

TIMBERVIEW MIDDLE SCHOOL



Home of the Timberwolves

MISSION STATEMENT: Timberview Middle School, a student-centered community, provides rich learning experiences in a safe and nurturing environment emphasizing each student's social-emotional, physical and intellectual development yielding confident, lifelong learners that thrive in a rapidly changing global society.

8680 Scarborough Drive, Colorado Springs, CO 80920

Phone: 719-234-3600

Attendance Line: 719-234-3640

STUDENT-PARENT INFORMATION HANDBOOK

2020-2021

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Please refer to the Academy District 20 website (www.asd20.org) for complete texts of the policies referenced in this



ACADEMY DISTRICT 20 BOARD OF EDUCATION

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TIMBERVIEW MIDDLE SCHOOL

Learning Today, Leading Tomorrow

STUDENT-PARENT INFORMATION HANDBOOK

2020-2021

ADMINISTRATORS:

Brett Smith, Principal
Debbie Holt, Assistant Principal
Steve Hutchcraft, Assistant Principal
Chris Neumann, Dean for Student Support and Interventions

Parents and Guardians,

The information contained in the Student-Parent Information Handbook applies to normal operating procedures and not with COVID-19 reopening restrictions, guidance, recommendations, and requirements. Our intent at Timberview Middle School is to offer a meaningful and rich middle school experience for all students in as close to normal environment as conditions, constraints, and scheduling allows. As this is anything but a normal year, we will need to be flexible, patient, and forgiving with how we reopen and operate in a safe and responsible manner within the reality of the COVID-19 pandemic. We will begin the 2020-2021 school year with precautions recommended by the Center for Disease Control and Prevention (CDC), the Colorado Department of Public Health (CDPH), the El Paso County Department of Public Health (EPCDPH), and Academy District 20. Below are some COVID-19 related changes that will be implemented to start the 2020-2021 school year:

- The wearing of facial coverings will be required by staff and students while inside of TMS.
- Students will be assigned to a normal pack cohort group. Those students would be further divided into smaller class sizes for academics and exploratory classes. Those students would, to the greatest extent possible, stay together for all classes throughout the day in the same academic and exploratory classrooms. Cohort groups will stay together for lunch as well.
- Social distancing will be maximized to the greatest extent possible in classrooms within the constraints of student enrollment and the square footage of the classroom.
- If there is an outbreak of 2 or more students, we would follow the guidance from the El Paso County Health Department (EPCHD). If students and staff were required to quarantine, teachers and the cohorted quarantined students would pivot to an online learning environment.
- TMS will offer exploratory classes in an authentic learning environment on a block quarter schedule. There are some restrictions for band, but music classes will be offered.
- Students will not be able to choose exploratory classes, they will be assigned by cohort group.
- Students needing individualized education services and supports would be provided services within their cohort group.
- Sodexo at TMS will provide breakfast and lunch service to students. Breakfast and lunch will be provided as a grab and go service by Sodexo. The main difference in food service is that there will be no cafeteria environment to eat in. Students will remain in their cohort groups to eat in their classroom.
- There will be no passing periods.
- Lockers will not be assigned to begin the school year.
- Because of COVID-19 related safety concerns and recommendations, sports, clubs, and extracurricular activities will not be offered during the first quarter.
- Parents will need to ensure that transportation arrangements are made for students to depart the school by 3:00 pm daily.
- With the cohorting of students and the restrictions to the sharing of materials within the classroom it will be imperative that students come to school with the necessary supplies that they will need each day.

TMS Mission Statement

Timberview Middle School is a unique student-focused learning community which empowers all students to expand their thinking and apply their learning in a safe, nurturing environment by fostering collaborative partnerships to develop resilient, productive, compassionate, and responsible citizens.

