

DISCOVERY CANYON CAMPUS

High School Student Handbook

2025-2026



Discovery Canyon Campus Mission Statement

Discovery Canyon Campus, a PreK-12 International Baccalaureate continuum, inspires, educates, and prepares our students through engaging and challenging learning experiences in a safe, collaborative, caring community, to develop and pursue their unique purpose as contributing global citizens.

Academy School District 20 Mission Statement

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

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

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

****Readers should be aware that this handbook may be updated throughout the school year.**

KNOWLEDGE OF THE RULES - It is the student's responsibility to be aware of and to obey district regulations, school rules, and teacher classroom policies. Students need to be aware that school and district regulations apply to all school activities whether they take place on or off the school grounds. In some cases, where school administration believes that student conduct off campus, on a weekend or during a school holiday could impact the health, safety, or welfare of students and/or staff on campus, that conduct can be subject to discipline.

Discovery Canyon Campus

High School Student/Parent Handbook 2025-2026

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

Welcome to Discovery Canyon Campus High School, home of the Thunder! We are delighted to have you be a part of our community. Whether you are new to our campus or are returning, we want you to know that you are important here and that we know that this year is a significant year in your development as a person. We hope that you find your passions through our various academic, athletic, and activity programs. We hope that you are challenged to take risks and grow. At Academy School District 20, our mission is to educate and inspire students to thrive. DCC is a place where you can take risks with support to help you develop into a well-rounded individual ready to take on the ever-changing world when you graduate.

I passionately believe that a quality education is the key to open options for your future. To maximize your success here at DCC, we must provide structures to ensure a quality education for all students. Everyone at our school has responsibilities for your learning. Teachers have the responsibility of providing you with meaningful and engaging learning opportunities that prepare you to pursue your dreams. At DCC, we know that learning is never done, and your teachers will model how to be a life-long learner in their classrooms. You have the responsibility of giving your best every day and taking ownership of your own learning. 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 High School is a great learning community. We hope that you capitalize on opportunities to find, discover, and pursue your passions to become a productive member of an ever-changing global society. We will help you along the way. Remember that 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. Together as a learning community, we will ensure that you are successful.

Sincerely,

Matt Mitchell

High School Principal

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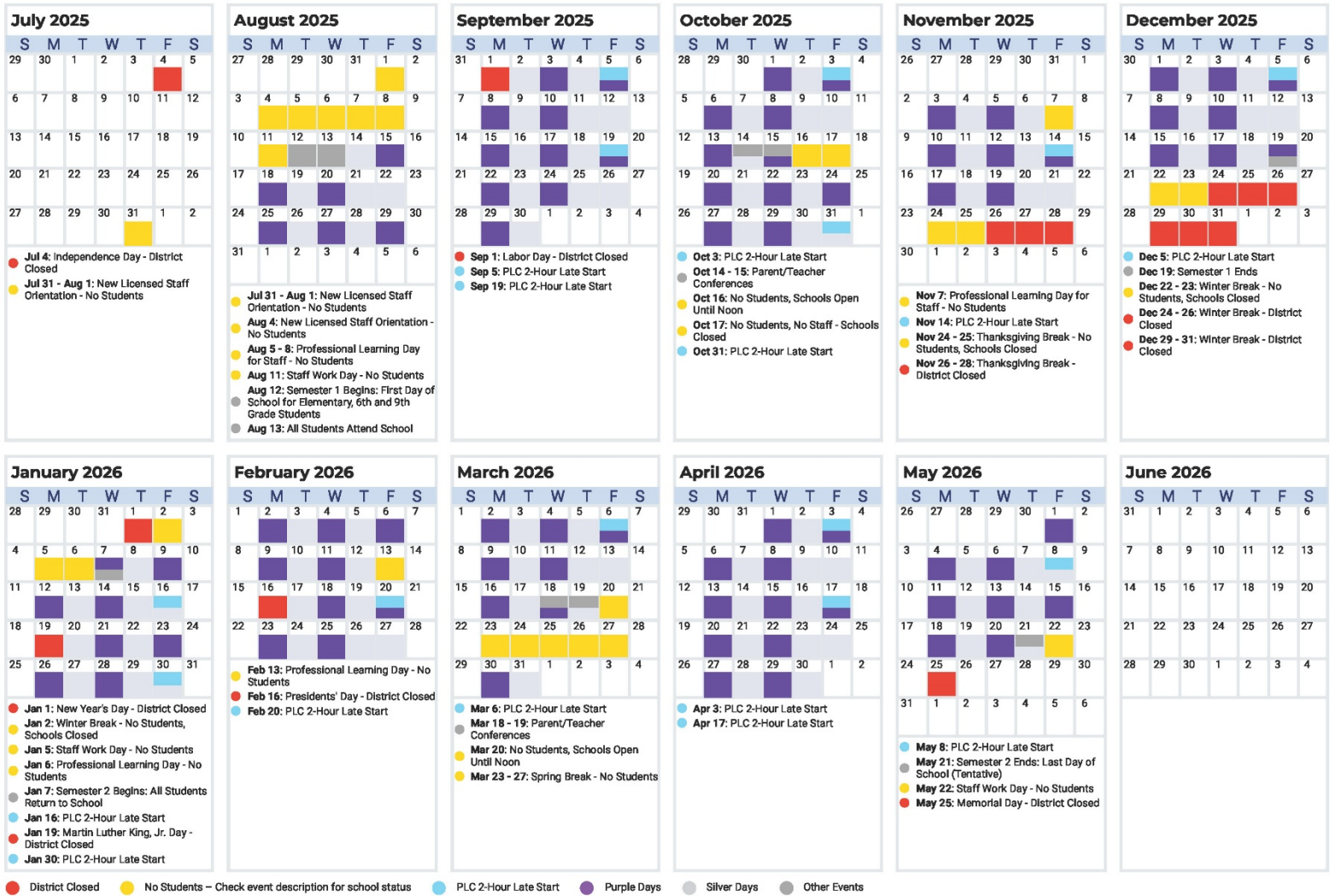
Discovery Canyon Campus High School Bell Schedules 2025-26

Purple/Silver Day		ThunderTime		Late Start (PLC Fridays, Weather, E-Learning)	
Period 1/5	7:45-9:16	Period 1/5	7:45-9:05	Period 1/5	9:45-10:46
Period 2/6	9:23-10:58	ThunderTime	9:12-9:52	Period 2/6	10:53-11:58
Lunch	11:05-11:34	Period 2/6	9:59-11:19	Lunch	12:05-12:34
Period 3/7	11:41-1:12	Lunch	11:26-11:55	Period 3/7	12:41-1:42
Period 4/8	1:19-2:50	Period 3/7	12:02-1:22	Period 4/8	1:49-2:50
		Period 4/8	1:29-2:50		

Morning Assembly		Afternoon Assembly	
Period 1/5	7:45-9:00	Period 1/5	7:45-8:55
Assembly	9:07-10:07	Period 2/6	9:02-10:12
Period 2/6	10:14-11:29	Period 3/7	10:19-11:29
Lunch	11:36-12:05	Lunch	11:36-12:05
Period 3/7	12:12-1:27	Period 4/8	12:12-1:22
Period 4/8	1:34-2:50	Assembly	1:29-2:50

Changes for the 2025-26 school year:

- All students and teachers will have the same lunch period.
- Students are expected to stay in supervised areas on campus during lunch unless they have a 2025-2026 Off Campus Lunch Pass



Important Phone Numbers and Times

Discovery Canyon Campus Office: 234-2800
 Attendance Office: 234-2802
 Athletics Office: 234-2815 Athletics Fax: 234-2997
 9th-12th Office/Fax: 234-2997
 Registrar Fax: 234-1878
 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/Business Services
 Monday-Friday 7:30 a.m.-4:00 p.m.
School Day
 7:45 a.m.-2:50 p.m.

