere of responsibility and respect where learning can take place in a safe environment.)

#### **Athletic and Activity Eligibility**

Activity eligibility requires that Liberty students who wish to attend field trips that extend beyond the teacher's class time or other co-curricular activities be in good academic standing. To be eligible to participate during the weekly grading period, students cannot fail more than **one** of their classes.

Athletic eligibility requires that Liberty students who participate in athletics be in good academic standing. To be eligible to participate during the weekly grading period, students cannot fail more than **one** of their classes.

When tryouts are required prior to participation (including athletics and school plays) students must meet eligibility requirements to compete or perform. Students may try out and practice if they do not meet eligibility requirements, however, they will not be able to compete/perform unless they are academically eligible.

Eligibility checks will occur weekly for athletics and activities. Preliminary (heads up) eligibility reports will be pulled every Tuesday morning. Official eligibility will be pulled every Friday at 8:00am. Students will have an opportunity to submit an *Eligibility Appeal Form* in the event that there is an error in their grade. Student eligibility appeal forms are due to the Athletics and/or Activities Office by 3:30pm on Friday. The Athletic Director and/or Activities Director will let the coach/sponsor know if the eligibility status has changed prior to Monday of the following week. Students can only appeal their grades for the following reasons: they have turned in work on time that hasn't been graded; they were absent and are still under the make-up window for their missing work; they missed an assignment/assessment due to an excused absence and have not made it up; or the teacher has been absent and has not graded their make-up work. Appeals will not be granted to students who turn in late work.

### **CHSAA Athletic Eligibility**

Each semester students must pass a minimum of 5 full credits to maintain athletic eligibility for the next semester. Students must carry a minimum of 6 full credits each semester to participate in athletics during the entire season. Students who wish to make up credits through summer school or online credit recovery should notify the Athletic Director. A student must be enrolled in a minimum of 6 full credit classes during each weekly eligibility period.

Some programs may have more stringent policies and you should check with your specific coach for more information. Questions concerning eligibility should be addressed to the Athletic Office at 719-234-2250 or the Activities Office at 719-234-2222.

### **Athletic Registration**

Students wanting to try out or practice for any sport, they must be registered in the Athletic Office. To register for any sport, the student and parent must submit all required paperwork through CHSAA's digital format, Rschool. No paperwork will be accepted in the office.

- Athletic fees will be posted in Infinite Campus on the student's account after official team rosters are set. Parents/students can pay online for their athletic fees.
- Registration fees for athletics are based on a tiered system. Please see the Athletic Fee Structure table below.
- All fees and/or fines must be paid at the time of registration. No one will be allowed to participate without having paid their fees and/or fines.

## Athletic Fee Structure

Fee Type	Designated For	Fee Amount (maximum)	Purpose of Fee	Student Impact (if not paid)
HS Athletics	Ice Hockey	\$350 per season up to the following maximums: \$500 per athlete per year \$500 per family per season \$1000 per family per year	To cover a portion of the cost of operating the school ice hockey program. <b>Participants who live outside of D20 and do not attend a D20 school will pay 150% of the fee.</b>	No participation
HS Athletics	Ice Hockey	Free meal eligible student: \$90 per season Reduced meal eligible student: \$180 per season	To cover a portion of the cost of operating the school ice hockey program.	No participation
HS Athletics	<u>Tier One Sports</u> Cross Country, Swim/Dive, Tennis, Track/Field	\$100 per sport per season up to the following maximums: \$325 per athlete per year \$325 per family per season \$650 per family per year	To cover a portion of the cost of operating the school athletic program. <b>Participants who live outside of D20 and do not attend a D20 school will pay 150% of the fee.</b>	No participation
HS Athletics	<u>Tier Two Sports</u> Baseball, basketball, field hockey, lacrosse, soccer, softball, spirit, volleyball, wrestling	\$125 per sport per season up to the following maximums: \$325 per athlete per year \$325 per family per season \$650 per family per year	To cover a portion of the cost of operating the school athletic program. <b>Participants who live outside of D20 and do not attend a D20 school will pay 150% of the fee.</b>	No participation
HS Athletics	<u>Tier Three Sports</u> Football, Golf	\$150 per sport per season up to the following maximums:	To cover a portion of the cost of operating the school athletic program. <b>Participants who live outside of D20 and do not</b>	No participation

		\$325 per athlete per year \$325 per family per season \$650 per family per year	<b>attend a D20 school will pay 150% of the fee.</b>	
HS Athletics	Tier One, Two, and Three Sports	<u>Free Meal Eligible Student:</u> Tier One: \$30 per season Tier Two: \$40 per season Tier Three: \$50 per season	To cover a portion of the cost of operating the school athletic program.	No participation
HS Athletics	Tier One, Two, and Three Sports	<u>Reduced Meal Eligible Student:</u> Tier One: \$50 per season Tier Two: \$60 per season Tier Three: \$70 per season	To cover a portion of the cost of operating the school athletic program.	No participation

**Academy School District 20 Ticket Prices**

- General Admission (All Sports): Adults: \$6.00, Students (grades K-12): \$4.00, Senior Citizens 60+: \$4.00. Pre-K children are admitted free of charge.
- Playoff prices are subject to CHSAA rules. D20 and Liberty passes are not accepted for playoff games.
- Away ticket prices will vary.
- Fans should expect to pay admission at all D20 games conducted on turf fields, gymnasiums, and pools.

**Student Athletic Pass**

Athletic passes entitle students to admission to all home athletic events (except playoffs and hockey games). Student athletic passes may be purchased from the bookkeeping office. The price of a yearly student athletic pass is \$40.00 and **does not include a yearbook**. Athletic passes are non-transferable.

**Family Athletic Pass**

District 20 high schools offer season passes for adults, students (K-12), and families. These passes are good for the entire school year. Passes are valid for all home games of the issuing school (including hockey), but are not accepted for playoff games, tournaments, or events that

are fundraisers for athletic/activity programs. Season passes are available at our athletic office or bookkeeping office.

- The family pass fee schedule is as follows: \$55 per student, \$70 per adult and \$225 per family.

### **Sportsmanship**

Academy District 20 recognizes the role of administration, faculty, coaches, parents, athletes, students, and fans in promoting sportsmanship within our community.

