

DISCOVERY CANYON CAMPUS

Home of the THUNDER High School Student Handbook

2017-2018



Discovery Canyon Campus

High School Student/Parent Handbook 2017 - 2018

“One Common Campus, One Common Purpose, One Common Goal – Student Success!”

Welcome to Discovery Canyon Campus, home of the Thunder! We are excited to welcome our new students to our school as well as welcome back those who are returning. The year promises to be an exciting one, filled with new challenges and new learning.

Everyone at our school has responsibilities for your learning. Teachers have the responsibility of providing you with meaningful learning opportunities that prepare you for the future. You have responsibilities as well. For example, you have the responsibility of giving it your best every day. Other responsibilities are outlined in this handbook. While it is impossible to address every situation that may arise, this document provides you with guidelines as to what the expectations are of you. You are expected to know what is contained within this book.

Please read through this handbook carefully. It contains important information regarding school and district policies and procedures. Additionally, changes may have been made since last year.

Discovery Canyon Campus is a wonderful school! We are here to help you along this journey. You do not face the task of traveling alone. Communication is critical, and at Discovery Canyon we will make every effort to keep you and your parents informed regarding your progress. Please do not hesitate to contact the school if you have questions or concerns. Working as partners, we will ensure your success.

Sincerely yours,

Jim Bailey

9-12 Principal

Important Phone Numbers and Times

Discovery Canyon Campus Office: 234-2800
Attendance Office: 234-2801
Athletics Office: 234-2815 Athletics Fax: 234-2997
9th-12th Office/Fax: 234-2998
Registrar Fax: 234-1878
Campus Main Fax: 234-1899

Safe 2 Tell 1-877-542-SAFE (7233)
www.safe2tell.org

The DCC offices are opens follows:
9th-12th Grade Office
Monday-Friday 7:30 a.m. - 3:30 p.m.
Campus Services
Monday-Friday 7:30 a.m.-5:00 p.m.
School Day
7:45 a.m.-2:45 p.m.

High school students may not enter the campus prior to 7:00 a.m., unless supervised by a Discovery Canyon staff member and previous arrangements are made to meet the student at the door. Doors allowing access to the high school areas will be secure until 7:00 a.m. Students should not be dropped or allowed to arrive at school before this time, as there is no adult supervision on the campus. Parents of students repeatedly arriving early will be called and asked to pick up their student(s).

Students should leave campus by 3:00 p.m., unless involved with a sport or after-school activity. A supervised study hall in the library is provided between 3:00 p.m. and 4:00 p.m. to accommodate the needs of students needing to remain on campus until 4:00 p.m. Students who are not supervised by a staff member or not in the library by 3:00 will be asked to leave campus.

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ACADEMIC HONESTY POLICY

Contents based on Diploma Programme: Academic Honesty, published by the International Baccalaureate Organization, 2011, United Kingdom

Updated June 2014 DCC

Discovery Canyon Campus' Mission Statement

The mission of Discovery Canyon Campus, a unified Pre K-12 International Baccalaureate learning community, is to inspire and educate the whole student to achieve his or her unique potential as a conscientious global citizen through a rigorous, comprehensive, inquiry-based curriculum using innovative approaches to teaching and learning in a safe, respectful, and nurturing environment on a science and math-themed campus.

The International Baccalaureate's Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB Learner Profile ¹

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives intellectual, physical, and emotional to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

ACADEMIC HONESTY

PHILOSOPHY

Discovery Canyon Campus; guided by the philosophy of the IB, places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community; students, faculty, administration and parents. We are guided in our expectations and practices by three of the Learner Profile attributes:

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

INQUIRER: Acquire the skills necessary to conduct inquiry and research.

It is the policy of Discovery Canyon Campus that:

- All students understand the basic meaning and significance of academic honesty
- All work produced by students is their own, authentic work
- All such authentic work has the ideas, words or work of others fully acknowledged
- Students understand and obey the rules relating to proper conduct of examinations
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion
- The policy refers to all assignments set and completed in school or at home, ranging from daily homework to formal assessments

The aim of this policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty and integrity
- Enable students to understand what constitutes academic honesty and dishonesty
- Encourage students to look to their teachers and Library Media Specialist for support when completing school work in order to prevent any possible form of academic dishonesty
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas, words and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to students that plagiarism is a serious academic offence for which DCC shows no tolerance
- Explain to students precisely what penalties will be imposed should they be found guilty of academic misconduct

What is 'Academic Honesty'?

Academic honesty refers to:

- Proper conduct in a class or exam setting

- The full acknowledgement of the original authorship and ownership of creative material
- The production of ‘authentic’ pieces of work
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

So what is ‘Academic Misconduct’?

Academic misconduct is a behavior(s) that result in, or may result in a student gaining an unfair advantage in a course or exam. Academic Misconduct includes:

Plagiarism: The representation, intentionally or unwillingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement

- **Plagiarism is passing off someone else’s words, work, writing, thoughts, visuals, graphics, music and ideas as your own. “Someone else” could be an author, artist, musician, teacher, classmate or random internet blogger who you don’t know. “Ideas” could be picked up through a classroom discussion, a chat with friends playing video games or just overhearing a conversation in the hallway.**
- Plagiarism is a clear breach of academic honesty. In many cases, it is also a criminal offence.
- **What is paraphrasing?** Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.

Collusion: Supporting academic dishonesty by another student – allowing one’s work to be copied or submitted for assessment by another student

- **Collusion and Collaboration:** Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work (i.e. Report, essay, presentation, and project) must be written in each student’s own words and cannot therefore be the same as another student’s.
- Working together is collaboration, but copying someone else’s work is collusion. Even if you have ‘collaborated’ with another student, the work you present must be your own. Collusion is considered academic misconduct and will carry consequences.

Other: Any other behavior that gains an unfair advantage for a student or that affects the performance of another student.

- Causing a disturbance in a class or exam
- Copying the work/answers of another student
- Unauthorized use of notes, electronic device (phone, watch, iPad, etc.) or other materials during an exam
- Making up data for an assignment
- Including offensive material in an exam
- Stealing examination papers
- Disclosing or discussing the content of an examination with other students who have not yet completed the exam
- Using an unauthorized calculator during an examination
- Concealing and/or using unauthorized software on a graphic calculator

ACKNOWLEDGING SOURCES

How can I make sure that I am not plagiarizing material?

- The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a works cited at the end, each and every piece of material you used in the production of your work.
- All ideas, words and work of other persons, regardless of their source, must be acknowledged
- CDs, videos, email messages, web sites and any other electronic media must all be treated in the same way as books and journals

- The sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual and similar material must be acknowledged
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged
- When possible use Turnitin to check your work (how to use Turnitin is at <http://dcchslmc.wikispaces.com/Writing+Home#Turnitin>)
- Material cannot be paraphrased without acknowledging the source

THE RESPONSIBILITY OF EACH STUDENT

Students are responsible for the following:

- You are responsible for ensuring that all work submitted for assessment is authentically yours
- You are responsible for fully and correctly acknowledging the ideas, words or work of others
- You are expected to review your own work before turning it in for a grade to identify any passages, computer program, data, photographs and other material which require acknowledgement.
- It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and has not been plagiarized.

THE RESPONSIBILITY OF EACH TEACHER

Teachers are responsible for the following:

- Ensuring that students are clear of expectations and continue to provide guidance, instruction, and reflection to reinforce academic honesty, especially for MYP Years 1-3.
- Offering continued task clarification and ensuring student understanding of requirements
- Providing students with instruction, convention and examples for acknowledging a variety of sources appropriate to for their subject, to include writing and data collection techniques, and consideration of bias in reference material.
- Providing instruction in the Approaches to Learning skills of information literacy, problem-solving and self-management.
- Developing assessment tasks that are differentiated and promote individual inquiry and creativity
- Epitomizing good academic practice and act as role models for students by also acknowledging their sources appropriately within their own work and lessons.
- To be vigilant for obvious changes in a student's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school student

MONITORING AND CONSEQUENCES

Teachers and students are encouraged to reflect on the work they are completing, presenting and/or assessing. This self-reflective approach, coupled with school values of personal and academic integrity, should, we believe, result in an environment where the monitoring of academic honesty is consistent, student-led and non-invasive.

Consequences for Academic Dishonesty

Consequences may be imposed by the school for incidences of academic misconduct relating to homework, classwork, projects and exams, and will include:

- **1st Offense:** The student consequence is determined by the teacher and could include receiving a zero on the assignment and/or having to re-do the work. The teacher records the event in IC (Infinite Campus). An administrator will speak with the student and notify parents. The student will be reminded of the DCC academic honesty policy.
- **2nd Offense:** The student is given zero for the work and is required to re-do it for no grade. This second academic misconduct offense is recorded in IC. An administrator will speak with the student and notify parents. The student will be reminded of the DCC academic honesty policy and is informed of the consequences of a third offense.
- **3rd Offense:** If a student is found guilty of a 3rd breach of academic honesty, they will receive a zero for the assignment and they will lose the honors weight for the class (if applicable). This third academic misconduct offense is recorded in IC. An administrator will speak with the student and parents. The third offense may include a suspension and/or other school consequences.

WORKS CONSULTED/CITED:

Diploma Programme: Academic Honesty. Publication. United Kingdom: International Baccalaureate Organization, 2011.

Academic Honesty in Diploma Programme Arts. Publication. United Kingdom: International Baccalaureate Organization, 2012.

Academic Honesty in the IB. Web video. International Baccalaureate Organization, 2012.

Carroll, Jude. *Academic Honesty in the IB: Position Paper*, IBO 2012

General Regulations: Diploma Programme. Publication. United Kingdom: International Baccalaureate Organization, 2012.

Academic Honesty Policy: The IB Diploma Programme. Policy. Copenhagen: Copenhagen International School, 2013.