Arrival and Departure Times

High school students may not enter the campus prior to 7:20 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 7:20 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. Students who are not supervised by a staff member will be asked to leave campus.

Announcements

For the most up to date information, please refer to the DCCHS web page, 20Alert emails, and social media accounts. Students also hear about pertinent announcements via the intercom, Schoology, IC messages, email, and use of programs such as Remind.com.

Visitors

Parents/guardians are always welcome to visit school. Please bring your driver's license and check in with security 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 ASD20 uses to screen visitors in the schools. Parents/guardians wishing to attend lunch or class with their student must obtain pre-approval from an administrator. Friends and relatives are encouraged to watch students participate in extracurricular events!

Visitors, relatives (non guardians) 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. We do not allow non-staff community leaders to have access to our students on campus during the school day or during school lunches.

Volunteers must go through an approval process with district. Please contact the school office to obtain a volunteer application.

ACADEMICS

International Baccalaureate

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

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 of Principled, Reflective, and Inquirer. 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. You can find more on these attributes [here](#).

DCC is an IB World School Continuum, and all 9th and 10th grade students are Middle Years Programme (MYP) International Baccalaureate (IB) students. The IB is an educational framework to help enhance the learning experiences in all courses, with the purpose of character, skill development, and international mindedness. During students 10th grade year, students will embark on a capstone project called the MYP Personal Project. This is a unique opportunity for students to pursue and document a personal passion and creation of a product. MYP Personal Project is on students official DCC high school transcripts as either a Pass or Incomplete.

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

Academic Rights

To function well in the classroom, you must have a clear idea of what your 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. Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHEDA

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

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

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

Assessments (administrative policy IKA):

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

Equal Educational Opportunity (administrative policy JB)

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

Grading Practices

We believe student grades are an important form of communication that provide detailed, up-to-date feedback on student progress of learning academic standards and meeting specific targets; these practices also offer a chance for students, teachers, and parents to partner together to support student learning. For the 25/26 school year, DCCHS has adopted the agreements outlined below. Teachers will be trained on these expectations, and edits may occur as they are analyzed throughout the year. This “Tight-Loose-Tight” system will serve to delineate which grading practices should be consistent between teachers, and where teachers have autonomy to design their grading system to best serve the needs of their content and students.

Tight-Loose-Tight Grading System		
Tight	Loose	Tight
<i>What are the expected actions of the leaders, teachers, and PLCs? What are the non-negotiables?</i>	<i>What autonomy do PLCs/PLTs and teachers have with grading practices?</i>	<i>How will administration and school leaders monitor grading practices, empower mutual accountability, and provide feedback and support?</i>
ALL teachers are expected to adhere to the following practices:	PLCs/PLTs and teachers are empowered to make decisions regarding grading as follows:	School administration and school leaders will guide and assist in the following ways:
Grading Scale		School Administration
All teachers will utilize a 50 – 100% grading scale for assignments and overall grade calculation.	PLTs should decide what constitutes an Incomplete (I) on an attempted assignment/assessment.	Admin will assist and support PLCs/PLTs in implementation and maintenance of grading practices, including both “tight” and “loose” practices.
If any student scores below 50% on a submitted assignment: <ul style="list-style-type: none"> • The teacher will create a classroom intervention for the student. This can include a reperformance and will be noted in IC. • The original score will be noted in IC. • 50% is the lowest possible grade in IC for any assignment turned in. • Ex. A student scores 25% on an assignment: the teacher will input 50% in IC, note original score as 25% in the comments, initiate an intervention, and 		Admin will ensure appropriate training for all staff in these grading practices.
		Admin will periodically check gradebooks and communicate with those teachers or PLCs/PLTs who need assistance.

note intervention in IC.		
If a student turns in an assignment that is incomplete or blank, teachers will input a zero (0) and flag it Incomplete (I).		Admin will assist teachers when specific grading concerns arise.
New for 2025: No late assignments will be accepted for work that was assigned and expected to be completed in class when the student was present (exceptions will be made for students with appropriate accommodations).		
If a student does not turn in an assignment, teachers will input it as missing (M); if the student then turns in the assignment, the teacher will score the assignment and flag it as late (L). If a student has an excused absence, the teacher will flag it Incomplete (I) with a note indicating when the assignment is due; if the student does not turn it in by the stated due date, the teacher will change the (I) to a missing (M). See more details under “Late Assignments”. Other appropriate uses of IC flags will also be utilized.		Admin will run quarterly grade checks to assess failure rates. Admin will process with teachers about PLC/PLT data and Questions 3 and 4.
Grading Categories		School Leaders
All PLCs/PLTs will discuss and create grading categories for their gradebooks. Gradebook setup must be common across PLTs.	PLCs/PLTs may choose weighted categories/assignments, or unweighted categories with a running cumulative total point value.	School leaders will check periodically to ensure PLCs/PLTs are aligned in IC and communicate this agenda item ahead of time.
PLCs/PLTs must have their grading categories and weights approved by their supervisor.		School leaders will ensure that grades are updated weekly so that students get necessary feedback. School leaders will assist new staff in setting up gradebooks.
If a PLC/PLT is using weighted categories, they must have an appropriate balance of assignments to ensure one assignment does not		School leaders will process with teachers about PLT/PLC data and Questions 3 and 4.

dictate most of the overall grade for that category (ex. – formative assessments are worth 20%, there should be multiple in the category by the end of the first grading period).		
Communication		
All teachers will have their grading practices and expectations clearly labeled and stored in the first folder in Schoology so that students and families can always access the information.	Teachers may add other information into their syllabi while keeping the required elements of the syllabus template.	
All teachers will publish their grading expectations in their syllabus at the beginning of the year and share that syllabus with administration and counseling.		
Teachers will clearly communicate grading policy expectations to students and families, especially for individual assignments/assessments.		
All teachers will use the syllabus template provided to ensure uniformity of communication across departments and PLCs/PLTs.		
Teachers will connect their Schoology courses to others with the same course.		
Assessments		
PLTs will have common formative and summative assessments and similar grading/feedback timelines.	PLTs may create their formative and summative assessments.	
PLTs will share and discuss the data around these assessments, grade norm as a team, and adjust instructional practices as needed.	PLCs/PLTs may decide on a review period prior to a cumulative final assessment.	
PLTs predetermine if any assessments <i>cannot</i> be re-performed and clearly communicate to students when assigning the assessments and the “why” behind the decision.		

