



Name: _____

Team #: _____

Mountain Ridge Middle School

Home of the Grizzlies



9150 Lexington Drive
Colorado Springs, CO 80920

Jeffrey Sterk, Principal
(8th grade Administrator)

Renae Roth, Assistant Principal (7th grade)
Brian Wright, Assistant Principal (6th grade)
Morgan Keith, Dean of Students

MRMS Website Home Page: <https://www.mountainridge.asd20.org>

Main Office:	234-3200
Main Office Fax:	234-3399
Attendance:	234-3240
Student Services:	234-3226
Student Services Fax:	234-3398
Health Room:	234-3243

Office Hours:

Monday – Thursday: 7:30 – 4:00 PM

Friday: 7:30 – 3:15 PM

**Mountain Ridge Middle School
Student Planner and Handbook
2023-2024**

Welcome to Mountain Ridge Middle School! We are an International Baccalaureate Community. We challenge students to excel in their studies and in their personal growth. We aim to inspire a quest for learning throughout life that is marked by enthusiasm and empathy. We strive to develop well-rounded students with character who respond to challenges with optimism and an open mind, are confident in their own identities, make ethical decisions, join with others in celebrating our common humanity and are prepared to apply what they learn in real-world, complex, and unpredictable situations.

Please read this handbook carefully as it contains helpful information to make your year a success. Ask any staff member about questions or concerns that you might have. We want your experience at Mountain Ridge to be the best it can be. Make a commitment to become actively involved in your studies and in other activities offered to students.

We hope you have a terrific year at Mountain Ridge Middle School.

PRINCIPAL Jeffrey Sterk
7th ASSISTANT PRINCIPAL Renae Roth
6th ASSISTANT PRINCIPAL Brian Wright
Dean of Students (8th grade) Morgan Keith

ACADEMY SCHOOL DISTRICT TWENTY PHILOSOPHY OF EDUCATION

Our Values

What we believe and how we behave.

- We believe people are the heart of our success.
 - We aspire to practice meaningful inclusion, honor diversity and develop a culture of belonging throughout our school communities.
- We believe relationships matter.
 - We aspire to nurture relationships rooted in honesty, integrity, equity and transparency to drive continued growth and positive change.
- We believe in quality education.
 - We aspire to teach and learn in ways that value the growth of all students, engaging them to demonstrate excellence as we respect their individual journeys.

Our Vision

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

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

ACADEMY SCHOOL DISTRICT TWENTY MISSION STATEMENT

We educate and inspire students to thrive.

MOUNTAIN RIDGE MIDDLE SCHOOL MISSION STATEMENT

Mountain Ridge Middle School is an inclusive International Baccalaureate community that teaches, inspires, motivates, and empowers all students in a safe and nurturing environment through excellence in education, principled character development, and an appreciation for the evolving global community.



STUDENT INFORMATION

Students will not be allowed in the school prior to 7:30 am.

Students are to stay after school only in **supervised activities**. Students who are not in supervised activities will have to leave the school grounds. We ask that students not arrive to school before 7:30 a.m. and leave the campus at 3:00 p.m. If we have a late start, students should not be dropped off any earlier than a half hour before start time, Parents may come to the front office for their student to be paged. Parents will be required to supply transportation for all after school activities.

ACADEMIC HONESTY

Academic honesty and personal integrity are fundamental components of a student's education and character development. We believe that promoting academic honesty is the responsibility of the total school community.

Students, in accordance with the IB Learner Profile, will be principled. Principled learners demonstrate academic honesty and personal integrity. Students who promote academic honesty do the following things:

Do	Do Not
To avoid Plagiarism	
Submit authentic work that is based on their original ideas and acknowledge the ideas and work of others.	Submit work without stating where it came from according to MLA or another appropriate format.
Cite sources using MLA format even if they're not sure if they should	Copy work
Paraphrase ideas of another person or use in text citations when appropriate.	Copy work
Use resources to promote your own ideas.	Steal the ideas from resources and pass them off as your own.
When Collaborating	
Collaborate to meet a common assessment goal.	Let one person do all the work.
Share ideas during collaborative tasks.	Allow someone to copy their work even though the other person may change a few things.
Support classmates by asking questions and brainstorming ideas.	Give the answers.
When taking tests	
Look at their own paper.	Look at the papers of others.
Keep the content of the test to themselves after taking it.	Tell other students the questions and/or answers on the test.
Use notes and electronics (calculators, dictionary sites) approved by the teacher.	Use "cheat sheets" or devices that the teacher hasn't approved.

As a school community, we understand that students need support and guidance when it comes to being academically honest. Therefore, we will deal with academic

infringements on a case by case basis with the end goal being behavioral change.



ATHLETICS

Intramural and interscholastic athletic programs include football, volleyball, wrestling, basketball, softball, swimming, cross country, and track and are open to all 7th and 8th graders. 6th graders can participate in softball, cross country, wrestling. Sign-up information for all sports will be on the MRMS Website. To be eligible to compete against other schools (interscholastic), students must participate in the intramural program and maintain eligibility. Students will have a weekly grade check for eligibility.

Intramural practices are held four days per week. Uniforms are provided for games. Students are to provide their own shoes and practice clothing.

The fees to participate in all of the after-school intramural and interscholastic activities will be:

Football	\$65.00
Volleyball, Basketball, Track, Wrestling, Swimming, Cross Country, Softball, Grizzly Challenge	\$45.00
Golf	\$70.00

Students must have a current (less than one-year old) physical examination completed prior to participation in an intramural or interscholastic sport. The physical form must be on file in the office before they can attend any practices.

Sixth graders can participate in Swimming, Cross Country, Golf, Softball, Wrestling and Grizzly Challenge. Additional fees may be charged for an intramural sport to cover the activity fee and even one-way transportation.



ATTENDANCE

The school day begins at 7:55 a.m. and ends at 3:00 p.m. It is very important to attend school every day and students are expected to be present and punctual to all classes. Excessive absences will be handled by Administration. The District has a Student Attendance Policy. It can be accessed from www.asd20.org.

TO REPORT AN ABSENCE:

Call 234-3240 to leave a message any time before 9:00 a.m. to report an absence. If an absence is not called in, the Attendance Office will attempt to contact the parent/guardian to verify the student's absence (pursuant to District policy, an unverified absence must be changed to a truancy within 48 hours).