Academic Honesty Policy: The IB Diploma Programme. Policy. Beijing: Beijing City

*For specific information about the Diploma Programme (DP) Honor Policy, please see the DCC website under DP, or visit the DP Office

STUDENT INFORMATION

Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.

Academic Procedures

Academic Letters

The purpose of the Academic letter is to recognize students who have excelled academically while attending Discovery Canyon grades 9-12. Any DCC student who is enrolled in at least six courses of study (three of which must be core academic classes) and earning a 3.75 grade point for semester is eligible. The grade point average is determined by dividing the total points earned by the total number of credits.

Academic letters will be awarded the first time that a student earns a 3.75 grade point average. The student will receive a scholarship pin and a bar. Additional bars will be awarded to that student for every time he/she earns a 3.75 or above grade point average. If a student earns a 3.75 accumulative grade point average over all eight semesters in which they attend DCC, he/she will receive a gold star.

Students with GPA's of 3.5 or higher are placed on the Principal's Honor Roll.

Diploma/Graduation Requirements

In order to earn a diploma, 50 hours of credit must be completed in the areas designated below (please see Policy IKF for more specifics):

Subject Area Credit

Language Arts	8.0	World Language	2.0
Mathematics (Includes Geometry and Algebra 1)	6.0	Art	1.0
Science	6.0	Physical Education	3.0
Social Studies	6.0	Health	1.0
(Includes 2.0 U.S. History, 1.0 Civics)		Core Electives	6.0
		Unrestricted Electives	11.0

Grade Reports/Report Cards

Grades may be viewed at any time via the Infinite Campus (IC) parent portal. In addition, student grade reports and Report Cards, showing the grade achievement of each student will be posted in IC at the completion of each quarter (nine weeks) while school is in session.

Outside Agency Credits

Occasions may arise where students may need to earn credits not offered as part of the established educational sequence sponsored by the district. Outside credits may be taken for credit recovery or enrichment in the event that the course is not offered or available to the student in District 20 through a school or district-sponsored programs, or as determined by the principal. Outside credits may not replace an existing earned credit. Students may take no more than two outside credits during the 9th and 10th grades combined, no more than two outside credits in 11th grade, and no more than two outside credits in 12th grade. An Outside Agency Credit Application must be filled out prior to enrollment in the outside agency. Credits completed without prior approval will not be considered. The application is available from the counseling office.

Schedule Changes

Priorities for scheduling include academic need, graduation requirements, post-secondary requirements, student requests and course availability—not teacher preference. Initial course requests are used to create schedules and hire staff. Schedule changes may be considered prior to and at the beginning of a semester based on the above

priorities. Not all schedule change requests can be honored. Counselors will be available, by email or appointment to review change requests.

Withdrawing from a Course

A student may withdraw from a course during the first 5 days of the semester without penalty. After the 5th day, a student will receive a WP (Withdrawal/Passing) if passing the course at the time of withdrawal, or a WF (Withdrawal/Failing) if failing the course at the time of withdrawal. A WF will result in a letter grade of F included in the cumulative grade point average. After the 20th school day of the semester a student will not be allowed to withdraw from a course without receiving a letter grade of F.

Academic Rights

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

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

Activities and Student Organizations

STUDENT ORGANIZATIONS AND CLUBS (JJA)

Clubs are open to any student who would like to become an active member. Dates and times of meetings are given in the daily announcements.

PHILOSOPHY

We believe that students who are active in chartered organizations avail themselves to experiences, which create a positive school climate. Personal benefits to those who take part with others in club or class functions include:

- Enhancement of communication skills
- Student leadership training experiences
- Opportunities to build positive relationships with peers and staff
- Acknowledgment and awards for a job well done
- A balance between academic and social experiences

CHARTERING A CLUB

School-based activities and clubs bring students together allowing individuals to:

- Interact and share perspectives with others
- Develop leadership skills
- Contribute to school wide improvement
- Add to one's learning experience through numerous opportunities to work collaboratively with peers

With these goals in mind, the following guidelines are required to charter a club:

- Develop by-laws defining the club's purpose, activities and ideas
- Make arrangements with a DCC staff member to serve as sponsor
- Take steps to encourage membership that is representative of the school's culture
- Present application and by-laws to the Activities Director

Each chartered organization will be subject to review by the building Activities Director and the District Director of Athletics and Activities. Each chartered organization must have a sponsor whose assignment has been approved by the Division of Human Resources.

CHARTERED ORGANIZATIONS

- Must have adopted by-laws
- May collect dues and conduct a maximum of two (2) fundraisers with the approval of the activities director and fundraising committee
- Must provide an end of year report

- Must hold a minimum of nine (9) total meetings during the year
- Have no fewer than ten (10) active participating members in order to remain an active chartered club

Announcements

Discovery Canyon communicates daily with the students and staff through a publication referred to as The Daily Planet. This bulletin contains information about activities and events at DCC. The Daily Planet is read to students each day during 2nd or 6th period. Parents and students may also access this daily information at the DCC website at <http://asd20.org/dcc>. Daily announcements are also projected on monitors throughout the building during the day.

Athletics

PHILOSOPHY OF ATHLETICS

Discovery Canyon Campus athletics are an integral part of a student's educational experience. It is a privilege to participate in an interscholastic athletic program. The privilege carries with it responsibilities to the school, the activity, other students, the community, and the athletes themselves. These experiences contribute to the development of learning skills, leadership skills and the students' development of their physical, mental, social and emotional well-being.

Participation in sound athletic programs contributes to good sportsmanship, character building, physical development, coordination and interest in sports. All students at Discovery Canyon are encouraged to participate in athletics and experience the benefit of being a part of an athletics program.

GOALS OF ATHLETIC PROGRAM

- Develop an appreciation for lifelong physical well-being
- Develop positive attitudes of sportsmanship and respect for others' feelings
- Teach the student-athlete to be competitive within a given set of rules
- Provide the opportunity to help the student-athlete seek acceptable forms of recognition
- Provide an atmosphere where the student-athlete can learn determination and perseverance
- Teach the student-athlete to be loyal to a particular situation, cause or school
- Teach the constructive release of energies and ways to contain these energies until mental control is achieved
- Learn the importance of self-discipline promoting a healthy body, mind and spirit

ELIGIBILITY

All students who participate in interscholastic activities and athletics must conform to certain rules of eligibility set by the Colorado High School Activities Association (CHSAA). To be eligible to represent the school at any interscholastic event (athletic and/or non-athletic), the student must meet the following requirements:

1. Enrolled at the school.
2. Considered a good citizen.
3. Carry a minimum of five courses or a total of five units of credit per semester. The student must not be failing at the time of participation more than the equivalent of one unit of credit.
4. A student who receives more than one credit of "F" for semester grades will be ineligible until the CHSAA regain date the following semester.
5. Having been ineligible in accordance with #3 above at the close of a previous semester, a student may (a) make up any number of Carnegie units through summer school or (b) be passing all classes in the 6th week of the current semester.
6. Academic grade checks are provided to coaches on a weekly basis. Coaches are notified if they have a team member not eligible to play the following week, Monday through Saturday.

Other rules concerning eligibility and participation for school activities are published in the Handbook of the Colorado Activities Association. If the student is uncertain whether he/she is eligible, the student should contact the Athletic Director.

PARTICIPATION

CHSAA Regulations:

In order to participate on any athletic team or squad, you must have the following on file in the Athletic Office, before you practice:

1. A current physical examination administered by a practicing physician within the last 12 months. This physical must be current throughout the entire sport season.
2. A parent permission form signed by a parent/legal guardian giving authorization for you to participate in the athletic program and travel with the team when necessary.
3. A form signed by a parent/guardian indicating that you are covered by a school insurance plan, a military insurance plan, or a family insurance plan.

Academy District 20 Regulations:

In addition, you must:

1. Remit a participation fee of \$95 for each sport (out of district fees are higher).
2. Accept the responsibility for all school equipment issued to you. It is understood that school equipment can be worn or used when participating with the team.
3. Realize that the coach in charge makes decisions relating to the performance or abilities of athletes', assignments to positions, and many actions that directly affect team morale and performance.
4. Understand your responsibilities in connection with the use and care of locker room and athletic facilities and adhere to specific building regulations.
5. All athletes will be required to sign along with a parent, prior to participation, an athletic training rules agreement.

Once the athlete decides to join a team, it is expected that he/she will conduct himself/herself with the highest level of integrity and citizenship. The athlete represents himself/herself, their team and Discovery Canyon Campus.

- Practice keeps the proper mental and physical attitude needed to produce champions. The coach involved will handle excused and un-excused absences.
- All athletes are expected to begin the season when practice for that particular sport begins.
- Any athlete wishing to quit a sport may do so. It is expected that any athlete who decides to quit a sport will take the time to discuss the problem with some member of the coaching staff or administration BEFORE he/she quits attending practices and contests. An athlete who goes out for an athletic team and then quits after the first interscholastic contest is not eligible to participate with any other coach or team until the season has ended for the sport that the athlete went out for and quit. The athletic fee will not be refunded after participation in one contest.
- To be eligible for participation at any practice or contest, the student must have been in attendance a minimum of 50% of classes. Discovery Canyon Campus philosophy is that if a student is not well enough to be in a class, he/she is not well enough to perform or participate.
- When games are played during the school week, attendance the following day is expected of all team members.

