

RAMPART HIGH SCHOOL

STUDENT/PARENT HANDBOOK 2023-2024



8250 Lexington Drive, Colorado Springs, CO 80920
(719) 234-2000

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Last updated September 19, 2023

RAMPART HIGH SCHOOL

8250 LEXINGTON DRIVE
COLORADO SPRINGS, CO 80920

Website: <https://rampart.asd20.org/>

Rampart High School Mission Statement

Rampart High School, an inclusive learning community dedicated to excellence and growth, prepares, and empowers students to be leaders through the exploration of and engagement in rigorous and innovative educational and extra-curricular experiences that cultivate character in a respectful and safe environment.

Rampart High School Core Principles

Rampart High School supports and teaches these character education core principles:

Respect: Respect individual differences

- Be tolerant
- Be courteous and polite
- Be fair
- Be considerate

Honesty: Tell the truth

- Be sincere
- Do not withhold important information
- Be trustworthy
- Do not deceive, mislead, or be tricky
- Be straightforward
- Do not cheat

Perseverance: Commit to keep going under difficult circumstances

- Be determined to learn from hard situations and failures
- Be steadfast

SCHOOL COLORS: BLUE, GOLD
MASCOT: RAM

CONTACT INFORMATION

ADMINISTRATION – (719) 234-2000

Meghan Sanders, Principal
Andy Parks, Assistant Principal/Athletic Director
Kylee Bailey, Assistant Principal
Davlyn Edgett, Assistant Principal
Abbey Graham, Assistant Principal
Cheryl Whittaker, Assistant

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Holly Hilts, College & Career, DP Counselor
Katie Bratt, 504 Counselor
Amanda Villa, SAFE Counselor
MaryAnn Hardage, Assistant
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DEAN'S OFFICE – (719) 234-2019

Brian Herman, Dean of Students
Shanna O'Meara, Dean of Academics
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**ACADEMY SCHOOL DISTRICT 20
ADMINISTRATION – (719) 234-1200**

**1110 CHAPEL HILLS DRIVE
COLORADO SPRINGS, CO 80920**

Mrs. Jinger Haberer, Superintendent
Mrs. Becky Allan, Chief Financial Officer
Dr. Jim Smith, Assistant Superintendent for
Administrative Services

BOARD OF EDUCATION

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**OTHER DISTRICT CONTACTS
EDUCATION AND ADMINISTRATION
CENTER (EAC) – (719) 234-1200
CENTRAL REGISTRY – (719) 234-1224
TRANSPORTATION – (719) 234-1410
HELP DESK – (719) 234-1777**

Academy District 20 Mission Statement

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

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 school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school employees and elected officials, and unlawful search and seizure, among other things.

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

Balancing Rights and Responsibilities

With student rights come student responsibilities. In most cases, this means “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules. The Academy District 20 mission statement emphasizes safety for students. The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours, and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, June 1, 2021, 4 students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattletale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE) or online at [Make a Report](#).

Non-Discrimination (ASD 20 Policy AC E 2)

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

This document is provided as a resource to Rampart High School's parent(s)/guardian(s) 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 this document's publication, 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 Student's Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office or by calling the Director for Legal Relations at 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.

Academic Information/Policy

Rampart High School's faculty has developed the following policies to provide equitable treatment of all students and to inform parent(s)/guardian(s). Students should see their counselor for consideration of any exception to these policies.

All freshmen, sophomores, and juniors must carry a minimum of seven classes per semester as listed in the [Rampart High School Course Guide](#). Students earn one credit for each semester class. Parent(s)/guardian(s), counselors, or the principal can grant permission for a partial absence. Student and office assistants, who must be a junior or senior, earn .5 credits. These students are graded on a pass/fail basis, with a limit of one assistantship per semester, and these courses do not count toward the five (5) required courses for athletics, activity, or academic award eligibility. Study hall is also worth .5 credits and is a pass/fail grade.

Academic Letters

Rampart High School is proud to recognize student academic excellence. Only students carrying **five** full-credit classes or more a semester are eligible for academic awards; this does not include student assistant or Pass/Fail classes. The first time a student earns academic distinction (GPA of 3.5 and above), the student receives an academic achievement letter; for each subsequent semester of academic excellence, the student receives a 4.0 pin (Dean's List) or Honor Roll pin to place on their letter. Principal's Merit Award students receive a principal's award pin. Rampart notifies students of their academic awards the semester after they were earned, via email, and holds an in-school assembly for award winners. Rampart awards academic achievement as follows:

- Dean's List – student earned a 4.0 and above GPA for a semester.
- Honor Roll – student earned a 3.5 to 3.99 GPA for a semester.
- Principal's Merit Award – student improved their previous semester's GPA by 0.5 points to a minimum of a 2.0 GPA.

Academic Time

Academic time is an extension of second period, usually held on Fridays, when students have access to teachers, hold class meetings, meet with program coordinators, or the teacher can use it as additional teaching or studying time. Unless otherwise directed, students are required to remain in their second period classes during academic time.

Block Schedule

District 20 high schools use a block schedule for classes, in which students can take up to eight 90-minute classes that meet Monday/Wednesday or Tuesday/Thursday and alternating Fridays during the semester. Rampart distinguishes these as blue and gold days. Exceptions to this are green day schedules, used on days with special events.

College and Career Planning

Rampart High School offers numerous programs for students. Please see the [Rampart High School Course Guide](#) or contact your counselor for more information.

Career and Technical Education Pathways

Colorado Career & Technical Education (CTE) believes that every student should be on a path that leads to career success, through seamless plans of study fostering academic and technical achievement. Rampart offers programs in Business & Marketing; Human Services & American Sign Language Education and Training; Law, Public Safety, Corrections & Security; Architecture & Construction; Arts, A/V Technology, and Communication; and Alternative Cooperative Education.

College Pathways

The primary goal of Academy District 20’s College Pathways is to provide opportunities for college- ready secondary students to accelerate learning. Students can earn college credit with significant cost and timesaving by taking courses on the post-secondary campus or by taking high school courses aligned with equivalent college courses. Students may also earn credit in robust, assessment-based national and international programs including Advanced Placement (AP) and International Baccalaureate (IB).

Rampart Early College Academy

Rampart High School has partnered with the University of Colorado, Colorado Springs (UCCS) to create the Rampart Early College Academy. This unique program allows Rampart students take up to 30 college credits over their four years at Rampart High School for FREE while still being high school students at their traditional school. Students are supported through Rampart’s AVID program to make sure that students are successful in their college coursework. Additionally, RECA while earning UCCS college credit RECA students will also earn their required high school credit. All Rampart Early College Academy courses are offered within the school day as part of a student’s regular schedule. Currently this program is for the Class of 2026 and 2027.

Eligibility

The Colorado High School Activities Association (CHSAA) eligibility requirements for all athletics and extra-curricular activities state that a student must enroll in a minimum of five full-credit classes; teacher assistants, office assistants, and study hall courses do not count toward these requirements. A student with five classes cannot fail any class; a student with six or more classes can fail one class before losing eligibility. For more information on NCAA eligibility, please refer to the [Rampart High School Course Guide](#) and the [Rampart High School Parent/Athlete Handbook](#).

Grading Period/Reports

Rampart school year has two semesters, the first ending before winter break in December, and the second beginning with students’ return to school in January and finishing at the end of May. Semester grades appear on a student’s transcript. Rampart generates progress/midterm grade reports in October and March in conjunction with parent/teacher conferences, which are available on the parent and student portals in Infinite Campus (IC) to view and/or print. Parent(s)/guardian(s) can monitor student grades and assignments continuously in IC. To determine student athletic and activity eligibility, Rampart pulls student grades from IC every two weeks.

Grading System

Rampart teachers evaluate student performance using plus/minus grades and record those grades on report cards/progress reports. Rampart computes student grade point averages (GPA) using all courses receiving a letter grade for that semester. Students receive their final GPA and class rank based on eight semesters of classes. The grade of a weighted course is based on a 5-point scale when averaged into the cumulative GPA. Rampart teachers use the standard high school curve, which is the most used curve in District 20 secondary schools:

A+ = 96.5	C+ = 76.5	F = < 59.5
A = 93.5	C = 73.5	NC = no credit, audit
A- = 89.5	C- = 69.5	I = incomplete
B+ = 86.5	D+ = 66.5	WP = withdraw pass
B = 83.5	D = 63.5	WF = withdraw fail
B- = 79.5	D- = 59.5	P = passing

While plus/minus notations will appear on transcripts, the current grade point calculations remain in place. Specifically:

Grade	Non-Weighted Course Points	Weighted Course Points
A+ → A -	4	5
B+ → B -	3	4
C+ → C -	2	3
D+ → D-	1	2
F	0	0
WF	0	0
NC	Not used in computation	
WP	Not used in computation	
P	Not used in computation	

It is at the teacher’s discretion to give incomplete grades. A student should complete all course work within a two-week period after the end of the semester unless previously arranged in writing with their teacher. In the absence of prior arrangements, the incomplete will become an F after the two-week period.

Recording Grades

Rampart records a grade for each course on the student’s transcript; only input from the teacher and/or administrator can remove or change a grade. The student’s transcript will show both grades for repeated courses, and both grades will be figured in the student’s GPA. However, if the student passes the course more than once, the student only gets credit once. The exceptions for additional credit are music, physical education, journalism, electronic media, IB Art/Design, student government, student assistant, peer partner, and drama classes. Classroom teachers make grade changes by submitting the appropriate grade change form to the registrar’s office.

Grade Appeal Process

Rampart strives to handle grade appeals in a timely manner. All grade appeals for the first semester must be initiated before January 20th of the same school year, and all appeals for the second semester must be initiated before August 20th of the following school year.