EARLY DEPARTURE: If your student needs to leave school early, please send a note to school with your child. The Attendance Office will issue a pass for him/her, allowing them out of class to meet you at the Attendance Office at

the scheduled time. If the note is forgotten, please call the Attendance Office as soon as possible with the time you will arrive to pick up your child and we will get a pass to your student.

LATE ARRIVAL: If a student arrives late to school, he/she must be signed in at the Attendance Office by a parent/guardian. Upon returning from a medical appointment, students may sign themselves in only if they have an office-generated note from the doctor's office.

MESSAGES: Please remember, with 800 students, phone messages left for students are for emergencies only.

Messages left before 2:00 will be delivered the same school day. All attempts will be made to deliver messages left after 2:00 pm, but cannot be guaranteed. Please call prior to 2:00 pm whenever possible.

DROPPED-OFF ITEMS

If a student has requested an item be dropped off, please bring it to the Main Office. In order to minimize classroom interruptions, please bring only items your child has requested. The school will not accept any outside food deliveries for students. The student is responsible to pick up any dropped off item in the Main Office.

LOST & FOUND

Please remember to label everything with your child's name, especially outerwear, books and lunchboxes. The Attendance Office keeps some lost and found articles. There are also designated bins in the lower foyer.



CANDY, GUM AND FOOD

Gum is not allowed at Mountain Ridge Middle School. Candy and food is allowed in the cafeteria and from time to time, in classrooms for special events. At no time is food or candy allowed in halls. Students are not allowed to sell gum, candy or any objects at school.



Cell Phones and other Electronic Devices

Cell phones are not allowed out during the school day. They are to be kept in student backpacks.

District 20 Policy [JIC](#) acknowledges 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. During non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school

personnel may be required in the event an electronic communication device is confiscated.

1st Offense: the device will be confiscated and held in the office. The student can pick up the device after school. Parent Contacted.

2nd Offense: the device will be confiscated and the student may lose device privileges for the remainder of the school year. Device must be picked up by the parent.

Mountain Ridge is not responsible for lost or stolen cell phones.



CODE OF CONDUCT

Mountain Ridge students are expected to conduct themselves in such a way that each student contributes to a school atmosphere that is safe, conducive to learning, healthy, and happy. In order to meet this goal, students need to know these expectations.

DISCIPLINE

At Mountain Ridge, we practice responsibility-centered discipline. Our rules apply in the classroom, on school grounds, on buses, at bus stops, at all school activities, and special events. When you are referred to the office of the principal for misbehavior, you will be given an opportunity to explain your version of the incident. Consequences may include a warning, a loss of a privilege, a detention, an After School Problem-solving (ASPS), an In-School Problem-Solving (ISPS), in-school suspension (ISS), or an out-of-school suspension (OSS).

Parents will be notified when you are sent to the office for discipline reasons.

For minor violations, a copy of the discipline slip will be mailed/emailed home. For major violations, a phone call or parent conference will occur and in some cases the police may be notified. Work completed during in-school suspension will be graded and full credit given to students. Additionally, students who are suspended out-of-school will receive full credit. Students with behavior detrimental to the education process will enter into a series of interventions supported by the MTSS process.

REASONS FOR DETENTION
and
AFTER SCHOOL PROBLEM-SOLVING*

- Forging parents' signature
- Not obeying team/teacher rules
- Tardies
- Inappropriate dress
- Kissing, hugging, or other public display of affection
- Not following the guidelines for electronic devices.
- Bringing laser pointers to school
- Bringing nuisance items such as water guns, and toys (they too will be confiscated)
- Horseplay such as pushing, running, tripping, shoving, slamming another student's locker, or pulling book bags
- Throwing objects, including snowballs, rocks, bark, or stones
- Spitting and gum chewing
- Cursing
- Sale of candy, gum, tapes, or other products to other students
- Repeated minor violations may become major violations.

***After School Problem-Solving is held Tuesdays and Thursdays after school from 3:00-4:30 PM.**

REASONS FOR SUSPENSION

- Violation of criminal law
- Violation of district and building rules
- Behavior, which could be harmful physical or emotionally to others
- Disruptions, which prevent teaching and learning
- Willful disobedience or defiance of proper authority (refusal to follow staff requests)
- Possession of unauthorized items
- Truancy
- Damage to school property or property that belongs to another
- Use or possession of drugs or alcohol
- Possession of a lighter or any incendiary device
- Stealing, fighting or threatening
- Harassment-physical, verbal, sexual
- Lying
- Name-calling, bad language, racial slurs, or inappropriate signs towards others
- Cheating or copying from others

REASONS FOR EXPULSION

- The possession or sale of a drug or a controlled substance or its facsimile
- Carrying, bringing, using or possessing a deadly weapon or a facsimile of a weapon
- Misbehavior, which is habitually disruptive

Remember, a school is a place for education! District 20 and Mountain Ridge have strict policies in regard to drugs, alcohol, and weapons.



ELECTRONIC DEVICES

See Personal Electronic Devices.

FIRE DRILLS AND EVACUATION PROCEDURES

Fire drills will be conducted on a monthly basis. Exit routes will be placed in each room and will be explained by teachers. Students need to remain silent and to walk to the designated exit. Once a year we will have a tornado drill, campus evacuation and will perform a lock-down drill.

HATS

Hats are not allowed to be worn during the school day. If students have a hat on they will be asked to remove it, the second time they will have to pick it up in the main office, the third time a parent will have to come to school to pick up the hat.

HOMEWORK

It is the intent of Academy School District 20 to promote quality homework in all schools, for all students, by all teachers. Homework provides opportunities for students to practice newly acquired skills, to allow for differentiated learning, to promote sound study habits, and to promote independent inquiry into the depth and breadth of subject matter. Homework should be academic-level appropriate and provide meaningful opportunities for extended learning. Research indicates that "well designed homework assignments relate directly to class work and extend students' learning beyond the classroom". Additionally, research supports homework and practice that "provide students with opportunities to deepen their understanding and skills relative to content that has been initially presented to them."

Sixth-grade students should plan on an average of 60 minutes of homework per night, 7th graders 70 minutes, and 8th graders 80 minutes. Unit projects and major assessments may extend these times.

We encourage parents to set aside a period of time each evening for homework. If homework is completed within that time, reading is always a good academic exercise. Homework assignments can be retrieved from the student portal, parent portal, website, wiki's etc.