The following sports are offered at Discovery Canyon Campus for 2015 – 2016:

Fall

Cross Country (Boys)
 Cross Country (Girls)
 Football
 Golf (Boys)
 Gymnastics – lottery
 Soccer (Boys)
 Softball (Girls)
 Tennis (Boys)
 Volleyball
 Cheerleading

Winter

Basketball (Boys)
 Basketball (Girls)
 Hockey – lottery
 Swimming (Girls)
 Wrestling
 Cheerleading

Spring

Baseball
 Golf (Girls)
 Soccer (Girls)
 Swimming (Boys)
 Tennis (Girls)
 Track (Boys)
 Track (Girls)

Before you can practice, you need to turn in the following to the DCC Athletic Office:

1. Current physical that will take you through the complete sport season. For example, if you're a football player, your physical must be current through the whole fall season.
2. Parent Permission/Physical Registration Packet - available in the Athletic Office.
3. Participation Fee - \$95 per sport (out of district fees are higher)
4. Eligibility Verification – Must take minimum 5 credits per semester and not be failing more than 1 credit (1 class)

If you need additional information regarding the Athletic Program at DCC, please call the Athletic Office, 234-2815. For information about athletic events, practices and school activities please visit www.highschoolsports.net.

Athletics Code of Ethics

Discovery Canyon Campus student athletes will be held to a high standard. Student athletes are representing DCC and all the members of the DCC family. The student athletes are expected to conduct themselves in a manner that is reflective of our mission and philosophy. In order to create a strong, respectable athletic program it is essential that the student/athletes adhere to the following guidelines:

1. DCC student/athletes are expected to continue being diligent in the classroom, while participating in extra-curricular activities. Grade checks will be done weekly to determine eligibility for the following week.
2. DCC student/athletes are expected to be role models of good sportsmanship, ethical conduct, and fair play on and off the field.
3. DCC student/athletes are expected to understand and adhere to the rules and guidelines governing the activity in which they compete.
4. DCC student/athletes are expected to recognize the purpose of athletics and activities is to promote physical, mental, moral, social, and emotional well-being of all of the participants.
5. DCC student/athletes are expected to avoid any practice or technique that would endanger the present or future welfare of all participants, including themselves.
6. DCC student/athletes are expected to refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
7. DCC student/athletes are expected to adhere to proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
8. DCC student/athletes are expected to exemplify proper self-control at all times, accepting adverse or beneficial decisions without public display of emotion or dissatisfaction with officials or judges.
9. DCC student/athletes are expected to measure their and their team's success of the athletic and activities programs on the basis of attitude of the participation and spectators, rather than on the basis of a win or loss.
10. DCC student/athletes are expected to congratulate all competitors following any and all competitions, no matter if they win or lose.

SUCCESS = HARD WORK + POSITIVE ATTITUDES

Adapted from CHSAA Statement of code of ethics

Attendance

Colorado law requires every student under the age of 17 to attend school and be on time. If you choose to continue school after the compulsory attendance age, even if you are 18 and legally independent, you must follow attendance rules in addition to all other school rules. Colorado law requires every child who is 6 years old on August 1 to attend school. Parents must ensure that students attend school, and it is up to the principal to determine whether an absence is excused or 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. See administrative policy JE and C.R.S §22-33-107(3) (a). Legal action may be taken by school administrators if students fail to follow compulsory attendance laws.

Daily attendance at school is a critical factor in school success. Students are expected to arrive each day on time, ready to learn. There is no way of reproducing the exchange of ideas that takes place in the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's grade.

When a student is absent, parents are asked to call the school in a timely manner to report the absence. All authorized absences, except illness, should be approved in advance at the office. An authorized absence will result in no grade reduction, and time will be allocated for missed assignments to be completed – two days for each day of absence. Parents may request homework assignments from the office when reporting a student's absence, if the student is absent more than one day. Teachers require 24 hour notice to gather homework and other assignments for a student.

ATTENDANCE POLICY:

The Parent/Guardian is responsible for calling the HS attendance office, 234-2801 no later than 48 hours following the absence. Attendance clerks may not excuse absences after this time.

Please provide the following information:

1. Name of the person calling and your relationship to the student.
2. Name of the student. Please spell the last name.
3. Date of the absence.
4. Reason for absence.
5. A telephone number that we may call to clarify questions or to verify the absence if needed.

The following are examples of excused absences:

- Illness or injury
- Medical/dental appointments
- Funerals
- Court/law enforcement
- Family emergency
- School-related activities/Field Trips
- Religious holiday
- Special family event
- Car trouble
- Weather-related safety issue
- College visits
- Administrative approval

To excuse a student once in school:

Once a student has arrived on campus, he/she is expected to be in class. If a student must leave campus prior to the end of the day, the parent should notify the attendance office. The student should sign out in the attendance office before leaving school grounds. Students may not be released to the custody of another student.

Unexcused Absences

Any child who accumulates excessive absences is in violation of the Compulsory Colorado School Attendance Law (CRS 22-33-101). An absence is considered unexcused if the parent/guardian fails to notify the school of the absence in a timely manner or if the reason for absence does not meet school approved criteria. School work missed by an unexcused absence may only receive partial credit, but students are encouraged to make it up to prevent falling further behind. (See Administrative Policy JH.)

Consequences for unexcused absences:

- 1st offense: After school detention equal to the time missed in class.
- 2nd offense: After school detention equal to the time missed in class.
- 3rd offense: In school suspension and a conference with the student and parent.
- 4th offense: In school suspension. Student placed on an attendance contract.

Subsequent offenses could result in further suspension, truancy court, or withdrawal from school with loss of credit. Other consequences may include a loss of attendance waiver, loss of off-campus lunch privileges, loss of privilege to attend special events (field trips, senior luncheon, prom, etc.).

The following are examples of unexcused absences:

- Woke up late
- Was up late with school-related event
- Parent was running late
- Missed the bus
- Hard morning...running late
- Had to get coffee/food before school
- Student doesn't have any work to do in Study Hall
- College application process
- Traffic
- Missing just Thunder Time

Excessive Excused Absences or Tardies

Students who have excessive absences or tardies excused by parents may be required to provide a doctor's note in order for the school to excuse the absence. Failure to do this when notified will result in the absence being considered unexcused and the normal unexcused absence consequences will apply.

Tardy Policy

Students are expected to arrive to class on time. Parents will be notified after the second unexcused tardy. Teachers are expected to develop consequences for third and fourth tardies, and refer students to the office on the fifth. Students who fail to fulfill teacher assigned consequences will be referred to the High School Dean for disciplinary action.

Consequences for unexcused tardies (per semester per class):

- 1st Teacher warning
- 2nd Teacher warning and parent contact
- 3rd Parent contact and appropriate teacher consequence
- 4th Parent contact and appropriate teacher consequence
- 5th Parent contact, referral to dean or administrator (2 lunch detentions)
- 6th Teacher referral, after school detention
- 7th Teacher referral, consequences may include behavior contract, further detentions, or in-school suspension

Pre-arranged absences

Prior to an absence of 3 or more days, a pre-arranged absence form should be filled out and signed by a parent and then submitted to an administrator for signature. The form may be obtained from the school website or the attendance offices. Please note acceptable reasons for absences listed on the pre-arranged absence form. The administrator will sign the form and then submit it to the Attendance Office. The attendance clerk will enter the attendance into Infinite Campus and file the approved form.

Homework Requests for Pre-arranged Absences and Extended Illness

It will be the student's responsibility to obtain homework/assignments from teachers using the pre-arranged form from attendance or the website. In the case of a planned absence, the teacher should receive this form at least one week prior to the first day of the absence. If this is a planned absence, assignments are due upon the student's return. If absence is due to illness, the student has two days for every day missed to turn in assignments.

Bicycles, Skateboards, Roller Blades, etc.

Bicycles may be ridden to school and must be locked at the bike racks located at the Middle School entrance or outside the East doors of the High School Gym. Students should be aware of vehicular traffic and ride/walk their bikes with safety in mind. When riding bikes onto Campus and in the parking lot areas, students are to follow the safety regulations applicable to riding bicycles on city streets.

Due to safety issues and lack of storage space at school, skateboards, roller blades, roller skates, "heelies", and scooters are not permitted and should not be ridden to school. Items brought to school will be confiscated and kept for parent pick up. Skateboarding or skating is prohibited on the campus.

Building Use

Various groups use our building after school and in the evening. Any organization wishing to use the building or grounds must fill out a Building Use Form and provide proof of insurance. Minimal fees are charged for after school use. Access to the school will be based on availability, custodial coverage, and the group's past behavior. Additional information is available by calling the office during school hours.

Bullying and Sexual Harassment

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully.

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

Bullying

"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, including but

not limited to any behavior that is directed toward a student. Colorado law is clear that 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 against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1) (11) (I) (disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services).

Bullying can be direct or indirect, physical or verbal. **Bullying does not necessarily include all conflicts between students.** Bullying is typically characterized by one or all of the following three criteria: (a) aggressive behavior or intentional harm-doing; (b) carried out repeatedly over time; and (c) it often occurs within an interpersonal relationship characterized by an imbalance of power. (See administrative policy JICDE for more information on this topic.)

Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make a person so uncomfortable, for a significant period of time that he/she considers not coming to school, or to a particular class or activity. Sexual harassment from a teacher, demanding sexual favors in return for a good grade, or a place on an athletic team, etc. is also forbidden.

Your responsibility in either case is to indicate that the remarks, behavior, demands, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make this clear to the people who are making you uncomfortable. If it does not stop, you or your parents must report it to an adult at school. See administrative policy JBB, Sexual Harassment Students, and the procedures connected to the policy.

Buses

Riding the bus is a privilege. Student responsibilities include riding only their assigned bus, being at the designated bus stop on time for pick up, boarding the bus immediately following dismissal and obeying all District 20 bus rules for passenger conduct. (JICC)

Canines

Academy School District 20 contracts with a private company to provide random, unannounced visits to our campus via the use of non-aggressive, specially trained canines. Discovery Canyon Campus, as well as vehicles in the parking lot, will be checked periodically to reduce and, hopefully, eliminate unwanted contraband. In the event prohibited items are detected, the appropriate, corrective action will be taken. During normal canine visits, all common areas of the campus will be checked. The program is closely monitored by campus administration. DCC is committed to providing an environment conducive to learning and free from unwanted, prohibited items that impact safety and security on campus.