THE TIMBERWOLF IS OUR SCHOOL MASCOT

ROYAL BLUE AND SILVER ARE OUR SCHOOL COLORS

Welcome to Timberview Middle School! We are very pleased that you are part of our Timberview family and hope you have an enjoyable year while you continue to learn, explore challenging opportunities, and make new friends. The expectation at Timberview is that students demonstrate the HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, and **S**afety) always. Students are expected to set achievable goals for high academic achievement and behavior expectations. Character expectations are centered in Respect, Integrity, Kindness, and Compassion. It is your responsibility to demonstrate proficiency in each of your classes and to conduct yourself appropriately. Timberview Middle School has a rich history that was founded on the cornerstones of Excellence; Exploration; Communication; and Commitment. These principles have guided the philosophy and direction of Timberview since it opened in January 1989. Timberview Middle School is a John Irwin School of Excellence and continues to rank in the top 25% of all middle schools in Colorado. Timberview Middle School offers a variety of challenging academic courses in a school culture guided by the core middle school principles of small academic teaching teams called packs (6th Grade: Centennial Pack 641, Grayling Pack 642; 7th Grade: Beartooth Pack 741, Snow Peak Pack 742, Cougar Creek Pack 743; 8th Grade: Jack Creek Pack 841, Eight Mile Pack 842, Washakie Pack 843). Students are also exposed to a variety of exploratory courses in the arts, technology, and the humanities. In keeping with traditional middle school philosophy students are randomly assigned to exploratory courses for 6th and 7th grade by quarter. 8th grade students can choose semester long exploratory courses. Students have a forty-minute cornerstone period after lunch where interventions, extensions, and pack activities are provided. Timberview Middle School offers a wide range of interscholastic and intramural sports programs, as well as many other extracurricular activities for students.

Please read this handbook carefully. It contains helpful information to make your year a success, but it is not all-inclusive. Questions and concerns should be directed to your pack and exploratory teachers, grade level counselor, or an administrator. We ask that you make a commitment to become actively involved in your studies and in other activities offered to Timberview Middle School students. We want your experience at Timberview to be challenging, exciting, and fun! Have a HOWLrific year!

IMPORTANT PHONE NUMBERS

TMS Main Office – 234-3600

TMS Attendance Line – 234-3640 TMS Counseling Office – 234-3626

D20 Administration Office – 234-1200 D20 Transportation Office – 234-1410

Please refer to the Timberview website calendar and the Academy District Twenty 2020-2021 District calendar for additional information and details regarding these dates and other important activities.

STUDENT-PARENT INFORMATION

Regular Academic Daily Schedule

7:45 am Classes Begin
2:45 pm School Day Ends

District 20 Two-Hour Delay Start Daily Schedule

9:45 am Classes Begin
2:45 pm School Day Ends

Emergency Closings (See Academy District 20 website for more information): The Superintendent or designee is empowered to close the schools, delay their start or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. Parents are asked to help with the decision as far as their own students are concerned. If a parent judges the weather conditions too hazardous to send his/her student to school, that student should be kept at home and the absence will be considered excused. Please refer to the “Attendance” section for guidelines regarding making up missed work. If, at any time during the day a parent desires to pick up their student due to hazardous weather please follow the sign out procedures.

Emergency Closing Procedures:

- School Cancellations: If the decision is made to cancel school, the district will send a 20 Alert in addition to local radio and television stations announcing the District is closed. Local radio and television stations will be informed of the decision by 6:00 am.
- Delayed Start: Should adverse weather conditions appear to be developing during the 5:30 am decision time frame, the Superintendent may delay the start of school. The district will send a 20 Alert in addition to local radio and television stations being informed by 6:00 am of the delay.
- Early Release: If school is in session and a storm develops during the day, a decision may be made to send students home early. The district will send a 20 Alert in addition to local radio and television stations

announcing that Academy District 20 students are being dismissed early. This information is also available on the district and school website. *

*Parents must make prior arrangements for their student to have a place to go on early release days. Timberview requires a completed “Inclement Weather/Emergency Dismissal” designation on IC at the beginning of the school year.

HOURS

The main office for Timberview Middle School is staffed from 7:30 am to 3:00 pm on all school days. Parents must have transportation arrangements for their students to be off school grounds by 3:00 pm. Students in the building after 3:00 pm must be in a supervised activity. Students arriving prior to 7:30 am will have to wait outside until the doors are open at 7:30 am. During periods of inclement weather, the cafeteria will be opened at 7:15 am for students to wait in the cafeteria until 7:30 am. Students may enter the school prior to 7:30 only with a prearranged appointment with a teacher.

Deliveries: Deliveries for students, such as flowers, balloons, food, or gifts cannot be accepted by students or school personnel. If a student forgets something (e.g., materials, lunch, or lunch money), a parent/guardian may drop the item(s) off at the main office.