HONOR ROLL

To qualify for an honor roll, all G.P.A.'s for a qualifying quarter must be a 3.0 or better. At the end of the year, students who make the Honor Roll at least three of the four quarters will be presented a medal. To receive a medal, the student cannot have a D or F in any Honor Roll qualifying quarter.

To earn a gold medal, students must make the Principal's Honor Roll at least three quarters; to earn a silver medal, students must make Merit Honor Roll three quarters; and to earn a bronze medal, students must make the Honorable Mention Honor Roll three quarters.

Principal's Honor Roll--4.00 Grade Point Average
Merit Honor Roll--3.50-3.99 Grade Point Average
Honorable Mention Honor Roll--3.00 – 3.49 Grade Point Average



INTERNATIONAL BACCALAUREATE ASSESSMENT

Because we are an IB school, we have prescribed assessment criteria for each grade level. Each subject has its own criteria, which is assessed on a 0-8 scale. Parents can think of the 7-8 as exceeds, 5-6 as meets, the 3-4 as partially proficient and the 1-2 as below. Parents and students will be able to view their IB grades on student rubrics and in a category of Infinite Campus titled IB Assessments. Although these scores may not be part of the student's percentage grade, they contain valuable information. The number will represent what your student's achievement level is for a particular criterion. It is a record of what students can do, not what they can't. At this time, we want to report our IB grades, but they will not be added into the class grade percentage. A separate grade will be placed in Infinite Campus that shows a traditional percentage result. The IB rubrics used for these assessments will be given to students prior to them completing the task. We encourage you to have your students show you their rubrics and explain how the criteria work.



ILLNESS AND INJURY

There is no full time nurse in the building. The district nurses are assigned to several buildings and are available at any time by pager, as needed. Our Health Clerk runs the health room. Parents are contacted immediately when a concern is raised because of a child's health. Students must have a pass from a teacher to come to the health office, except in an emergency. If you are sick, get a pass and come to the health office. Student's time in the health room is limited to 10 minutes. After that time, arrangements need to be made to go home or to return to class. The student must be signed out at the attendance office when leaving the building. In accordance with the Illness Guidelines for Academy School District 20, students with symptoms including but not limited to the following will be excluded from school until symptoms have resolved.

ILLNESS GUIDELINES - ACADEMY SCHOOL DISTRICT 20

1. Temperature of 100.5 Fahrenheit or higher. Temperature must be normal for 24 hours without the aid of anti-febrile medications before returning to school. Flu-like symptoms-should be free of symptoms for 24 hours before returning to school.
2. Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before returning to school.
3. If antibiotics are prescribed, student must receive the antibiotics 24 hours before returning to school.

A Full list of symptoms is available on the district website at www.asd20.org.



LIBRARY

The library is open school days from 7:30AM to 3:30PM. Students may check out up to three books for two weeks. Books may be renewed if there is no waiting list. Lost or damaged books are the financial responsibility of the borrower. Our library has a broad range of topics, genres, interest areas, and reading levels. Some books in our library have a Young Adult (YA) label for books that may contain language, violence, or content best suited for a mature reading audience. E-books are accessed from the Destiny Discover homepage and from SORA. E-books use the student's ID# and regular D20 password for checkout. All D20 students have access to PPLD PowerPass, which supplies a variety of educational digital resources like databases, eBooks, song and movie downloads, live tutors, and homework help. MRMS students receive their PPLD PowerPass digital library card number and PIN number early in the school year.



LUNCH/BREAKFAST

Breakfast and lunch is served daily in the cafeteria. Food items should remain in the cafeteria and trash should be thrown away. Students are to remain seated while eating. Breakfast items are served starting at 7:30 am until 7:50 am.

You will have a 20-minute lunch period. Hot lunch, salad bar, and ala-carte-bar items are priced individually. Hot lunch and salad bar prices are determined by the School Board.



PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices (PED's) at School: PED's including but not limited to laptops, tablets, iPads, cell phones, electronic readers, play-a-ways, MP3 players, and iPods are the sole responsibility of the student. If students bring these devices to school...

- The purpose must be to support learning.
- Use of PED's anywhere on school property is at the sole discretion of the school staff member in charge.
- PED's may be confiscated and use of PED's may be restricted, if problems arise.
- Taking pictures or video of anyone without their consent is not allowed. Electronic posting of anyone's picture or video, with or without consent, is not allowed.
- Students are not allowed to use PED's to communicate with each other during the school day.

- Students are not allowed to play games or listen to music on PED without a staff member's consent.
- PED's are not to play ringtones, alerts, or music out loud during class.
- Students are not allowed to share WIFI access with other students.

Parents must understand that...

- District 20, Mountain Ridge Middle School, and individual staff members cannot be responsible for loss, theft, or damage to these devices if brought to school.
- The school cannot be expected to provide technical support for PED's.
- SmartPhone/mobile WiFi use is not monitored or restricted by the D20 web filter when operated under private data plans.
- Students are expected to restrict their web searching to authorized sites while at school. The D20 User Agreement restrictions shall apply.



STUDENT STORE

The P.R.I.D.E. Program is an extension of the Positivity and Culture Committee (PACC), which is part of our Multi-tiered System of Support (MTSS). Under the program, we teach qualities such as positivity, respect, integrity, discipline, and engagement in order to enhance the school environment and the community as a whole. These qualities reflect both positive behavior and our IB learner profile attributes. Students who display these behaviors become a powerful influence on their peer groups and the entire student body. Through the PRIDE Program, students will receive "Bear Bucks" for displaying positive character traits, which can then be used to purchase promotional items from our student store or participate in PRIDE events in the building.



REPORT CARDS

The main purpose of report cards is to communicate to you and to your parents how you are doing with your school responsibilities. Your teachers will define what is required to earn a specific letter grade. You will also be expected to do some reflection, and we will assist you in setting realistic goals. Report cards are available on IC. Parents and students can access grades 24-hours per day, seven days a week through the parent portal. Teams will schedule a conference with parents and students whenever necessary.

If you fail a class, you may need to go to summer school. If you fail more than two classes in one school year, you may need to repeat your grade level the next school year.

The following grading scale is used:

- A** **Excellent** (90 -100 %)
- B** **Good** (80 – 89%)
- C** **Average** (70 – 79%)
- D** **Pass** (60 – 69%)
- F** **Fail** (Below 60%)
- I** **Incomplete** (to be made up)



SPECIAL EVENTS OR HAPPENINGS

Mountain Ridge sponsors many activities like school celebrations, dances and assemblies. Dances are for Mountain Ridge students only. Remember, dances are a privilege that is earned by your positive behavior.