Cell Phones and Other Electronic Devices

Administrative policy JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time. During non-instructional time, school staff may restrict students' use of such devices if in their judgment; use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

Other electronic devices (MP3 players, iPods, etc.) may be carried on campus but must be turned off and stored during instructional time. Discovery Canyon Campus is not responsible for lost or stolen cell phones or other electronic devices.

Students are expected to utilize their personal technology in both ethical and appropriate ways. This means that students must be cognizant of the impact of their use of their technology in ways that might be useful and harmful. Any use of a technological device that disrupts the educational environment or is detrimental to the safety, welfare, and health of students and staff may result in disciplinary consequences. Sending or receiving inappropriate material via cell phone or other electronic device can be considered a criminal act. Students who report unsolicited inappropriate material will not be punished if he or she immediately, and voluntarily, notifies an adult at school. See the administrative policy JICJ.

Inappropriate use includes:

- Cyberbullying
- Texting threats or inappropriate material

- Nude or pornographic photos
- Audio and visual recording without permission of those being recorded
- Pranks

Child Abuse and Neglect

Colorado statute (1910-102 to 115) requires that school personnel who have reasonable suspicion of child abuse or neglect must make a report to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of children. In the Child Abuse Bill enacted in the 1976 session, the “school official or school employee” is listed as one of the persons required to report abuse or neglect. The bill goes further to state that school employees who willfully fail to report a case of child abuse, or circumstances or conditions which would reasonably result in child abuse, “commits a class 2 petty offense and, conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages approximately caused thereby.” No person who reports a case of suspected child abuse can be sued for making a good-faith report.

Class Rank Policy

As directed by the Academy District 20 Board of Education, Discovery Canyon Campus has undergone a study to determine a policy for the use of class rank. The policy was developed by the Planning Team, discussed in community meetings prior to the school opening, and finally discussed and approved without objection by the Building Accountability Advisory Committee (ACDC2) on January 14th, 2008.

DCC believes that all students should reach for their academic potential and therefore has developed systems of academic honors that are inclusive rather than exclusive. Academic honors based on class ranking are inappropriate, limiting, and inconsistent with our conceptual paradigm. However, DCC will calculate and maintain grade distributions and percentile data and make it available to parents and students upon request. Rigorous standards have been set that once reached allow any student to receive academic honors during the school year and at graduation.

During the school year, all students (grades 9-12) who have a semester GPA of 3.50 or higher and enrolled in at least three core academic classes are placed on the Principal’s Honor Roll. Those students who achieve a GPA of 3.75 or higher for the semester also receive an Academic Letter.

Upon graduation, students will be recognized for their academic achievement using set criteria. Using their cumulative GPA as a measure, students may receive the following honors:

- SUMMA CUM LAUDE GPA (Highest Honors) 4.50 and above
- MAGNA CUM LAUDE GPA (High Honors) 4.00-4.49
- CUM LAUDE GPA (Honors) 3.75-3.99

By creating such a system, students are encouraged to reach for and be recognized for accomplishing their full academic potential.

Computer Labs

Eating and/or drinking are prohibited in all computer labs! This is a place for quiet and work. Loud talking, yelling or horseplay is not allowed. If behavior is inappropriate privileges will be lost. Students must be supervised by a teacher and cannot be in the labs alone.

In order for students to access the Internet at Discovery Canyon, they must complete a Student Acceptable Use Agreement online or have a parent-signed/student-signed agreement on file. The form is available online at the District Website. If a student violates the Internet Access agreement, Internet privileges may be revoked. This agreement should be displayed when using the internet. Students are not allowed to load any software or change any settings on the computer without permission. Some violation examples are: changing display backgrounds or screensavers, moving the task bar, changing passwords, accessing or sending email, attempting to evade district filters, deleting or moving system files and/or adjusting volume. Infractions may result in the loss of school computer privileges for the remainder of the school year.

Conferences

Parent/teacher conferences are a valuable tool to ensuring optimal opportunities for student success. Formal parent/teacher conferences are held twice each year, in the fall and in the spring. These conferences are designed to

summarize a student's academic, behavioral and social development with parents. In addition, formal improvement plans may be developed at this time. Please refer to the District calendar for conference dates. All teachers have daily planning time. Parents may contact any Discovery Canyon Staff in advance to pre-arrange a meeting time. Parent/teacher conferences may also be arranged before and after school. An administrator and/or counselor will participate in conferences when necessary or when their presence facilitates a positive outcome for student success.

Counseling Services

The Counseling Department is staffed with counselors who assist students in planning a course of study and in resolving classroom and personal problems. They also guide students in making decisions about current and future educational plans and refer students to special programs.

The Counseling Department is an important part of the educational program for students. Students may come to the Counseling Office before school, after school or during the school day (if the student has a pass from a DCC staff member). If it is not an emergency, the student may make an appointment to see a counselor.

Counselors help with scheduling, test interpretation, referrals to community resources, summer school, online courses and other educational options. Counselors may facilitate small groups and classroom guidance throughout the year. Common themes include academics, personal/social concerns and college/career guidance.

Discovery Canyon's counseling philosophy is to enhance the student's self-esteem by problem solving and exploring options with the student rather than solving problems for the student.

Individual Career and Academic Plans

All students at Discovery Canyon Campus participate in a state-wide post-secondary planning program and complete an Individual Career and Academic Plan (ICAP). The purpose of this program is to prepare and support students to make informed decisions about their future. ICAP lessons help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores.

An integral component of ICAP is College in Colorado and Naviance Family Connection. Both of these websites may be accessed by visiting www.asd20.org/dcc_college. These websites provide career interest and abilities inventories, a work values survey, detailed information on careers, training and education, postsecondary majors and college search and admission information. Naviance Family Connection allows students to participate in college representative sessions held at DCC, to request transcripts and letters of recommendation from staff.

DCC students participate in the ICAP program during ThunderTime classes. Once or twice a school year students access College in Colorado and/or Naviance Family Connection websites in the computer lab. Students are encouraged to discuss with their parents what they have learned and visit these websites together. Parents may also review their student's ICAP folder during parent/teacher conferences. As with all learning, parent/student dialogue will make the experience even more meaningful. Parents are very important in post-secondary planning, so please contact the Counseling Department for assistance.

Concurrent Enrollment

Under the Concurrent Enrollment Programs Act, administrative policy IHEDA, eligible students in grades 9 through 12 who are under the age of 21 and registered with Academy District 20 may simultaneously enroll in their local high schools and in qualified institutions of higher learning. Interested students must meet eligibility and application criteria as identified by the statute and the district and must involve their counselor in the process from the outset. For an approved applicant, the district shall pay, directly to the institution of higher learning, the prevailing community college rate per on-campus credit hour whether the student attends a 2 year or 4 year college. The student shall pay to the institution of higher learning any tuition in excess of the community college rate plus fees, additional costs, books, and transportation, etc. In all cases, the number of college courses is limited.

Accelerating Students through Concurrent Enrollment (ASCENT) is a fifth year concurrent enrollment program which allows students to participate in concurrent enrollment the year after 12th grade. Students who have completed at least 12 credit hours of transcribed postsecondary credits (non-remedial) prior to completion of their 12th grade year may be eligible for the ASCENT Program. [C.R.S 22-35-108] ASCENT is a 5th year only program.

The CE and ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP).

College and Career Planning

The College and Career Center is located in Campus Services. There you can find information regarding:

- Career information; DVDs, websites, printed publications
- Computer Access for college and career research
- Trade/vocational school, military, and 2- or 4-year college/university
- Information (admission information, requirements, applications)
- ACT and SAT test date information, websites, registration packets, test preparation materials
- Scholarship postings, applications, websites
- Financial aid information: resource books, FAFSA forms, websites

Custodial and Non-Custodial Parent Rights and Responsibilities

School officials presume that the parent who enrolls a student in school or who files a choice application is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student.

In the event the child resides with both parents for equal periods of time during a normal school week, either by splitting time equally between the parents during a normal school week or by residing with each parent on alternating school weeks, and if parents do not agree concerning an educational decision, the superintendent or designee shall determine which parent's instruction to follow regarding the matter in dispute on an interim basis until the parents either reach agreement regarding the disputed matter or the school officials receive a valid Colorado court order or decree that resolves such dispute. Such interim determination shall be within the sound discretion of the superintendent or designee.

If the rights of a non-custodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a non-custodial parent's rights, including the right to access the student's educational records. The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent. (KBBA).

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 educational records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your building administrator or registrar to request a third party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

Dances

School dances will end at 10:00 p.m. Exceptions may be made for Homecoming and Prom. All school rules apply to dances, but the following rules should also be observed:

- If a student leaves a dance he/she may not re-enter. Students must leave campus if they leave a dance early.
- School ID's MUST be presented at all dances, or no entrance will be allowed.
- Drugs, alcohol, tobacco, and other banned substances are strictly prohibited at any dance, as well as any school function.
- Students must adhere to the DCC dress code. The only exceptions are for formal and semi-formal dances in which females are allowed to wear strapless dresses. No dresses with a split line higher than mid-thigh or plunging neckline will be allowed.
- Students who wish to invite a guest to any school dance must complete a visitor pass for their guest at least 72 hours before the dance. See the visitor pass for specific guidelines. Guest passes may be picked up from the high school administration office.
- Students are not allowed to engage in dances that can be interpreted to be grinding, grind chains, or simulations of sexual acts. It will be solely the chaperone or administration's decision to determine if a

student or students are dancing inappropriately for a high school event. Students who violate this rule will call their parents, be removed from the dance, and will forfeit the money paid for admission.

- Profanity and public displays of affection are also not allowed. We want students to have a great time, but we must continue to promote a fun and safe environment for all participants.
- Students should be picked up no later than 20 minutes after the dance ends.
- Parents are invited to chaperone dances.