Late Assignments	
New for 2025: Late assignments will incur a grade reduction based on a sliding scale: submissions received within one week of the due date will be penalized by 10%, while those submitted more than one week late will receive a 20% deduction. Additionally, if an assignment has already been graded and returned to the class, any subsequent submissions will automatically incur a 20% penalty. Late assignments cannot be deducted more than 20%.	
Teachers will clarify with students regarding excused/unexcused absences and deadlines for submission of work. This should follow the school's handbook policies.	PLTs may choose whether all late work is due at the end of a unit or the end of a quarter and communicate this to students in advance.
Teachers will post due dates and the 2-week window for reperformances.	
Curriculum/Instructional Practices	
PLCs/PLTs will link curriculum and assignments to standards and learning targets.	PLTs may choose which assignments/assessments to evaluate and discuss.
PLCs/PLTs will meet regularly to discuss student performance and evaluate/adjust their curriculum and instructional practices.	PLCs/PLTs may adjust pacing as necessary.
	PLCs/PLTs may design and use quality common rubrics.
Reperformances	
<i>All teachers will allow students to reperform on PLT-selected assignments with the following parameters:</i>	Teachers may decide on individualized activities to prepare students for a reperformance.
Reperformance must occur before a student can do a final assessment (set a date for students each semester).	PLCs/PLTs may choose how to provide reperformances (by section or entirety of assessment).
Only one reperformance allowed per designated assignment.	
Students will <i>not</i> be able to reperform on final assessments (learning will be kept within the	

semester).		
Students have a 2-school week window to complete reperformances after receiving their score and feedback from the teacher. Extended breaks are excluded.		
All reperformances must be completed before the end of the semester and before the final assessment. PLCs/PLTs will communicate that date to students AND families.		
Teachers will create and communicate reasonable pathways, preparation activities, and/or practice before the reperformance.		
Teachers will communicate expectations and parameters to students first, then communicate to the Tutoring Center.		
<i>Learning is still the goal of the reperformance, therefore:</i>		
Teachers will ensure that the reperformance is aligned to the original learning and rigor of the first attempted assignment.		
Students must attempt the first assignment/assessment to reperform.		
Teachers will replace the original score with the reperformance score and insert a comment stating the original score in IC. If the reperformance score is lower than the original, the original score will remain.		

Academic Honesty Procedure

What is 'Academic Honesty'?

Academic honesty refers to:

- Proper conduct in a class or virtual setting
- Proper conduct in an exam setting

- The full acknowledgement of the original authorship and ownership of 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 Dishonesty’?

Academic dishonesty is a behavior(s) that result in or may result in a student gaining an unfair advantage on an assignment, project, or assessment. Academic Dishonesty includes:

Plagiarism: The representation, intentionally or unknowingly, of the ideas, words or work of another person (or AI) without proper, clear and explicit acknowledgement.

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

Other: Any other behavior that gains an unfair advantage for a student or that affects the performance of another student may include but not limited to:

- Copying the work/answers of another student
- Unauthorized use of notes, electronic device (phone, watch, iPad, calculator etc.), AI or other materials during an exam
- Making up data for an assignment
- Taking a hard/digital copy or photographing or sharing photographs of assessments to gain/give an advantage
- Disclosing or discussing the content of an examination with other students who have not yet completed the exam
- Concealing and/or using unauthorized software on a graphic calculator
- Using AI is typically prohibited unless a teacher specifically explains how a student may incorporate resources such as ChatGPT.

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.

DCC frequently uses plagiarism and AI detection programs like TurnItIn.com to help flag concerns for staff. Staff will use triangulation between the following components (AI detection + teacher judgment + student explanation).

Students should be very cautious about copying/pasting from AI without permission from your teacher, unless it is directly quoted and cited appropriately.

Consequences for Academic Dishonesty

Instances of academic dishonesty (including misuse of AI):

- **First Offense:** Students receive a zero on the assignment/assessment and the student will have an opportunity to re-do the assignment in a space supervised by school staff for max of 70% credit. Referral to administrator for discussion and parent contact.
- **Further Offenses:** Students receive a zero without an opportunity to redo. Referral to administrator for 1 day of in school suspension. Meeting with student and family. Potential restorative assignment. Potential loss of leadership role and/or academic honors (cords, honor societies, certificates, academic hall of fame, etc).

Compromising assessment security, using an unfair advantage on an assessment, sharing assessment information with others, or repeated incidences of misuse of AI may also include the following traditional school consequences: Out of school suspension for up to 5 days.

Academic Conflict Resolution at DCC

Conflict resolution is a useful, lifelong set of skills. This process is designed to empower students to solve their problems with the support of their parents, school counselors, and the school administration. Our School Counselors are available to help students in this situation by giving them strategies, vocabulary, and support in contacting their teachers as well as help mediate meetings between students/parents and teachers. Our goal in this matter is to create respectful, open, and working relationships between students and teachers.

The relationship between students and their teachers is very important. When conflict arises in this relationship, we want to help resolve the issue as quickly and straightforward as possible. Changing teachers is rarely the best solution to a problem in a class and often creates additional problems for the student such as further schedule changes, differences in pacing/coverage, etc. This process will help students and teachers to find a solution. To facilitate this process, DCC has developed the following protocol:

Step 1: Student-Teacher Conversation

- Students are encouraged to speak directly with the teacher involved to express their concerns.
- This conversation should take place at an appropriate time (e.g., before or after class, during a free period) and in a respectful tone.
- The goal is to promote understanding and clarify expectations.

Step 2: Parent/Guardian Involvement (if needed)

- If the conflict is not resolved after the initial conversation, the student and/or parent may contact the teacher to request a meeting.
- In this meeting, all parties should aim to listen openly, share perspectives, and work toward a resolution collaboratively.

Step 3: School Counselor or Support Staff Mediation

- If additional support is needed, a school counselor, dean, or designated staff member may be invited to help mediate the discussion.
- Their role is to guide the conversation, ensure fairness, and support a positive resolution.

Step 4: Administrative Review (if unresolved)

- If the issue remains unresolved after previous steps, a school administrator (e.g., assistant principal or principal) may become involved.
- The administrator will review the situation, gather input from all parties, and determine the next steps to ensure the concern is addressed appropriately.

[Matt Mitchell](#), Principal: Science, IB

[David King](#), Assistant Principal: Performing and Visual Arts, Special Education, Business, Counseling

[Bob Bentley](#), Assistant Principal/Athletic Director: Physical Education, Individuals & Societies, Language Acquisition, Engineering

[Michael Carpenter](#), Assistant Principal: Language & Literature, Math, Library, ESL

Athletics

At 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.