Visitors: In order to provide for the safety of students and minimize disruptions, visitation by parents, relatives, or guests is not permitted during school hours or at school sponsored activities intended for Timberview students only, such as dances, field trips, assemblies, etc. Due to health and safety concerns for students and staff because of COVID-19, visitors to TMS will be minimized for the 2020-2021 school year. All requests for visitors to TMS during school hours must have the approval of the principal. Anyone approved to visit TMS during school hours must be signed in through the main office, pass an initial RAPTOR security screening, and receive a visitor’s badge to be in the school.

ATTENDANCE - To report an absence, call 234-3640

Daily attendance is imperative to academic and school success. Students are expected to be present and on time for all classes in an in-person learning or synchronous learning environment. All absences must be reported to the attendance office before 7:45 am. Parents/guardians must provide written excuses for absences of three consecutive days or more. Excessive absences and/or tardies may require an attendance plan. Unverified absences will be recorded as unexcused after three days. In accordance with Colorado state law C.R.S. 22-33-107(3)(a), and Academy District 20 Administrative Policy JE, absences can only be excused for the following reasons:

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

*Excessive temporary absences due to illness or injury may require a written doctor’s excuse. Absences not fitting into one of the above categories will be recorded as unexcused.

Any schoolwork missed during an excused absence must be made up within the same number of days that the student was absent. It is the student’s responsibility to check with their teacher or pack Schoology page regarding missing assignments. Work missed during an unexcused absence is provided to students per pack policy. Prearranged homework may be provided for some prearranged absences per pack policy. Any homework/assignments provided for prearranged absences are due to the teacher on the first day the student returns from the prearranged absence.

Attendance and Extracurricular Activities: If a student is absent from school, they cannot participate in any after school and/or extra-curricular activity (e.g., athletics, dances, clubs, etc.) on the day of the absence. The student must attend more than half (more than 3.5 hours) the school day to be eligible to participate in any after school and/or extra-curricular activity.

Tardy Policy: Students have four minutes between classes to attend to personal business and are expected to arrive to class on time, with all necessary materials, and prepared to learn. Students with more than five (5) cumulative tardies per quarter may receive a disciplinary referral and be assigned a consequence from their grade level administrator. Subsequent tardies may receive additional consequences. Parents/guardians are asked to track student tardies in IC and discuss the importance of being on time and prepared for class with their children. In order to maximize learning, students should be present for the entire class period.

Signing Students In and/or Out: For the safety of students, parents and/or guardians are required to sign students in and/or out at the attendance office after 7:50 am and before 2:45 pm. Students arriving after 7:50 am must be signed in at the attendance office by a parent/guardian. Students not signed in at the office by a parent/guardian will receive an unexcused tardy. If a student needs to leave school early for an appointment, the parent/guardian must sign the student

out of school. Students will be called to the office for early release only after the parent/guardian has signed the student out from the attendance office. Proper identification is required for anyone signing students out. A parent or guardian must call the attendance office to give permission for their student to be released to anyone not listed in Infinite Campus. Students will not be released to siblings, grandparents, or emergency contacts without prior permission from the parent and/or guardian. When coming to check out a student early, please allow 10-15 minutes for students to be ready to depart. If at lunch, students may not be available for immediate pick up and parents may need to wait until the following class period to pick up their student.

ATHLETICS AND ACTIVITIES

Intramural and/or interscholastic athletic programs include football, volleyball, basketball, and track for all 7th and 8th grade students. Intramural and/or interscholastic swimming, golf, soccer, tennis, cross-country, softball, and wrestling are available for 6th, 7th, and 8th grade students. Registration information for all sports and clinics is available online at <https://timberview.asd20.org/Info/Athletics/Pages/default.aspx> and from the athletic office. All registration is to be completed online. If you do not have access to a computer, please contact the athletic office for more information. Intramural and interscholastic practices begin immediately after school. Practice days and end times vary by sport. Interscholastic and intramural seasons for each sport run concurrently. Interscholastic teams compete against other schools and the intramural teams compete against other TMS intramural teams. Uniforms are provided for interscholastic games. Students are to provide their own shoes and practice clothing. The fee to participate in a sport is \$45, except football, which is \$65, and golf, which is \$70. Sports fees are payable through PayForIt.net or check or cash in the school. If this fee presents a hardship, contact the Athletic Director as soon as possible. Refunds will not be issued unless the student follows proper withdrawal procedures as outlined in each sport's registration letter. Paying the fee does not register the student for the sport, the online registration and a current physical must be completed prior to participation in an intramural, interscholastic sport, or sports clinics. A current physical must be on file with the school before participating in any practices. Additionally, parents must register online for each sport and sign the sports constitution form online.