Deliveries

Deliveries for students, such as flowers, balloons, pizza, etc. will not be accepted by school personnel or delivered to a student during school hours. Please respect our students' right to an uninterrupted learning environment.

If a student forgets something (i.e., materials or lunch money), a parent/guardian may drop the item(s) off at the High School reception area for the student to pick up. Students are responsible to check with the receptionist for delivered items.

Discipline

At Discovery Canyon, we believe that students have the right to:

- have a teacher who is in a position to help the child limit inappropriate, self-disruptive behavior
- have a teacher who is in the position to provide the child with positive support for appropriate behavior
- choose how to behave and know the consequences that will follow

Discovery Canyon discipline rules will apply in the classroom, on school grounds, on buses, at bus stops, to and from bus stops, at all school/district sponsored activities, as well as off school property. Behavior that may be detrimental to the welfare or safety of students and/or school personnel, on or off school property, will not be tolerated. (JK)

When a student is referred to an administrator for misconduct, the student is informed what behavior(s) was unacceptable. The student has an opportunity to explain their perception of the incident. Consequences may include a warning, loss of privileges, removal from the classroom (JKBA), detention, in-school suspension, out-of-school suspension and/or recommendation for expulsion. Parents are notified of any action taken. If a major discipline violation occurs, a phone call and/or parent conference is scheduled. In some cases, the police may also be notified.

Work completed during in-school or out-of-school suspension is graded. A remedial discipline plan may be developed upon a major and/or habitual disruption of the educational process. A recommendation for expulsion is possible after three material/substantial disruptions (as determined by administration). See Academy District 20 Code of Conduct below.

CODE OF CONDUCT

Policy JICDA

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while on school grounds, in a school vehicle or during a school-sponsored activity, and in certain cases when the behavior occurs off of school property.

- Declaration as a habitually disruptive student as defined in C.R.S. §22-33-106 (1) (c.5) (II)
- Possession of a dangerous weapon without the authorization of the school or the school district; in accordance with the provisions of 20 U.S.C. §7151, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled for not less than one year, except that the superintendent may modify this requirement on a case-by-case basis if such modification is in writing.
- Commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault, as defined by state law.
- Making a false allegation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.
- Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of district policy or building regulations.
- Violation of the district's policy on dangerous weapons in the schools (administrative policy JICI).

- Violation of the district's alcohol use/drug abuse policy (administrative policy JICH). District policy requires expulsion for distribution of drugs or alcohol at school or at school-sponsored events.
- Violation of the district's violent and aggressive behavior provisions within the suspension and expulsion policy (administrative policy JKD/JKE).
- Violation of the district's tobacco-free schools policy (administrative policy KDC).
- Violation of the district's policy on sexual harassment (administrative policy JBB).
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- 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.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
- Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- 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 dress code policy (administrative policy JICA).
- Violation of the district's policy on student expression (administrative policy JICE).
- Violation of the district's policy on bullying (administrative policy JICDE).

Each principal shall post a copy of these rules in a prominent place in each school or on the school website. Copies also shall be available to any member of the public upon request.

Adopted/Approved: March 1, 2001; Revised: October 20, 2005; September 10, 2009; June 7, 2012

Consequences for Breaking School Rules and/or State and Federal Laws

You can be disciplined if you violate the school rules or laws of the state or nation. Some violations are more serious than others and can result in suspension, expulsion or denial of admission. Under the administrative policy JKD/JKE, students may be suspended or expelled for the following reasons:

- Willful disobedience
- Willful destruction of property
- Behavior on or off school grounds that is detrimental to the welfare of other students or staff
- Being "habitually disruptive"
- Repeated interference with the school's ability to provide services to students
- Commission of a robbery or of an assault
- Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy
- Violation of the District's substance abuse policy
- Other serious violations of school rules as determined by the principal or administrator
- Violation of the District policy on immunizations

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities, in which case the suspension by the principal can be up to 10 school days. The superintendent can extend the suspension of students who are being recommended for expulsion so that the student can appeal the

recommendation to a hearing officer, and, if necessary to the Board. In an appeal hearing, evidence and argument may be presented on the student's behalf by the parents and/or the student.

"Habitually Disruptive" students are a subsection of the above. Under administrative policy JKEA, a "habitually disruptive" student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy requires that the school, student and her or his parents develop a "remedial behavior plan" after the second suspension.

Special education students with an Individualized Education Plan may not be expelled if the conduct in question was caused by, or had a direct and substantial relationship, to the student's disability or if the conduct in question was the direct result of a failure to implement the IEP.

Dress Code Policy

A safe and disciplined learning environment is essential to a quality educational program. Discovery Canyon High School standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety. School staff strive to honor students for who they are and acknowledge each of them as a unique individual who feels welcome and safe here at school. The Administration recognizes that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

This dress code aims to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed below in the MUST Wear and MAY Wear categories must meet this basic principle.

Student MUST Wear at all times:

- Shirt/Tops (with fabric in front, back, and on sides from armpit to waistband) **AND**;
- Bottoms (Pants, Shorts, Skirt) **AND**;
- Footwear with soles.

Students May Wear, as long as these items do not violate the statement above:

- Hats facing straight forward or straight backward in the hallways. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. **Hats may or may not be worn in the classroom at the teacher's discretion.**
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff); student's face must NOT be obscured.)
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire; including leggings and/or yoga pants (must be appropriately opaque).

Students Cannot Wear:

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the administrator, including but not limited to items that have/include/show:

- Violent language or images which advocate disruptive behavior.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or sexually explicit.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups or threaten the welfare of another person.
- Any clothing that reveals visible undergarments.
- Advocate, promote, or refer to any gang affiliation.
- Swimsuits (except as required in class or athletic practice). (Should be appropriately covered)

- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Any items which are backless (ex. Revealing the back below the shoulder blades.)
- Any items which are inappropriately sheer, short, tight, or low-cut.

Certain courses and classrooms will have specific attire requirements, based on teacher discretion to promote a safe learning environment. (Ex. no baggy clothing during labs or hats during indoor PE classes.)

Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff have a commitment to enforce the dress code consistently utilizing the requirements below.

- Students will only be redirected or removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the MUST Wear and May Wear sections above. Students in violation of the above sections will be provided the following options to be dressed to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, **to be dressed to code for the remainder of the day**.
 - Students will be provided with temporary school clothing **to be dressed to code for the remainder of the day**.
 - If the above options are unviable, students' parents may be called during the school day to bring alternative clothing for the student to wear.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - Kneeling or bending over to check attire fit.
 - Measuring straps or length of bottom attire.
 - Over-emphasizing or embarrassing a student(s) to account for their attire in the classroom or in hallways in front of others.

These dress code guidelines shall apply to all school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom **unless** an otherwise appropriate dress code requirement is established for these events. Events that require a special uniform (ex. sporting events) will be issued approved garments. Final decision of appropriateness falls to staff, faculty, and administration.

Drug and Alcohol Free Schools

Administrative policy JICH prohibits any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. It is considered to be behavior that is detrimental to the welfare and safety of other students or school personnel. **Sharing 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. Expulsion may be recommended for the distribution of drugs or alcohol at school or at school-sponsored events, even if no money is exchanged. It may also be a punishable offense pursuant to Colorado law, C.R.S. §22-33-106.

Emergency Closings

The Superintendent or designee is empowered to close the schools, delay their start or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. Parents are asked to help with the decision as far as their own students are concerned. If a parent judges the weather conditions too hazardous to send his/her student to school, that student should be kept at home. The student will not be penalized for the absence.

Please refer to the “Attendance” section for guidelines regarding making up missed work. If, at any time during the day, parents desire to pick up their student due to hazardous weather, an administrator will release the student. The school maintains a log of students who are released early and to whom they were released. Parents are required to sign out the student. In addition to a signature, a picture ID may be required.

Make certain your child and school personnel know what to do if you are not at home and school is dismissed early, by completing and returning the early dismissal form sent home at the beginning of the school year. During questionable weather, parents can hear updated district closure information on local radio and TV stations, as well as checking the D20 web site.

Emergency Evacuation Drills

Drills are conducted on a monthly basis. Exit route signs are placed in each room and are explained by teachers. Students need to remain silent and walk in an orderly manner to the designated exit. After reaching the designated safe area, attendance is taken. In-room emergency procedures are in place and explained to students.

Fines

Students are responsible for the maintenance and proper use of all school materials, equipment, rentals and other financial obligations. Fines will be issued for loss and/or damage of any of these items including textbooks and sports uniforms. Fines will be assessed for loss or damage, such as, bent corners, torn covers, torn pages and other outstanding obligations. In accordance with Senate Bill 68, grades and/or transcripts may be withheld until all outstanding obligations are satisfied. (JQ)

Food Outside of the Commons

Lunch will be served in the commons. Students are allowed to take food outside. Food and drinks are not to be consumed in the hallways or stairwells of the school. Individual teachers will have rules concerning food in their classrooms. Water is the only drink allowed in the academic areas. Garbage left in the classrooms or in the plazas will result in closing those areas to food consumption.

Students are expected to behave as if they were eating in a restaurant. All trash should be disposed of in the appropriate receptacle. Students are to remain seated while eating. Students who leave a mess will be asked to clean tables and/or sweep the floor. Students may bring their own lunch or purchase a tray lunch with drink. In addition, students will have access to a choice of a la carte items.