Philosophy of Athletics

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 benefits 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 \$100-\$200 for each sport/ depending on the tier (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 unexcused 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:

Fall

Cross Country (Boys)
 Cross Country (Girls)
 Football - Tackle
 Golf (Boys)
 Volleyball (Girls)

Winter

Basketball (Boys)
 Basketball (Girls)
 Hockey – placement
 Swimming (Girls)
 Wrestling (Boys)

Spring

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

Soccer (Boys)

Wrestling (Girls)

Track (Boys)

Softball (Girls)
Tennis (Boys)
Flag Football (Girls) - placement
Cheerleading

Cheerleading

Track (Girls)
Volleyball (Boys)
Lacrosse (Girls & Boys) - placement

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 - \$100-\$200 per sport/depending on the tier (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 <https://www.pikespeakathleticconference.org/>

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.
 - a. A student who chooses to participate in Discovery Canyon Athletics will adhere to the drug and alcohol policy set forth by Academy School District 20. Any athlete found in violation of this policy will have the appropriate consequences applied as follows:
 - i. For Drug and Alcohol Distribution:
 1. 1 year ineligibility for all Athletics
 - ii. For drug and alcohol use or possession:
 1. 1st offense: removal for 365 days with opportunity to reduce to 30% of season which can be subject to committee review with the athlete.
 2. 2nd offense: 1 year ineligibility for all CHSAA sponsored athletics.
 3. permanent removal from all athletics
8. Possession and/or use of tobacco products is strictly prohibited on school district property and at school sponsored activities. Violation of district rules whether on/off-campus behavior involving the possession and/or use of tobacco products whether or not it occurs within the athletic season will result in consequences in accordance with the Student Code of Conduct and school disciplinary procedures. In addition, student athletes will be suspended from a minimum of 10%

of all DCC CHSAA sanctioned competitions. The suspension will be for the current season they are participating or the next one if violation occurred out of season. In addition to the suspension, student athletes must complete the NFHS – Understanding Vaping and E-Cigarettes class and submit the certificate to a coach or the athletic director before they regain competition eligibility. Each coach may establish additional training rules and consequences dealing with use of tobacco.

9. DCC student/athletes are expected to always exemplify proper self-control, accepting adverse or beneficial decisions without public display of emotion or dissatisfaction with officials or judges.
10. 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.
11. 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

Library Media Center

The Library 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

7:30 a.m. – 3:30 p.m., Monday – Friday

Circulation information

- Check-out: Three books at one time, plus more as needed for special research projects.
- Loan period: Two weeks
- Overdue Fines: We do not charge for overdue books, but timely returns make popular titles available to all students. 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 or is returned with damage, the book price or damage fines will be added to the student's account in Infinite Campus.
- Students can always see what is checked out to them by logging into their Destiny account. (dcchigh.asd20.org>menu>academics>Library>"Search the Destiny Library Catalog">login with single sign on>My Stuff>Checkouts)

The Tutoring Center at The Cloud

Tutoring Center Hours: 7:30am-3:00pm. Math After School Help (MASH) is typically available Mon-Thurs 3:00pm-4:15pm.

Our full-time **paraprofessional tutors** provide targeted support in Algebra 1, Geometry, Algebra 2, Biology, Chemistry, and Language and Literature.

In addition, our **peer tutors** are available each block to provide help in a wide variety of subjects.

Our **quiz/test make-up program** allows students to complete missed assessments due to absences without missing instructional time upon return to class.

Student Clubs and Organizations ([Board policy JJA](#))

Meetings of student groups must be organized, scheduled, and conducted within the guidelines established by policy JJA and accompanying procedure. All proposed student organizations shall use the common District-wide application that can be found in JJA E. The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application. Clubs are open to any student who would like to become an active member. Students who are active in student organizations avail themselves to experiences which create a positive school climate.

Starting a Club

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

- Develop the club's purpose, activities, projected interest, and work with Activity Director to determine if the club might be curricular or non-curricular.
- Make arrangements with a DCC staff member to serve as sponsor for curricular clubs or as a staff member on supervision if it is non-curricular.
- Take steps to encourage membership that is representative of the school's inclusive culture
- Present application to the Activities Director for approval each year.

Curricular and Non-Curricular Clubs

Curricular Clubs:

- Co-led by staff and students
- Must serve as a meaningful extension of the curriculum
- May meet during the school day
- May utilize school resources (intercom, copier, bulletin boards, website, 20Alert announcements, etc)
- May entail an application process at a specific time of the year (the club may remain closed until the next application period).
- May only be available to students who are taking a related course.
- May be featured in the yearbook
- May create a school account to manage funds if necessary
- May fundraise if necessary
- May collect dues if necessary and if approved by business services by May 1st of the previous year. All fees must be approved by the district and consistent with similar fees across the district.

Non-Curricular Clubs:

- Purely student led (staff will only supervise to ensure a safe and appropriate environment is maintained) (staff may not help lead the content of the club, as the views of non-curricular clubs are not necessarily supported by the school district).
- Does not need to be connected to the curriculum, but must be kind, accepting, and school appropriate in subject, nature, risk, and inclusivity. Must be able to articulate the clear and healthy benefit to the student body and school culture.
- Must remain open and inclusive for all students
- May not access any school resources, other than community boards around the school.
- May not meet during the school day or at lunch (must meet before or after school)
- May not collect funds/fundraise or maintain a school account
- Must be pre-approved through the application process by the Activity Director, Principal, and District Activity Director (for unique club proposals).
- May not be featured in the yearbook

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 should 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.

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.

Dances

We believe dances create community-building and memory-making experiences on campus that help students to get connected and enjoy coming to school at Discovery Canyon!

- There will be chaperones, teachers, security staff, our school resource officer (CSPD), and administrators ensuring that the evening is safe and fun for students.
- Students should report any concerns to a trusted adult immediately.
- We recommend having adults drive groups of students to and from dances (even for students who are driving age). Please pick students up promptly after the dance.
- School dress code applies.
- Sometimes large groups of students may get excited and begin “moshing” or pushing while dancing. This causes a safety concern and can not be permitted. The first time this occurs we will turn the music off for 5 minutes, the second time it will be turned off for 10 min, and if there was a 3rd instance, we would end the dance early (no refunds).
- If your students get together before or after the dance, please ensure that an adult is supervising them to ensure that everyone stays safe and sober.
- Reminder, all athletes and student leaders have made agreements to be substance free and abide by community laws (inside and outside of school). Violations of these agreements have athletic and school consequences.
- School events are to be substance free, and any attendees who are suspected to be in possession of or under the influence of a non-permitted substance will be subjected to non-invasive safety searches, evaluation of sobriety, breathalyzer, and/or sent for a drug test. These processes will be conducted by a school administrator and security officer (potentially with the school resource officer present). Depending on the circumstances, violations of the school’s drug/alcohol policy will result in a suspension from school that could range from 5 days to a recommendation for expulsion.
- Students should be sure to keep their hands to themselves! Unwanted sexual touch is a serious offense, and we have zero tolerance for this issue. Should any student experience something that causes them concern, the issue must be reported to an administrator or security officer immediately during the event and expect instant follow-up.
- We will expect students to show respect for one another during the dance, and all typical school expectations will be upheld.
- Students who are having difficulty following dress or behavior expectations will be asked to leave the dance, and may receive a school consequence.
- Once students leave the dance, their wrist band will be removed and they will not be permitted to re-enter

School Meals

Students do best in school if they have eaten nutritious and balanced meals. 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. Academy District 20 will opt into the Healthy School Meals for All program in the 2025-2026 school year. All students have access to reimbursable breakfast and lunch school meals at their school at no cost. A la carte purchases will continue to be offered for a fee. These purchases will be charged to the student’s meal account, or the student may pay for the food items with cash. Qualifying families should still submit applications for Free or Reduced Meal status to qualify for fee reductions for athletics, activities, and course fees.