- We will educate, promote, and recognize positive sporting behavior within our athletic programs.
- We challenge our community to communicate their support of this mission through respect for all participants, officials, and spectators.
- We commit to the demonstration of self-control and positive school spirit at all sporting events.
- Entry to events is a privilege. Inappropriate behavior by students, parents, or guests is grounds for removal from the site of the competition and possible suspension from school and extra-curricular events. In addition, any fan who is asked to leave may not be allowed to attend any future Liberty High School or Academy District 20 events until permission is granted by the principal or his designee. Further disciplinary action may be taken by the school. Subsequent offenses may result in permanent suspension from participation or attendance at extra-curricular activities/events.
- Unacceptable behavior includes but is not limited to disrespectful or derogatory yells, chants, songs, or gestures; booing or taunting an official, coach, player, cheerleader or opposing fan; refusing to shake hands or give recognition for good performances; blaming loss of a game on officials, coaches or participants; and/or use of profanity or displays of anger that draw attention away from the game.

### **Assemblies**

Assemblies will be conducted throughout the year to educate and communicate. **All students are expected to attend assemblies because they are a part of the total educational process and regular school day.** The presentations during the assemblies are the responsibility of the sponsoring club/program. Students are expected to maintain respectful and appropriate behavior throughout assemblies.

### **Dance Guidelines**

- Current LHS student I.D. cards are mandatory for admission to dances.
- Students must adhere to the LHS dress code. The exceptions are Homecoming and Prom in which females are allowed to wear strapless dresses.
- Students are not allowed to engage in dances that are inappropriate. It will be solely the chaperones or administrator's decision to determine if a student is dancing inappropriately for a high school event.
- Profanity and public displays of affection are not allowed. We want students to have a great time, but we must continue to promote an environment that is school appropriate, fun, and safe for all participants.



- Students attending Homecoming and/or Prom may invite a guest who is in high school age and under the age of 21 if the required guest paperwork is completed and within the stated deadline.

### **Posters and Signs**

Groups and clubs are allowed to display posters if they are NOT of a personal nature and are intended to inform or display positive school spirit. ALL posters must be pre-approved by the Activities Director and they may only be placed in approved locations. Posters and signs may NOT be placed on painted walls around the building. Students/staff must use blue painters' tape to hang posters or signs on brick walls. It is preferred that posters and signs be placed on bulletin boards first, before hanging them on brick walls. In addition, all posters/signs must be taken down after the event is held and may not be hung for more than a week prior to the event.

### **DECA Store**

The DECA store is operated by students that take Liberty marketing courses. This store sells snacks and beverages to students and will only be open at certain times. The DECA store will not be open during lunch.

## **Communication**

### **Change of Address**

A change of address can be completed at Central Registry in the Education and Administration Center. You will need to provide Central Registry with verification of address. If you have questions, please call Central Registry, 234-1224, between 7:30 a.m. and 4:00 p.m. Telephone number and e-mail address changes may be completed through the parent portal on Infinite Campus.

### **20Alert**

Academy District 20 and Liberty High School use a rapid communication system called 20Alert. 20Alert is used to keep families informed of activities, weather alerts, emergencies, and student absences. Recipients determine which land lines, cell phones and email accounts are used for notification, and you may choose to receive information via text messages. You can sign up for them through Infinite Campus and they are sent via email or text. Correct data in Infinite Campus is the only way 20Alert will be successful for your family.

### **Liberty Website**

You can find contact information for our staff, a schedule of events, and important announcements through our school website. You can also use the website to log in to Infinite Campus. Our web address is <https://liberty.asd20.org/>

### **Campus Messenger**

Many of our teachers use Campus Messenger through Infinite Campus to contact parents and send information. Please log in to Infinite Campus on a regular basis to see these messages and to access your child's grades.

### **Office365 for Students**

All Liberty students have an Office365 account and are given a district email address. ([studentnumber@msa.asd20.org](mailto:studentnumber@msa.asd20.org)) It is critical that all students use this email account and their district issued email address to officially communicate with any Liberty staff member to ensure that the network filters do not block or delay the communication. In addition, students should regularly check their Office365 email account for new communication from staff and/or teachers.

### **PaL (Parents at Liberty)**

This group of dedicated parents provides support to students, teachers, and the Liberty community. Meetings are held monthly in the library. If you are interested in volunteering in this worthy organization, please email PaL at [parentsatliberty@gmail.com](mailto:parentsatliberty@gmail.com).

### **School Accountability Committee (SAC)**

The LHS School Accountability Committee meets throughout the year. This committee is an advisory group to the school principal and has a significant impact on the educational success of our students. This group addresses everything from student performance to school budget, to the newest and innovative student engagement strategies. If you are interested in serving on this very important committee, please contact Liberty High School at 234-2202.

### **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.

## **Campus Security and Emergency Procedures**

### **Security and Security Kiosk**

All guests, including parents, **MUST** present a driver's license or government issued photo identification, check-in at the kiosk through the main entrance, and be given a visitor I.D. All doors, except for the main entrance, will remain locked during school hours.

### **Visitors**

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

## **Emergency Procedures and Safety**

### **Emergency Closings (Administrative Policy EBCE-R)**

- **School Cancellation**

If the decision is made to cancel school, local media will be asked to announce that the district is closed. Local media will be informed of this decision by 5:30 a.m. The district will send 20Alert notifications to parents and students and a weather alert will be posted on the district website at <http://www.asd20.org>.

- **Delayed Start**

If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the Superintendent may delay the start of schools for two hours. The procedure will be as follows:

Local media will be informed by 5:30 a.m. that the starting time for District 20 schools will be delayed. The decision about whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold school, the delayed start will be honored and no additional announcements will be made. If the decision is to cancel school, local TV stations will be informed by 7:30 a.m., parents and staff will receive 20Alert notifications

and a weather alert will be posted on the district website at <http://www.asd20.org>.

- **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 a.m. may not be bad enough to cancel school, but weather reports and other indications are that a storm may develop during 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 a.m. and 10:30 a.m., 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.

If there is an early release, local media will be asked to announce that District 20 is releasing early, and the district will use 20Alert to notify staff and parents.

### **Fires and Emergencies**

The fire alarm system is for your safety. To ensure all students' health and safety in case of an emergency, do not pull fire alarms or tamper with fire extinguishers without evidence of an emergency. Your teachers will discuss emergency procedures and make certain you understand them. Students who knowingly pull an alarm, use a fire extinguisher, or report an emergency when none exists will be subject to school disciplinary action and possible criminal charges with the Colorado Springs Police Department.