If a student and their parent(s)/guardian(s) have concerns about a teacher’s grading practices, they may request the teacher’s direct administrative supervisor to conduct a grade appeal. The following steps are part of the grade appeal process:

- The administrator will request the grading records of the teacher in question.
- The administrator will request the grading criteria of the teacher.
- The administrator will request samples of other student work graded by the teacher for the assessments in question.
- The administrator will review the assessment practices of the teacher for the assessments in question through analyzing the grading information the teacher has provided and clarifying the grading process with the teacher.
- The administrator will determine if grading practices have been consistent for all students.
- The administrator will share findings in writing to the student and their parent(s)/guardian(s) and the teacher.
- The administrator may request the teacher to make a grade change if appropriate.
- If the teacher does not agree with the administrator’s request, they may choose not to change the grade.

If the student and their parent(s)/guardian(s) are not satisfied with the results of this appeal process, they may submit their concerns in writing to the supervisor of the administrator who conducted the grade appeal process within 10 days of receiving the initial results.

Homework Policy

(ASD 20 Policy IKB)

Rampart students will have regular assignments to complete outside normal school hours that will affect the students' semester grade. Homework assignments may include a variety of activities, may require a written product, and may involve working with someone else. The total amount of time spent on homework will vary depending on a student's grade level and course load.

Parent(s)/guardian(s) can help their students be successful with their homework in the following ways:

- Monitor your student's grades and attendance in Infinite Campus.
- Be aware of teachers' expectations regarding homework; these are generally communicated at the beginning of a course, usually in a written syllabus.
- Plan an appropriate place and time for your student to do homework and support the plan.
- Help your student develop the use of a planner and check it regularly for assignment due dates.
- Homework is your student's responsibility, but your support and encouragement will go a long way toward ensuring their success.

Make-up Policy

It is the student's responsibility to obtain and make up any work missed due to an excused absence. The amount of time allowed for makeup assignments to be completed is the length of the excused absence plus one day. For example, if a student misses three days due to illness, they would have to turn in all missed assignments within four school days of their return to school (3 excused days of absence + 1 day = 4 days to turn in work). If a teacher scheduled a test during the time of absence, the student should take the test during the designated makeup period. This does not apply to pop quizzes or other tests that were not planned and publicized ahead of time.

Summer School

Courses taken for credit in an approved summer school program will be recorded on the student's permanent record, and grades and credits received will apply toward graduation and will be calculated in the student's GPA. Only those high school level summer school courses will appear on a student's high school transcript and count toward graduation.

According to the CHSAA, students may use summer school courses to attain athletic eligibility with a limit of one class per summer. If a student wants to move ahead one year in a world language or math, they need to attend both sessions of summer school. Rampart applies these credits and the grades toward graduation and calculates them into the student's GPA.

Athletics

At Rampart High School, we believe the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experience. Such participation is a privilege that carries responsibilities to the school, to the activity, to other students, to the community, and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

See the [Parent/Athlete Handbook](#) on the Rampart High School website or contact the Rampart athletic office for information regarding athletic teams. If you have questions about NCAA eligibility, contact the College and Career Counselor.

Admission to Rampart High School Athletic Events

Rampart charges admission (subject to change) for the following home games:

Sport	Level
Basketball	all levels
Football	any level played at D20 stadium/Pine Creek turf field
Hockey	varsity
Lacrosse	any level played on Pine Creek turf field/D20
Soccer	any level played at D20 stadium
Swimming	all levels
Track	invitational meets only
Volleyball	all levels
Wrestling	all levels

Season passes are available for purchase on student check-in days or by contacting the athletic Office. Season passes are good for the entire school year. Passes are valid for all home games of the issuing school, but **not** playoff games, hockey games, and tournaments. Opponents may charge admission at their discretion at any sporting event at any level.

Fee	Pass
\$55	Adult Pass
\$40	Student Pass (K-12)
\$40	Senior Citizen Pass (age 60+)
\$175	Family Pass: max of 5 passes, 2 of which can be adult passes
\$30	Additional Family Pass (for students K-12)

NCAA Eligibility

Students who are interested in competing in college athletics at the Division I or II level should complete an NCAA Eligibility form before the end of their junior year. This form is to be completed on-line at [NCAA Eligibility](#).

	Division I	Division II
English Core	4 years	3 years
Math Core (Algebra I or higher level)	3 years	2 years
Natural Science (Including one year of lab science)	2 years	2 years
Extra years of English, math, or natural science	1 year	3 years
Social Science	2 years	2 years
Extra core courses (from any category above, foreign language, non-doctrinal religion or philosophy)	4 years	4 years
Total	16 core courses	16 core courses

In addition:

- For Division I schools the grades in these 16 Core Units will be used to compute a grade-point average that determines the ACT or SAT score an athlete must have to be eligible.

- For Division II schools, a student must have at least a 2.20 GPA in the above Core Units and achieve a combined SAT score of 820 or a sum score of 68 on the ACT.
- Students should check to see which Rampart High School courses have been approved by the eligibility center. To do so, log onto eligibilitycenter.org and use our school code which is **060294**. Any courses taken pass/fail are given a grade of “D” in the GPA.
- Students must send their ACT or SAT scores directly from the company to the eligibility center.
- Students should access the website if they have questions or meet with the College and Career Counselor or their Athletic Director.

Please refer to the [Rampart High School Course Guide](#) for details on eligible courses.

Sport Opportunities

Rampart High School offers 25 student sports governed by CHSAA:

Fall Sports	Winter Sports	Spring Sports
Varsity Boys and Girls XC	Varsity Boys Basketball	Varsity Baseball
Sub-varsity Cross-Country	Junior Varsity Boys Basketball	Junior Varsity Baseball
Varsity Football	C-Squad Boys Basketball	C-Squad Baseball
Varsity Girls Basketball	Varsity Girls Basketball	Varsity Girls Golf
C-Squad Football Junior Varsity	Girls Basketball	Varsity Girls Lacrosse
<i>Field Hockey Girls*</i>	Varsity Ice Hockey	Junior Varsity Golf
Varsity Boys Golf	C-Squad Girls Basketball	Junior Varsity Girls Lacrosse
Varsity Girls Gymnastics	Junior Varsity Ice Hockey	<i>Varsity Boys Lacrosse*</i>
Varsity Boys Soccer	Girls Varsity Swimming	<i>Sub-Varsity Boys Lacrosse*</i>
Junior Varsity Boys Soccer	Sub-Varsity Girls Swimming	Varsity Girls Soccer
C-Squad Boys Soccer	Varsity Wrestling	Junior Varsity Girls Soccer
Varsity Girls Softball	Sub-Varsity Wrestling	C-Squad Girls Soccer
Sub-Varsity Girls Softball	Varsity Cheerleading	Varsity Boys Swimming
Varsity Boys Tennis	Junior Varsity Cheerleading	Varsity Girls Tennis
Sub-Varsity Boys Tennis	Hip Hop	Sub-Varsity Girls Tennis
Varsity Girls Volleyball		Varsity Boys and Girls Track
Junior Varsity Girls Volleyball		Sub-Varsity Track
C-Squad Girls Volleyball		
Varsity Cheerleading		
Junior Varsity Cheerleading		
Hip Hop		

*Academy School District 20 has one boy’s lacrosse team sponsored by Pine Creek High School. All male students at a District 20 high school may tryout. There is one girl’s field hockey team sponsored by Liberty High School. All female students at a District 20 high school may tryout. Rampart will award letters earned by participants.

Attendance

(ASD 20 Policy JE, JH, JHB)

The intent of the Rampart High School attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation among parent(s)/guardian(s), school officials, and students. Regular and punctual attendance is a major contributor to success in the classroom and on the job. Rampart expects students to attend every scheduled class and requires teachers to communicate with parent(s)/guardian(s), counselors, and administrators when a student's absences significantly affect their performance in class. 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 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parent(s)/guardian(s) have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

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

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

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

Parent(s)/guardian(s) are responsible for calling in all student absences, whether due to illness, family emergency, or appointment. Please remember that while parent(s)/guardian(s) report absences, legally only the school can excuse an absence. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor’s verification of illness. If a parent(s)/guardian(s) cannot make a phone call to Rampart’s attendance office, on the first day after the absence their student must bring a note to school from the parent(s)/guardian(s) that explains the absence. If the attendance office does not receive a phone call or note from the parent(s)/guardian(s) to clear the absence within 48 hours, the absence will be marked as unexcused.

Attendance Monitoring

Students who miss 10 or more days of school, either excused or unexcused, will be placed on attendance monitoring. Attendance monitoring requires that students have official documentation for absences, such as a doctor’s note, proof of travel, etc. If you have questions about documentation, please contact the dean’s office.

Excused Absences

According to the Colorado School Attendance Law (22-33-104) and ASD20 Policy JE, the following conditions are excused absences from compulsory school attendance:

- Absences approved by the principal, principal's designee, or school administrator
- Absences due to doctor’s appointments, temporary illness or injury, or physical, mental or emotional disability
- Absences due to field trips, pre-arranged absences, school-sponsored activities, or athletic events
- Absences due to student being in the custody of the court or law enforcement authorities

Leaving Campus during the School Day

If a student needs to leave the school building during the day, a note or verbal confirmation from a parent(s)/guardian(s) is required before attendance will release a student. Students who leave school during the day due to illness or appointments must check out through the attendance office prior to leaving the building and must check in with the attendance office upon their return. We understand that emergencies happen, however, to efficiently have your student released and minimize the impact to the learning environment please follow the steps below when checking your student out:

- Please call as early as possible to have your student released, checked in, or attendance updated.
- When calling or emailing to update your student’s attendance, please include: first and last name, date and time of absence, and reason.

A pass will be written up and sent to your student to have them released. They will meet you out front at your requested time.

Pre-arranged Absence

A pre-arranged absence is when a family/student anticipates leaving town for several days. Please follow these procedures:

- Provide a note from parent(s)/guardian(s) stating the reason for and dates of absence to attendance.
- Obtain a pre-arranged absence form from attendance one week prior to the absence.
- Complete the form with teachers' signatures and assignments.
- Obtain an administrator's signature on the form.
- Return the form to the attendance office prior to leaving.

Rampart considers field trips a pre-arranged absence. Students need to arrange make-up work **prior** to the date of the scheduled field trip. Students are responsible for making teachers aware of the trip and completing missed assignments.