SKATEBOARDING

Skateboarding is not allowed on school property at any time.

STUDENT COUNCIL

Student Council members are selected through a nomination process at the beginning of the school year. Meetings are held on a bi-weekly basis before school. Council members help in many school activities.



STUDENT DRESS

Dress Code for Students (administrative policy JICA):

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The district administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress 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.

STUDENT LIABILITY/HEALTH

Academy School District 20 students are not covered by District Insurance. There is an offer at the beginning of the school year where students are offered an optional insurance program, but it is not mandatory.



STUDENTS' PERSONAL PROPERTY

Some personal items, when brought to school, are disruptive in the classroom. Some items are not permitted at school at any time and will be confiscated. Parents will be contacted and may be required to pick item(s) up. These articles may include electronics, hats, chains, games, cell phones, laser pointers, and any object/toy that is a disruption in class.



STUDENT SERVICES/COUNSELING

The counseling department is an important part of the educational program for middle-school students. Students are encouraged to talk to their counselor about any subject that may concern them. Students

may come to the counseling office before school, after school or any time during the school day when they have permission from someone on the Mountain Ridge staff.

Other services of the counseling office include help when changing schools, report cards, scheduling, free and reduced lunches, homework requests, parent groups, test interpretation, community information and resources, and summer school. Throughout the year counselors lead discussion groups. Common themes include friendship, motivation, stress, and grades. Parent permission is required for any student participating in a group. Counselors also act as consultants to administrators, staff, and parents. They meet regularly with grade-level teams to discuss student success and to develop behavioral and academic approaches for individual students. Mountain Ridge's counseling philosophy is to enhance students' self-concept by problem solving and by exploring options with students rather than by solving problems for students.

The **Individual Career and Academic Plan** is a process to support students in accessing, discovering, and finalizing their unique blueprints for their futures in school and the world of work. They will spend time reflecting on goals, both personal and academic. Different grade levels will complete various assessments which will give them information about opportunities for education and careers in the future. We are asking parents to be a springboard for discussion of such topics as career inventories, academic requirements for graduation, and college options.

CDE, D20, and MRMS want students to understand how course materials relate to future opportunities and the world of work. Hopefully, after participating in this program, we will cease to hear students ask, "Why do I have to learn this?"



TELEPHONE

School phones are for business and emergencies only. Students may use the student phone, located in the main office, before and after school and during lunch. They may **NOT** use the student phone during passing or during class without permission from their teacher. Students are asked not to call home from classroom phones.

School office hours are:

Mon–Thurs 7:30 – 4:00
Friday 7:30 – 3:15

VISITORS

Your parents are always welcome at school. Your friends and relatives are encouraged to watch you participate in certain special events. However, friends are not permitted at school during our regular school hours.

Visitors must report to the front office and sign in for a "Visitor's Pass."



TRANSPORTATION

All passes for transportation must be purchased in advance each semester. Families will no longer receive monthly bills. All transactions will take place either on payforit.net, or by cash or check at the Transportation Department, 7408 Duryea Drive, or at the Education and Administration Center, 1110 Chapel Hills Drive.

As always, there is no charge for transportation of special education students eligible for transportation as part of an individualized education plan (IEP.) There is no charge for transportation for students who qualify for free or reduced lunch.

Passes and single ride booklets can be purchased and/or picked up at the transportation department during regular business hours, 7 a.m.-5 p.m. Passes not picked up at the transportation department, will be distributed to students on the first day they ride the bus. Families can see their student fee information and bus route information on their Infinite Campus student accounts. I am pleased to say that unlimited ride pass fees and family maximums will result in lower transportation cost per family.



PASSENGER CONDUCT

1. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, using inappropriate language, abusing the driver or other pupils, forfeits the privilege to ride the bus.
2. Students are not permitted to stand or to leave their seats while the bus is in motion.
3. Hands and head must be inside the bus at all times.
4. Pupils must keep their hands off other children and not trip, push, or molest them in any way. Horseplay is not permitted around or on the bus.
5. No sharp instruments, such as knives, pencils, etc., shall be carried where they might cause damage or injury to another pupil.
6. Nothing is to be thrown from the bus windows. Keep the bus clean and free of waste paper.
7. Property of other children is to be left alone. The aisles are to be kept free of books, coats, and other objects.

8. Pupils must not tamper with the bus or any of its equipment. The individual responsible for causing it must pay for damage to the bus
9. Students are required to maintain absolute silence when approaching a railroad crossing and while stopped for the same.
10. In case of road emergency, children are to remain in the bus until otherwise instructed by the driver.

BUS CONDUCT VIOLATIONS

Violation of bus passenger conduct rules will not be tolerated. If you choose to be in violation, you can expect the following to happen.

1. The bus driver will write a conduct slip and you will meet with an administrator
2. The administrator will take appropriate action, which may result in suspension of your bus privilege.
3. Parents will be required to sign the Bus Conduct Report.
4. You will return the Report to your Bus Driver.

TRANSPORTATION EXCEPTION PROGRAM

Parents/guardians of pupils wishing to use district transportation and who do not otherwise meet the eligibility criteria approved by the Board of Education may apply to the Transportation Department for Space Available Transportation. School Bus transportation may be granted if space is available on a regular education bus route. Buses will not be added to a route nor will bus stops be modified in order to accommodate Space Available transportation requests. Parents/Guardians can apply for Space Available Transportation according to the procedure below.

1. Student must be enrolled in Academy School District 20.
2. A request for transportation must be filled out online for each student needing transportation.
3. Upon approval an email will be sent with additional instructions for checking the parent portal.
4. Parents/guardians and their students are responsible for reading and understanding the ASD20 Guidelines for Safe School Bus Riding.

Ineligible students will be responsible for their own transportation and will only receive transportation if the request is approved based on the assessed availability. Transportation for an ineligible student is never guaranteed. Applying for Space Available Transportation does not guarantee your student a bus ride. Students may not ride the bus until they receive approval from the Transportation Department. Please do not attempt to ride busses until then.

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

School Year 2023-2024



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

INTRODUCTION

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school staff members and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as an Academy District 20 student. It will help you be a successful student and citizen in our District. Please read it carefully and ask questions of your principal, your counselor, or your teachers if you do not understand.

Academic Rights

To function well in the classroom, you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know exactly what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you have not only a right but also an obligation to yourself, your fellow classmates, and to your teacher, to ask for clarification.