### **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.

### **Safe2Tell**

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

## **Discipline and Attendance**

### **Dean of Students**

Mrs. Heather Conyers  
[heather.conyers@asd20.org](mailto:heather.conyers@asd20.org)  
(719) 234-2225

### **Dean of Students**

Mrs. Kaitlyn Epperson  
[kaitlyn.epperson@asd20.org](mailto:kaitlyn.epperson@asd20.org)  
(719) 234-2225

### **Attendance Secretary (Class of 2024 and Class of 2026)**

Shani Miller  
[shani.miller@asd20.org](mailto:shani.miller@asd20.org)  
(719) 234-2242

### **Attendance Secretary (Class of 2025 and Class of 2027)**

Nadia Sinkola  
[nadia.sinkola@asd20.org](mailto:nadia.sinkola@asd20.org)  
(719) 234-2241

## **Student Attendance and Tardies**

### **Attendance and Truancy (Administrative Policies JE, JH, JHB)**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child every child under his/her care and supervision who has attained the age of six years on or by August 1, and is under the age of seventeen years, receives adequate education and training and attends school. It is the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses and contact information as soon as possible. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Parents/guardians should limit appointments and other non-school related activities to outside school hours. When appointments must be made during school hours, or wherever a student must

be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify school officials in writing or by telephone stating the reason for their child's absence. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused.

Each year the Board of Education shall establish the school attendance period by adopting a school calendar. Secondary students are required to be in attendance a minimum of 1,056 hours and full-time elementary students a minimum of 968 hours during each school year.

Attendance is a key factor in student achievement. When absences do occur, they will be treated as either excused or unexcused.

**Excused Absences include the following:**

- a. absences approved by the principal or his/her designee.
- b. absences due to temporary illness or injury
- c. absences for an extended period of time due to physical, mental, or emotional disabilities.
- d. absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused.

Each school shall establish a system of monitoring individual unexcused absences. When a student fails to attend school on a regularly scheduled school day and school personnel have received no indication that his/her parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent. Excessive unexcused absences may result in referral to the court system.

If a student is absent without a signed parental excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. A child who is habitually truant shall be defined as a student who has attained the age of six years on or before August 1, and is under the age of seventeen years, is a registered student in Academy District Twenty, and has four total days of unexcused absences in any one month or ten total days of unexcused absences during any school year.

When a student becomes habitually truant, the school shall require a meeting between the student's parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. Such meeting shall be arranged by appropriate administrative personnel.

"Parent" includes a parent or legal guardian.

Parents are responsible for calling in all absences resulting from temporary illness or injury, or family emergencies. It is important to remember that parents report absences, but they may be legally excused only by the school administration. In case of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness.

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

**Absence Codes in Infinite Campus:**

<b>Code</b>	<b>Description</b>	<b>Status</b>	<b>Excuse</b>
AE	Absent Excused	Absent	Excused
AU	Absent Unexcused	Absent	Unexcused
VERU	Verified Unexcused	Absent	Unexcused
TRUA	Truant All Day	Absent	Unexcused
TRUAP	Truant Class Period	Absent	Unexcused
TE	Tardy Excused	Late	Excused
T	Tardy Unexcused	Late	Unexcused
ILL/INJ	Absent Excused	Absent	Excused
FMLY	Absent Excused	Absent	Excused
MEDI	Absent Excused	Absent	Excused
ACTV	Absent Excused	Absent	Excused

**Call the School**

Parents (or legal guardians) are expected to call the school as soon as they are aware of their student’s absence but no later than 24 hours after the student’s absence. If a call is not made, a student **MUST** bring a note explaining the absence to the Attendance Office upon his/her return. Absences not cleared by the end of the day will generate an automated phone call as a reminder. The failure to communicate with the Attendance Office within 24 hours may result in a disciplinary referral. If the student believes the absence is an error, it is the student’s responsibility to clear any absences within 24 hours of receiving a notice.

**All students arriving late and/or checking out of school during school hours must go to the Attendance Office first to get a pass.**

**Prearranged Absences**

To pre-arrange an absence the following steps must be completed:

- Students obtain a pre-arranged absence form from Attendance prior to the absence.
- Parents fill in the reason for the absence.
- Teachers sign the form, indicate current grade in class, and indicate whether they recommend the absence. If the majority of the teachers do not recommend the absence, the form will require an administrator signature and possible conference with the student and/or parent.
- Lengthy absences are discouraged; grades and academic achievement will be impacted.

- Students submit completed form to Attendance prior to the absence.
- It is the student's responsibility to follow-up with teachers upon the student's return.

### **School Business Absences (Field Trips/Contests/Club and Class Activities)**

Students need to inform and discuss with teachers the upcoming absence so that both are clear as to work missed and when the work is due.

- If a student has unacceptable attendance or does not meet the standards of eligibility the teacher of that class may deny a student to be absent from the class for a field trip after both teachers have agreed that it is in the best interests of the student to be in class. The student will report to class instead of going on the trip for the class period of the field trip day and attend his/her regular schedule the rest of the day. Students will not be penalized for **not going** on the field trip. Students should problem-solve with teachers as to whether an alternate assignment is appropriate.
- Students involved in late night activities are expected to be in all of their classes the next day.

### **Excessive Absences**

Excessive absences, even those that are excused, will adversely affect the student's grade. Excessive absences are considered when a student misses more than four days in any one month, or 10 in a semester. When a student has excessive absences, a meeting may be held to work out a plan for improvement. The meeting will include the parent, student, teachers, counselor and administrator or designee. If the plan is not successful, the student will be placed on an attendance contract with behavior expectations and consequences clearly spelled out.

### **Severe Weather Absences**

Severe weather condition absences are considered excused when reported by parents.

### **Absence Make-Up Policy**

It is the responsibility of the student to make up any work missed as a result of an absence.

**Excused** — students have two days to make up work for every day absent

**Unexcused** — discretion of the teacher to accept work and give credit.

**Truancy** — may not be made up for credit.

**Suspension** — work may be made up during suspension and credit given.

### **Personal Messages and Gifts**

Messages and gifts to students in classrooms disrupt the educational process and will not be delivered, except for urgent messages from parents to students. Please call the attendance secretary to have urgent messages delivered—which may include instructions regarding transportation, cancelled appointments and lessons, and appointments made after students have left for school. Messages from anyone other than parents or of a non-urgent nature may not be delivered. Parents are encouraged to use the attendance office for messages; student use of cell phones for personal use in classrooms is prohibited. Cell phones should only be used for academic purposes.