Athletic Eligibility Requirements: Students are learners first and athletes second!

- The purpose of athletic eligibility requirements is to foster an environment that enhances the responsibility of students at Timberview Middle School.
- The procedure outlined below allows for students to be notified of an academic deficiency and assume responsibility for correcting the deficiency. Each week during the competitive season, the Athletic Office completes a grade check. Students are placed on an ineligible list for the following week if they have one F or two Ds. Students will be made aware of their eligibility status weekly and will be provided eligibility forms as needed. It is the student's responsibility to complete the eligibility form if he/she is found to be in an ineligible status. The student will seek assistance from the teacher of the class in which he/she has the F or D. This plan will include a reasonable action plan with a timeline for completion. The student athlete will review the plan with his/her parent and obtain a parent's signature. The student will keep the form while working on the improvement plan. When the student has completed the improvement plan (or made steady progress), the student must obtain the teacher's signature next to Steady/Complete Progress on the form. This form must be turned in to the Athletic Director's secretary by Friday afternoon. The student is then given an eligibility pass to take to the coach, informing the coach that he/she is now eligible. **Important:** If the athlete does not correct the deficiency by Friday, they will be ineligible the entire following week.

After School Activity Release: The time period for after school activities (athletics, clubs, instructional support, and other school sponsored activities) varies depending on the activity or amount of support required. The supervising teacher or coach will communicate after school activities times to parents. Students in after school activities are to remain with the supervising teacher or coach until released by the teacher or signed out by a parent. Parents are responsible for student transportation at the conclusion of all after school activities. In the event a parent needs to pick up a student during an after school activity they must sign them out with the sponsor and/or coach.

After School Events: After school events, such as dances and movies, are generally held after school from 3:00 to 4:00 pm in the cafeteria. An admission fee may be charged and attendance is dependent on student behavior. Students are expected to remain at the event until the end unless released to a parent. Students will be dismissed from events for inappropriate behavior. Inappropriate behavior at an event will be grounds for further disciplinary action. After school event rules are as follows:

- Events are for currently enrolled TMS students only
- Students must have been in school for more than half of the school day to be eligible to attend the event
- The TMS code of conduct and dress code are enforced
- Leave all personal belongings in the locker, including but not limited to backpacks, coats, etc

- Enter the cafeteria through the main door
- Respectful and safe behavior is always expected
- Students must respect all decorations and equipment
- Students may not have food or drinks in the halls
- Students are not allowed on the stage at any time

COMMUNICATION NORMS

Academy District 20 and Timberview Middle School are committed to a learning and working environment free from any form of violence and abuse including, but not limited to, actions, words, or insults toward our students, staff, and parents. *It is a matter of mutual respect!* Timberview Middle School believes that effective communication is at the heart of student success. The three tenets of effective communication are:

- **Be respectful**
- **Be student-centered**
- **Be solution-oriented**

Communication must begin with the person closest to the student and the problem (in most cases, the teacher). Parents are required to contact teachers first with their concerns prior to contacting a counselor or administrator. Parents who have not contacted the teacher will be directed back to the teacher if the teacher is not aware of concerns from a parent. Teachers will return emails and phone calls within two (2) school days.

Announcements: Parents may receive special announcements and updates via email with the 20Alert feature. To receive special emails from Timberview Middle School, you must sign up for this service through the District 20 website on the Parent/Student link. Important information is also posted on the Timberview website.

Conferences: Parent/teacher conferences are valuable in ensuring optimal opportunities for student success. Formal parent/teacher conferences are held in the fall (October) and in the spring (March). These conferences are scheduled by appointment and are designed to summarize a student’s academic, behavioral, and social success with parents. Parent/teacher conferences may also be arranged before and after school based on the availability of the teacher. Parents may schedule meetings with pack and exploratory teachers by contacting the teacher and/or grade level counselor in advance to prearrange a meeting time. The grade level administrator and/or counselor will participate in conferences when necessary or when their presence is requested to facilitate a positive outcome for student success.