Academy District 20 Mission Statement

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

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification:

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and at Facilities Management, 10221 Lexington Dr., Colorado Springs, CO 80920. Contact the Director for Facilities with any questions. Telephone: 719-234-1510.

Assessments (administrative policy IKA):

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment. C.R.S. § 22-7-1013 (8)(b).

Attendance and Truancy (administrative policies JE, JH, JHB):

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

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

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

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

If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences.

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S § 22-33-102(3.5)]. Be aware that the District will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy JHB, Truancy].

Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules.

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others’. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-SAFE (877-542-7233) or online at Make a Report.

Bullying (administrative policy JICDE):

The District supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. “Bullying” is defined in District policy JICDE and state law as “the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture.” Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The District cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at Make a Report.

Cell Phones and other Electronic Devices (administrative policy JICJ)

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

Clubs (see Student Organizations, administrative policy JJA)

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

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

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

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

Enrollment policy IHCD make it possible for eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education with whom the District has a written cooperative agreement to earn college credit at a significant cost and time savings. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the District policy.

Accelerating Students through Concurrent Enrollment (ASCENT) (administrative procedure IHCD R 2)

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

Confidential Student Records-also see (The) Family Educational Rights and Privacy Act (FERPA)

The District protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent or other family members) access to personally identifiable information from your child's education records, please contact your building administrator to request a third-party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator.

The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

1. violates the code of conduct adopted by the District administrative policy; or
2. is dangerous, unruly, or disruptive; or

3. seriously interferes with the ability of the teacher to teach the class or of the students to learn.

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

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

Equal Educational Opportunity (administrative policy JB)

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

Evaluation

You have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

(The) Family Educational Rights and Privacy Act (FERPA) (administrative policy JRA/JRC),

Notification of Rights under:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures

by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

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

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

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

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

The District has designated the following information as directory information:

- Student's name
- Student's photograph
- Student's grade
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

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

Free Association

You are generally free to associate with groups of your own choosing. However, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupt the educational process, may be subject to disciplinary actions by school officials or appropriate law enforcement agencies.

Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

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

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

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

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

Homeless Students Notification

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

Homework Responsibilities

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

Identification

For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities, including off-campus activities.

Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, age, genetic information, marital status, national origin, religion, ancestry need for special education services, or conditions related to pregnancy or childbirth. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy

Scouts and other designated youth groups. Administrative policy AC – Nondiscrimination/Equal Opportunity, and procedures AC-R-1 and AC-R-2, outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Peaceful Assembly

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

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

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The

District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an

opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Respect for Property

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

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

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

Seeking Change through the Proper Channels

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

Sex Education/Health and Family Life

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

Sex Offenders, Notification Regarding:

Colorado Revised Statute § 22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following:

http://www.sheriffalerts.com/cap_main.php?office=54430 OR
<https://coloradosprings.gov/police-department/page/sex-offender-information>

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

Sexual Harassment (administrative policy JBB)

Academy District 20 complies with Title IX and the implementing regulations. In accordance with administrative policy AC and its corresponding regulations, no discrimination on the basis of sex, sexual orientation, gender identity or gender expression is permitted in the programs or activities District 20 operates. Sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sexual harassment.

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

Sharing/Release of Student Information (administrative policy JRCA):

To the extent required or allowed by state law, the District will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law. Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). See policy JRCA, Sharing of Student Records/Information between School District and State Agencies.

Student Code of Conduct:

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at Board Docs - Academy District 20.

Code of Conduct (administrative policy JICDA):

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event and off school property when the conduct has a nexus to school or any District curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to others that precipitate disruption of the District or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the District's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff.
10. Violation of any District policy or regulations, or established school rules.
11. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the District's policy on student conduct involving drugs and alcohol.

13. Violation of the District's violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the District's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

Dress Code for Students (administrative policy JICA):

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, administrative policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The District administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Subject to approval by the superintendent or designee, school administrators may develop and adopt additional specific dress code standards for their own schools consistent with this policy. Disciplinary actions for violation of the dress code standards will include notification to the student of the violation, the requirement that the clothing be changed before re-entering class, and at the discretion of the building administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

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

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:
 - refer to drug, tobacco, or alcohol;
 - are obscene, profane, vulgar or defamatory in design or message;
 - advocate drug use, violence, or disruptive behavior;
 - threaten the safety or welfare of any person.
2. Clothing that:
 - reveals all or part of the stomach, buttocks or chest; or
 - is backless; or
 - reveals underwear; or
 - is inappropriately sheer, short, tight or low-cut.

Exceptions:

Appropriate clothing may be worn in physical education classes or when participating in, or attending, school sponsored sports activities. Clothing normally worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming, may be

worn when approved by the administrator and sponsor or coach.

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

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

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

- **First Offense** - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period

may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

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

- **Second Offense** - The student will be suspended for ten school days and the principal may recommend expulsion.

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

Penalties for Possession of Drug Paraphernalia

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

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

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

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

Electronic Communication Devices, including Cell Phones (administrative policy JICJ): Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity.

Students may carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on

school buses, at school-sponsored activities and on field trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the approval of the teacher.

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

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

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

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

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

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

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

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

Student Expression

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

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

Student Conduct (administrative policy JIC):

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

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

and consistently for all students.

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

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

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

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board in all District staff members, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All staff members of the District shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Student Discipline (administrative policy JK)

The District, in accordance with state law, has adopted a written student Conduct and Discipline Code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The Code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Additionally, the District has adopted policies and procedures for handling general and major discipline problems for all students of the District which are designed to achieve these broad objectives. All administrative policies and regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Student Fees and Fines (administrative policy JQ)

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

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

Student Interrogations, Searches, and Arrests (administrative policy JIH):

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

Interviews by school administrators

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

Searches conducted by school personnel

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

policy and may seize any illegal, unauthorized or contraband materials.