**Tardies**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

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

## **Student Conduct and Disciplinary Procedures**

### **Loss of Privileges**

**Students who receive a “*loss of privilege*” will be denied access to any event that occurs outside of the scope of the academically scheduled day for the remainder of the semester.**

Any student that has received a suspension for a major infraction resulting in three or more days or habitual behavior will receive a loss of privilege for the remainder of the semester. This includes attending all extra-curricular activities at Liberty High School (attendance to sporting events, club meetings/events, school sponsored activities, performances (band, choir, theatre, etc.), and dances. Parking privileges may also be revoked from students that have purchased a parking pass. Students who participate in athletics and extra-curriculars may continue to participate in practices and competition unless consequences warrant removal of some or all participation.

### **Student Conduct (Administrative Policy JIC)**

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

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

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

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

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

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

be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

### **Code of Conduct (Administrative Policy JICDA)**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a nexus to school or any District curricular or non-curricular event.

1. Causing or attempting to cause damage to District property or stealing or attempting to steal District property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or group that precipitate disruption of the District or school program or incite violence.
7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the District's policy on bullying prevention and education.
9. Violation of criminal law which has an immediate effect on the District or on the general safety or welfare of students or staff.
10. Violation of any District policy or regulations, or established school rules.
11. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the District's policy on student conduct involving drugs and alcohol.
13. Violation of the District’s violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.

21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
24. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the District's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

### **Tobacco-Free School (Administrative Policy ADC)**

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

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

For purposes of this policy, the following definitions apply:

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

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

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

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

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

### **Sexual Harassment of Students (Administrative Policy JBB)**

The district recognizes that 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, as addressed in the administrative policy concerning unlawful discrimination and harassment.

#### **District's Commitment**

The district is committed to maintaining a learning environment that is free from sexual harassment. It is 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.

#### **Sexual Harassment Defined**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

#### **Reporting, Investigation, and Sanctions**

Students are encouraged to report all incidences of alleged sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's

complaint process addressing sex-based discrimination. All reports and indications from students, district staff members, and third parties must be forwarded to the Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The district will take appropriate corrective action to: make the alleged harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

### **Notice and Training**

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

All students and district staff members will receive periodic training related to recognizing and preventing sexual harassment. District staff members must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

### **Student Dress Code (Administrative Policy JICA)**

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

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

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

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

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

2. Clothing that:

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

**Exceptions:**

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

**Bullying Prevention and Education (Administrative Policy JICDE)**

The district administration supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on District property, at District or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the District or one of its schools, or off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

**Prohibited Behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

**Definitions**

**Bullying** is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance

or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False Accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

### **Prevention and Intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

- To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
- To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
- To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
- To help develop peer support networks, social skills, and confidence for all students.
- To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
- To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
- To review students' impressions of the severity and frequency of bullying behaviors in their school.
- To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.



- To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

The District will make every effort to ensure that those named in a complaint, or too closely associated with those involved in the complaint, will not lead the investigative team or efforts.

### **Student Publications (Administrative Policy JICE)**

Students have the right to exercise freedom of speech and freedom of the press. As such, no expression contained in a publication, whether or not it is school sponsored, shall be subject to prior restraint unless:

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

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

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

### **School-Sponsored Student Publications**

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

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

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

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

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

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

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

### **Time, Place, and Manner Restrictions**

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

### **Definitions**

As used in this policy, the following definitions apply:

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

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

## **Gangs and Related Activities (Administrative Policy JICF)**

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

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

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

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

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

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

## **Drug and Alcohol Use by Students (Administrative Policy JICH)**

Academy District 20 shall promote a healthy and safe learning environment by providing education to equip students with the skills and strategies they need to resist alcohol and drug use, to understand the negative effects of drug and alcohol abuse and to improve decision-making skills. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies.

It shall be a violation of District policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, purchase or exchange or to be under the influence of alcohol, drugs, or other controlled substances. Students violating this policy shall be subject to discipline, which may include suspension and/or expulsion from school and referral to law enforcement for prosecution.

### **When and Where Policy Applies**

This policy shall apply to any student on District property, at District or school-sponsored activities or events, and when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a nexus to school or any District curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or staff members.

### **Definitions**

“Being under the influence” means when a student’s behavior, condition, speech, or appearance is affected by or suggests use of alcohol or drugs, or there is a detectable level of alcohol or drugs in the student.

“Drugs” mean substances that impair behavior or pose a serious health threat if used inappropriately and include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, inhalants and any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with administrative policy JLCD and regulations on administering medications to students or the District’s policy JLCDB on administration of medical marijuana to qualified students. This definition also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance, and prescription medication not prescribed to the particular student.

“Distribute” means to provide the drug or alcohol, whether by selling or giving.

“Drug paraphernalia” means any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, ingesting, inhaling or otherwise introducing a drug into the human body.

An “offense” is a violation of this policy.

“To possess” or “to be in possession” means to have alcohol or drugs and/or drug paraphernalia on one’s person, in one’s personal property, automobile, or other vehicle, or locker, desk or other school-provided storage area.

### **Penalties for Possession, Use, or Under the Influence of Alcohol or Drugs**

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

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

the program within the prescribed time limits will result in the imposition of the additional days of suspension.

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

**Second Offense-** The student will be suspended for ten school days.

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

**Offense                      Possession, Use, or Under the Influence of Alcohol or Drugs**

**1<sup>st</sup> Offense**                      Five to ten day suspension \*  
(Principal may recommend expulsion)

**2<sup>nd</sup> Offense**                      Ten day suspension \*\*  
(Principal may recommend expulsion)

**Third and Subsequent Offense(s)**                      Expulsion up to one calendar year

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

\*\* The principal shall impose a five-day suspension and shall request the superintendent to extend the suspension an additional five days.

### **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.

### **Offense      In Possession of Drug Paraphernalia**

**1<sup>st</sup> Offense**    3 day suspension

**2<sup>nd</sup> Offense**    5 day suspension

**3<sup>rd</sup> Offense**    5 day suspension with possible recommendation for expulsion

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

Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, 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.

<b>Offense</b>	Purchase, sale, distribution and exchange of drugs or alcohol
<b>Consequence</b>	The student will be suspended for ten days and may be recommended for expulsion. Alternatives to expulsion may be considered by the principal.

### **Due Process Requirements**

District staff members applying this administrative policy shall comply with due process and state law by following the procedures for suspension or expulsion in administrative policy JKD/JKE and regulation JKD/JKE-R. To determine whether a student is under the influence of or in possession of alcohol or drugs, the school may use available technology or other means, including but not limited to breathalyzers, and other forms of drug testing and drug dogs, for example.

