

# Air Academy High School

## Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents 2025-2026

*"We educate and inspire students to thrive in a safe and supportive environment."*

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.

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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.

## 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](#).

# Air Academy High School Administration and Student Support

Amy Ripperger, Principal

Anna Keilman, Assistant Principal

Kali Maxwell, Assistant Principal and Athletic Director

Alice Stoneback, Assistant Principal and Activities Director

Sean Whitson, Assistant Principal

Waymond Jackson, Dean of Students

Amos Velasquez, Dean of Students

Julie Moser, 9<sup>th</sup> Grade Counselor

Chrystal Vega, 10<sup>th</sup>-12<sup>th</sup> Grade Counselor, A-F

Sean Brotherton, 10<sup>th</sup>-12<sup>th</sup> Grade Counselor, G-M

Rachel Archer, 10<sup>th</sup>-12<sup>th</sup> Grade Counselor, N-Z

Lisa Domengeaux, School Counselor

Jennifer Scott, Student Advocate and SAFE Counselor

Sarah Barbuto, Military and Family Life Counselor

Jordia Martin, College and Career Counselor

Cris Robson, MTSS Coordinator

## Daily Schedules

<p style="text-align: center;"><b>Blue/Silver Day</b> Monday, Tuesday, Friday</p> <p style="text-align: center;">Block 1 – 7:45-9:16 Block 2 – 9:23-10:58 Lunch – 11:05-11:34 Block 3 – 11:41-1:12 Block 4 – 1:19-2:50</p>	<p style="text-align: center;"><b>Blue/Silver - KAT Day</b> Wednesday, Thursday</p> <p style="text-align: center;">Block 1 – 7:45-9:10 KAT – 9:15-9:55 Block 2 – 10:00-11:20 Lunch – 11:30-12:00 Block 3 – 12:05-1:25 Block 4 – 1:30-2:50</p>
<p style="text-align: center;"><b>Assembly Schedule</b> Monday, Tuesday, Friday</p> <p style="text-align: center;">Block 1 – 7:45-9:10 Assembly – 9:15-9:55 Block 2 – 10:00-11:20 Lunch – 11:30-12:00 Block 3 – 12:05-1:25 Block 4 – 1:30-2:50</p>	<p style="text-align: center;"><b>2-Hour Delayed Start &amp; Friday PLC</b></p> <p style="text-align: center;">(PLC – 7:30-9:30) Block 1 – 9:45-10:46 Block 2 – 10:53-11:58 Lunch – 12:05-12:34 Block 3 – 12:41-1:42 Block 4 – 1:49-2:50</p>
<p style="text-align: center;"><b>Blue/Silver - 8-Period Day</b></p> <p style="text-align: center;">Block B1 – 7:45-8:35 Block B2 – 8:40-9:20 Block B3 – 9:30-10:10 Block B4 – 10:20-11:00 Lunch – 11:05-11:35 Block S1 – 11:40-12:20 Block S2 – 12:30-1:10 Block S3 – 1:20-2:00 Block S4 – 2:10-2:50</p>	<p style="text-align: center;"><b>8-Period, 2-Hour Delay Schedule</b></p> <p style="text-align: center;">Block B1 – 9:45-10:15 Block B2 – 10:20-10:50 Block B3 – 10:55-11:25 Block B4 – 11:30-12:00 Lunch – 12:05-12:30 Block S1 – 12:35-1:05 Block S2 – 1:10-1:40 Block S3 – 1:45-2:15 Block S4 – 2:20-2:50</p>

## USAFA and AAHS Campus Entry

## 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.

Students will be issued one ID card at the beginning of the year. Students must always have their ID with them on campus. If at any time it is lost, a new one must be purchased in Student Services.

## Base Access – Parents and Students

AAHS is proud to be located on the grounds of the United States Air Force Academy and the 10th Air Base Wing. A benefit of this beautiful campus is the extra security provided by the Air Force. To preserve the military security of this base, students and parents have additional responsibilities. Students must always carry their student ID with them. Students must plan travel time carefully to allow for occasional delays at the gates. Students must present their driver's license, car registration, and proof of insurance when requested, and their vehicles are subject to random searches. Students who break the law regarding automobile violations, drug and alcohol violations, weapons violations and/or assault/fighting may be subject to additional penalties. This may include being barred from the base, which would then force the student to attend another high school.