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

Search of school property

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

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

Search of the student's person or personal effects

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

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

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

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member

of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

Seizure of items

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

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

Search and seizure

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

Custody and/or arrest

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

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

Parking Lot/Vehicle Searches (administrative policy JIHB)

The privilege of bringing a student-operated vehicle on to school premises is conditioned on consent by the student driver to allow for search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. If a student refuses to consent to search, a parent or guardian will be contacted to obtain their consent to search. If the consent to search is denied by parent, then the vehicle shall be removed immediately from District property and forever banned from all District property. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Should the vehicle be subsequently found on District property, it is subject to being towed at the owner's expense immediately without notice. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Student Organizations (administrative policy JJA)

Students in middle and high schools in this District shall be permitted to conduct meetings of student clubs or student organizations to meet on school premises during noninstructional time, in accordance with administrative policy JJA. Curriculum-related student organizations serve as an extension of the regular school curriculum and bear a direct relationship to and alignment with Colorado Academic Standards. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. Curriculum-related student organizations must articulate how the content and activities of the proposed student organization will extend the regular school curriculum and how they align with the Colorado Academic Standards. Student organizations meeting these criteria and approved by the principal will be deemed to be officially recognized, school-sponsored student organizations. All proposed student organizations shall use the common District-wide application that can be found in JJA E. The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application.

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

Student Use of the Internet and Electronic Communications (administrative policy JS)

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic, or harmful information

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

No expectation of privacy

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

Unauthorized and unacceptable uses

Students shall use digital resources in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of digital resources cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

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

by confidentiality laws

- that impersonates another or transmits through an anonymous remailer
- that possesses or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on District property, and bypassing the Internet filter in any way.

Security

Security on digital resources is a high priority. Students who identify a security problem while using a digital resource must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

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

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

Vandalism

Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District digital resource. This includes, but is not limited to, the uploading or creation of computer viruses and the use of third-party encryption software.

District Provided Devices

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

Unauthorized content

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

Monitoring student use

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

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District digital resources is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. The District may deny, revoke or suspend access to District technology or close accounts at any time.

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

School district makes no warranties

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

Students with Life-Threatening Allergies (administrative policy JLCDA)

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

Health care plan

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

Reasonable accommodations

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

Access to emergency medications

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

Staff training

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

Suspension and expulsion (administrative policy JKD/JKE):

Academy District 20 shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

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

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

The following are grounds for suspension or expulsion under state law and/or District policy:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school

district's authority to suspend a student with a disability for a length of time consistent with federal law.

4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JK and its accompanying administrative procedure.

a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.

b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:

a. Possession of a dangerous weapon without the authorization of the school or the school district;

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

§18-18-102(5); or

c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.

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

7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.

8. Violation of the District's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.

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

Grounds for denial of admission

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

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;

3. Having been expelled from any school district during the preceding 12 months;

4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;

5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or

6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies.

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

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

The information shall be used by the superintendent to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The

District shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

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

Tobacco Free Schools (administrative policy ADC):

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

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

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.

2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

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

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

This policy will be published in all staff member and student handbooks, posted on bulletin boards and announced in staff meetings.

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

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

Use of Physical Intervention (administrative policy JKA and JKA R)

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. JKA E2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Weapons (administrative policy 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
 - o 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;
 - o The frame or receiver of any weapon described above;
 - o Any firearm muffler or firearm silencer; or
 - o Any destructive device.
 - A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed-blade knife with a blade that exceeds three inches in length;
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;

- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, nun chucks, brass knuckles, or artificial knuckles of any kind.
- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

In accordance with 20 U.S.C. § 7151, a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for not less than one year, except that the superintendent may modify this requirement in writing for a student on a case-by-case basis.

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

Wellness (administrative policy ADF):

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

Week of: August 14-18, 2023

	MONDAY 8/14 <i>6th Grade First day of School</i>	TUESDAY 8/15 <i>All Students Attend</i>	WEDNESDAY 8/16
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: August 14-18, 2023

	THURSDAY 8/17	FRIDAY 8/18	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: August 21-25, 2023

	MONDAY 8/21	TUESDAY 8/22	WEDNESDAY 8/23
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: August 21-25, 2023

	THURSDAY 8/24	FRIDAY 8/25	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: August 28-September 1, 2023

	MONDAY 8/28	TUESDAY 8/29	WEDNESDAY 8/30
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: August 28-September 1, 2023

	THURSDAY 8/31	Friday 9/1 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 4-8, 2023

	MONDAY 9/4 <i>Labor Day - District Closed</i>	TUESDAY 9/5	WEDNESDAY 9/6
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 4-8, 2023

	THURSDAY 9/7	FRIDAY 9/8	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 11-15, 2023

	MONDAY 9/11	TUESDAY 9/12	WEDNESDAY 9/13
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 11-15, 2023

	THURSDAY 9/14	FRIDAY 9/15 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 18-22, 2023

	MONDAY 9/18	TUESDAY 9/19	WEDNESDAY 9/20
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 18-22, 2023

	THURSDAY 9/21	FRIDAY 9/22	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 25-29, 2023

	MONDAY 9/25	TUESDAY 9/26	WEDNESDAY 9/27
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: September 25-29, 2023

	THURSDAY 9/28	FRIDAY 9/29	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 2-6, 2023

	MONDAY 10/2	TUESDAY 10/3	WEDNESDAY 10/4
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 2-6, 2023

	THURSDAY 10/5	FRIDAY 10/6 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 9-13, 2023

	MONDAY 10/9	TUESDAY 10/10	WEDNESDAY 10/11
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 9-13, 2023

	THURSDAY 10/12	FRIDAY 10/13 <i>Prof Learning - No Students</i> <i>End of First Quarter</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 16-20, 2023

	MONDAY 10/16	TUESDAY 10/17	WEDNESDAY 10/18 <i>PT Conferences - Evening</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 16-20, 2023

	THURSDAY 10/19 <i>PT Conferences - No School</i>	FRIDAY 10/20 <i>No School</i>	TO DO LIST
1st	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2nd	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3rd	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4th	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
5th	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
6th	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
7th	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Week of: October 23-27, 2023

	MONDAY 10/23	TUESDAY 10/24	WEDNESDAY 10/25
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 23-27, 2023

	THURSDAY 10/26	FRIDAY 10/27	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 30-November 3, 2023

	MONDAY 10/30	TUESDAY 10/31	WEDNESDAY 11/1
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: October 30-November 3, 2023

	THURSDAY 11/2	FRIDAY 11/3 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 6-10, 2023

	MONDAY 11/6	TUESDAY 11/7	WEDNESDAY 11/8
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 6-10, 2023

	THURSDAY 11/9	FRIDAY 11/10	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 13-17, 2023

	MONDAY 11/13	TUESDAY 11/14	WEDNESDAY 11/15
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 13-17, 2023

	THURSDAY 11/16	FRIDAY 11/17 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 20-24, 2023