### **Abuse Counseling and/or Information**

Cases in which students seek counseling or information from a professional District staff member for the purpose of overcoming substance abuse shall be handled individually, depending on the nature and particulars of the case. When appropriate, parents shall be involved, and reasonable effort will be made to direct the student to sources of assistance. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning available education and rehabilitation programs. Information provided to students and/or parents about community programs and resources shall be accompanied by a disclaimer to clarify that the District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups, unless otherwise required.

### **Notice to Students and Parents**

The District shall annually provide all students and parents with a copy of this administrative policy by posting it on the District website and providing a summary of the administrative policy in the student handbook.

### **Records**

The administration of each school building will maintain records of alcohol/drug offenses, noting date, type of offense, other relevant data and disciplinary action taken. Such records shall be forwarded to the appropriate administrator at the next school the student attends in the District. Offenses confirmed from schools prior to the student's enrollment in the District may count toward the cumulative three year total.

### **Drug and Alcohol Use by Students Procedure (Administrative Policy JICH – R)**

Students are subject to disciplinary action by school officials in cases involving the use, possession or distribution of alcohol or drugs or substances represented to be alcohol or drugs on school property or (in the proper circumstances) off school property or at district activities. In addition, possession of drug paraphernalia subjects students to disciplinary action.

The district will afford students procedural due process in accordance with administrative policy JKD/JKE in connection with suspension or expulsion actions.

The principal and/or school staff will cooperate with appropriate police investigations relative to the use, possession, or distribution of alcohol and/or drugs or substances represented to be alcohol or controlled substances.

### **Procedures for all staff members**

The following procedures are to be followed by staff members when investigating violations of administrative policy JICH:

#### **A. Use, possession or being under the influence of alcohol or drugs**

1. A school staff member who becomes aware of evidence or information about alcohol or drugs in school will notify an administrator immediately.

2. A school staff member who has reasonable suspicion that a student is in possession of, or under the influence of alcohol or drugs, will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will investigate the allegation. Such investigation may include interviewing and obtaining signed and dated statements from the student and/or witnesses, noting observations and securing all evidence. (See, at a minimum, Student Interrogation policy JIH and its accompanying procedure JIH-R.)
4. The principal or designee will impose appropriate discipline, if any, based upon the evidence.
5. The principal or designee or the student may request that available technology be used to determine whether a student is under the influence of alcohol or drugs, including but not limited to administration of a passive breathalyzer test. A student's failure to submit to a test designed to detect the presence of alcohol or drugs gives rise to a rebuttable presumption that the student is under the influence.

#### **B. Distribution of alcohol or drugs or substances represented as alcohol or drugs**

1. If an employee is a witness to an act in which alcohol or drugs are being transferred among or by students, the staff member will immediately attempt to detain the students and request that they accompany him or her to the principal or designee. If the students refuse, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures as outlined in the Student Interrogation policy JIH and its accompanying administrative procedure JIH-R.
3. The same procedures for handling evidence will be followed as outlined in Sections A.1-5 above.
4. In the appropriate case, the principal or designee will call the local law enforcement agency and transfer any evidence to the agency's custody. Whenever possible, this evidence will be handed to the law enforcement officer personally by the principal or the designee.
5. If the appropriate law enforcement agency reports to the principal or designee that the evidence is a controlled substance, the principal will suspend the student for up to 10 days and recommend expulsion in accordance with administrative policy JKD/JKE.
6. The school administration will cooperate fully with local law enforcement agencies when investigation and searches related to alcohol and drug offenses are in progress.
7. The principal or designee will impose appropriate discipline.

This administrative procedure must be distributed to all students as part of the annual notification of the district's conduct and discipline code.



## **Noxious Substances**

Possessing or discharging noxious or poisonous substances, such as mace or pepper spray, will be considered a serious violation of school policy warranting suspension, recommendation for expulsion, and/or filing of criminal charges for violation of municipal ordinance 9.7.202., “use of certain chemicals prohibited” and C.R.S 18-4-513, “Criminal use of a noxious substance”.

## **Weapons in School (Administrative Policy JICI)**

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited.

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

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

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at

school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

### **Firearm Facsimiles**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm 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 such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with administrative policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with administrative policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

### **Recordkeeping**

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

### **Referral to Law Enforcement**

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or school district to law enforcement.

## **Gun Free Schools Act (Administrative Policy JICI E)**

### **Definition of "Firearm"**

**Section 921 of Title 18, U.S.C. defines "firearm" as:**

- a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b) the frame or receiver of any weapon described above;
- c) any firearm muffler or firearm silencer; or
- d) any destructive device.

**Section 921 of Title 18, U.S.C. defines "destructive device" as:**

a) any explosive, incendiary, or poison gas:

- 1) bomb;
- 2) grenade;
- 3) rocket having a propellant charge of more than four ounces;
- 4) missile having an explosive or incendiary charge of more than one-quarter ounce;
- 5) mine; or
- 6) device similar to the devices described in paragraphs 1-5 of this sub-paragraph a.

b) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

c) any combination or parts either designed or intended for use in converting any device into any destructive device described in sub-paragraphs a and b and from which a destructive device may be readily assembled.

**Student Use of Electronic Communication Devices (Administrative Policy JICJ)**

Academy District 20 provides an electronic device to all students in grades 3 - 12. Families who provide personal electronic devices for their students should be aware, depending on device type and age, that the device might not connect to District-provided resources and is not supported by District staff.

District 20 administration recognizes that personal electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device which records, replays, transmits, receives, or otherwise conveys information electronically between the student and another person or entity.

Student use of personal electronic devices may be limited by supervising staff members. Use of personal electronic devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras to record others is prohibited unless approved by the teacher. Use of cameras to record all or part of any school-sponsored event is permissible only with the approval of the applicable supervising staff member.

It is the student's responsibility to ensure the personal device is turned off and out of sight during unauthorized times.