**All parents of students at AAHS will need to obtain a DBIDs card to have access to the United States Air Force Academy.** You must go to Pass and Registration (on the right side of the road, just before you get to the South Gate entrance on Academy Blvd). You will need a current driver's license, proof of car insurance, and car registration. Your DBIDS card allows you to enter the base and bring your student and their siblings onto the base. Your DBIDS does not allow you to bring guests onto the Air Force Academy. With a DBIDs card, you may enter the Air Force Academy through either the North or the South gate.

## Driving and Parking Expectations

Due to increasing traffic and safety on the Air Force Academy, the 10th Security Forces have made changes for Air Academy High School. When a student is issued a speeding ticket, they will contact the high school with the student's name and vehicle. The student may also receive a traffic citation from El Paso Sheriff Office. A second violation will result in the loss of all driving and parking privileges for the remainder of the school year.

Students wishing to drive to AAHS must obtain a parking permit from the school and follow all parking rules. The Student Parking Lot is on the north side of the building and is the only

area designated for student vehicles. Student parking is not permitted in any other area until after 3:00 p.m.

All students who wish to drive must display a parking permit on all vehicles driven to school. Parking permits must be paid for and picked up at the bookkeeping office. Vehicle information must be completed through Infinite Campus before the permit is issued. A permit for second semester only can be obtained for half price. Students who leave AAHS prior to the end of the school year will not be reimbursed for their parking permit after April 1st. Seniors and juniors have priority for obtaining available parking passes throughout the year.

Students who park in the school parking lot are **not allowed** to keep pet(s), e.g. dogs, in their car during school hours, as it may lead to multiple safety and health issues.

### Student Responsibilities

- Students who drive to school must register their vehicle with Air Academy High School and display a valid parking sticker.
- Any student with a valid parking permit must obtain a temporary pass when they are driving a different vehicle than the one they have registered.
- Students must be punctual to all classes.
- Students who drive to lunch must demonstrate responsible driving habits.
- Students must not transport freshmen off campus during the school day.
- Students may only park their vehicles in the student lot.
- Violations will result in parking tickets and disciplinary action.

### Student Driving Privileges

There has been a growing concern about the safety of our students that drive to and from school. Inappropriate driving can result in a loss of driving privileges.

### Reporting of Accidents on AAHS Campus

It is the responsibility of the student to report any accidents that occur on school campus. Accidents should be reported to the school through the Dean's office and/or Campus Security, so that the proper authorities can be contacted. USAFA 10th Security Forces is responsible for all investigations and the issuing of any citations or faults on the base. The school is not responsible for investigating any accidents.

## Air Academy High School Parking Regulations and Policy

Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur with violations of these regulations.

- The permit must always be visible while parking at AAHS. If such a permit is not visible, my vehicle will be stickered or could be towed off campus at my expense. I may also be subject to a discipline referral for such action.
- Parking is strictly limited to the student parking area. Faculty parking is marked accordingly. Parking off campus may result in ticketing or towing by the Air Force Academy police.
- All Students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
- There is to be no loitering or visitation in the parking lots without permission.
- There will be no speeding or any form of reckless driving on the school grounds.
- Student Vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
- If it becomes necessary for a student to drive another vehicle to school, the student must request a Temporary Parking Permit. Parent parking permits are not valid for student parking.
- It is the student's responsibility to inform the campus supervisors if there is a change in status with their vehicle, i.e. a change in vehicles, a change in license plates, or a change from a temporary tag to permanent plates.

## Lockers

AAHS is not responsible for any item lost or stolen from a student gym, hall or athletic locker. Therefore, we recommend that calculators, computers, clothing, money, any electronic devices, and purses not be left in any locker. Lockers are assigned at the request of the student. There are not enough lockers to accommodate the entire student population and they will only be given to those students that request a locker; Freshmen will receive priority. Students are responsible for keeping their own locker in good working order. If the locker is inoperable, you must see the Dean of Students or Building Manager for assistance. Lockers are school property, and the expectation of privacy is lower than if it is the student's backpack or person. Students are not required to have a locker.