New for 25/26, DCC HS will have only have one lunch period. We anticipate that lines may be longer, so we ask for your patience as we all adjust to the new arrangement.

Off Campus Lunch Privilege

Discovery Canyon High School allows 10th-12th grade students to go off campus for lunch only with an “Off Campus Lunch Waiver” signed by a parent/guardian. Off-campus lunch is an earned privilege and may be revoked in response to behavioral infractions, failure to return to school on time from off campus lunch, or if the student is needing to devote more time and attention to their academics (students who are failing courses may be asked to take their lunch to the tutoring center for academic support instead of eating with their peers).

Students should eat their lunches in a supervised area of the building. Students may not eat in teachers’ rooms without an adult present. Students staying on campus for lunch are expected to behave as if they were eating in a restaurant, and enjoy their break in a supervised area of the campus (Commons or Canyon). All trash should be disposed of in the appropriate receptacle. Students who leave a mess will be asked to clean tables and/or sweep the floor. Students who repeatedly leave trash behind may experience loss of privilege.

Deliveries

Deliveries for students, such as flowers, balloons, lunch, etc. will not be accepted by school personnel or delivered to students during class time. Please respect our students’ right to an uninterrupted learning environment. Students who have lunch/food delivered may only pick it up during the lunch period from a designated drop table in the lobby (school staff is not responsible for deliveries). **Students may not leave class to pick up food deliveries.** If a student forgets something a parent/guardian may drop the item(s) off at the high school attendance area for the student to pick up. Students are responsible for checking with the receptionist for delivered items.

Food Allergies

Severe allergies are serious and can be fatal and 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. Students who bring lunch from home may bring in nut products. 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.

Homeless Students Notification

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

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 suspected 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 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.

Seeking Change T

hrough 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.

Lost and Found

Students are responsible for their own textbooks, notebooks, band instruments, technology 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 by the administrative office. Please ensure your student checks the Lost and Found periodically. At the end of each quarter, all unclaimed items are donated to charity.

Illness/Injury and the Health Room

Discovery Canyon has a School Nurse assigned to the DCC Campus. Additionally, a health clerk paraprofessional trained in medications and limited first aid staff in the Health Room in Campus Services as well as other trained DCC office staff. Students must have permission 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 10 minutes in the Health Room unless a Health Care Plan signed by a Medical Provider states differently. After this limited time, 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, 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.

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. Please refer to board policy [JLCB](#) for minimum requirements.

State Requirements for Personal/Religious exemptions: Utilize this link to access directions for obtaining non-medical exemptions <https://cdphe.colorado.gov/vaccine-exemptions> and exemptions 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.

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, significant cuts, fainting, 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.

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 parents 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.

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 call or email the attendance office in order to have their student released.

Emergency Evacuation Drills

Drills are conducted monthly. Exit route signs are placed in each room and are explained by teachers. Students need to offer their full cooperation with the emergency protocols. ASD20 utilizes the "Standard Response Protocols" which are widely supported by law enforcement agencies. Safety is our highest priority!

Parking

Students are expected to drive especially safely on our PK-12 campus! Slow speeds are expected. Courtesy should be shown with other drivers. Pedestrian safety is the foremost concern. All passengers must wear their own seatbelt. Students are not permitted for any reason to ride in the trunk, on top of or hanging onto another person's vehicle. Any driver who causes ANY damage to another person's vehicle, must leave a note with their name and phone number as well as immediately report the damage/accident to the security kiosk. Students who intentionally cause damage or leave trash, food, or harassing messages on another student's vehicle will be held highly accountable. If you allow students to skip class in your vehicle, you will also be held accountable. Students should not be hanging out in their cars during the school day. They should be entering the building or leaving campus with permission. Students who do not have off campus lunch passes are not permitted to be in the parking lot during lunch (they should remain in the building).

Security and Administrative staff may issue parking tickets for violations of parking and driving expectations (monetary fines will be applied directly to the student's account after a ticket has been left on the student's windshield). Security officers are also authorized by CSPD to ticket cars without a handicapped permit parked in handicapped parking for \$350.

We have a reserved parking system. Students who park on campus must register their car and purchase a \$40 parking permit from the administrative office. Students must park only in their assigned parking spot and display their numbered parking permit at all times from their rear-view mirror. Students who park in unauthorized areas or without displaying their parking permit may have their on-campus parking privileges revoked. Students who fail to purchase or display their parking pass or choose to park in someone else's reserved parking spot or in a visitor or undesignated parking spot will receive a ticket and consequence. If someone is parked in your parking spot, please temporarily park in a visitor parking space, and let security know at the kiosk so the offender can be held accountable.

Seniors may also paint their assigned spot for an additional \$20 fee. All designs must be submitted to and approved by the administration prior to painting. All designs must adhere to school rules and expectations.

Please be aware of the items that are in your vehicle. If someone else leaves a prohibited item in your vehicle, you are still ultimately responsible for having the prohibited item on campus and will be held accountable accordingly.

A safety search of a student's vehicle may occur any time the administration has reasonable suspicion that the student in question could be in possession of contraband. If a student declines to allow the vehicle to be searched, then the parent/guardian will be contacted for consultation on the matter. Ultimately, if a student/family declines to allow the vehicle to be searched, the student will forfeit their privilege to park on campus and may receive a suspension for the concern being investigated.

Should you lose your parking privileges due to violation of policy [JJHB](#), the parking fee 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.

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](#))

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 opens, 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 student management warrants.
7. Always keep your head and arms inside the bus.
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., should be carried where they might cause damage to the bus or injury to others. The driver has the 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 individual responsible.
11. In case of a road emergency, students are to remain on 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.

Student 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.)

Attendance

Attendance and Truancy (administrative policies JE, JH, JHB): Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. Learning is our primary purpose at school and students who miss school too often are significantly more likely to struggle with grades. We ask that families partner with the school to encourage students to be on time and at school. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades. June 1, 2022 3 Colorado law requires every student who is age six by August 1 and under 17 to attend school a certain number of hours [C.R.S. § 22-33- 104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and

supervision receives adequate education and training [C.R.S. § 22-33-104(5)(a)]. Per District policy JE and state law, excused absences are as follows: 1. Absences approved by the principal or designee. 2. Absences due to temporary illness or injury. 3. Absences for an extended period due to physical, mental or emotional disabilities. 4. Absences due to being in the custody of the court or law enforcement authorities. If an absence does not fall into one of the above categories, it will be considered unexcused. Medical notes may be requested if a student has excessive absences. State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S § 22-33- 102(3.5)]. Be aware that the District will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they inevitably begin to negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy JHB, Truancy].

When a student is absent, parents are asked to call/email the school in a timely manner to report the absence. All excused absences, except illness, should be approved in advance at the office. An excused 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. Contact the teacher, look on Schoology or Infinite Campus to find out about missing assignments. Teachers require 24-hour notice to gather homework and other assignments for a student.