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

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

### **Cell Phone Expectations at Liberty High School**

Possessing and using a personal electronic communication device, including but not limited to cell phones, iPads, headphones, and personal laptop computers on school grounds is a privilege. These devices must be silenced and not visible in classrooms, locker rooms, tutoring, and/or detention unless the supervising staff member grants permission to include a timed tech break, studio time in Visual Arts classes and/or PE workouts. Additionally, the students may be provided access if the use of a device is designated in a student’s individualized learning or health plan or in the case of an emergency that threatens the safety of students, staff, or other individuals. Failure to follow these rules will result in the following:

<b>Incident</b>	<b>Consequence</b>
First Incident	<ul style="list-style-type: none"> <li>• Student is given a warning and teacher emails home to notify parents; deans will be copied on this email.</li> </ul> <p>*If a student becomes defiant after receiving a warning, student will be referred directly to the dean for automatic second incident consequences</p>
Second Incident	<ul style="list-style-type: none"> <li>• Teacher writes a discipline referral to the Dean for defiant behavior.</li> <li>• Student is given two after school detentions.</li> </ul>
Third Incident	<ul style="list-style-type: none"> <li>• Teacher writes a discipline referral to the Dean for defiant behavior.</li> <li>• Student is given Saturday School.</li> </ul>
Fourth Incident	<ul style="list-style-type: none"> <li>• Teacher writes a discipline referral to the Dean for defiant behavior.</li> <li>• A parent meeting is scheduled.</li> <li>• Student is suspended for one day.</li> <li>• Student has loss of all privileges for the remainder of the semester.</li> </ul>
Subsequent Incidents	At the discretion of the LHS Administration

**\*\*Violations that occur across multiple classes within a single day will be addressed at the discretion of LHS administration.**

## **Student Interrogations, Searches, and Arrests (Administrative Policy JIH)**

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

### **Interviews by School Administrators**

When a violation of District policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made. Interviews with potential victims should cease immediately when the administrator has determined there is a reasonable belief that a child abuse has occurred. Likewise, if the suspected perpetrator is a staff member, no contact will be made with the staff member.

In situations where a student is suspected of violating District policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

### **Searches conducted by school personnel**

School principal or designee 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. School security may assist the principal or designee in article and vehicle searches and recovering and rendering safe a firearm or other dangerous weapon.

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 by school administration. 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 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 by a staff member who is the same sex as the student being searched. Searches may necessitate the removal of shoes, socks, gloves, caps or other items covering a student's head or limbs. 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. Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student and witnessed by another person of the same sex as the student.

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

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

### **Detection canines**

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

### **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.

## **Law Enforcement Officers' Involvement**

### **Interrogations and interviews**

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

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

### **Search and seizure**

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

### **Custody and/or arrest**

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

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

## **Parking Lot Searches (Administrative Policy JIHB)**

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing or appeal of the privilege of bringing the vehicle onto school premises. If a student refuses to consent to search, the parents will be contacted to obtain their consent to search. If the parent refuses to consent to search, then the vehicle shall be removed immediately

from district property and forever banned from all district property. Should the vehicle be subsequently found on district property, it is subject to being towed at the owner's expense immediately without notice. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

### **Student Discipline (Administrative Policy JK)**

Effective pupil discipline is a major contributor to the creation of a positive and productive learning environment for all students. The prime objectives of the discipline program should be to:

1. Create and maintain within the school an environment that safeguards the rights and privileges of those students who are not subject to disciplinary action.
2. Create within the school an atmosphere of respect for all employees, volunteers, students, and parents; and
3. Assist students in the development of the ability to discipline themselves; and
4. Assist students in the development of behavior which is socially acceptable and respectful of others.

This policy, all policies and administrative procedures approved by the Board which are JK subcodes, and local school rules developed in accordance with Board Administrative Policies shall constitute the discipline code of the District. All District policies, administrative procedures, and individual school rules governing student discipline shall be distributed at regular intervals to students and their parents and to each new student and his or her parents, guardian, or legal custodian upon enrollment, and shall be placed in conspicuous places within each school throughout the year.

Disciplinary information may be shared with individuals and organizations which have a legitimate need to know without permission of the parties involved according to the criteria outlined in Policy JRA and its accompanying Administrative Procedure JRA-R. When such information is transmitted, the student and the student's parent, guardian, or legal custodian shall be notified and given a copy of the disciplinary information. The student and/or student's parent, guardian, or legal custodian may challenge the accuracy of the disciplinary information. This procedure is outlined in the above-referenced policy and administrative procedure.

The administration shall develop and disseminate procedures which are designed to achieve these broad objectives and maintain the necessary order in the schools of the District. All such procedures must be approved by the Board of Education and conform with the requirements of law.

### **Remedial discipline plans**

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



### **Discipline of habitually disruptive students**

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

### **Distribution of conduct and discipline code**

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

### **Use of Physical Intervention and Restraint (Administrative Policy JKA)**

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 this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

#### **Physical intervention**

Corporal punishment shall not be administered to students by anyone in any school in Academy School District 20.

Within the scope of their duties, District staff members may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

#### **Restraint**

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint

shall not include the holding of a student for less than one minute by a District staff member for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District staff members shall not use restraint as a form of discipline or to control or gain compliance from a student. District staff members are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable State Board of Education rules and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by District staff members trained in accordance with applicable State Board of Education rules.

### **Use of Mechanical or Prone Restraints**

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

## **Disciplinary Removal from Classroom (Administrative Policy JKBA)**

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

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

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

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

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

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions.

The superintendent is directed to establish procedures to implement this policy so that formal removals from a classroom occur in a consistent manner throughout the district. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

## **Disciplinary Removal from Classroom (Administrative Policy JKBA R)**

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a licensed staff member and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a licensed staff member. "Licensed staff member" means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program.

### **Informal removal from class:**

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The licensed staff member may remove a student by using approved discipline management techniques such as a safe and supervised "time out environment" either in or out of the classroom or sending the student to the office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. In no event shall the student be placed in an unsupervised environment. The procedures set forth below do not apply to an informal removal from class.

### **Formal disciplinary removal from class:**

A licensed staff member may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A licensed staff member's decision to remove a student from class for behavior covered by District policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
  - a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
  - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing or baiting;
  - c. Behavior that may constitute sexual or other harassment;
  - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are learning (e.g., lecture by licensed staff member, response by other student, presentation by visitor,) or during quiet study time;
  - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
  - f. Inciting other students to act inappropriately or to disobey the licensed staff member or school or class rules, including without limitation, inciting others to walk out;
  - g. Destroying, defacing or damaging the property of the school, the licensed staff member, or another student; or
  - h. Loud, obnoxious, or outrageous behavior.

3. Conduct that otherwise interferes with the ability of the licensed staff member to teach effectively. Students are required to cooperate with the licensed staff member by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:

- a. Open defiance of the licensed staff member, manifested in words, gestures, or other overt behavior;
- b. Open disrespect of the licensed staff member, manifested in words, gestures, or other overt behavior;
- c. Other behavior likely or intended to disrupt or undermine classroom instruction.