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

Food Allergies

Your school may include students who have severe allergies. Severe allergies are serious and can be fatal. While District 20 cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk (Administrative policy JLCDA and Procedure EF-R-1). The District’s Food Allergy Task Force developed Guidelines for Protecting Students with Life-Threatening Allergies and Food Intolerances, which is on the district website. Your school may have designated a nut-free table in the cafeteria. Students who bring in lunch from home may bring in nut products, but may not eat at the nut-free tables. If you have a severely allergic child in your classroom, please follow the school’s guidance as to what foods, if any, may be sent in from home to school for consumption in the classroom. If your child has a severe, life-threatening allergy, he or she may be eligible for the legal protections of a 504 plan. A health care plan, developed with the school nurse, can also provide protection for your child.

Free or Reduced Lunch

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

Free Association and Peaceful Assembly

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

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

Freedom from Discrimination

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

Freedom of Expression

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

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

Gangs and Related Activities

Administrative policy JICF creates a significant exception to your free association rights, which prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive conduct. The student dress code addresses apparel that is forbidden, including materially and substantially disruptive dress, adornments or grooming. Administrative policy JICF forbids gestures, signals or graffiti related to gang activity, including initiations and hazings. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition the appropriate law enforcement agency may be involved.

Healthy Schools Initiative

Administrative policy ADF confirms the district's commitment to promoting children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Mission Statement: Discovery Canyon Campus will promote wellness through physical activity, education and nutrition.

- Goal 1: Physical Activity – parents, student and staff will be offered more opportunities to promote a physically active lifestyle.
- Goal 2: Education – parents, students and staff will be offered more opportunities to access educational opportunities to promote health and wellness.
- Goal 3: Nutrition – parents, students and staff will work towards maintaining a nutritionally friendly environment in all Campus classrooms.

Homework

Homework Responsibilities

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

Rationale/Purpose:

The Discovery Canyon staff believes homework is an extension of the classroom. Homework is used to encourage student self-discipline, independence and responsibility. Homework also increases academic achievement, promotes lifelong learning and allows for expansion of the curriculum.

Types of Homework:

The type of homework assigned depends on the purposes and age of the student. There are four types of homework: practice, preparation, extension and creativity.

Practice Homework:

Practice homework provides students with the needed review and reinforcement necessary to learn a previously taught lesson. Examples of practice homework include: solving a series of problems after studying specific mathematics concepts, writing a reaction paper after studying a specific period of history or reviewing foreign language vocabulary after being introduced to new words.

Preparation Homework:

Preparation homework helps students prepare for the next class session. Examples of preparation homework include: reading an assignment and writing questions for class discussion or interviewing a grandparent about a historical event.

Extension Homework:

Extension homework guides students as they expand upon concepts taught in class. Examples of extension homework include: rewriting the story in Modern English and in modern context after reading a piece of literature written in another century or reading a book and reporting to the class.

Creative Homework:

Creative homework includes analysis, synthesis and evaluation. This type of homework is inventive and resourceful, since students develop their own ideas related to a class topic and share those ideas with the class. Examples of creative homework include: create a political cartoon that addresses a topic being covered, construct a miniature castle, plan a trip to China, develop a log of experiences or map the excursion, build a balsam bridge that supports at least twenty pounds.

Time:

Homework is assigned by teachers to allow students to practice what they have learned at school that day. Studies and experience confirms task improvement with practice. The amount of homework will vary based on student academic load and rigor. If the amount of homework given to a student seems excessive, please contact the teacher.

I.D. Cards

Each student will be issued and responsible for an I.D. card which will contain information for library check-out and internet access. Student I.D.'s should be carried with the student during school hours and at all school-related activities. Lost I.D.'s may be replaced at the HS Attendance Office for a \$5.00 to cover the cost of materials.

Identification

For the protection of all, you must identify yourself and show your school I.D. when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities – even off-campus activities.

Illness/Injury

Discovery Canyon has a School Nurse assigned to the DCC Campus. Additionally, a health clerk paraprofessional trained in medications and limited first aid staffs the Health Room in Campus Services as well as other trained DCC office staff.

Students must have a pass from a staff member to go to the Health Room, except in an emergency. It is not acceptable for a student to stay in the bathroom when sick. The student must come to the Health Room in Campus Services. The student is limited to approximately ten minutes in the Health Room unless a Health Care Plan signed by a Medical Provider states differently. After this limited time period, arrangements will be made for the student to call home, go home or return to class. Cell Phones and gaming devices are prohibited from use in the Health Room. Before a student goes home, a parent/guardian must sign the student out at the office.

Illness

Please do not send your student to school if he/she is ill. Academy District 20 illness guidelines state that school personnel should call parents to pick up a student with any of the following symptoms: fever of 101° or higher; vomiting, diarrhea, cold symptoms, such as constant runny nose or abnormal color of mucus (yellow, green, thick white); congestion; frequent coughing; possible communicable diseases; and undiagnosed rashes.

If the child has a low grade temperature in the morning prior to school, please keep him/her home until the child has maintained a normal temperature for 24 hours. The health room is not an infirmary.

Immunizations

If your child has had any immunizations over the summer, please send a copy to the school for the nurse to add to his/her shot record. The school nurse will be checking the immunization records on all students to see if minimum standards are met according to state requirements.

. (JLCB) Minimum requirements are as follows:

- Preschool: 4 DTaP/TD; 3 Polio; 1 Measles, Mumps, Rubella; 1 Hib (if one dose is given at 15 months, requirement met; if given before 15 months, 2 doses are required); 3 Hepatitis B; and 1 Varicella
- Grade K: 5 DTaP/TD**; 4 Polio***; 2 Measles, Mumps, Rubella; 3 Hepatitis B; and 2 Varicella
- Grades 1-5: 5 DTaP/TD**; 4 Polio***; 2 Measles, Mumps, Rubella; 3 Hepatitis B; and 2 Varicella
- Grade 6: 5 DTaP**; 1 Tdap (adult Tetanus, Diptheria & Pertussis); 4 Polio***; 2 Measles, Mumps, Rubella; 3 Hepatitis B; and 2 Varicella
- Grade 7: 5 DTaP/TD**; 4 Polio***; 2 Measles Mumps, Rubella; 3 Hepatitis B; and 2 Varicella
- Grades 8-9: 5 DTaP/TD**; 4 Polio***; 2 Measles, Mumps, Rubella; 3 Hepatitis B and 2 Varicella
- Grade 10: 5 DTaP**; 1 Tdap (adult Tetanus, Diptheria & Pertussis); 4 Polio***; 2 Measles Mumps, Rubella, 3 Hepatitis B and 2 varicella
- Grades 11-12: 5 DTaP/TD**; 4 Polio***; 2 Measles, Mumps, Rubella; 3 Hepatitis B and 2 varicella

** 5 Doses of DTaP/TD unless the 4th dose was given on or after the 4th birthday in which case only 4 doses are required.

*** 4 Doses of Polio unless the 3rd does was given on or after the 4th birthday in which case only 3 doses are required.

State Requirements for Personal/Religious exemptions: Non-medical exemptions (religious and personal belief) will expire June 30th of every year. Non-medical exemptions (K through 12th grades) are to be submitted annually at each new school year.

Communicable Diseases

If your student has any communicable (contagious) diseases throughout the school year, please call 234-1800 to notify the nurse so she may follow-up with any disease information that other parents may need. Examples are chickenpox, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

Health Care Plans

Academy District 20 encourages health care plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include asthma, diabetes, seizure disorder, bleeding disorder, severe allergy, heart condition, chronic medical condition, etc. Forms are available in the school office. Please complete this form if you have a student with a health condition.

Medication Administration

Medication, except for controlled drugs, may be self-administered by high school students except for students that are not able to responsibly take medication independently. Controlled medications may include but not limited to ADHD stimulant medication, some seizure medications, and narcotic pain medication. If your child is found carrying a controlled substance it will be handled under the illegal substance policy guidelines.

Medication shall be contained in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the 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. Controlled drugs shall be administered to high school students with permission from a medical provider. Please obtain a permission to dispense medication administration form from the School Health Room.

Field Trips and Health Concerns

We encourage high-school students to self-carry and administer medications as much as possible unless there is a specific reason not to (controlled medication, SSN student, etc.). High School Staff members are given general training at the beginning of every school year on health conditions related to life-threatening allergies, asthma, diabetes, and seizures. Please contact your School Nurse at 719-234-1800 if you have any questions or concerns.

Injuries at School

Typically a student who is injured at school will be given basic first aid in the health room. Parents are contacted immediately for any head injuries, cuts or potential broken bones. Again, the nurse is not always on site to advise health room personnel; therefore, parents are encouraged to pick up their student for outside medical evaluation if warranted.

Glasses-Contact Lenses

Students are responsible for their individual vision needs. Discovery Canyon cannot be held responsible for lost, stolen or damaged eyewear.

International Baccalaureate Programme

All students in 9th and 10th grade are participants in the Middle Years Programme of the International Baccalaureate Program. These students are expected to fulfill all requirements of the Middle Years Programme, including all community service hours as well as the Personal Project in 10th grade. Satisfactory completion or incompletion of the Middle Years Programme will be listed on each student's academic transcript. Juniors and seniors wishing to enter the Diploma Programme will be required to apply for acceptance.

Internet Policy

The internet and electronic communications have vast educational potential. 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. The district shall take reasonable steps to protect students from accessing material and information that is illegal, obscene, pornographic, or otherwise potentially harmful to students. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful.

Blocks or filters shall be installed and maintained on the network for all district computers having Internet or electronic communications access. In the event that inappropriate material is accessed the student shall report it to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

District computers are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computers and computer systems. Personal consent to monitor is required before a user account is activated.

Students shall use district computers in a responsible, efficient, ethical, and legal manner. Students shall not access, research, create, transmit, retransmit, or forward material or information which promotes violence, contains obscene or pornographic material, contains personal information, harasses or threatens students, is in violation of federal or state law or district policy, impersonates another person, or damages equipment or files. Failure to follow policy (JS) shall result in loss of privilege to use these tools.