Tardies

Student attendance is a collaborative partnership between students, staff, and parent(s)/guardian(s) at Rampart High School. We believe instructional time is a vital piece of successful student learning. We also believe successful learning happens when students attend class on time and regularly. All students receive valuable information and directions at the start of class, and we encourage that all messages, passes, or other interruptions are to be held until after the first 20 minutes of class.

Tardiness is defined as the appearance of a student without an excuse or pass after the scheduled time that a class begins. Parent(s)/guardian(s) shall be notified of all concerns or penalties regarding tardiness.

Parent/Guardian Collaborative Efforts

We ask for collaboration with parent(s)/guardian(s) on:

- Ensuring that student(s) leave for school with enough time to arrive safely.
- Communicating with attendance whenever your student(s) may arrive after the start of school or class period.
- Reaching out to the classroom teacher if you have any questions or concerns about your student(s)' attendance.

Classroom Teacher Collaborative Efforts

A task force was developed partnering with teachers asking them to:

- Record attendance within the first 30 minutes of the start of the class period
- Meet and discuss concerns with the student and communicate via a phone call or email with the parent(s)/guardian(s) if the student arrives after the first 30 minutes of class
- Monitor and contact parent(s)/guardian(s) of any student(s) with major attendance concerns
- Discuss attendance concerns with student (and parent(s)/guardian(s) if needed)
- Determine if a classroom consequence is appropriate for student(s)
- Contact and communicate with parent(s)/guardian(s) about any classroom consequence(s) assigned to student(s)
- Record any communication and consequences in Infinite Campus

Administration/Dean's Office Collaborative Efforts

- The dean's office will run a report each week identifying habitually tardy students and will work with classroom teacher and parent(s)/guardian(s) to develop support for behavioral change.
- If a student is tardy to class four or more times in one week, parent(s)/guardian(s) will be notified of any consequence(s) by the determining building administrator or designee.
- Any contact or communication with parent(s)/guardian(s) related to concerns and consequences will be recorded in Infinite Campus.

A student is considered tardy if they are not in the classroom when the class bell rings. If a student is tardy to class four to seven times in one week, they will receive lunch detention; eight or more times in a week is two lunch detentions or one after school detention; and tardy 12 or more times in a week is two after school detentions. Ten tardies or more to class in a month will result in an after-school detention.

Truancy

When a student has an excessive number of absences, excused or unexcused, it negatively affects the student's academic success. "Habitually Truant" means a student who is at least the age of six on or before August 1 of the school year in question and under the age of seventeen years having four total days of unexcused absences from public school in any one calendar month or ten total days of unexcused absences from public school during the reported school year in congruence with [C.R.S. §22-33-107(3)(a)]. The district has designated staff to work with school administration to work on such absences and may begin legal action through truancy court. Be aware that the district will first take steps to work with families to reduce truancy, but the school partners with local juvenile courts to intervene and address "habitual truancy." If you have any questions about this process, please contact the dean's office. The principal may identify a student who is absent 10% of a quarter, even if they are excused absences, as "chronically absent" and will be placed on attendance monitoring.

Unexcused Absences

Any absence from school or class that does not fall into the above categories will be marked as unexcused. Students can make up schoolwork missed due to unexcused absences, but it may not be counted for credit. The 20Alert automated phone system notifies parent(s)/guardian(s) every evening of any unverified absences. Parent(s)/guardian(s) have 48 hours to excuse their student before the absence is marked unexcused and becomes subject to consequences. Students with two unexcused absences from class in a week receive an after-school detention; four unexcused absences to class in a week is two after school detentions. Students with six to ten unexcused absences to class in a week receive three after school detentions, and for over ten unexcused absences to class in a week a student receives an in-school suspension. If parent(s)/guardian(s) excuse these absences, students must clear them with attendance first, and then with the dean's office in room 218.

Frequently Asked Questions:

- Q) Do I need to come into the building to drop off and pick up a student?
A) No. Simply call or email the attendance office with the above information and your request will be processed.
- Q) My student texted me to pick them up due to illness/not feeling well. How do I check them out?
A) For safety reasons, please have your student go to the health room. The nurse or health room para will then let us know when your student will be going home.
- Q) How do I know if my student's attendance was updated, or my message was received?
A) As soon as the attendance office receives a call, the attendance is updated in the IC database. To see if your message was received, please log into your **IC Parent Portal**.
- Q) My student was marked absent but says they were in class. What do I do?
A) Your student will need to speak with the teacher of attendance and ask that the teacher contact the attendance office to update.
- Q) What do I do if I need another family member to check out my student?
A) Only parents/guardians may authorize a student release and will need to call ahead of time. Anyone listed in your IC Emergency Contacts may pick up your student but cannot excuse the absence. PLEASE make sure your Infinite Campus information is accurate.

Should you have any other questions or concerns, please do not hesitate to contact the attendance office.

Attendance Codes

Here is a list of commonly used attendance codes that you might see listed in your student's attendance:

T = Tardy, A = Absent, ACTV = School Activity, AU = Unexcused Absence, COUN = Counseling, CV = College Visit, EXTA = Extended Absence, FEMG = Family Emergency, FMLY = Family Situation, FTRP = Field Trip, HEAL = Health Room, HTRU = Habitually Truant, ILL = Temporary Illness/Injury, ISS = In School Suspension, MEDI = Medical Appointment, OFFC = Office, OSS = Out of School Suspension, PREA = Prearranged Absence, TE = Excused Tardy, TRUA = Truant All Day, TRUP = Truant for the Period/Block, TU = Unexcused Tardy, VERU = Verified Unexcused, WTHR = Weather

Should you have any questions, contact either attendance or the dean's office.

Attendance Office Contact Information

Phone: 719-234-2000, option 1

Email: RHS-Attendance@asd20.org

Behavior, Conduct, and Discipline

(ASD 20 Policy JIC, JK)

Rampart High School strives to maintain a culture of belonging for all students. This culture is to ensure that all members of the Rampart community are academically driven, maintain healthy and successful social interactions that build from trusting and respectful interactions. The development and implementation of interventions, supports, policies, and practice are essential in maintaining the Rampart culture. There will be times where student decisions fall outside the expectations of the Rampart culture. When this occurs, administration will consider multiple factors, including, but not limited to disciplinary history, disability, seriousness of violation, and threat posed to any student or staff member, when deciding next steps in addressing and supporting better decisions by students.

Administration/Faculty Responsibility:

Rampart staff are committed to supporting and guiding young people in their patterns of behavior/decisions. It is important to teach young people appropriate behavior/decisions through modeling. Staff will intervene when a student is not following school policies. Inappropriate behavior/decisions will be addressed to identify why they are not acceptable by teaching them more acceptable behaviors/decisions. All faculty will seek positive partnerships with parent(s)/guardian(s), students, and each other.

Parent/Guardian Responsibilities:

Parent(s)/Guardian(s) will continue to support their student in making good decisions outside of school and while at school. It is expected that parent(s)/guardian(s) understand and support a safe and orderly learning environment must be maintained for all students. A strong and positive partnership between school and home (Rampart faculty and parent(s)/guardian(s)) is developed and maintained when helping address and correct unsafe/unacceptable student behavior/decisions.

Student Responsibility:

Students will come to school ready to learn and positively contribute to the school culture with the full support of their parent(s)/guardian(s) and Rampart faculty. Their appropriate behavior and decision making will ensure a valuable learning experience while at Rampart. They will accept responsibility, consequences, and support(s) when their behavior and decisions are deemed not acceptable. Students will conduct themselves with integrity and be sensitive to the needs of others. Students, parent(s)/guardian(s), and faculty will seek effective, and solution orientated corrective measures when supporting positive behavior(s).

Staff at Rampart High School are committed to helping students learn from their choices through various methods of corrective supports. It is important that parent(s)/guardian(s) partner with their student and school in this process. Please note that students in the dean's office (room 218) for disciplinary action or to attend an assigned lunch detention or in school suspension are required to forfeit their cell phone for the duration of their time in the office.

Academic Honesty Policy

The role of a teacher is to accurately evaluate what skills and standards a student has accomplished. We believe that dishonesty and cheating in all its forms, in any forum, devalues educational goals, damages the character of students, and undermines the integrity of the school and district community. Cheating on a test may include but not limited to using resources not allowed on the test, talking during the test, having unauthorized materials in view, etc. Plagiarism includes copying from a source without using quotes and/or citations, cutting and pasting from an internet source, using someone else's ideas without citations, not changing a minimum of 80% of the information obtained in a source into your own words, etc. Consequences for academic dishonesty include, lowering of the grade for that assignment or the complete loss of credit (0%) for the assignment/test at the teachers' discretion. Continued academic dishonesty behavior will result in further disciplinary consequences.

Bullying

(ASD 20 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® provides an anonymous way to report any threatening behavior that endangers a student, or the student's friends, family, or community. To make a report using Safe2Tell®, call 877-542-SAFE (877- 542-7233).

Buses

Bus drivers will provide specific rules to students. Rampart expects students to comply with these policies, as disciplinary action will result from violations. School bus stops are district property, so use of any tobacco/electronic cigarette or tobacco products is strictly forbidden.

Cell Phones/Electronic Devices

(ASD20 Policy JICJ, JS)

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 noninstructional 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.

The Rampart staff cannot guarantee the security of electronic devices or any other valuables. Students are encouraged to keep their valuables secure or leave them at home. Rampart High School does not have the resources to investigate the loss of personal items.

Detention

Rampart High School has three types of detention: lunch, after school, and in-school, which are district-level consequences for behavior incidents. Failure to attend an assigned detention will result in additional consequences if a student continuously fails to attend assigned detentions. Below are the rules for student behavior expectations during detention. Failure to follow these rules may result in additional detentions.