**Procedures to be followed for formally removing a student from class:**

Unless the behavior is extreme as determined by the licensed staff member, a licensed staff member shall warn a student that continued misbehavior may lead to removal from class and shall document that the warning was given. When the licensed staff member determines that removal is appropriate, the licensed staff member should take one of the following courses of action:

1. Instruct the student to go to a designated office with an appropriate escort and notify the administrator that the student is on the way to the office. Unless prevented by the immediate circumstances, the licensed staff member shall notify administration of the reason for the student's removal.

2. Seek assistance from appropriate and available staff. When assistance arrives, the licensed staff member or other staff should accompany the student to the designated office and should inform the administrator of the reason for the student's removal.

Appropriate documentation of the circumstances causing the removal of the student shall be entered, in a timely manner, into the student information system.

**Due process:**

As soon as practicable after the student arrives at the designated office, the administrator shall give the student an opportunity to explain what happened. If the administrator is not immediately available, the student shall be taken to an appropriate supervised area and the administrator shall speak to the student as soon as possible.

**Notice to parent/guardian:**

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the licensed staff. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the

particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Placement procedures:**

Each building principal shall designate an appropriate supervised area where students remain during the period of the removal from the classroom (the "short-term removal area").

Students placed in the short-term removal area shall be supervised. At the discretion of the administrator, the student may be placed in another appropriate class, program or educational setting, provided students are also supervised in the alternative setting.

While removed from the classroom, students are expected to do work of an academic nature. If possible, such work shall be related to the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreational or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the administrator shall conference with the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the administrator may consider a different placement option.

**Removal for remainder of term:**

Upon the third formal removal from class, a student may be officially removed from the licensed staff member's class for the remainder of the term. The administrator shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The administrator's decision regarding placement is final.

- **Make-up work:** The licensed staff member initiating the disciplinary removal of a student from the classroom shall, unless excused by the administrator, provide the administrator with assignments and other coursework to be completed by the student as make-up work for the period of removal.
- **Loss of credit:** Once a student is officially removed from class (for the term), a loss of credit may occur if the administrator determines that it would be too disruptive to enroll the student in another class after the start of the term. If loss of credit is an option, the licensed staff member or administrator shall notify the student and the parent/guardian that it is being considered.

**Review by principal:**

A student may be formally removed from a classroom by a licensed staff member only in accordance with the requirements of this regulation and accompanying policy and the applicable provisions of state and federal law. All licensed staff member actions under this regulation shall

be subject to evaluation and supervision by the licensed staff member's supervisor as provided in school district policies and procedures, including the evaluation policy.

The administrator shall have the final responsibility and authority regarding the removal decision of a student by a licensed staff member if the administrator determines that (a) the due process required under this policy was not afforded the student or (b) the definition of disciplinary classroom removal was not met.

### **Student Suspension/Expulsion/Denial of Admission (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. (See JKD/JKE-R.) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

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

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

#### **Other disciplinary interventions**

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, participation in the district's positive behavioral intervention support (PBIS) program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system. See, C.R.S. 22-32-109.1 (2)(a)(II).

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

**Definitions:**

**"Suspension"** means the exclusion of a student from attending school and participating in school activities, on or off school grounds, for a specified and limited period of time not to extend beyond 25 school days.

**"Expulsion"** means the exclusion of a student from attending school (except for district-provided expelled student programs), and participating in school activities, on or off school grounds, for a specified period of time not to extend beyond one calendar year."

**"Student with a Disability"** means a student for whom a determination of disability has been made by a properly constituted multidisciplinary team." "Parent" means a student's parent, guardian, or legal custodian.

**Delegation of authority**

The board of education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in third grade and higher grade levels in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c) or (1)(e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law.

Students in preschool through second grade: The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the principal or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law.

The board of education delegates to the superintendent the authority to suspend a student, in accordance with C.R.S. 22-33-105 and 22-33-106.1 (3), for an additional ten school days plus up to and including an additional 10 days necessary in order to present the matter to the board of education. In no case shall a student be suspended for more than twenty-five school days per disciplinary incident.

**Expulsion authority/denial of admission authority**

Unless otherwise determined by the board of education, the board delegates to the superintendent, or the superintendent's designated hearing officer the authority to deny admission to or expel, a student. The expulsion will be for any period not extending beyond one calendar year. The superintendent must act, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, when determining that a student does not qualify for admission to or continued attendance in, the public schools of the district. If the superintendent designates a person as a hearing officer, such hearing officer shall prepare



findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five school days after the hearing.

**Grounds for suspension or expulsion:**

A student enrolled in Academy District 20 may be suspended or expelled for the following reasons:

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. However, if the student who creates such a threat is a child with a disability (has an individual education plan or a 504 plan), the child may not be expelled if the actions creating the threat are a manifestation of the child’s disability. However, the child shall be removed from the classroom to an appropriate alternative setting within the district in which the child is enrolled for a length of time that is consistent with federal law, during which time the school in which the student is enrolled shall give priority to and arrange within ten days for a reexamination of the child’s individualized education program to amend his or her program as necessary to ensure that the needs of the child are addressed in a more appropriate manner or setting that is less disruptive to other students. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JKEA and its accompanying administrative procedure.
  - a. For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district;
  - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.

6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the district's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure. In accordance with district policy, expulsion shall be mandatory for distribution of alcohol or drugs.
9. Failure to comply with the immunization requirements as specified in Colorado law and district policy JLCB unless a bona fide medical or religious exception applies. Any suspension or expulsion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

### **Grounds for denial of admission**

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

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

### **Expulsion for unlawful sexual behavior or crime of violence**

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

## **Student Use of the Internet and Electronic Communications (Administrative Policy JS)**

The Internet and electronic communications are essential to support curriculum and significantly enhance the learning environment. Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in remote learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "digital resources" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### **Blocking or filtering obscene, pornographic, or harmful information**

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

### **No expectation of privacy**

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

### **Unauthorized and unacceptable uses**

Students shall use digital resources in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of

digital resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

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

### **Security**

Security on digital resources is a high priority. Students who identify a security problem while using a digital resource must immediately notify a District Technology Technician (DTT) or teacher. . Students should not demonstrate the problem to other users.

Students shall not:

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

Any user identified as a security risk, or as having a history of violating District policy with technology, may be denied access to the Internet, electronic communications and/or digital resources.

## **Safety**

In the interest of student safety and security, schools integrate digital citizenship skills into instruction as part of their accreditation process.