	MONDAY 11/20 <i>Thanksgiving Break</i>	TUESDAY 11/21 <i>Thanksgiving Break</i>	WEDNESDAY 11/22 <i>Thanksgiving Break</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 20-24, 2023

	THURSDAY 11/23 <i>Thanksgiving Break</i>	FRIDAY 11/24 <i>Thanksgiving Break</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 27-December 1, 2023

	MONDAY 11/27	TUESDAY 11/28	WEDNESDAY 11/29
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: November 27-December 1, 2023

	THURSDAY 11/30	FRIDAY 12/1 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 4-8, 2023

	MONDAY 12/4	TUESDAY 12/5	WEDNESDAY 12/6
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 4-8, 2023

	THURSDAY 12/7	FRIDAY 12/8	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 11-15, 2023

	MONDAY 12/11	TUESDAY 12/12	WEDNESDAY 12/13
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 11-15, 2023

	THURSDAY 12/14	FRIDAY 12/15 <i>First Semester Ends</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 18-22, 2023

	MONDAY 12/18 <i>Winter Vacation</i>	TUESDAY 12/19 <i>Winter Vacation</i>	WEDNESDAY 12/20 <i>Winter Vacation</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 18-22, 2023

	THURSDAY 12/21 <i>Winter Vacation</i>	FRIDAY 12/22 <i>Winter Vacation</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 25-29, 2023

	MONDAY 12/25 <i>Winter Vacation</i>	TUESDAY 12/26 <i>Winter Vacation</i>	WEDNESDAY 12/27 <i>Winter Vacation</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: December 25-29, 2023

	THURSDAY 12/28 <i>Winter Vacation</i>	FRIDAY 12/29 <i>Winter Vacation</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 1-5, 2024

	MONDAY 1/1 <i>No School -District Closed</i>	TUESDAY 1/2 <i>Staff Work Day</i>	WEDNESDAY 1/3 <i>Prof Learning Day</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 1-5, 2024

	THURSDAY 1/4 <i>Second Semester Begins</i> <i>Students Return</i>	FRIDAY 1/5	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 8-12, 2024

	MONDAY 1/8	TUESDAY 1/9	WEDNESDAY 1/10
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 8-12, 2024

	THURSDAY 1/11	FRIDAY 1/12	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 15-19, 2024

	MONDAY 1/15 <i>Martin Luther King Jr. Day</i> <i>No School</i>	TUESDAY 1/16	WEDNESDAY 1/17
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 15-19, 2024

	THURSDAY 1/18	FRIDAY 1/19 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 22-26, 2024

	MONDAY 1/22	TUESDAY 1/23	WEDNESDAY 1/24
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 22-26, 2024

	THURSDAY 1/25	FRIDAY 1/26	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 29-February 2, 2024

	MONDAY 1/29	TUESDAY 1/30	WEDNESDAY 1/31
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: January 29-February 2, 2024

	THURSDAY 2/1	FRIDAY 2/2 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 5-9, 2024

	MONDAY 2/5	TUESDAY 2/6	WEDNESDAY 2/7
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 5-9, 2024

	THURSDAY 2/8	FRIDAY 2/9	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 12-16, 2024

	MONDAY 2/12	TUESDAY 2/13	WEDNESDAY 2/14
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 12-16, 2024

	THURSDAY 2/15	FRIDAY 2/16 <i>Prof Learning - No Students</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 19-23, 2024

	MONDAY 2/19 <i>President's Day District Closed</i>	TUESDAY 2/20	WEDNESDAY 2/21
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 19-23, 2024

	THURSDAY 2/22	FRIDAY 2/23	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 26-March 1, 2024

	MONDAY 2/26	TUESDAY 2/27	WEDNESDAY 2/28
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: February 26-March 1, 2024

	THURSDAY 2/29	FRIDAY 3/1 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 4-8, 2024

	MONDAY 3/4	TUESDAY 3/5	WEDNESDAY 3/6
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 4-8, 2024

	THURSDAY 3/7	FRIDAY 3/8	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 11-15, 2024

	MONDAY 3/11	TUESDAY 3/12	WEDNESDAY 3/13
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 11-15, 2024

	THURSDAY 3/14	FRIDAY 3/15 <i>End of Third Quarter</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 18-22, 2024

	MONDAY 3/18	TUESDAY 3/19	WEDNESDAY 3/20 <i>PT Conferences - Evening</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 18-22, 2024

	THURSDAY 3/21 <i>PT Conferences - No Students</i>	FRIDAY 3/22 <i>No School</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 25-29, 2024

	MONDAY 3/25 <i>Spring Vacation</i>	TUESDAY 3/26 <i>Spring Vacation</i>	WEDNESDAY 3/27 <i>Spring Vacation</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: March 25-29, 2024

	THURSDAY 3/28 <i>Spring Vacation</i>	FRIDAY 3/29 <i>Spring Vacation</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 1-5, 2024

	MONDAY 4/1	TUESDAY 4/2	WEDNESDAY 4/3
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 1-5, 2024

	THURSDAY 4/4	FRIDAY 4/5 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 8-12, 2024

	MONDAY 4/8	TUESDAY 4/9	WEDNESDAY 4/10
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: APRIL 8-12, 2024

	THURSDAY 4/11	FRIDAY 4/12	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 15-19, 2024

	MONDAY 4/15	TUESDAY 4/16	WEDNESDAY 4/17
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 15-19, 2024

	THURSDAY 4/18	FRIDAY 4/19 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 22-26, 2024

	MONDAY 4/22	TUESDAY 4/23	WEDNESDAY 4/24
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 22-26, 2024

	THURSDAY 4/25	FRIDAY 4/26	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 29-May 3, 2024

	MONDAY 4/29	TUESDAY 4/30	WEDNESDAY 5/1
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: April 29-May 3, 2024

	THURSDAY 5/2	FRIDAY 5/3 <i>2-Hour Late Start</i>	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 6-10, 2024

	MONDAY 5/6	TUESDAY 5/7	WEDNESDAY 5/8
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 6-10, 2024

	THURSDAY 5/9	FRIDAY 5/10	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 13-17, 2024

	MONDAY 5/13	TUESDAY 5/14	WEDNESDAY 5/15
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 13-17, 2024

	THURSDAY 5/16	FRIDAY 5/17	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 20-24, 2024

	MONDAY 5/20	TUESDAY 5/21	WEDNESDAY 5/22
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 20-24, 2024