- Students should plan accordingly to ensure they arrive on time to avoid an additional consequence.
- Students will be asked to surrender their phones upon entry. They will be returned at dismissal.
- Students are expected to be present the full duration of the detention. Should the student need to leave for any reason, they will need to be escorted by a staff member.
- Students should take care of any matters before arriving to the detention room.
- Students should take advantage of this time to work on classwork. Students are permitted the use of their district device to complete this work.
- A detention proctor may dismiss a student from detention for disruptive behavior, which could result in additional consequences.
- Students are not allowed to bring food to after school detention.

Lunch Detention is held during the student's scheduled lunch period. Students are allowed to eat during lunch detention, but lunch should be planned accordingly. Please send your student with a bagged lunch. If they need to purchase lunch, please contact the dean's office ahead of time, in order to make appropriate arrangements. Students will forfeit their cell phone during this time.

After School Detention is from 3:00pm to 4:00pm, Tuesday, Wednesday, and Thursday (unless there is a scheduled student half day). Students will forfeit their cell phone along with any other electronic device during this time. Students may not leave after-school detention once detention has started. Students should bring their district provided device so they can work on schoolwork during this time.

In-School Detention can be scheduled for a half or full school day. Students will forfeit their cell phone during this time, along with any other electronic device. Students are expected to work on classwork during this time, including working on any missing assignments.

Disciplinary Removal from Classroom

(ASD 20 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:

- violates the code of conduct adopted by the district administrative policy
- is dangerous, unruly, or disruptive

- seriously interferes with the ability of the teacher to teach the class

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.

Dress Code

(ASD 20 Policy JICA)

Rampart High School recognizes that how one dresses is, in part, a matter of individual style; however, in a learning environment some manners of dress may result in distractions to learning. Our main goal is for students to attend school to feel they belong and be provided opportunities for high levels of learning. To limit these distractions, Rampart High School administration has developed the following guidelines for dress during the school day. Rampart staff will determine whether the student is in violation of the dress code. 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 administration, a parental conference. Rampart considers repeated referrals as disobedient/defiant and carry an appropriate discipline consequence.

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 Rampart staff and administration; 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
 - Is backless
 - Reveals underwear
 - 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 & Alcohol Involvement by Students

(ASD 20 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.

Penalties for Student Use or Possession of Alcohol and Drugs

Rampart will discipline students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of ASD 20 policy JICH in the following manner:

- First Offense: Rampart administration will suspend the student 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/guardian. Costs of the program shall be borne by student and parent/guardian. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of additional days of suspension.

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

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

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

Penalties for Student Possession of Drug Paraphernalia

Rampart administration will discipline students who possess drug paraphernalia at school, on the school bus, or at school sponsored events in the following manner:

- First Offense: Student suspension for three school days.
- Second Offense: Student suspension for five school days.
- Third Offense: Student suspension 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.

Gangs

(ASD 20 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 the ASD 20 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.

Gangs or individuals who initiate, promote, or participate in activities (threats, initiations, hazing, intimidation, etc.) which threaten the safety or well-being of people or property on school grounds or at school related activities or disrupt the school environment will be suspended and/or expelled.

Habitually Disruptive Students

(ASD 20 Policy JKEA/R)

Students suspended from school for causing a material and substantial disruption during any one school year while on school property, at a school-sanctioned activity or event, or while being transported in a District-approved vehicle, may be subject to an individual remedial discipline plan developed and implemented in accordance with the administrative procedure associated with this policy. If the student is suspended a second time, in any one school year, for causing a material and substantial disruption, a remedial discipline plan must be developed and implemented.

If the student continues to engage in disruptive behavior, has been suspended three or more times in any one school year, and who acts in violation of his or her remedial discipline plan, such student shall be declared a habitually disruptive student and shall be subject to mandatory expulsion in accordance with Policy JKD/JKE and state law. Students with disabilities shall be subject to expulsion as a habitually disruptive student if a determination has been made by the student's properly constituted staffing committee that the disruptive behavior is not a manifestation of the student's disability.

For this policy, disruptive behavior means behavior that is initiated, willful, and overt on the part of the student; which requires the attention of school personnel to deal with the disruption; and which results in an out of school suspension. Procedures regarding this policy, to include reporting requirements, remedial discipline plans, and student discipline, are listed in ASD20 Policy JKEA R.

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.

Student IDs

Students will show/scan their ID when entering the building in the morning, throughout the day, and after lunch. Students are allowed to take a picture of their ID and keep it on their phone to scan/show when attending school related activities, including dances, games, etc. The picture of the student ID on their device must easily represent the student; this means there should not be any obstructions to the photo of the ID. Rampart provides student identification cards at no charge to students during check-in days and on make-up check-in day. If a student misses either of these dates, they can get an ID made in room 218. Students should always carry their IDs with them and are expected to produce them for identification when requested by staff or security personnel. Students shall provide their full name when requested by staff or security personnel. Use of the LIC, computer labs, and PE make-up periods (both in the gym and in the pool), as well as attendance at school dances, will require a Rampart High School student ID. Students can go to room 218 for a replacement ID card for \$5.

Student Use of the Internet and Electronic Communications

(ASD 20 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.

Activities permitted and encouraged include:

- School work
- District committee work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education
- Publishing of student work online
- Engaging in distance learning experiences
- Completing online testing required for some courses (AP, language tests)
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom
- Storing student work in My D20 Space for retrieval at home
- Completing online Internet-based college or financial aid applications
- Downloading educational videos, podcasts, simulations, or content
- Using online content/course management tools provided by the teacher and/or district

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 describe 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 or 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 of 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 possess 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
- The use of encryption technology to encrypt files on the district file servers
- The use or attempted use of Internet proxy servers for any purpose
- Possessing key logging or other monitoring devices, software, or malicious code
- Network monitoring or packet capturing
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Storing music collections or other copyrighted material
- Playing unapproved games

- Loading any software on district computers
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same
- Configuring any district computer to join an internet bit torrent or other like system
- Enabling remote access to any district computer system
- Executing programs (.exe; bat, bin) from removable media without prior approval by an authorized teacher/administrator

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.

Inappropriate Content/Misuse

Rampart administration expects students to report cyberbullying, harassment, threats, hate- speech, and inappropriate content to a teacher or administrator. Students should ask a teacher or administrator about the appropriateness of an activity and should immediately notify a supervising adult if they accidentally come across inappropriate content.

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.

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 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.

Lockers

Lockers are assigned by request only. Students may request lockers via an online form or in-person in room 218. Locker partners are not required. Locker partner requests must be submitted by both students for each to be assigned together. If a student requests a locker partner, but we do not receive a reciprocating request, the requesting student will have a locker assigned but not the partner.

- Students are assigned a lock, which they are responsible for.
- Students should not share lock codes with others.
- Students must maintain the cleanliness of the assigned locker.
- Any remaining items left in the locker at the end of the school year will either be thrown out or donated.
- Lockers are subject to search. Refer to the Search and Seizure policy below.

Students cannot trade or reassign their lockers without administrative permission. Lockers and padlocks are the property of the school and are loaned to the students for their use. Lockers are subject to inspection and maintenance by school administrators and personnel at any time.

The care and upkeep of the assigned locker becomes the locker partners' responsibility for the year. Administration or security personnel will remove non-RHS padlocks from lockers. Students should report problems with the locker, padlock, or locker partner to room 218.

Despite the padlock, the security of the lockers is negligible. Lockers are for storing the materials needed for school - papers, pencils, books, etc. Rampart High School is not responsible for any item lost or stolen from a student locker. If it becomes necessary to bring items of value to school, students should secure them in the administration office.

PE/Athletic Lockers

All students participating in physical education classes and athletics should use PE /athletic lockers. Each student provides their own combination lock to go on their PE/athletic locker, which should remain in the PE locker rooms. RHS staff provides ample notice to students to vacate athletic lockers and will remove locks and locker contents after the announced date.

The presence of a combination lock does not make a locker secure, and the school will not be responsible for items lost or stolen and no reimbursement will be given. Please do not leave valuables in the locker and make sure the locker is locked before leaving for class. Students SHOULD NEVER leave valuable items sitting in unsecured backpacks.

Respect for Property

Students are expected to treat all property with care and respect. This applies to the 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.

Search and Seizure

(ASD 20 Policy JIH, JIHB)

The Board of Education and district administration seek to maintain a school climate 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(s)/guardian(s). If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, school administration will not contact the student's family.

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 a reasonable ground 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.

School officials conducting a search will prepare an administrative report explaining the reasons for the search, the results, and the names of any witnesses to the search.

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, or
- 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. Rampart staff will ensure that the extent of the search of a student's person or personal effects and the means to conduct the search is necessary to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, considering the gender and age of the student.

Rampart staff will conduct the search out of the presence of other students and as privately as possible by a person of the student's same sex; at least one person of the same sex as said student shall witness but not participate in the search. A law enforcement officer will conduct searches that require the removal of a student's clothing other than a coat or jacket.

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.

Search of school property

School lockers, desks and other storage areas are school property and remain under the control of the school at all times. 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.

Detection canines

The school principal or designee contracts authorized persons using trained detection canines to conduct searches of school facilities, lockers, common and gym areas, personal property, the school perimeter, vehicles, and school parking lots. Rampart conducts these random, unannounced visits to the campus to minimize the presence of prohibited/contraband items. We encourage all students to ensure that their vehicles are free from prohibited items while parked on school property.

Law enforcement officers' involvement--interrogations and interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exists, such interrogations and interviews are discouraged during student's 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 try to notify the student's parent(s)/guardian(s), except in cases involving the 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(s)/guardian(s) not be notified, or when an emergency or other exigent circumstance exist. However, whether or not to postpone the interview or interrogation until the parent(s)/guardian(s) arrives is the law enforcement officer's decision.

Search and Seizure

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

Seizure of items

Anything found in the course of a search conducted by school officials that is evidence of a violation of law, 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/designee until presented at the hearing.
- Returned to the student or the parent(s)/guardian(s).
- Turned over to a law enforcement officer in accordance with this policy.

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(s)/guardian(s) and the student consent to such release. When law 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(s)/guardian(s). It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff are not responsible for an officer's legal compliance when arresting a student.