Students shall not use personally identifiable information that might allow another person to locate or identify them. Students shall not arrange face-to-face meetings with person(s) met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District digital resource. This includes, but is not limited to, the uploading or creation of computer viruses, the use of encryption software and use of unauthorized VPNs.

## **District Provided Devices**

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

## **Unauthorized content**

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

## **Monitoring student use**

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

## **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District digital resources is a privilege, not a right. Failure to

follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke, or suspend access to District technology or close accounts at any time.

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

**School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of District digital resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

## **Rights**

### **Equal Educational Opportunities (Administrative Policy JB)**

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

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

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

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

### **Student Records/Release of Information on Students (Administrative Policy JRA/JRC E 1)**

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See JRA/JRC-R.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.

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

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

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.

6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.

### **Student Records/Release of Information on Students (Administrative Policy JRA/JRC)**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

#### **Content and custody of student education records**

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

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

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

In accordance with applicable law, requests for inspection and review of student education



records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

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

### **Access to student education records by parents and eligible students**

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

#### **a. Request to amend student education records**

A parent or eligible student may ask the District to amend a student education record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

### **Records retention**

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

#### **1. Personal information consisting of:**

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

#### **2. Enrollment history consisting of:**

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

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

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

**Disclosure with written consent**

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

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

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

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

**Disclosure without written consent**

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. The court order or subpoena prohibits such notification; or
- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

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

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

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

### **Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, photograph, major field of study, participation in officially recognized sports and activities, height and weight of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

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

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

### **Disclosure of disciplinary information to school personnel**

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

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

### **Disclosure to military recruiting officers**

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

### **Disclosure to Medicaid**

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

### **Disclosure to the Colorado Commission on Higher Education (CCHE)**

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

### **School security**

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

### **Security Videos**

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

### **Annual notification of rights**

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

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

### **Governing law**

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

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

### **Special Education records**

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

### **Sharing of Student Records/Information between School District and State Agencies (Administrative Policy JRCA)**

It is the intention of Academy District 20 to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of District staff, visitors, students, and the public and to protect property. The superintendent is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct District personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

### **Sharing of information by the District**

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the District when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

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

### **Information obtained from state agencies**

Within the bounds of state law, District personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

District personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to Board policy and to a civil penalty of up to \$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act ("FERPA").

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.

### **Nondiscrimination/Equal Opportunity (Administrative Policy AC/AC R1)**

In accordance with federal and state law, Liberty High School and 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,

Administrative Policy AC – Nondiscrimination/Equal Opportunity and procedures AC-R and AC-R-2 outlines 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

Academy District 20 is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District shall promptly respond to concerns and complaints of unlawful discrimination and/or harassment; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on

offenders in a case-by-case manner; and protect the privacy of all those involved in unlawful discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint shall be referred to law enforcement for investigation.

The District has adopted procedures to promptly and fairly address concerns and complaints about unlawful discrimination and/or harassment. Complaints may be submitted orally or in writing.

### **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) must not create a material and substantial disruption to the educational process, be obscene, lead to unlawful action, harm someone's reputation, or create a clear and present danger to others.

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

### **Free Association**

Students 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. However, any group 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.

### **Screening/Testing of Students and Treatment of Mental Disorders (Administrative Policy JLDAC)**

Parents/guardians and eligible students have the right to review any survey, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. For purposes of this policy, "eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, 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.



### **Survey, analysis or evaluation for which consent is required**

Except as otherwise permitted by law, students shall not be required to submit to a survey, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, if that survey, analysis, or evaluation reveals information in the following areas ("protected information"):

1. political affiliations or beliefs of the student or the student's parent/guardian
2. mental or psychological conditions of the student or the student's family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
9. Social Security number

School personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian or the eligible student and shall make a copy of the document available for viewing at convenient times and locations. The notice shall offer to provide the following written information upon request:

1. records or information that may be examined and required in the survey, analysis or evaluation
2. the means by which the records or information shall be examined, reviewed, or disseminated
3. the means by which the information is to be obtained
4. the purposes for which the records or information are needed
5. the entities or persons, regardless of affiliation, who will have access to the information; and
6. a method by which a parent/guardian can grant or deny permission to access or examine the records or information.

These notice provisions also apply to any survey, analysis or evaluation funded by the U.S. Department of Education.

### **Exceptions to policy**

Nothing in this section of the policy shall:

1. prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by law
2. be construed to prevent a District staff member from reporting known or suspected child abuse or neglect as required by state law

3. be construed to limit the ability of a health professional that is acting as an agent of the school district to evaluate an individual child
4. be construed to require parental notice or consent for a survey, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
  - college or other postsecondary education recruitment or military recruitment activities
  - book clubs, magazines and programs providing access to low-cost literary products
  - curriculum and instructional materials used by District schools
  - tests used by District schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
  - the sale by students of products or services to raise funds for school-related or education-related activities
  - student recognition programs
5. be construed to require parental notice or consent for state assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining the state's academic standards
6. limit the ability of the District to administer a suicide assessment or threat assessment

### **Surveys, analysis or evaluation for marketing purposes**

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.

### **Annual notice**

At the beginning of each academic year, the District shall inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;
2. the administration of any protected information survey; or
3. any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student or of other students.

### **Psychiatric/psychological/behavior testing methods or procedures**

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

School personnel is encouraged to discuss concerns about a student's behavior with the parent/guardian. The parent/guardian will be given a list of community resources and may themselves elect to speak with an appropriate health care professional regarding any behavior concerns that school personnel may have. Only those persons appropriately certified or licensed may expose students to any psychiatric or psychological method or procedure for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability. Such methods or procedures may only be performed after acquiring written permission from a student's parent or guardian, or from the student in those circumstances in which federal or state law allows the student to obtain such services in confidence or without prior notice to the parent/guardian.

Licensed school personnel are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified. In accordance with state law, school personnel including certified school psychologists are not authorized to practice psychotherapy or utilize any psychiatric or psychological procedure outside of or beyond their area of training, experience or competence.

Ordinary classroom instruction, activities and techniques involving the approved curriculum that teach psychological or psychiatric methods or procedures shall be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. Any teacher who questions whether a planned activity is one involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed shall consult with the school principal.

### **Special education evaluation**

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the provision of special education services to a student with disabilities is governed by state and federal law and is outside the scope of this policy.

### **Homeless Students (Administrative Policy JFABD)**

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 at 719-234-1362 or 719-246-0098.