## Open Campus Expectations

### Open Campus Policy

Only sophomores, juniors, and seniors can leave during their lunch period. Every student must show their AAHS ID as they leave the grounds and open the trunk of their vehicle for inspection by Campus Security. Students who stay at school during the lunch period may not leave the high school grounds. Areas behind and in front of the school are off limits to students. Students who abuse open campus lunch period privileges are subject to disciplinary action and loss of privileges.

#### Basic Understandings:

- Open campus is available only to seniors, juniors, and sophomores.
- Students are expected to open their trunk as they leave for inspection by campus security.
- Open campus is a privilege, not a right.
- Open campus helps alleviate the problem of overcrowding in the cafeteria.
- Open campus promotes responsibility and trust.
- When weather conditions make driving unsafe, the campus may be closed at lunch.
- When special events are occurring at the Air Force Academy or at Air Academy High School, the campus may be closed.
- Open campus means that lunch time is the only time when sophomore, junior, and senior students may leave campus without special permission.
- Students may not walk off campus into the woods, USAFA housing area, or the USAFA park adjacent to the school.
- Students may not be in the woods, USAFA housing area, or the USAFA park adjacent to the school at any time.
- Students may not at any time leave or be off campus smoking. Law forbids smoking on school campuses and leaving campus to smoke on base property is considered trespassing and subject to school and base discipline.

### Campus Visitors

The hosting student must first obtain permission for the visitation and get the visitor form from Student Services. The visitor form must then be signed by all teachers involved and the grade level administrator before being returned to Student Services at least 24 hours before the visitor arrives. Students are only allowed one visitor at a time. Visitor passes will not be issued when other districts are not in session. Visitor passes will NOT be issued

two weeks before or after a school vacation nor after the first of May. Visitor passes will be issued for educational purposes only.

Anyone expressing a desire to contact a student during the school day will be required to present proper identification before such contact is made. Visitors are required to check in at the main entrance kiosk where they will be screened by campus security. Visitors without appointments or official business at the school will be required to come after school to take care of their needs.

When students are in school, engaging in school-sponsored activities, or traveling to and from school on buses, they are responsible to the school, and the school is responsible for them.

## Attendance and Truancy (administrative policy 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].

## Attendance Procedures and Consequences

It is the student's responsibility to keep the attendance office informed when leaving school or the absence will be unexcused. Any time a student is absent, it is his or her responsibility to make up the work that is missed.

All absences must be reported to the attendance office by a parent or guardian within 48 hours. Any absence not reported within 48 hours will be considered unexcused.

Students must attend 3 out of 4 blocks (or 2 out of 4 if the student has a partial absence in their schedule) on the day of a scheduled contest or event or they will be ineligible to participate.

A student who knows he or she will be absent in advance must obtain a prearranged absence form from the attendance office and complete the process to obtain approval and to request class work in advance. Students are responsible for making up the work and obtaining assignments for the period of time missed.

## Excused Absences

Consequences for excused absences will begin once a student exceeds 9 absences in the school year. The following tiered system will be applied:

<b>0-9 excused absences</b>	A staff member may reach out to the family to check in on the situation.
<b>10 excused absences</b> This refers to 10 full days or the equivalent of 10 full days through partial day absences.	Parent/guardian will be contacted via email and will receive a hard copy of the attendance outreach letter via mail.
<b>15 excused absences</b> This refers to 15 full days or the equivalent of 15 full days through partial day absences.	A staff member will contact the parent/guardian to schedule a meeting that includes the student, parent/guardian, administrator, and counselor. An attendance contract will be administered and signed in the meeting.

<b>18+ excused absences</b> This refers to 18 or more full days or the equivalent of 18 or more full days through partial day absences.	All absences without a doctor's note are now marked as "unexcused." The school's policy and consequences for unexcused absences will be given.
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## Unexcused Absences

Unexcused absences are those that do not fall into one of the four categories for excused absences and include any time a student is not present in class when they are supposed to be. This means a student may receive an unexcused absence if they do not utilize the hall pass system appropriately.

For every unexcused absence, the student will serve detention and parents will be notified.

If a student has repeated unexcused absences, additional consequences will be given.