	THURSDAY 5/23	FRIDAY 5/24	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 27-May 31, 2024

	MONDAY 5/27 <i>Memorial Day - District Closed</i>	TUESDAY 5/28	WEDNESDAY 5/29 <i>Tentative Last Day</i>
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Week of: May 27-May 31, 2024

	THURSDAY 5/30	FRIDAY 5/31	TO DO LIST
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

MULTIPLICATION TABLE

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Periodic Table of the Elements

1	2											18					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
H Hydrogen 1.008	He Helium 4.003											B Boron 10.811	C Carbon 12.011	N Nitrogen 14.007	O Oxygen 15.999	F Fluorine 18.998	Ne Neon 20.180
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Li Lithium 6.941	Be Beryllium 9.012	B Boron 10.811	C Carbon 12.011	N Nitrogen 14.007	O Oxygen 15.999	F Fluorine 18.998	Ne Neon 20.180	Na Sodium 22.990	Mg Magnesium 24.305	Al Aluminum 26.982	Si Silicon 28.086	P Phosphorus 30.974	S Sulfur 32.064	Cl Chlorine 35.453	Ar Argon 39.948	K Potassium 39.098	Ca Calcium 40.078
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
Sc Scandium 44.956	Ti Titanium 47.88	V Vanadium 50.942	Cr Chromium 51.996	Mn Manganese 54.938	Fe Iron 55.933	Co Cobalt 58.933	Ni Nickel 58.693	Cu Copper 63.546	Zn Zinc 65.39	Ga Gallium 69.723	Ge Germanium 72.61	As Arsenic 74.922	Se Selenium 78.09	Br Bromine 79.904	Kr Krypton 84.80	Rb Rubidium 84.468	Sr Strontium 87.62
39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56
Y Yttrium 88.906	Zr Zirconium 91.224	Nb Niobium 92.906	Mo Molybdenum 95.94	Tc Technetium 98.907	Ru Ruthenium 101.07	Rh Rhodium 102.906	Pd Palladium 106.42	Ag Silver 107.868	Cd Cadmium 112.411	In Indium 114.818	Sn Tin 118.71	Sb Antimony 121.760	Te Tellurium 127.6	I Iodine 126.904	Xe Xenon 131.29	Cs Cesium 132.905	Ba Barium 137.327
57-71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88
Lanthanides	Hf Hafnium 178.49	Ta Tantalum 180.948	W Tungsten 183.85	Re Rhenium 186.207	Os Osmium 190.23	Ir Iridium 192.22	Pt Platinum 195.08	Au Gold 196.967	Hg Mercury 200.59	Tl Thallium 204.383	Pb Lead 207.2	Bi Bismuth 208.980	Po Polonium [209]	At Astatine 209	Rn Radon 222.018	Fr Francium 223.020	Ra Radium 226.025
89-103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
Actinides	Rf Rutherfordium [261]	Db Dubnium [262]	Sg Seaborgium [266]	Bh Bohrium [264]	Hs Hassium [265]	Mt Meitnerium [268]	Ds Darmstadtium [269]	Rg Roentgenium [272]	Cn Copernicium [277]	Uut Ununtrium [283]	Fl Flerovium [289]	Uup Ununpentium [293]	Lv Livermorium [293]	Uus Ununseptium [294]	Uuo Ununoctium [294]	Uuh Ununhexium [295]	Uuq Ununquadium [296]

57	58	59	60	61	62	63	64	65	66	67	68	69	70	71
La Lanthanum 138.906	Ce Cerium 140.115	Pr Praseodymium 140.908	Nd Neodymium 144.24	Pm Promethium [144.913]	Sm Samarium 150.36	Eu Europium 151.964	Gd Gadolinium 157.25	Tb Terbium 158.925	Dy Dysprosium 162.50	Ho Holmium 164.930	Er Erbium 167.26	Tm Thulium 168.934	Yb Ytterbium 173.04	Lu Lutetium 174.967
89	90	91	92	93	94	95	96	97	98	99	100	101	102	103
Ac Actinium 227.028	Th Thorium 232.038	Pa Protactinium 231.036	U Uranium 238.029	Np Neptunium 237.048	Pu Plutonium 244.064	Am Americium 243.061	Cm Curium 247.070	Bk Berkelium 247.070	Cf Californium 251.080	Es Einsteinium [254]	Fm Fermium 257.095	Md Mendelevium 258.1	No Nobelium 259.101	Lr Lawrencium [262]



ACT

TO SAVE
A LIFE

Middle School can be a challenging time for everyone. The independence and expectations can be a lot of fun, but they can also be stressful and scary. Your classes are more demanding, friendships can get complicated, and planning for high school can seem like a heavy weight. It's normal to feel overwhelmed and down at times. However, when you or someone you know feels that way for more than a couple of weeks, it might be a sign of depression and time to ACT[®].

ACKNOWLEDGE

THAT YOU SEE SIGNS OF DEPRESSION OR SUICIDE IN A FRIEND.

CARE

SHOW YOUR FRIEND THAT YOU CARE BY LISTENING AND OFFERING SUPPORT.

TELL

A TRUSTED ADULT SO THAT YOU CAN GET HELP.



Emotional Intelligence

Using the RULER approach to identifying emotions and using relevant strategies to manage feelings.

R=Recognizing (Identifying emotions in ourselves and others).

U=Understanding (Knowing the causes and consequences of our emotions).

L=Labeling (Knowing feeling words).

E=Expressing (Learning how to display our feelings).

R=Regulating (Developing strategies to manage feelings).

Mood Meter

Enraged	Furious	Frustrated	Shocked	M	Surprised	Upbeat	Motivated	Ecstatic
Livid	Frightened	Nervous	Restless	O	Hyper	Cheerful	Inspired	Elated
Fuming	Apprehensive	Worried	Annoyed	O	Energized	Lively	Optimistic	Thrilled
Repulsed	Troubled	Uneasy	Peeved	D	Pleasant	Joyful	Proud	Blissful
M	O	O	D	M	E	T	E	R
Disgusted	Disappointed	Glum	Ashamed	E	Blessed	At Ease	Content	Fulfilled
Mortified	Alienated	Mopey	Apathetic	T	Humble	Secure	Chill	Grateful
Embarrassed	Excluded	Timid	Drained	E	Calm	Satisfied	Relaxed	Carefree
Alone	Down	Bored	Tired	R	Relieved	Restful	Tranquil	Serene

--Yale University Center for Emotional Intelligence