Attendance Policy

The Parent/Guardian is responsible for calling or emailing the HS attendance office as soon as possible, (719) 234-2802 or dcchs-attendance@asd20.org, no later than 72 hours following the absence. The school will not retroactively excuse excessive absences from earlier in the semester. Requests to excuse such absences after a prolonged period will not be approved unless extraordinary circumstances, supported by appropriate documentation, apply and are reviewed by school administration.

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 absence.
4. Reason for absence.
5. A telephone number that we may call to clarify questions or to verify the absence if needed.

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. 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](#).) Students who were unexcused absent from school, may not attend a school sponsored activity later in the day.

Consequences for unexcused absences may include the following:

- After school detention equal to the time missed in class
- Lunch detention
- Loss of privileges (on-campus parking, off-campus lunch, attendance waiver, sports/activities attendance)
- Conference with student and parent
- Community service
- In school suspension
- Placement on an attendance contract
- Truancy court

The following are examples of unexcused absences/tardies:

- Was up late with school-related event
- Woke up late
- 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

Tardy Policy

Students are expected to arrive to class on time. Parents will be notified by the classroom teacher after the second and subsequent 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 administrative team for disciplinary action.

Consequences for unexcused tardies (per semester per class):

Teachers will assign a lunch detention for students who are late without a valid reason. The student will then write an email to their parent/guardian (cc-ing their teacher), letting them know that they were late and now have a lunch detention. Students who develop a significant pattern lateness should expect to have their off campus lunch privilege or attendance waiver revoked.

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.

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.

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.

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 such a way that genitals, buttocks, breasts, nipples, and stomachs 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 are allowed, but must allow the face to be visible to staff and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (hoods must be off during the school day).
- Ripped jeans, as long as underwear and buttocks are not exposed.

- Tank tops, including spaghetti straps, and 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 create 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.
- Images depicting weapons
- Athletes must keep shirts on while on campus, at school activities or competitions (home or away).
- 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. Spanks and short mini skirts are not permitted.

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. Chronic dress code concerns will be assigned traditional school consequences (detention, community service, ISS, etc).

Internet Use

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.

District computers are owned by the district and are always intended for educational purposes. 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 on 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.

Blocks or filters shall be installed and maintained on the network for all district computers having Internet or electronic communications access. If 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. 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 are not allowed to load any software or change any settings on school computers without permission. Some violation examples are changing display backgrounds or screensavers, moving the task bar, changing passwords, attempting to evade district filters, deleting or moving system files. 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](#)) may result in the loss of school computer privileges for the remainder of the school year.

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 always conduct themselves respectfully.

Not allowed: excessive kissing, sitting/laying on laps, hands under clothing, being in the same bathroom stall, or any other behavior that is distracting or inappropriate for the school environment.

Freedom from Discrimination

All students at DCCHS deserve respect and equality. We value each student and believe that all students deserve quality educational and school cultural experience. We are committed to addressing every concern brought to our attention and will provide accountability as needed to ensure that all students are respected at DCC. 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.

Bicycles, Skateboards, Roller Blades, etc.

Bicycles and scooters may be ridden to school and must be locked at the bicycle racks. Students should be aware of vehicular traffic and ride/walk their bicycles/scooters with safety in mind. Electric bikes and scooters must be used only by the student who owns them and should be ridden at the speed of non-electric bikes/scooters while on campus for pedestrian safety.

Due to safety issues and lack of storage space at school, skateboards, roller blades, roller skates, “heellies” 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.

Cell Phones, Earbuds/Headphones, and Other Electronic Devices

JICJ allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for instructional purposes and with approval of the teacher.

Our Philosophy

At Discovery Canyon Campus High School, we are committed to helping students thrive as focused, respectful learners. While personal devices—phones, earbuds, smartwatches, and laptops—can support learning, they are often a distraction. To maintain a professional environment and maximize student learning, our staff and students will uphold these expectations:

Professional Expectations for Technology Use

During Class Time (Bell to Bell)

- Phones, earbuds, and other devices must be turned off and put away unless a teacher explicitly uses them for instruction and student learning.
- Earbuds are never to be worn during class time.
- Students may not access devices during restroom or water breaks—phones must be left in the designated area.
- These expectations apply to Study Hall, Tutoring Center, and Teacher/Office Assistants.
- Some students may have a documented accommodation where they may need this technology – follow the plan.

Classroom Procedures

- Teachers may require all phones to be stored in a designated location at the start of class.
- Students must fully cooperate with this expectation.

Not Allowed

- No phone or earbud use during assemblies.
- No device use simply because work is finished.
- Teachers may not grant exceptions to these rules.

Permitted Times for Device Use

- Before/after school
- Passing periods
- Lunch

Emergencies or Urgent Messages

- If a student needs to check their phone for a serious family matter, they must speak with their teacher in advance.
- After checking, devices must be put away.
- Families can reach students anytime by calling the front office: 719-234-2802.

Enforcement Policy

- “See it – Hear it – Take it”
- Devices used during class without permission will be confiscated immediately—no warnings.
- Students may retrieve their device from the staff member at the end of the period.
- Staff will not forcibly remove a device from a student’s possession; however, students who refuse to turn over a device will be sent home for the rest of the day with an out-of-school suspension.
- Chronic violations will result in a referral to the office and further consequences.

A Shared Commitment

We appreciate the support of students, staff, and families in maintaining a respectful, focused learning environment. Thank you for partnering with us to ensure that all students can succeed.

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 devices 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](#) for more information.

Inappropriate use includes:

- Cyberbullying
- Texting threats or inappropriate material
- Nude or pornographic content
- Audio and visual recording without permission of those being recorded
- Pranks

If a student is in the office for a behavioral concern, they will be asked to leave their phone with the administrator or secretary upon arrival to prevent further communication between students.

Personal Property

No unnecessary personal items should be brought to school. This includes all games, toys, stuffed animals, blankets 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 **must** lock up any personal items that they leave in the locker room, as this area is less supervised and valuables have a tendency to go missing when they are not locked up.

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](#))

Identification & ID Cards

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.

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 must be worn at all times during school hours and at all school-related activities. Lost I.D.'s may be replaced at the HS Administration Office for \$5.00 to cover the cost of materials.

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:

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

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

Balancing Rights and Responsibilities

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

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

School Discipline

Philosophy of Discipline

- Our best prevention is a positive, healthy, respectful, and thriving school culture where students uphold norms and maintain healthy relationships with each other and their trusted adults!
- We have high expectations for our students and staff and provide positive reinforcement for meeting those along with firm and caring accountability when expectations are not met.
- Our students are now young adults and deserve the opportunity to answer for their choices themselves and serve meaningful consequences while the stakes are still low.
- We believe that poor choices and mistakes can provide some of life's most valuable teachable moments when processed with care and reflection. Therefore, consequences should be embraced as opportunities for growth.
- We believe it's very important to communicate with the student's "need to know" team at school so they can be fully informed and supportive of the student's growth.
- We want to partner and have open conversations with parents/guardians.
- We apply restorative practices that allow students the benefit of thoroughly reflecting on their choices by exploring who was impacted and how... and how their wrongs can be made right.
- We believe that privileges should be earned through meeting expectations. Privileges may be removed when expectations are not met. Loss of privileges can include (but is not limited to) social lunch, co-curriculars, parking permit, off-campus lunch pass, attendance waivers, dances, sports events, special events, Cloud access, coffee shop access.