Parking and Parking Permits

Parking at Rampart High School is a privilege; students must clear outstanding fees assigned from Rampart High School to purchase a parking permit. The district sets the cost of parking fees, which go towards parking lot maintenance and security personnel. The Rampart parking lot is district property; as such, school officials and school security reserve the right to search vehicles parked on school property upon reasonable suspicion. Items considered dangerous or illegal, such as guns, knives, other types of weapons, drugs or drug paraphernalia, alcoholic beverages, or incendiary devices, shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the dean for disciplinary action. Refusal by a student, parent(s)/guardian(s), or owner of the vehicle to allow access to a vehicle on school premises at the time of a search request shall be cause for termination of parking privileges. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. Rampart High School administration is not responsible for damages to vehicles or loss of personal property from vehicles parked on school property.

Student parking permit stickers cost \$40 for one year and \$20 for the second semester (after winter break), and can be paid for with cash, a check made out to Rampart High School, or credit card. Parking permit costs will not be reimbursed if the permit is suspended or revoked for disciplinary reasons. Student(s) or parent(s)/guardian(s) must report any changes to the registered vehicle's information (e.g., a new license plate) to room 218 in person, by phone, by email, or updating in Infinite Campus. Replacement parking stickers must be purchased if the student's original parking sticker is lost or irretrievable (e.g., vehicle is totaled), at a cost of \$5.00.

Permit Stickers

Students who park on campus MUST HAVE a current year parking permit sticker visible on their windshield.

Parking permits may be paid for online through Infinite Campus, or in-person in the Bookkeeping office. Please register your vehicle through the Extended Parent Portal.

Please note:

- Students parking vehicles on campus that do not have a visible, valid parking permit sticker in the windshield risk parking fines and possible revocation of parking privileges and/or disciplinary action.
- Even if your student has paid for a parking sticker and has more than one registered vehicle, if the sticker is not in the vehicle parked on campus the student can be fined. Students **must** transfer their sticker between their regular vehicle and their other registered or temporary vehicle, if, for example, their regular vehicle is in the shop.
- If a student either cannot move the sticker or forgets to move the sticker, the student must obtain a temporary parking permit for their vehicle in room 218.
- **Parking stickers issued in a previous school year are not valid** and are ticketed as such.
- Parking rules will be enforced beginning the first school day in September; please have your parking permit sticker purchased and visible in your vehicle prior to that date.

Rules

- The parking sticker **must be visible** in the vehicle at all times while parked at Rampart, otherwise the vehicle will be ticketed for not having a valid parking permit.
- Place the sticker on the inside, upper left corner of the windshield, below window tinting.
- Do not park in restricted areas: visitor, staff, school bus areas, handicapped, or fire lane.
- The parking sticker **is not transferrable to other students**.
- Be aware of pedestrian traffic and drive courteously and respectfully.
- Maintain the 5mph speed limit in the parking lot.
- Inform the dean's office of status changes to the student's registered vehicle (e.g., new license plate, new vehicle).
- If a student's registered vehicle is temporarily unusable, the student may use/transfer the parking sticker to a temporary or second registered vehicle. Failure to transfer the sticker to a temporary or secondary vehicle may result in a ticket. If a student cannot remove the sticker, then the student **must** get a temporary pass from room 218 to display in the vehicle.

- The dirt parking lot at Rampart (corner of Union and Lexington) is a recognized parking lot and students must have a valid parking permit sticker to park there.

Parking Fines

Parking regulations are strictly enforced. Parking offenses that will result in a fine, revocation of driving privileges, and/or discipline actions include but are not limited to:

- Not having a visible, valid parking permit sticker in the vehicle parked on campus.
- Parking in a marked, reserved parking spot – visitor or staff, or the school bus area.
- Parking in fire lanes or handicapped areas. This will result in a city parking citation; this is a city ticket, and the Colorado Springs City Code dictates the fine.
- Not obeying the 5mph speed limit and/or reckless driving.
- Parking in two spaces, parking in the hashmarks at the end of a parking row (which are there to maintain a safe space for buses to move through the parking lot), at the curb or fence, or parking where there is not a marked parking space.
- Taking an underclass student off campus.

Students can pay parking fines in bookkeeping; fines not paid in person are added to the student’s account and an email is sent to parent(s)/guardian(s) notifying them of the fine.

Offense	Fine
1st	\$5.00
2nd	\$10.00
3rd	\$20.00
4th	\$40.00
5th	Revocation of parking privilege and/or disciplinary action

Parking Lot/Vehicle Searches

(ASD 20 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 the 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.

Sexual Harassment

(ASD 20 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 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**.

Student Code of Conduct

(ASD 20 Policy JICDA)

Rampart High School is a place for learning and personal growth. We require each student to be prepared for class, to attend class and be on time, to respect themselves, others, and both school and personal property, to be honest, and to be an active participant in the learning process. We can meet these objectives if all students and staff feel safe and comfortable.

There is **zero tolerance** for student bullying, harassment, threats, or fights. It is our expectation that any student aware of a potentially dangerous situation will tell an adult. These incidents will be investigated and, if found to be valid, will be reported to the student's parent(s)/guardian(s), the dean, and the police. Disciplinary action may include, but may not be limited to, in-school suspension, out-of-school suspension, or expulsion. Rampart administration may file police charges if warranted.

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

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property
- Willful destruction or defacing of district property
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law
- Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing, or derogatory statements addressed publicly to others that precipitate disruption of the district of school program or incite violence
- Engaging in hazing activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group
- Violation of the district's policy on bullying prevention and education
- Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff
- Violation of any district policy or regulations, or established school rules
- 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
- Violation of the district's policy on student conduct involving drugs and alcohol
- Violation of the district's violent and aggressive behavior policy
- Violation of the district's tobacco-free schools policy
- Violation of the district's policies prohibiting sexual or other harassment
- Violation of the district's policy on nondiscrimination
- Violation of the district's dress code policy
- Violation of the district's policy on gangs and gang-like activity
- Throwing objects, unless part of a supervised school activity, which can or do cause bodily injury or damage to property

- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others
- Lying or giving false information, either verbally or in writing, to a district staff member
- 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
- Making a false accusation of criminal activity against a district staff member to law enforcement or to the district
- 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
- Repeated interference with the district or school's ability to provide educational opportunities to other students
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff

Rampart High School **is in no way responsible for any item a student brings to school, nor does it have the resources to investigate lost or stolen personal items.** We highly encourage students **to leave valuable items at home**; otherwise, **they must be securely stored.** We encourage students to check the lost and found area for missing items.

Suspension/Expulsion

(ASD 20 Policy JKD, JKE)

Suspension is a serious consequence for a serious offense. Rampart officials may suspend students for a period of one to ten days based on the offense and will notify parent(s)/guardian(s) when a suspension occurs. Rampart policy does not allow students under suspension to be on or around school grounds or to attend or participate in extra-curricular activities while on suspension. Rampart staff will automatically suspend a student for being habitually disruptive (interfering with teacher instruction or student learning); fighting or what would be considered an adult violent crime; an act that would be considered an adult robbery or assault; drug and/or alcohol related offenses; and use or possession of weapons or incendiary devices. Students are required to contact their teachers to make up work they will miss while suspended out of school. Students suspended from school must either be picked up by a parent(s)/guardian(s) or parent(s)/guardian(s) - designated individual or give verbal permission to the school administrator for the student to leave campus.

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

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

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

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- 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.
- Declaration of the student as a habitually disruptive student, pursuant to administrative policy **JK** and its accompanying administrative procedure. 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. 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.”

- Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - Possession of a dangerous weapon without the authorization of the school or the school district.
 - The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
 - The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
- Repeated interference with a school's ability to provide educational opportunities to other students.
- 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.
- Violation of the district’s policy on drug and alcohol involvement by students, JICH, as outlined in that policy and accompanying administrative procedure.

Threats/physical assault

(ASD 20 Policy JICDA)

Rampart staff shall use the following procedures in instances of alleged assault, disorderly conduct, harassment, allegation of child abuse, or alleged criminal offense by a student directed towards another student, teacher, or school district employee. Rampart staff shall use these same procedures in instances of damage by a student to the personal property of another student, teacher, or school employee occurring on school district premises.

- In all cases, anyone who has been physically assaulted or threatened with physical assault should immediately contact a member of the administrative staff or central office. It shall be the responsibility of any administrator who is knowledgeable of such a situation to communicate immediately with the superintendent or his designee who, in turn, will inform the Board of Education relative to the incident.
- The student, teacher, or employee shall file a written complaint with the school principal or immediate supervisor, the superintendent's office, and the Board of Education.
- The principal or immediate supervisor, after receipt of the complaint, investigation, and proof of the charges, shall suspend the student for a minimum of three days in accordance with established procedures. The superintendent or designee shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.

The superintendent or designee shall report the incident to the district attorney, local law enforcement agency, or officer who shall investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Students deemed a danger to the safety and well-being of other members of the student body or staff because of a formal record of improper behavior outside the school setting may be provided education via means other than the regular classroom setting.

Tobacco Use/Vaping on Campus

(ASD 20 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:

- “School property” means all property owned, leased, rented, or otherwise used or contracted for by a school including, but not limited to the following:
 - 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 administration, support services, maintenance, or storage.
 - All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - All vehicles used by the district for transporting students, staff, visitors, or other persons.

- At a school sanctioned activity or event.
- 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, chewing tobacco, and e liquids or vape oils.
- Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, Juul, electronic nicotine delivery system, or personal vaporizers.

PLEASE NOTE: As of 10 January 2020, Rampart updated its tobacco/vaping consequence policy. As before, paraphernalia will be confiscated. Rampart will no longer differentiate between tobacco/vape use vs. possession. Please remember these incidences are recorded on the student’s permanent record that colleges, or the military, may request.