Library Media Center

“Inquiry is at the heart of learning. As students move from questions to evidence to answers, they read, write, and present their new knowledge and understandings” (Guide to Libraries, Technology, and Learning, Academy School District 20).

The Upper and Lower Campus libraries will serve as learning/discovery centers for students, teachers, staff, parents and the community providing a variety of print, electronic, hands-on and human resources.

Library hours

7:15 a.m. – 3:30 p.m., Monday – Friday for the Upper Campus Library

Circulation information

Check-out: Three books at one time, plus more as needed for special research projects.

Loan period: Two weeks; overnight for special research projects. The loan period is shorter for magazines, audiocassettes, and other materials.

Overdue Fines: Students are not charged for normal two-week overdue materials. Any overnight materials are \$0.25/night/book. A fine may be assessed for regular checkout if materials are not returned in a timely manner. The fine will be no more than \$4. If the book is not returned, the book price will be added to the student’s account in Infinite Campus.

Lost and Found

Students are responsible for their own textbooks, notebooks, band instruments and personal items. Discovery Canyon is not responsible for the repair and/or replacement of lost, stolen or damaged property. However, found items are turned in to Lost and Found located in the High School Attendance Office. Please be sure your student checks the Lost and Found periodically. At the end of each quarter, all unclaimed items are donated to charity.

Lunch

DCC is a closed campus. Freshmen and sophomores are required to remain on campus for lunch. They may eat in the commons or Big Dipper Plaza. Students are not to be in the hallways or academic areas of school during lunch unless they have a pass from the teacher they are going to visit.

Juniors and seniors may apply for off-campus lunch privileges. Parents must electronically approve through the Infinite Campus Extended Portal for students to receive an off-campus sticker for the student ID. Students must abide by the rules on the application in order to be allowed to leave campus for lunch. Students must leave and return through the front doors of the High School when leaving for lunch, and must show their off-campus pass to security. Violation of the conditions of the off-campus application may lead to the revocation of the pass. Applications can be picked up from the security office.

Medications and Medicine Administration

It is best if medication is administered at home. Students whose parents have completed the district contract to self-carry epinephrine injectors and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications at their building site (elementary, middle, and high school). For any other medications to be administered to students at school, it may be done only with a specific written request from the student’s parent or guardian (see administrative policy JLCD). The parental request shall include a release of claims against the district arising out of the administration of the medication (JLCD-E). Prescription medications must be labeled with the child’s name, name of the medication, time medicine is to be given, dosage, name of the health care provider with prescriptive authority and phone number. Over the counter medications must be packaged in the original container and labeled with the child’s name. It is the parent’s obligation to pick up any unused medication at the end of the school year. Medication will not be stored at school over the summer so any medication not picked up by parent will be disposed of by school staff at the end of the school year.

Medication, except for controlled drugs, may be self-administered by high school students. Medication shall be contained in the original or pharmacy-labeled container. For prescription medication, the label shall state the student’s name, name of the 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. Controlled drugs shall be administered to high school students in the same manner as all medication is administered to elementary and middle school students.

Parent Organizations

We believe that students learn best when parents and staff are actively involved in a partnership with the school. Two organizations for parent/staff involvement are the Discovery Canyon Parent Teacher Organization (PTO) and the Accountability Committee for Discovery Canyon Campus (ACDC2).

The PTO sponsors fundraisers and special events throughout the year for students and staff that build a sense of community at Discovery Canyon. The PTO Board meets twice monthly and all parents are encouraged to attend.

ACDC2 functions as an advisory group to the administration. The committee meets monthly and helps assess directions for the school and addresses general needs for the future. In addition, presentations by school staff and district level administrators regarding curriculum, policy, etc., are often given. All parents and patrons of Discovery Canyon are encouraged to attend.

Parking

Students who park on campus must register their car and purchase a \$40 parking permit from the campus security officer. Students must park only in the designated high school student parking area and display parking permit at all times. Students who park in the staff lot or other unauthorized areas or without displaying their parking permit will receive a \$5 parking ticket that will be added to the student's account in Infinite Campus. Security officers are also authorized by CSPD to ticket cars without Handicapped permit in Handicapped parking for \$350.

High school students should utilize the easternmost entrance off of North Gate Boulevard for both entering and exiting the parking lot. Should you lose your parking privileges due to violation of policy JIHB, funds will not be reimbursed. Vehicles are subject to search and seizure policy. The school or school district is not responsible for any damage done to vehicles or property stolen from vehicles while they are parked in the school lot.

Personal Conduct

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

Personal Property

No unnecessary personal items should be brought to school. This includes all games, toys, stuffed animals, etc. Personal items deemed disruptive to the learning process will be confiscated and kept until picked up by a parent/guardian. Exceptions will be made for items needed for class projects and after school enrichment activities. Items brought to school for these purposes are the responsibility of the student. Discovery Canyon is not responsible for the reimbursement or replacement of lost, stolen or damaged personal or electronic items. Students are highly encouraged to bring padlocks to lock up any clothing or personal items in the locker room.

Physical Intervention by District Employees

Per policy JKA, any district employee may, within the scope of his employment, and without it being child abuse, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrongdoing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- For the preservation of order.

In addition, state statute allows teachers to touch students if it is to appropriate to give emotional support or show affection to a child.

Public Display of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Seeking Change through the Proper Channels

Students and parents are encouraged to participate in the district in a variety of ways. School and district committees offer positive ways of influencing the operation of the district. Most positive changes come about through the committee process. The district and the Board of Education also want to maintain open lines of communication.

Administrative policy KE allows any member of the public to submit a suggestion or a complaint about any staff member, policy, procedure, program, etc. in the district. The policy provides for an orderly progression so as to solve the problem, or implement the suggestion, at the lowest possible level. The process allows for higher levels of review, up to and including the Board of Education.

Special Events and Parties

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

Student Dismissal Precautions

Policy JLIB, Adopted/Approved February 24, 2007

The school is legally responsible for taking reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and to a properly authorized person.

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his or her designee.

The principal shall not excuse a student before the end of a school day without a request for the early dismissal from the student's parent/guardian. In keeping with this policy:

- No elementary or middle school student shall be released from school early without written permission from a parent or guardian. No high school student will be released early without a confirmed contact from a parent or guardian.
- Children of divorced or legally separated parents shall be released only upon the request of the parent who is registered on the school record and whom a court holds directly responsible for the child. A copy of the court order confirming the parent or guardian's legal status shall be furnished to the school by the parent.
- An elementary student shall be sent home only with a parent/guardian or, if parent/guardian is not available, with another authorized adult.

Additional precautions shall be taken by the principal or his or her designee as needs arise. The principal or his or her designee has the authority to allow exceptions to this policy in case of emergency.

Student Drop Off

There are two main areas (zones) for student drop off/pick up. The "kiss and go" zones are located in front of the Lower Campus and a much longer zone along the fronts of the Middle and Upper Campus entrances. To make drop off more efficient, please observe the following:

- Both zones are one way with single file traffic (one lane) allowed for student drop off/pick up.
- Pull as far forward as possible before dropping off/picking up your student.
- Drop off/pick up your student(s) as soon as possible after stopping in the zone. Multiple sidewalks lead to the Campus entrances from all areas along all drop off/pick up zones.
- Follow the directions of the traffic supervisors while in the drop off/pick up zones.

It is not recommended that students be dropped off/picked up in the Campus parking lots. However, if a parent chooses to do so, students must use the designated crosswalks to enter the appropriate Campus (Lower, Middle, Upper) entrance.

Students should not be dropped off or picked up in any other areas or curbsides on the Campus.

Parents/Visitors:**Lower Campus Entrance**

Parents/visitors to the Elementary Campus must park in the Lower Campus main parking lot.

Middle Campus Entrance

Parent/visitors may park in the limited number of "Visitor" parking spots near the Middle School entrance. If no "Visitor" spots are available, parents/visitors to the Middle School must park in the Middle Campus main parking lots.

Upper Campus Entrance

Parents/visitors to the High School must park in the Upper Campus main parking lots.

Handicap Parking

All Handicap parking spots are reserved for vehicles appropriately identified and authorized for Handicap use only. Vehicles illegally parked in a Handicap designated parking spot may be ticketed.

Posted No Parking

Vehicles parking in posted "No Parking" areas may be ticketed. This also goes for cars parked in spaces marked for specific designees.

General Regulations:

1. Speed limit signs are posted on Campus. Vehicular speed limits are 10 MPH in all areas on Discovery Canyon Campus.
2. Stop signs are posted at major intersections. Please come to a complete stop at all posted intersections.
3. Curbside parking is allowed unless the curbside is posted as a "Fire Lane."
4. Designated crosswalks are located at major pedestrian roadway crossings. Please utilize extra caution when approaching marked crosswalks. In addition, utilize the crosswalks for gaining access or leaving Campus facilities.

We appreciate your understanding, compliance, and support of these basic traffic and pedestrian regulations to assure a safe environment for students, staff, parents, and visitors at Discovery Canyon Campus!

Student Interrogations, Searches, and Arrests

The District Administration seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel or law enforcement agents to interrogate a student, to search the person or the personal property of a student, and to seize any contraband property or property deemed injurious or detrimental to the safety and welfare of students and staff. (JIH) Interrogations

A principal or designee may question a student in situations in which a violation of law, policies of the Board of Education, or school rules on or off school grounds or at school-sponsored activities is suggested. The nature and extent of the questioning must be reasonably related to the objectives of the questioning.

Law enforcement officers may request, on their own initiative or in response to a contact by the principal or designee, to question students at school, on school grounds, or at school-sponsored activities. Such questioning will be conducted with the principal or designee present whenever possible. Before such questioning commences, the officer should be asked to provide identification evidencing the officer's affiliation with the identified law enforcement agency. If permitted by the law enforcement officer, the school official will make a good faith effort to contact the student's parent, guardian, or legal custodian prior to the onset of the interrogation so that he or she may be notified of the situation and given the opportunity to be present.