The level of consequence to be imposed will consider the severity of the offense, the age and past disciplinary record, attendance, and academic history of the student. The level to which a student takes ownership for their behavior will factor into the determination of consequence. The unique circumstances of each incident will be considered as consequences are determined, at the discretion of the administrator. School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances. The consequences for all infractions will be determined by the administrative team and promptly communicated to parents, students, and involved staff. Parent contact should be expected.

School Discipline Continued:

Discovery Canyon 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, and sometimes off-school property. Behavior that may be detrimental to the welfare or safety of students and/or school personnel, on or off school property, may be addressed by the school administration when it impacts a student or staff member's ability to feel safe attending school. ([JK](#))

When a student is referred to an administrator for misconduct, the student is informed what behavior(s) was unacceptable. The student should have an opportunity to explain their perception of the incident. Consequences may

include:

- An administrative warning
- Community service
- Loss of privileges
- Removal from the classroom ([JKBA](#))
- After school or lunch detention
- Restorative assignments, conferences, or conversations
- In-school suspension
- Out-of-school suspension
- Recommendation for expulsion

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 [JICDA](#) for further information.

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

Please view our Framework for School Discipline Matrix [here](#). This matrix is a living document and may be updated throughout the year.

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 recommended for expulsion so that the student can appeal the recommendation to a hearing officer and, if necessary, 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 a 504 or 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.

Disciplinary Removal from Classroom (administrative policy JKBA)

It is the policy of the district to maintain classrooms in which student behavior does not interfere with the ability of the licensed staff member to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct adopted by the district and any other appropriate classroom rules of behavior established by the licensed staff member, and approved by the building principal, for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal. Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented. A licensed staff member is authorized to immediately remove a student from his or her classroom if the student's behavior: 1) violates the code of conduct adopted by the District administrative policy; or 2) is dangerous, unruly, or disruptive; or 3) seriously interferes with the ability of the teacher to teach the class or of the students to learn. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with district policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

Student Interrogations, Searches, and SRO Involvement

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 have a conversation with 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](#))

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 its objectives.

In many cases, the CSPD School Resource Officer "SRO" will be consulted for potential support. The SRO frequently speaks with students in the office in an educational capacity, and the SRO is not required to have parental consent to do so. If/when the SRO becomes aware of information that could warrant the student being ticketed, the SRO will request a parent/guardian to be present for any further conversation.

Outside 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 interaction so that he or she maybe notified of the situation and given the opportunity to be present (this is guided by the law enforcement official per each unique circumstance).

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 considering 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 always remain 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.

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 pocketknife 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 pocketknife 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.**

***Orbeez type guns are not permitted on campus, and should not for any reason be used on campus (very firm consequences would apply {including a potential recommendation for expulsion})**

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.

Nicotine and Vaping

District policy and state law forbid possession, smoking, vaping, chewing or other use of any nicotine 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](#). Additionally, personal vaporizers, pods and accessories of any kind are prohibited at Discovery Canyon and will be confiscated. Students found to be in possession will be subject to disciplinary action.

Gangs (administrative policy JICF):

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process. The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually. The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort.

The superintendent or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in or affiliation with any gang is prohibited on school premises, in school vehicles, and at school-related activities. Any gestures, signals, or graffiti which connote gang membership or activities are also prohibited. These prohibitions shall be applied at the principal's discretion after consultation with the superintendent or designee, as the need arises at individual school sites.

Canines

Academy School District 20 may contract 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, appropriate corrective action will be taken, including but not limited to a safety search of the student's belongings and/or vehicle. Parents/guardians will be notified when a safety search has been performed. 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.

Bullying (administrative policy JICDE):

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. Bullying behavior is 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.

DCCHS's expectation is that all students and staff report any concerns related to bullying/harassment to the administration right away so that it can be investigated and addressed in a timely manner.

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

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible

students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the June 1, 2022 7 student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

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

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: June 1, 2022 8 • A playbill, showing your student's role in a drama production; • The annual yearbook; • Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you may opt out using the Extended Parent Portal. Contact your school if you need access to a computer. The District has designated the following information as directory information: • Student's name • Photograph • Student's grade • Dates of attendance • Enrollment status • Participation in officially recognized activities & sports • Weight and height of members of athletic teams • Major field of study • Degrees, honors, and awards received • The most recent previous educational agency or institution attended Please note that FERPA contains a specific exclusion for records such as investigative reports, risk assessments, and other records created and maintained by school security personnel, which may be disclosed without consent. 20 U.S.C. § 1232g(a)(4)(ii)(B)(II).

Student Records

Administrative policy [JRA/JRC](#) gives parents or guardians access to 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.

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 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.

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

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

Academy District 20

Handbook of Students' Rights and Responsibilities

and Annual Notifications to Parents

School Year 2025-2026



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

July 15, 2025

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Introduction

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

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

Academic Rights

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

Academy District 20 Mission Statement

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

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

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

Assessments (administrative policy IKA):

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

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

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

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

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

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

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

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

Balancing Rights and Responsibilities

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

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others’. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of

other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-SAFE (877-542-7233) or online at [Make a Report](#).

Bullying (administrative policy JICDE):

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

Cell Phones and other Electronic Devices (administrative policy JICJ)

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

Clubs (see Student Organizations, administrative policy JJA)

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

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

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

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

Accelerating Students through Concurrent Enrollment (ASCENT) (administrative procedure IHEDA R 2) is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the District's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

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

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

Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

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

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

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

Equal Educational Opportunity (administrative policy JB)

Every student in this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin,

immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information.

Evaluation

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

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

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

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

her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

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

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

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

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

The District has designated the following information as directory information:

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

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

Free Association

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

Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

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

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

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between

members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The superintendent or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

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

Homeless Students Notification

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

Homework Responsibilities

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

Identification

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

Individual Dignity

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

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school

buses, video and audio recording devices have been installed and may be in operation at any time.

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information in its programs, activities, operations and employment decisions and provides equal access to the Boy Scouts and other designated youth groups. Administrative policy AC – Nondiscrimination/Equal Opportunity, and procedures AC R 1, AC R 2, and AC R 3 outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Peaceful Assembly

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

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

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

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; and/or
8. Income, other than as required by law to determine program eligibility.

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

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

Inspect, upon request and before administration or use -

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

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

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

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

provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, D.C.
20202-5901

Respect for Property

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

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

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

Seeking Change through the Proper Channels

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

Sex Education/Health and Family Life

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

Sex Offenders, Notification Regarding:

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

http://www.sheriffalerts.com/cap_main.php?office=54430 OR

<https://coloradosprings.gov/police-department/page/sex-offender-information>

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

Sexual Harassment (administrative policy JBB)

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

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

Students are encouraged to report all incidents of sexual harassment to an adult at school and file a complaint, through the District's complaint process outlined in JBB E. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct

occurred shall be investigated. *See* administrative policy JBB, Sexual Harassment of Students, and the reporting form JBB E.

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

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

Student Code of Conduct:

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at [Board/Administrative Policies](#).