For a first offense, Rampart now requires the student to complete a two-hour, on-line educational course, through our local partner Second Chance Tobacco (contact the dean’s office for additional information). This course will be completed in school, on the day of or day following the violation. Consequences for subsequent incidents will be as follows:

Offense	Possession
1st	Student to complete 2-hr, online educational course
2nd	1 day Out of School Suspension
3rd	3 days Out of School Suspension
4 th or more	3 days Out of School Suspension, 2 days In School Suspension

Weapons

(ASD 20 Policy JICI, JKD, JKE)

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 weapons” include, but are not limited to [C.R.S. §22-33-102, 18-1-901 (3)(h)]:

- Firearm
 - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer; or any destructive device.
 - A “destructive device” - any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missiles 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, is designed to propel projectiles by spring action or compressed air.
- A fixed-blade knife with a blade that exceeds three 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.
- 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.
- 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.

Counseling Services

Rampart High School counselors are committed to helping students navigate the high school transition from adolescence to young adulthood. As student advocates, counselors focus their attention on four primary areas:

- Student academic success, whether vocational skills or college preparation:
Counselors provide resources and support to assist each student in reaching full academic potential, coordinate tutoring services, and schedule consultations.
- Prepare students for life after high school, to think about their future goals:
Counselors help guide students to more specific college and career opportunities based on their individual, and changing, interests and strengths.
- Students' social and emotional growth:
Counselors listen to students about important life issues, provide effective crisis intervention, and help students succeed in peer relationships, conflict resolution, and decision-making, and provide appropriate community resource information.
- Prepare students for national tests and coordinate practice tests (PSAT).

Confidentiality

Counselors respect the inherent rights and responsibilities of parent(s)/guardian(s), respect their relationship with the student, and endeavor to establish a cooperative relationship with both parent(s)/guardian(s) and students.

Counselors respect the privacy rights of students; however, counselors shall inform parent(s)/guardian(s) of information that may jeopardize the health, safety, and/or welfare of the student. Counselors shall share such information with parent(s)/guardian(s) even if the student objects to the disclosure. If parent(s)/guardian(s) have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

Home-Bound Tutoring

If a student has an extended medical illness/accident requiring an absence from school for at least three weeks, short-term homebound tutoring may be an option. Please contact your counselor and nurse for information and forms regarding this service.

Right to Refuse Services

Parent(s)/guardian(s) have the right to refuse counseling services for their child. If parent(s)/guardian(s) do not want their child to access counseling services, they simply need to write a letter and submit it to the counseling department chair. It is the responsibility of the parent(s)/guardian(s) to renew their wishes about counseling services when the child's home school changes. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

Graduation (ASD 20 Policy IKF)

The district bases graduation requirements on the units of credit earned in grades 9 through 12. The district defines a unit of credit as the amount of credit given for the successful completion of a course per semester. All courses are one (1) credit per semester, except for student assistant, library assistant, and guided study hall, which are half (.5) credit courses. Students must complete all graduation requirements in the required categories to participate in the Rampart High School graduation ceremony.

For each graduating class, students must:

- Meet coursework requirements. These requirements, listed in the table below and in effect since 2011, reflect a well- rounded sequence of courses that prepares D20 graduates for a wide range of post- secondary options.
- Demonstrate proficiency in both math and English language arts (ELA). During each of the past three school years, Academy District 20 has convened a task force to develop procedures and options to meet the needs of all D20 students.

Coursework Requirements		Math and ELA Proficiency
Course Type	Credits	
English	8	Students may demonstrate proficiency in math and/or ELA by any one of the following: <ul style="list-style-type: none"> • Meeting the established minimum score on one of CDE’s approved assessments • Obtaining an approved industry certificate that aligns with their individual career and academic plans (ICAP). • Obtaining a C- or higher in an approved concurrent enrollment, college level course that aligns with their ICAP. • Obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP
Science	6	
Mathematics	6	
Social Science	6	
World Language	2	
Core Electives	6	
Physical Education	3	
Health	1	
Arts	1	
Unrestricted Electives	11	
Total	50	

Early Graduation

Rampart discourages early graduation, as students may need additional courses for post-secondary work in addition to the courses required for graduation. However, students wishing to apply for early graduation should follow the following procedure:

- Meet with their counselor to discuss credits needed to meet graduation requirements and a plan to do so.
- After agreement between the counselor, student, and their parent(s)/guardian(s) that early graduation is appropriate, submit the early graduation plan form signed by the student and the student’s parents to the principal for consideration.
- A student wishing to graduate at the end of the first semester of their senior year must submit their letter of request no later than December 1 of that year.
- Attend their sixth and seventh semesters at Rampart High School prior to terminating their enrollment.
- Students who plan to walk at graduation will not be withdrawn from Rampart and will graduate with their class at the end of the eighth semester.
- Parent(s)/guardian(s) of early graduates who plan to walk in the graduation ceremony must attend one of the mandatory senior parent/guardian meetings in the spring of their graduating year.
- Complete senior checkout/withdrawal procedures through the registrar’s office.

Enrollment

Attendance areas

Students will attend the district school determined by their residence unless a request to attend another school or program is approved. No student will be enrolled in a school or program outside the attendance area without prior approval in accordance with the regulations set forth in administrative policy JFB-R.

Students must register in the school serving their attendance area even though a request is pending for open enrollment or transfer. Registration in the requested school will not be permitted until approved by Central Registry and the receiving school’s principal. Resident students will be offered educational services at their neighborhood school as defined by the district’s attendance area boundaries with the following exceptions:

- The student's application for open enrollment or choice enrollment has been granted;

- The student's request for administrative transfer has been granted; or
- The school or the class, grade level, or program within the school within the student's area of attendance is closed.
- Resident students may also apply for open enrollment at programs or schools outside the District under Colorado's Public Schools of Choice Act.

Projections for accommodating future resident students shall be considered in determining whether a school is closed to additional students.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations in JFB-R may enroll in particular programs or schools within the district on a space available basis without payment of tuition, except as otherwise provided by law. In providing for admission of nonresident students, the school district shall not:

- Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
- Establish and offer any particular program in a school if such program is not currently offered in such school.
- Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.
- Enroll any nonresident student in any program or school after the pupil enrollment count day of October 1, unless approved by the superintendent or designee.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

Grounds for Denying Open/Choice Applications [C.R.S. §22-36-101]

Open enrollment/choice applications may be denied only if:

- There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Open Enrollment

Resident students and nonresident students from other Colorado school districts may, upon submission and approval of the proper application, open enroll in a district program or school outside their assigned area of attendance for attendance at the beginning of the following school year. Nonresident students are required to reapply only when moving from one educational level to the next (e.g., from elementary school to middle school or from middle school to high school).

Athletic/activities eligibility of students who are granted open/choice enrollment or transfers at the high school level will be determined in accordance with the rules and regulations of the district, Colorado High School Activities Association, and state law.

In special circumstances, such as those involving foreign exchange students, a student whose parent(s) or legally appointed guardian(s) reside outside Colorado may enroll in a school in the district upon approval of the superintendent or designee.

Enrollment Process

- Register at the Education and Administration Office (District 20 Central Administration). Identify your student as having a current IEP and special needs.

- After District 20 Central Administration has indicated which school your student will be attending, schedule an appointment with a Rampart counselor, indicating that your student has an active Special Education IEP. The counselor will involve the appropriate special education staff.
- At minimum, bring to the appointment a copy of the current IEP and any other special education records you may have that would be useful, such as psychological reports, health reports, academic, and vocational assessments, etc.
- If the IEP is from outside Colorado, we may hold a full review to determine if the student qualifies for special education services in Colorado.

It is our desire to make your students' transition from their former school to Rampart High School as smooth as possible.

Military Children

The district will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will be assigned in order to apply for open enrollment in a district school or program. No additional documentation of an inbound active-duty military member's child's state address will be required to apply for open enrollment.

The district school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The district will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Administrative Transfers

Students who wish to change schools because of special or unusual circumstances may apply for an administrative transfer, in accordance with administrative procedure JFB-R. Transfers will be considered only when the move is for educational programming needs or safety reasons. Transfers also shall be denied for any reasons that would justify denying open or choice enrollment applications. In addition, transfers may be initiated by the superintendent or his designee. Transfer requests must be approved by both the sending and receiving principals.

Overflow

When the class, grade level, program, or school in at the student's neighborhood school is full and the class, grade level, program or school is declared "closed," the student will be overflowed to a designated school as outlined in the accompanying administrative procedure JFB-R. Transportation will be provided by the district.

Admission Criteria

If more resident students apply during the choice window than seats are available, the district shall prioritize the wait list in the following order: returning overflow students, students who will have a sibling attending the school at the same time, students without a sibling attending the school, and new neighborhood students registering after the choice window closes.

Nonresident students will be considered for district schools when the building principal has declared that sufficient space is available at the school, class, grade level, or program and in accordance with Colorado law. Nonresident students are required to reapply only when moving from one educational level to the next (e.g., from elementary school to middle school or from middle school to high school). If a school, class, grade level, or program is declared "open" to nonresident students, students of full-time district staff members and then returning nonresident students will be given priority for admission before other nonresident applicants, if more students apply than there are slots available.

Students with special program needs will be served at the location that operates the appropriate program. Nothing in administrative policy JFB or procedure JFB-R is intended to limit the district's authority to assign a student to a school other than in the student's normal attendance area when circumstances so require.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parent(s)/guardian(s) unless space is available in district buses without disruption of regular routes and loading areas. Students who are homeless and students with disabilities shall be transported, as necessary, in accordance with state and federal law.

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parent(s)/guardian(s) to a designated vehicle stop within the district if arrangements can be made to have the student ride on a district bus without disruption of regular routes and loading areas (not including special education buses and routes). Students who are homeless and students with disabilities shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

Special Education Students

Requests from the parent(s)/guardian(s) of special education students for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs.

Outside Credits

Students may take outside credits for credit recovery or enrichment if the course is not offered or available to the student through school or district-sponsored programs, or as determined by the principal. Outside credits may not replace an existing earned credit. Students may, subject to the information below, take no more than six outside credits to achieve the required credits for graduation.