Searches

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by the school authorities.

In order to protect the safety and welfare of students and school personnel and to maintain order and discipline in schools on school grounds, and at school activities, school authorities may search a student, student lockers, desks,

personal property, or student automobiles parked on or near school grounds and may seize any illegal, unauthorized, or contraband materials or evidence, as described in the accompanying regulation.

Searches of a student's person or personal effects, such as a backpack, purse, book bag, or motor vehicle, within the school, on or off school grounds, and at school activities may be conducted by the principal or designee when the principal or designee has reasonable grounds to suspect that the search will uncover:

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

The extent of the search of a student's person or personal effects and the measures used in conducting the search must be reasonably related to the objectives of the search, must not go beyond what is warranted by the nature of the suspected violation, and must respect privacy considerations in light of the age and gender of the student. School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers and storage areas may be searched without notice and without student consent when the principal or designee has reasonable grounds for the search. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities.

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by authorized persons using trained detection canines under the direction of the school principal or designee. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law. (JIHB)

Arrests

Whenever a law enforcement officer seeks to take a student into custody or to arrest a student, the principal or designee shall request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officers, and, if permitted by the law enforcement officers, the school official will make a good faith effort to contact the student's parents, guardian, or legal custodian.

Student Publications

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

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

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

Non school-Sponsored Publications

Students have the right to possess and distribute non school-sponsored publications on school property subject to the limitations in this policy and state law. If the appropriateness of any non school-sponsored publication being distributed, or planned for distribution, on school property is questioned, it shall be presented to the principal or designee immediately. The principal or designee may deny approval for the distribution if he or she reasonably determines that the expression is prohibited under this policy. The principal's or designee's decision shall be issued within two school days after submission of the publication or the expression shall be deemed approved. The principal's decision may be appealed to the Superintendent or designee who shall render a decision within three school days following its submission. The Superintendent's or designee's decision shall be final. (JICEC) Time, Place, and Manner Restrictions: The time, place, and manner of the distribution of publications may be reasonably regulated by the principal or designee, provided that the regulations are uniformly applied, are specific as to prohibited times and places, and do not prohibit distribution at times or places that do not interfere with school activities.

Student Records

Administrative policy JRA/JRC gives your parents or guardians access to your educational records with reasonable advance notice to the school. Parents/guardians, and "eligible" students 18 and older have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain

access to your records for educational purposes. All individually identifiable educational information is confidential except for “directory” information [name, photograph, major field of study, participation in officially recognized sports and activities, height and weight of members of athletic teams, dates of attendance, grade level, degrees, honors and awards received, the most recent previous education agency or institution attended by the student.] The parent or eligible student (student 18 and older) has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 30 or the following Monday if August 30 is a Saturday or Sunday. One important exception: military recruiters can obtain the names, addresses and home telephone numbers of all high school students, unless the parent or eligible student (one who is 18 years or older) requests otherwise in writing.

Third Party Access to Child’s Education Records

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

Student-Teacher Communication Guidelines

Discovery Canyon Campus believes in building positive teacher-student relationships. Proper communication is essential in building and retaining these relationships. The following protocol provides guidelines on how to increase the communication between students and teachers during conflict resolution. Discovery Canyon Campus emphasizes self-advocacy and will refer students to this protocol if it is not followed.

Face-to-Face Communication Guidelines

Approach the teacher in person and ask if you can set up a time to speak with him or her.

Do not expect a teacher to drop everything to address your concern immediately. Never interrupt class to speak to a teacher about a concern not related to what is being taught at the moment.

When speaking to the teacher, be polite. Try to keep emotions from interfering with your concern.

It is okay to feel frustrated or disappointed, but don’t let your emotions distract from the message. Sometimes it is best to wait 24 hours before you set up an appointment to separate yourself from the issue.

Present your concern using “I” statements.

Use phrases such as “I am having trouble understanding…” Explain what you have already done to resolve the concern. Using “you” statements often sounds accusatory and placing blame on another. This breaks down relationships rather than builds them.

Use specific facts when presenting your concern. Avoid generalizations.

Stay away from generalizations such as “always” and “never” when discussing a concern. Present specific evidence to support the issue you are concerned about.

Clarify what you understand from the conversation.

Put the teacher's comments into your own words, and confirm with the teacher that you understand. Sometimes it is useful to say, "If I understand you correctly,..." Express what you will do in the future if you run into the same concern again.

Thank the teacher at the end of the conversation.

Whether you agree or disagree with the resolution, thank the teacher for discussing it with you. It is okay to disagree. If you still feel that you were treated unfairly, explain why you believe so. If your parents want further explanation, tell them the conversation you had with your teacher. Parents should understand the conversation when they contact the teacher. If necessary, a conference with you, the teacher, and your parent might be scheduled.

Email Communication Guidelines

Sometimes a matter needs immediate attention or a face-to-face meeting cannot be scheduled in a timely manner. If an email is necessary, use the following guidelines when sending an email.

Use a proper salutation, correct grammar, and full sentences.

Use "Dear Ms. ..., or Dear Dr. ..." Express yourself in a proper manner. This is not a text to your BFF.

Clearly state the purpose of the email.

Include why you are writing (I didn't understand... I did not turn in...). Use the guidelines about supporting facts and keeping emotions out of the conversation as listed above.

Ask for a time to meet face-to-face.

Relationships are not built in cyberspace. Try to arrange a time so you can discuss things in person.

Avoid anything that might be considered rude or inappropriate.

Check the message over to make sure nothing could be misconstrued. Emails can hide true intent or emotions. Stick to the facts and avoid emotionally charged words. Do not send until you have reviewed the message.

Don't overuse emoticons or unnecessary embellishments.

Avoid attaching long, elaborate email signatures with images, song quotes, and so on. Treat this as a professional communication. It will be good practice for you.

Don't reply all and send superfluous messages to everybody in the class or community.

You should send the email to your teacher and copy your parents on the email. Teachers cannot discuss other students or other students' grades or work.

Telephone Use

Office and classroom phones are for business and emergencies only. During the day, students must have a pass from a teacher to use the student phone located outside the High School reception area. When using the phone, students may leave a message for a parent informing them to call the student back and where to leave a message. It is the student's responsibility to follow up on messages with the High School receptionist. Students will not be called to the phone unless an extreme emergency arises. Students are allowed to use the student phone at High

School Attendance. If a student is staying after school with a teacher or for an activity, a staff member may allow the student to use a classroom phone.

Tobacco-Free Schools

District policy and state law forbid possession, smoking, chewing or other use of any tobacco product, including electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems, on school or district property or at school activities at any time. See Policy ADC.

Transportation (Bus)

Please observe the following regarding bus transportation:

1. Students shall be at their assigned stops five minutes before the bus is scheduled to arrive.
2. Wait for your bus in a safe place, well off the roadway.
3. Once the bus has come to a complete stop and the door opened, enter in an orderly manner. Go to your seat immediately.
4. Loading buses at school: ALL students must be on their bus by departure time.
5. Remain quiet and orderly.
6. Be courteous to your school bus driver and fellow passengers. The driver, Transportation Director or school administrator has full authority to assign seats whenever good student management warrants.
7. Keep your head and arms inside the bus at all times.
8. Any student displaying inappropriate conduct, using objectionable language or abusing the driver or other students could forfeit their bus privilege.
9. Items NOT allowed on the bus: animals, skateboards, scooters, roller blades, balloons, knives, firearms or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. No sharp instruments such as pencils, etc., shall be carried where they might cause damage to the bus or injury to others. The driver has authority to require objects that may be unsafe or a hazard to be placed in a safe area.
10. Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the responsible individual.
11. In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver.
12. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus.
13. Students must ride their assigned bus and get off at their assigned stop. An exception can be made if prior permission from parent/guardian is received in writing by the office by noon and approved by the school office. An authorized bus pass will then be issued to the student.

Additional information:

Violations will be dealt with on an individual basis between rider and driver. If a problem continues, parents will be contacted and progressive disciplinary actions taken by Transportation and/or school officials. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

Visitors

Parents are always welcome at school. Parents need to check in with security or Middle or High School Receptionist to receive a visitor's pass. Visitors will be required to have a government issued photo ID that is checked through the Raptor system that ASD 20 uses to screen visitors in the schools. Friends and relatives are encouraged to watch students participate in extracurricular events.

Visitors, relatives or friends are not permitted at school during our regular school hours or at school sponsored activities intended for Discovery Canyon students only such as parties, field trips, etc. The exception is that family may have lunch with their students.

Volunteers

The PTO and staff actively coordinate a program of volunteers. Parents and other community members share their expertise with staff and students. The school appreciates and depends on this additional help to enhance our educational program. When volunteers do make a commitment to the school, they should be reliable and call the school when they are unable to fulfill that commitment. It is requested that younger siblings not be brought to school while volunteering. Please sign in and out at Security or with the receptionist in the Middle School or High

School when volunteering and record your hours. Name badges will be available and should be worn when volunteering as an added security measure.

Weapons at School

The Board of Education and district administration determine that possession and/or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Bringing or possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion (JICI).

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

- A firearm, as defined in C.R.S. § 18-1-901(3)(h) ("Firearm" means any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges.)
- Any pellet gun, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed blade knife with a blade that exceeds three inches in length
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

In accordance with 20 U.S.C. § 7151, a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for not less than one year; except that the 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.

Referral to law enforcement

In accordance with applicable law, school personnel shall refer to law enforcement any student who brings the following to school:

- a firearm as defined above
- a fixed blade knife with a blade that exceeds three inches in length
- a spring- loaded knife
- a pocket knife with a blade exceeding three and one-half inches in length.

***At Discovery Canyon Campus, student possession of any knife, regardless of length, is prohibited and will result in disciplinary action.**