These consequences may include:

- Lunch detention, after school detention, and/or Saturday school detention
- Loss of hall pass and/or off campus lunch privileges
- An escort to and from class
- Loss of partial absence
- Loss of activity privileges

A student is considered habitually truant when there are four total days of unexcused absences in one calendar month or 10 total days during the school year. The following procedures will be followed for habitually truant students:

- Parent/guardian will receive an Attendance Concern letter through certified mail (signature required) and email
- If absences continue, a meeting will be scheduled that includes the student, parent/guardian, administrator, and counselor. An attendance contract will be administered and signed in the meeting.
- If absences continue after the attendance contract is in place, the Truancy Parent Warning letter will be sent via certified mail (signature required) and email.
- An Administrator, Counselor, and/or the School Resource Officer may complete a home visit as needed for attendance purposes.
- If there is still non-compliance, the district legal team will be notified and will take over the situation.

## Tardies

A student is considered tardy if they enter the classroom after the designated start time. It is the student's responsibility to ensure they leave early enough to make it through the gate and to their classroom before the start of class. The same challenges exist with leaving campus for lunch. If a student is unable to make it to third block on time, they should not leave campus during lunch. If a bus is late due to traffic, mechanical issues, bad weather, etc., students who ride that bus will be excused.

With passing periods being 10 minutes on most days and 5 minutes on others, students have substantial time to get to wherever they need to be to avoid being tardy.

A student's tardiness may be excused if they are coming to class late due to being with a different adult in the building, but they must have a hall pass entered and approved in the system.

If a student comes to class after half of the block has been missed, the student is marked absent.

The following consequences will be given for tardies:

- For the first three tardies, the teacher may implement classroom consequences.
- For every four tardies, the student will serve a detention and parents will be notified.
- If tardies continue, the student may receive additional consequences including loss of privileges (hall pass, off campus lunch, etc.).

## Academics

For information regarding academics including graduation requirements, courses, credits, and scheduling please refer to our website at <https://airacademy.asd20.org/academics/>.

## 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.

## Equal Educational Opportunity for Students (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.

## 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, contractor, 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. Contact your school if you need access to a computer.

The District has designated the following information as directory information:

- Student’s name
- Student’s photograph
- Student’s grade 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)

### **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.

## 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.

## 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.

## Protection of Pupil Rights Amendment (PPRA), Notification of Rights (administrative 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

## 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.

## College Classes-Opportunities 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.

## 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).

## Homework Responsibilities

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

## Rationale/Purpose

The faculty at Air Academy High School believes that homework is an extension of the classroom. Homework is used to encourage student self-discipline, independence, and responsibility. Homework also increases academic achievement, promotes lifelong learning, and allows for expansion of the curriculum.

- **Time:** In high school, homework is assigned as needed. Most students can expect two to two and one-half hours of homework each day.
- **Absences and Make-up Work:** Students are responsible for checking with teachers and finding out what missed assignments need to be completed. Teacher and student will work out an appropriate timeline for the missed work.
- **Extended Absences:** If a student knows he/she will be out of school for more than one day, they must pick up a prearranged absence form in the attendance office at

least one week before the absence. The student will make-up work and be able to receive credit for all absences.

- Unexcused Absences: If you are truant or unexcused, the missed work must be made up, and the completed work will receive credit.
- Suspensions: Students who serve an out-of-school suspension will receive credit for all daily work assigned or due. Students should ask teachers to email assignments and utilize intervention time for make-up.

## 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.

## KAT

KAT takes place on Wednesdays and Thursdays for 40 minutes. **All students** must report to KAT every time it is scheduled. The purpose of KAT is for academic advisement, interventions, and enrichment activities. Attendance is mandatory, and disciplinary actions will occur (see unexcused absences) if a student is truant for KAT. **Campus is closed during KAT.**

## Electronic Devices

### 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.

## 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.

### AAHS Cell Phone Policy

Air Academy High School aims to teach students the appropriate use of cell phones and other electronic devices in a public setting. Cell phone use in Air Academy High School is not a right; it is a privilege. Students may use electronics before school, during passing periods, at lunch, and after school. During class periods, including KAT and Study Hall, students may use electronics **only with explicit teacher permission for academic purposes**.

Teachers may have a designated area for students to turn in their devices at the start of the block.

\*If a student becomes defiant when asked to turn in the device, the teacher should submit a referral to the Dean for automatic next level violation consequences.

\*Per Academy School District 20 Policy, the staff of Air Academy High School cannot guarantee the security of electronic devices or any other valuables.