- The student's counselor and Rampart administrator must approve all courses from outside agencies *prior* to enrollment in the outside credit. Rampart administration will not consider credits received without prior approval.
- Rampart High School allows no more than two outside credits during the 9th and 10th grade grades combined, and no more than two outside credits in both the 11th grade and the 12th grade.
- Students must be enrolled in District 20 as full-time students before taking outside credits.
- Neither District 20 nor Rampart High School pays for courses taken through outside agencies.
- Full-time students are not eligible to receive homeschool credits. A part-time student with an active Intent to homeschool form on file with District 20 can earn homeschool credits, which are evaluated the same way as other in-coming homeschool credits.

Concurrent Enrollment

Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHEDA make it possible for eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education to earn college credit at a significant cost and time savings. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the district policy.

Accelerating Students through Concurrent Enrollment (ASCENT) (administrative procedure IHEDA 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.

Schedule Change Policy

Developing student responsibility is a goal that helps guide educational decision-making. Since students have the opportunity to choose most of their classes and build their schedules, it is expected that they will give careful consideration to this process and be responsible for the decisions they make. Please note that schedule changes could affect your athletic/activities eligibility and overall GPA.

Schedule Change Procedures

Schedule changes will be limited to:

- Fulfilling graduation requirements and/or,
- Making teacher-recommended changes - this change will include level changes due to credits being earned over the summer in summer school or the loss of a credit due to a failing grade. Students that meet these criteria will have the opportunity to request a schedule change by contacting their counselor via email or scheduling an appointment in person.

After the 30th day of the semester, students who withdraw from a course will receive a W/F (withdraw/fail) for a semester grade in the course they are dropping, unless they have been educationally misplaced or have some extenuating circumstances, e.g., hospitalization, or long-term illness, etc. The W/F will be calculated into the total grade point average (G.P.A.) according to school policy. AP students should refer to the [Rampart High School Course Guide](#) for further details.

Students with a current Individual Education Plan (IEP) that precludes participation in a particular course would not be required to substitute a course that meets the equivalent standards of the course being waived.

- Student has experienced an extreme life circumstance beyond their control.
- Participation in the alternative course is demonstrably in the student's best educational interests.
- Student has no history of significant attendance or discipline issues.

Student Records

The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a stepparent) access to personally identifiable information from your child's education records, please contact Rampart registrar to request a third-party consent form. Each parent or guardian must complete the form, have his or her signature notarized, and return the notarized forms to the school. This permission will be effective until a parent/guardian revokes said permission in writing and submits the revocation to Rampart administration.

Withdrawal Procedure

A student who needs to withdraw, transfer, or drop out of school for any reason must obtain and complete a withdrawal form from the registrar. Refer to the disenrollment process listed under the attendance section above. Students must turn in all school-issued books, district issued IT devices, student ID, parking pass (if applicable), clear their locker (if applicable), and clear all fines before leaving. Please email the registrar, Rob Belveal, at robert.belveal@asd20.org, or mail your notification to Rampart High School, care of Rob Belveal, at 8250 Lexington Dr., Colorado Springs, CO 80920. Please include your student's first and last name, a phone number where you can be reached, and where the student plans to enroll. Students will not be officially withdrawn from Rampart High School until they have checked out and final grades have been posted to transcripts in January. Upon enrollment in your new school, please have the new school fax an official request for records to (719) 234-2199. No records will be processed without this request.

Extracurricular Activities

Activities/Clubs

(ASD 20 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.

Rampart High School has many outstanding clubs and activities for students – academic and competitive, fun and adventure, language, and culture, performing arts, and service and awareness. Please check the [Rampart High School website](#) clubs & activities page for the current school year’s offerings. If you are interested in starting a new club at Rampart, please contact then dean and complete the student organization application found on the [Rampart High School website](#). Per district policy, students only have until October 1st to request a new club.

Dances

All dances – homecoming, winter dance, prom, etc. – are subject to all rules regarding the code of conduct for both students, guests, and staff, just as they would be for any other school-sponsored function. Students must present an ID to enter any dance, and once a student leaves a dance they are not allowed to re-enter. Supervising staff shall determine if a style of dance is inappropriate, which may lead to a student’s removal from the event.

Rampart students may invite ONE non-Rampart High School student to a dance. Guests must be at least 15 years old **and** a high school (or equivalent) student, but **under** 21 years old. Rampart High School students and their guests must complete a guest form and turn it in at least two days prior to the dance to buy dance tickets for themselves and a guest. Students can pick up and return guest forms in room 218.

- Rampart High School students are required to provide their student ID for admission to dances.
- Students must adhere to the Rampart High School dress code.
- Guest passes for those wishing to attend Rampart High School can be found in room 218, the student council room, or online.
- Guest passes **must be completed and returned** by the designated date.
- Rampart High School students wishing to attend other school dances must have their guest dance form turned into room 218. Behavior and other factors are taken into account when forms are signed. Please allow 24 hours, at a minimum, for approval or denial.
- Rampart High School students and their guests may be asked to leave a dance if appropriate behavior is not conducted.

General Information

Address Change

- Parents **must** keep their student’s physical home address current.
- Parents **cannot** make a change of address using Extended Parent Portal, nor write it in on a form.
- [Change of Address forms](#) are available online or at the EAC **and require proof of address such as:**
 - warranty deed - bill of sale - closing settlement statement
 - rental agreement - quarters lease - El Paso County property tax notice
- Change of Address forms **must be turned in** to the EAC at 1110 Chapel Hills Drive.
- Rampart staff cannot make these changes for you in IC.

Infinite Campus – Extended Parent Portal

Parents should use the Extended Portal through District 20 or the Rampart High School website to complete their student’s school registration for the upcoming school year. From either site click **Parents** at the top of the page, scroll

down, and click **Extended Parent Portal**. Once logged in, the portal will display the household name and the names of the members in that household, like so:

Click A Name
Smith, Alan
Smith, Anne
Smith, Sue

Through the Extended Parent Portal parent(s)/guardian(s) can:

- View/update student information: transportation, immunizations, physician, emergency contacts
- View/update household information – parent(s)/guardian(s) **MUST** update their contact info: *email/phone/address*
- Sign student agreements electronically
- Email the help desk at help@asd20.org or call 234-1777 to request a parent account; include your name, student’s name, email address, and your home address. If you do not remember your password, request a reset from the help desk using the email address or phone number above.
- Once a student is selected, parents can click the tabs, (see samples below), at the top of the page or click the registration section to complete the steps. Most sections simply require you to review the page and make sure the information is correct. The health and documents pages require different forms of electronic signature as explained on those pages. Submit Transportation requests if it applies to you.

Emergency and Health Information

Complete	Registration Section
<input checked="" type="checkbox"/>	Sign Annual Health Statement
<input checked="" type="checkbox"/>	Review Health Conditions
<input checked="" type="checkbox"/>	Review Immunizations
<input checked="" type="checkbox"/>	Emergency Contacts
<input checked="" type="checkbox"/>	Physician

Documents and Agreements

Complete	Registration Section
<input checked="" type="checkbox"/>	Publish Photo
<input checked="" type="checkbox"/>	Publish Work
<input checked="" type="checkbox"/>	Publish Name
<input checked="" type="checkbox"/>	Publish to 20TV
<input checked="" type="checkbox"/>	Student Network Agreement
<input checked="" type="checkbox"/>	Military Recruiting
<input checked="" type="checkbox"/>	Rampart High School Student/Parent Handbook 2020-2021

Transportation Information

- Here you can enter your student’s vehicle information for parking on campus

Complete	Registration Section
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Transportation

Bicycles, skateboards, items with wheels, etc.

Bicycles, skateboards, roller blades, scooters, etc., are acceptable means of transportation to and from school; however, students cannot use them on school or district property. Students should lock bicycles in the provided bicycle racks and store roller blades and skateboards in lockers. Students cannot use shoes with rollers or wheels during the school day. Rampart staff may confiscate any of the above items if used inappropriately during school hours or on school or district property and may ask a parent/guardian to pick up the item during normal school hours. Rampart High School does not assume responsibility for these valuable items.

Drop-off Procedures

Parents picking up or dropping off students are encouraged to do so in the front drive-through by the school front doors. This will lessen the potential for accidents with school buses loading and unloading in the bus lanes, pedestrians, and student drivers in general.

Facility Hours

To keep our school buildings safe and secure, only the school's front doors will be open during the academic day. All students should vacate Rampart High School by 4:00 pm when the LIC closes, unless involved in a school-supervised activity; school security locks the building by 4:00 pm daily. The school does not provide after school supervision for students after 4:00 pm.

Hall Passes

Students will remain in class during the instructional periods scheduled. Trips to the office, lockers, bathrooms, etc. should happen during passing periods or lunchtime. During class, teachers will issue hall passes to students at their discretion, however, teachers will not give out passes during lunch periods. It is a student's responsibility to have a current, appropriately filled out hall pass before they leave the classroom; faculty and security may require a student to present a hall pass if the student is in the hallway during class time. Students in the hallways without a pass or with a fake/forged pass will receive appropriate discipline consequences.

Library

Rampart's Library Innovation Center (LIC) & Internet Café is located on the second floor at the top of the central stairs. The library is open Monday through Friday, 7:00 am – 4:00 pm. Library hours are subject to change on any given day – please check with library staff or the [library website](#). Students are welcome to use the LIC during library hours before and after school, and during lunch. Students must bring a pass from that period's teacher and have approval from LIC staff to use the LIC during class time.

At the Library's Internet Café, students can purchase hot or iced coffee, lattes, cappuccinos, and hot cocoa for \$2.00. Beverage sales will not be available during class time. The LIC handles all textbooks, English novels, and assorted devices for the school that are checked-out to students. Students are responsible for returning the items on time and the full replacement value of any lost, missing, or damaged books and items. Students check out all books and materials on loan. Students can check out ten library books for two weeks. TI-84 Calculators are also available; however, students need a note from their math teacher to get one.