Code of Conduct (administrative policy JICDA):

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to others that precipitate disruption of the District or school program or incite violence.
7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the District's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff.
10. Violation of any District policy or regulations, or established school rules.
11. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the District's policy on student conduct involving drugs and alcohol.
13. Violation of the District’s violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the District’s ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

Dress Code for Students (administrative policy JICA):

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, administrative policy JICA, defines certain clothing or appearance as disruptive if it

advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The District administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress influences behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

1. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Clothing that:

- is inappropriately sheer, short, tight or low-cut
bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

Exceptions:

Appropriate clothing may be worn in physical education. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like), may be worn to school when approved by the sponsor or coach.

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

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

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

- First Offense - The student may be suspended for up to three school days, and the principal may recommend additional suspension and/or expulsion/deferred expulsion. . At the discretion of the principal and with the concurrence of the superintendent, a portion of the suspension may be held in abeyance if the student completes an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be the responsibility of the student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the reinstatement of the original suspension.

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

- Second Offense - The student may be suspended for up to five school days, and the principal may recommend additional suspension and/or expulsion/deferred expulsion.
- Third and Subsequent Offense(s) – The student may be suspended for up to 10 school days and the principal may recommend to the superintendent expulsion of the student for up to one calendar year for the third offense and all subsequent offenses occurring within three years.

Penalties for Possession of Drug Paraphernalia

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

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

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

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

Electronic Communication Devices, including Cell Phones (administrative policy JICJ):

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

Students may carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on school buses, at school-sponsored activities and on field trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the prior approval of the teacher.

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

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

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

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

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

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

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

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

Student Expression

Students have a limited right to free expression based on the First Amendment to the United States Constitution. The 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 students dress when they come to school or school activities. If students cross the line from protected speech, where they are expressing their point of view/opinion, to speech which creates a material and substantial disruption, they may be disciplined. *See* policies on Student Publications, JICE; Suspension, Expulsion and Denial of Admission, JKD/JKE; and the Student Dress Code, JICA.

Student Conduct (administrative policy JIC):

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

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

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

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

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

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

Student Discipline (administrative policy JK)

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

Student Fees and Fines (administrative policy JQ)

Families that are eligible for the **Free and Reduced Program** should provide their household income information by completing the Free and Reduced Application. While meals are provided for free to all Academy District 20 students through Healthy School Meals for All, it's important for us to gather this information in order to receive federal funding.

By providing this information, families support the district in accessing additional federal funds that go directly to schools to help cover the cost of meals, as well as after school programs and other nutritional programs for students.

Families who qualify may receive discounted school fees, athletics, bus passes, device fees and more.

Applications and information regarding the free and reduced-price lunch program can be obtained by contacting the free and reduced lunch registrar at 234-1416 or free-and-reduced@asd20.org.

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

Interviews by school administrators

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

Searches conducted by school personnel

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

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

Search of school property

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

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

Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing by a staff member who is the same sex as the student being searched. Staff members may also utilize a handheld metal detector on the exterior of a student's clothing and personal items. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations and religious beliefs, in light of the sex and age of the student.

Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

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

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

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

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

Seizure of items

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

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

Search and seizure

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

Custody and/or arrest

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

reason, school officials will make reasonable efforts to notify the student's parent/guardian.

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

Parking Lot/Vehicle Searches (administrative policy JHB)

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

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

Student Organizations (administrative policy JJA)

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

Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this District, parents, school personnel

or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be curriculum-related or endorsed, but must be supervised by a licensed District staff member. Students seeking approval for a student organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure JJA R.

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

The utilization of the Internet, electronic communications, and digital media is integral to supporting educational curricula and substantially enriching the learning environment. Engagement with these resources necessitates students to exercise critical thinking, information analysis, effective communication, proficient writing skills, problem-solving abilities, and the cultivation of digital competencies essential for current employment demands. Moreover, leveraging these tools fosters a mindset of continual learning and provides avenues for remote education participation, peer interaction, and access to educational informational resources. For this policy's purposes, "digital resources" means District network and any device, hardware, software, website, database, or other technology used to access the Internet.

Blocking or filtering obscene, pornographic, or harmful information Recognizing the dynamic nature of the digital landscape, wherein students may encounter materials of varying content, including potentially harmful content, the District will make reasonable measures to safeguard students from accessing material

deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children's Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using District digital resources to avoid exposure to inappropriate material.

No expectation of privacy

District-owned digital resources are intended for educational purposes and are subject to monitoring and oversight by the District. Students should be aware that there is no expectation of privacy when accessing or using District digital resources or within the District network. Students' devices will be filtered at home using the same filtering settings as those applied within the District.

Unauthorized and unacceptable uses

Students shall use District technology devices in a responsible, efficient, ethical, and legal manner. Unauthorized and unacceptable uses of digital resources encompass a spectrum of behaviors, including, but not limited to, accessing, creating, or transmitting material unrelated to educational objectives. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator
- that uses Artificial Intelligence in an inappropriate manner
- that engages in cyberbullying (policy JICDE)

Security and safety

Ensuring the security and safety of digital resources is of paramount importance. Students must promptly report any security concerns they encounter while using digital resources to designated District personnel.

Students are prohibited from engaging in activities that compromise the integrity or functionality of District networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier. Inappropriate use or vandalism against District networks or digital resources are subject to disciplinary measures, including loss of the digital resource, loss of network privileges, suspension, expulsion, or civil or criminal liability under applicable laws.

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

exercise caution if sharing personally identifiable information (PII) and to refrain from arranging in-person meetings with individuals encountered online.

District Provided Devices

Students must handle and maintain District-provided devices carefully to avoid fines for damages. They are responsible for the safekeeping, proper use, and accountability of these devices, including refraining from putting stickers or other modifications on the device. Damage or loss of devices must be reported within 24 hours, and if a student leaves the District, the device must be returned at the time of disenrollment. Student DPDs must not be taken out of the country.

Student use is a privilege

The District emphasizes that the use of digital resources, including access to the Internet, electronic communications, and digital media services, is a privilege contingent upon responsible and ethical conduct. Failure to adhere to established usage guidelines may result in the loss of access privileges, restitution for damages incurred, and disciplinary action in accordance with District policy.

School district makes no warranties

Students and parents/guardians are required to annually review the District's Student Use of the Internet, Electronic Communications, and Digital Media (JS E 1) before accessing Internet, electronic communications, or digital media accounts. It is important to note that the District assumes no liability for the content accessed or the quality of information received via digital resources, and students utilize such resources at their own risk.

Students with Life-Threatening Allergies (administrative policy JLCDA)

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

Health care plan

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

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student

qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

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

Staff training

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

Suspension and Expulsion (administrative policy JKD/JKE):

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.

4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JK and its accompanying administrative procedure.
 - a. For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - a. Possession of a dangerous weapon without the authorization of the school or the school district;
 - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
 - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy JLCB unless one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non-medical exemption. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;

3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non- medical exemption.

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

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

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

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

Tobacco Free Schools (administrative policy ADC):

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

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

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

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

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

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

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

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

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

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. JKA E 2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Weapons in School (administrative policy JICI):

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

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

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

- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

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

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

Wellness, School (administrative policy ADF):

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