\*\*If a student has multiple violations in the same class, the teacher may confiscate the device and turn it over to the Dean's Office. The Dean will contact parents to pick up the device.

## Procedures and Consequences

1st Violation (Student is using their personal device without explicit teacher permission.)

- The teacher will confiscate the device or ask the student to turn it into a designated area. \*
- The device will be returned to the individual at the end of the block.
- The teacher will contact home to notify parents.
- The teacher will submit a referral to the Dean to document the violation and parent notification.

2nd Violation

- The teacher will confiscate the device or ask the student to turn it into a designated area. \*
- The device will be returned to the individual at the end of the block. \*\*
- The teacher will write a discipline referral to the Dean for defiant behavior.
- The student will receive **2 lunch detentions** and parents will be notified by the Dean.

3rd Violation

- The teacher will confiscate the device or ask the student to turn it into a designated area. \*
- The device will be returned to the individual at the end of the block. \*\*
- The teacher will write a discipline referral to the Dean for defiant behavior.
- The student will receive **2 after school detentions** and parents will be notified by the Dean.

#### 4th Violation

- The teacher will confiscate the device or ask the student to turn it into a designated area. \*
- The device will be returned to the individual at the end of the block. \*\*
- The teacher will write a discipline referral to the Dean for defiant behavior.
- The student will be assigned to **Saturday School** and parents will be notified by the Dean.

#### 5th Violation

- The teacher will confiscate the device or ask the student to turn it into a designated area. \*
- The device will be returned to the individual at the end of the block. \*\*
- The teacher will write a discipline referral to the Dean for defiant behavior.
- Parents will be notified by the Dean to schedule a meeting.
- **The team will discuss detention time, ISS, and/or loss of privileges as consequences.**

Violations are cumulative across all classes, not within the same class.

## Student Use of the Internet and Electronic Communications (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 content

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.

## Extra Curriculars

### 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.

### 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.

### Assemblies

A variety of assemblies are provided throughout the year for school spirit and education. To prevent distraction of the students in the audience and disruption of the presenters or performers, students will not be allowed to enter or leave the facility once the performance has begun. All students are expected to be positive toward one another and treat all presenters with dignity and respect. No negative or demeaning cheers will be allowed or accepted between the grade level classes. Assemblies scheduled during the day are mandatory and closed campus regulations are enforced.

### Sportsmanship Expectations

Sportsmanship is a general way of thinking and behaving. Please adhere to the CHSAA policy items below.

Be courteous to all: participants, coaches, officials, staff and fans.

#### Acceptable Behavior

- Cheerleaders' "Welcome/Good Luck" yells to opposing fans/cheerleaders, combined yells by both cheerleaders' squads to the entire crowd, opposing coaches and contestants shaking hands before/after contest
- Applause during introductions of contestants, coaches and officials
- Fans recognize contestant's performance with applause
- Showing concern for injured contestant
- Respectfully addressing officials during competition and thanking them for their performance, regardless of agreement with all calls
- Host school extending hospitality to visiting contestants, coaches, cheerleaders and fans

#### Unacceptable Behavior

- Fans reading newspapers, turning backs, making disrespectful actions, etc. during introduction of opponents
- Derogatory/disrespectful yells, chants, songs, gestures, including "goodbye," "air ball," "you, you, you," "What's the score," "warm up the bus," and other such expressions

Display appreciation for good performance regardless of the team

#### Acceptable Behavior

- Coach/contestants search out opposing participants to recognize them for outstanding performances or coaching
- All fans recognize an outstanding participant's performance by applause, regardless of impact on the contest

#### Unacceptable Behavior

- Laughing, pointing finger, name calling, etc., directed at opponents to distract
- Degrading an excellent performance by opponents

Know the rules, abide by and respect the official's decisions.