The LIC issues textbooks on check-in day in August. After check-in day they will be issued from the circulation desk or the library office. In order to receive textbooks students are required to show library staff a current school year student ID. Students can track their checked-out items using the [Follett/Destiny Textbook system](#); students use their Rampart High School student ID number and password to login and check their account. If you have any textbook related questions, please contact the library/textbook clerk: linda.bode@asd20.org

Please take care with your textbooks:

- Write your name on the inside front cover.
- Keep them away from pets.

- Keep them away from liquids.
- Do not leave them in classrooms (you are responsible for them, not your teacher).
- Keep them separate from your friends' books and your locker partner's.

Lunch

The following are student rules of behavior during lunch periods, the violation of which may result in disciplinary actions:

- The commons area and patio are the only areas where Rampart High School allows food and drinks. Other than lunchtime, staff locks the patio doors from the outside.
- Students must clean up their area and dispose of trash appropriately after they finish eating or drinking, otherwise Rampart staff may revoke lunch privileges.
- Sophomores, juniors, and seniors in good standing have open lunch privileges and should re-enter the building through the front doors only.
- 9th graders found leaving the commons/patio area are in violation of the closed campus policy and will receive appropriate disciplinary consequences.
- The tech wing hallway and academic hallways are off limits to students during any lunch period without special permission from a staff member.

Closed Campus

Rampart High School is a closed campus during the school hours of 7:45 am to 2:50 pm. Once a student has arrived on campus, they may not leave school property until the end of the school day, to include during class passing periods. Underclassmen cannot leave the building/campus for any reason, other than an excused absence handled through the attendance office.

Lunch Privilege

The privilege of leaving campus during lunch periods is limited to 10th, 11th and 12th grade students only, and only with a current school ID. This means that upperclassmen may not drive underclassmen off campus during lunch. Freshmen must remain on campus. Inappropriate behavior in the community, attendance, or tardy problems at lunch will result in revocation of the privilege and potentially other disciplinary consequences.

Exceptions

10th, 11th, and 12th grade students who have a behavior or safety plan, or whose parent(s)/guardian(s) have told the school that their student is not allowed to leave campus, will have a hole punched above the photo on their ID and will be prohibited from leaving campus.

Signs

Any announcements, posters, or signs concerning activities in or outside of the school need to be approved and initialed by the assistant principal for activities prior to display. Items can only be displayed in the approved areas.

Wellness (ASD 20 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.

Health Conditions

Parent(s)/guardian(s) need to report to the school nurse any acute or chronic health conditions of their student. These may include, but are not limited to, diabetes, seizure disorder, asthma, and life-threatening allergies. Rampart encourages parent(s)/guardian(s) and physicians to fill out specific health care plans that are available in the front office or via the school nurse. These health care plans need to be updated annually.

Immunizations (ASD 20 Policy JLCB, JLCB-R)

The district annually provides enrolled students' parent(s)/guardian(s) a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment (CDPHE). It includes a list of required and

recommended immunizations and at what age they should be given. District policy largely follows their recommendations. Colorado follows the [ACIP recommended immunization schedule](#) for children 7 to 18 years.

No student is permitted to attend or continue to attend any school in District 20 without meeting the legal requirements of immunization against disease, unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law. For medical and non-medical exemption forms see the [CDPHE's vaccine exemption forms](#).

Additionally, the CDPHE recognizes that some families may prefer not to use a form, so a parent/guardian, emancipated student, or student over age 18 may submit a signed non-medical statement of exemption per section [C.R.S §25-4-903(2)(b)]. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and whether it is a personal belief or religious non-medical exemption taken.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by a parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to this policy's accompanying regulation.

Medications

(ASD 20 Policy JLCD)

Whenever possible, students need to administer medications at home. High school students may self-administer medications except for controlled drugs; if a student must self-administer medication while at school, the student should arrange to take the medication around lunchtime to avoid disruption of the instructional program.

If a high school student needs a controlled substance (prescription medicine) administered at school, the student's parent or guardian - with written permission from the student's physician or dentist - may do so only with a specific written request form. Parent(s)/guardian(s) must bring the medication to school, in the original, pharmacy-labeled container with the student's name, name of medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. A person who has received medication training through a state approved medication course and annual nurse delegation shall administer controlled drugs for high school students.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date, time taken, and the name of the school person assisting the student. Students whose parent(s)/guardian(s) have completed the district contract to self-carry for epi-pens and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications.

Health Room

Rampart has an area where a sick student may lie down. If after approximately 10 minutes the student has not recovered, the school nurse will call parent(s)/guardian(s) to come get the student. A parent/guardian must provide a note or verbal confirmation before a student is given permission to leave the building. Students who leave school during the day due to illness or appointments must checkout through the attendance office prior to leaving the building.

School/Community Relations

Public Concerns and Complaints Procedure

(ASD20 Policy KE R)

Level 1 procedure

A complaint shall first be discussed at the point of origin (e.g., teacher, coach, administrator) with the purpose of resolving the matter informally. The complainant shall describe the concern, identify the impact, and identify a suggested remedy. Within five working days after such discussion, the staff member hearing the complaint shall provide the complainant with an oral decision.

Level 2 procedure

If the complainant wishes to further pursue the matter because it has not been resolved to his/her satisfaction at Level 1, then the complainant has five working days within notification of the oral decision to submit a written complaint that describes the concern, identifies the impact and suggests a remedy. The complainant shall deliver the written complaint to

the principal or designee, or district department supervisor or designee. The principal or designee, or district department supervisor or designee, will meet with the complainant to discuss the concerns. The meeting may include the staff member who was involved at Level 1. Within ten working days after receiving the written Level 2 complaint, the principal or designee, or district department supervisor or designee, shall communicate his/her written decision to the complainant.

Level 3 procedure

If the complainant is not satisfied with the disposition of his/her complaint at Level 2, he/she may file within five working days of the Level 2 decision a written appeal to the next appropriate administrative level(s). The written appeal shall describe the concern, identify the impact, and suggest a remedy. The administrator who is reviewing the appeal at Level 3 will meet with the complainant to discuss the concerns within five working days of receiving the written complaint unless the parties otherwise agree. The meeting may include the staff member who provided the written decision at Level 2. The written complaint shall include the Level 2 decision as an attachment. Within ten working days of the meeting, the administrator shall communicate his/her written decision to the complainant.

Level 4 procedure

If the complainant is not satisfied with the disposition of his/her complaint at Level 3, he/she may file a written appeal to the superintendent within five working days. The written appeal shall describe the concern, identify the impact, and suggest a remedy. The written appeal shall include the Level 2 and Level 3 decisions. At Level 4, such appeals shall be heard by the superintendent or his/her designee within ten working days of receipt of the appeal. The meeting shall be limited to those grounds specified in the written complaint signed by the complainant.

Within fifteen working days of the meeting, the superintendent, or his/her designee, shall communicate his/her decision in writing to the complainant after hearing the appeal. The decision of the superintendent or his/her designee shall be final.

Public Conduct on School Property

(ASD 20 Policy KFA)

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

- Any conduct that obstructs, disrupts, or interferes with or threatens to obstruct, disrupt, or interfere with district operations or any activity sponsored or approved by the district.
- Physical abuse or threat of harm to any person or school district property.
- Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
- Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
- Use, possession, distribution or sale of drugs and other controlled substances, alcohol, and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

If, however, the administration of medical marijuana is in accordance with the board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

- Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
- Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.

- Unlawful use of any tobacco product.
- Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
- Profanity or verbally abusive language.
- Violation of any federal, state, or municipal law or board policy.

Advertising

(ASD 20 Policy KHB, KHB R)

Advertisements, celebratory notices, or sponsorship programs shall be negotiated and approved by the building principal or designee and must be approved by the District Contracting Officer. Before finalizing an agreement for an advertisement, notice, or sponsorship in a district facility, the following shall be determined:

- whether the advertisement, notice, or sponsorship recognition will distract from the primary function of the room, building, or facility;
- whether the proposed advertisement, notice, or sponsorship is consistent with district policies; and
- whether a fair market price is being charged.

Before an agreement is finalized, the building principal or designee shall also submit the tentative agreement to the contracting and purchasing division for approval.

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Before an agreement is finalized, the building principal or designee shall also submit the tentative agreement to the contracting and purchasing division for approval.

Visitors

(ASD 20 Policy KI)

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

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

- Parent(s)/guardian(s) of current students
- Other family members of current students who are approved by the student's parent(s)/guardian(s); and
- Board members and other people invited by the district or school.

The basic mission of the school district is to educate every student in a safe and nurturing environment. During the instructional day, school facilities are reserved for carrying out the school district's educational mission, and only persons directly forwarding that mission are allowed on school grounds. To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school.

Authorized visitors shall present photo identification and:

- be required to sign in and out
- be given nametags to wear identifying themselves as visitors; and
- may be accompanied by a district employee for some or all of the visit.

School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied, or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

RAMPART HIGH SCHOOL HANDBOOK SIGNATURE PAGE

For the 2023-2024 school year, parent(s)/guardian(s) and students are encouraged to complete this form through the Extended Parent Portal in Infinite Campus to indicate acknowledgement of reading the Rampart High School 2023-2024 Student/Parent Handbook.

*This form covers all Rampart High School students in a household **if** it is signed/dated by **all** students and a parent/guardian.*

We acknowledge reading and understanding the [Rampart High School Student/Parent Handbook](#), located on the Rampart High School website and the Infinite Campus Extended Parent Portal, which specifically contains the ASD20 Code of Conduct (Board Policy JICDA), transportation rules and guidelines, academic guidelines, and other pertinent information.

If I/my student participates in an athletic program at Rampart High School or ASD20, we acknowledge reading the [Rampart High School Parent/Student Athlete Handbook](#), located on the Rampart High School website.

All school/district sponsored events and clubs follow the same guidelines and policies as the Rampart High School Student/Parent Handbook and district policies.

1. Student name: _____ Grade: _____

Student signature: _____

2. Student name: _____ Grade: _____

Student signature: _____

3. Student name: _____ Grade: _____

Student signature: _____

Parent/Guardian signature: _____

Date: _____