#### Acceptable Behavior

- Utilize every opportunity to promote understanding of the rules of the contest within the school and community
- Contestants utilize the team captain or coach for clarification of the call

- Accept the decisions of the officials
- Cooperated with the news media in interpretations and clarification of the rules

#### Unacceptable Behavior

- Booing or heckling an official's decision
- Criticizing the merits of officiating
- Displays of temper and arguing with an official's call
- Derogatory remarks toward the official
- Talking to the news media about displeasure with the officiating

### Exercise self-control and reflect positively upon yourself, team and school

#### Acceptable Behavior

- Support the activity that is directed by your cheerleaders by learning the cheers and displaying total unity as fans in following their lead

#### Unacceptable Behavior

- Displays of anger, boasting, use of profanity, bouncing beach balls, antics that draw attention to you instead of the contest
- Doing your own yells
- Doing yells/gestures such as "you, you, you!" while pointing a finger at a fouling player

### Win with character and lose with dignity

#### Acceptable Behavior

- Handshakes between opposing contestants and coaches at end of contest, regardless of outcome
- Applause at end of contest for performance well done by all contestants
- Both winning and losing teams go to their fans and thank them for their cheers and support

#### Unacceptable Behavior

- Refusing to shake hands or give recognition to winner for good performance
- Blaming loss on officials, coaching, individual contestant's performance
- Victory celebrations by fans and spectators on the playing field or court immediately after the contest

Permit only positive sportsmanlike behavior to reflect on your school or its activities

## Clubs / 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.

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 Publications (administrative policy JICE)

Students have the right to exercise freedom of speech and freedom of the press. As such, no expression contained in a publication, whether it is school sponsored, shall be subject to prior restraint unless:

1. The expression is obscene.
2. The expression is libelous, slanderous, or defamatory.

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

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

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

## School-Sponsored Student Publications

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

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

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

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

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

## Non school-Sponsored Publications

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

## Time, Place, and Manner Restrictions

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

## Definitions

As used in this policy, the following definitions apply:

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

Libelous, slanderous, or defamatory - a false, unprivileged oral or written statement about a specific individual which tends to harm the individual's reputation by lowering the person in the estimation of the community or by deterring others from associating or dealing with

the person. Such statements include those which tend to expose an individual to public hatred, shame, verbal abuse, contempt, ridicule, or disgrace.

## Student Expectations and Consequences

### 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 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 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 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 has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

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

1. Any clothing, paraphernalia, grooming, jewelry, 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

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.

## Individual Dignity

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

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

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

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of 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

## **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](#).

## 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, Sex-based Harassment of Students, and the reporting form JBB-E.

## 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.

## 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.

## 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.

## 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.

### **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.

## **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.

## **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.

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

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

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

## **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 JIHB)**

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

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

### **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.

## Student and Family Resources

### 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.

### 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.

## 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.

## 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.

## AAHS Health Procedures

High school level students are deemed responsible to administer their prescription or non-prescription medications to themselves without supervision during school hours with exception of students on controlled medicines (such as ADHD medications, antidepressants, and anti-seizure meds, etc.). Anytime a student receives a new prescription that must be taken during school hours, please call the front office at 234-2400 to determine whether the student may carry it. The other exception of this rule at the high school level is those deemed not responsible to self-administer their own medications as voiced by their parents. Students may carry an epi-pen for self-administration. The school nurse makes the final decision. A “permission to carry an Epi-pen form (available at this web site) must be on file in the main office.

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. It is the parent’s obligation to pick up any unused medication at the end of the school year.

1. Controlled prescribed medication must be kept in the school office and recorded each time it is taken. Controlled prescribed medication must be transported to and from the school by a parent.

2. You will need to complete and sign one form for each medication and have your health care provider and prescriptive authority sign each form too. This form can be found on the District website.
3. Medication **MUST NEVER** be shared with another student.
4. No medication will be given if it comes in a baggie, plain bottle, envelope, etc. The parent will be called, and the medication will not be given.
5. Over-the-counter medications must also be stored in the original container and clearly labeled with the child's name.

We feel, in fairness to those responsible for giving the medications and for the safety of your student, that these policies must be followed strictly. This is not meant to inconvenience you, but to ensure the health and well-being of all students.

## Health Room

Students who are too ill to remain in class must report to the Health Room (Room 301) Located in the cafeteria next to the student bathrooms or they will be considered truant.

- The Health Room is a temporary place. If a student needs to use this facility, he/she must obtain a pass from his/her teacher and then check in with the Health Room paraprofessional.
- A student may not spend more than twenty minutes in the Health Room and must, after this period, arrange for transportation home or report back to class.
- If a student is vomiting, the parents will be notified, and arrangements may be made for the student to go home.

## 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.

## 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](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.

## 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.

## 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.