Open Door Policy: Students may discuss their concerns before school, after school, during lunch, or by scheduled appointment with their counselor or grade level administrator. Students may make a request in the counseling office to meet with their grade level counselor, or in the main office to meet with their grade level administrator. Every effort will be made to minimize interruptions during academic and exploratory classes when meeting with students. Parents have access to their students’ teachers through email and phone communication.

Pack Information: Students and parents will be informed of the standard communication method used by the pack teachers. Parents are encouraged to see the teacher or pack 20 Learn (Schoolology) for updated pack information.

COUNSELING OFFICE

The counseling department’s goal is to help all students reach their academic potential by enhancing students’ social-emotional well-being. Counselors are assigned a grade level and follow students through each of their grade levels. Students may come to the counseling office before school or after school on their own or during school if the student has a pass from a teacher. If it is not an emergency, the student will make an appointment to see a counselor at the earliest possible time.

ICAP: The counseling department is responsible for the Individual Career and Academic Plans (ICAP) for students. ICAP is the result of the efforts of teachers, students, counselors, administrators and parents on the Graduation Requirements Implementation Committee. The committee understood the need for good post-secondary planning to assure that all students will be prepared to make decisions about their futures. ICAP is much like a portfolio where students learn about and record information such as learning styles, interest inventory results, awards, and community service records. Additionally, we will also use ICAP to help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores. An integral component of ICAP is Naviance (<http://www.naviance.com>), an online program used in District 20. Naviance provides grade level appropriate career interest and abilities inventories, a work values survey, detailed information on careers, training and education, postsecondary majors and college admissions. You can access Naviance from home through the “Logins” button on the Timberview website. Once there, enter your user ID and password. Timberview students will be participating in the ICAP program through their pack teachers with the support of their grade level counselor. Students are encouraged to discuss with their parents what they have learned and visit the Naviance website together. As with all learning, your dialogue with your child will make this experience even more meaningful for him/her. You are very important in this process of post-secondary planning, so please let us know if we can assist you in any way. In order for your child to

participate in ICAP, you will need to allow your child internet access by completing the District Internet Agreement. If you have questions or concerns about ICAP or Naviance, please contact your student's counselor at 234-3626.

DISCIPLINE

Student Code of Conduct: In accordance with District 20 Policy JICDA, Timberview Middle School students are expected to conduct themselves in such a way that each student contributes to a school culture that is safe, healthy, positive, and conducive to learning. In order to meet this goal, students need to know these expectations:

- Learning takes precedence over every other activity at Timberview
- Interfering with anyone's education is unacceptable and is subject to disciplinary action
- Be respectful to the staff, students and visitors
- Respect others' personal and school property
- Always use appropriate language
- Use sound judgment on and off school property always

A safe, respectful, and effective learning environment is the priority at Timberview Middle School. The expectation at Timberview is that students demonstrate the HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, **S**afety) always. Timberview adheres to Academy District Twenty's Code of Conduct Policy JICDA and Bullying Prevention and Education Policy JICDE. The staff at Timberview believes all students should have the opportunity to learn from their mistakes; therefore, we have a tiered level of behavior interventions to support student success. In all situations, students are afforded the opportunity for due process. If a student is referred to an administrator for violations of the code of conduct, they will be provided due process and the opportunity to explain their part in the offense. Students may be assigned a consequence based upon the severity of their offense. Timberview uses counselor support, administrator support, restorative justice, RULER, Sources of Strength, school community service opportunities, lunch detention, after-school detention, out-of-school suspension, and expulsion as consequences for conduct and behavior that interferes with a safe and respectful learning environment. The days for detention will vary by administrator but will be assigned at the time of the detention notice. Parents will be notified if their student receives an office referral. In the event of an out-of-school suspension, parents will be required to attend a re-entry conference with the student and an administrator. Students will be required to make up work missed during their suspension. Behavior on or off school property, to include social media, that may be detrimental to the emotional health and physical safety of students and school personnel will not be tolerated and students may receive a consequence for their conduct and behavior on or off school property.

DRESS CODE

Attire at Timberview Middle School should be neat, clean, comfortable, modest, and reflect a respectful image of students, our school, and the community. As the weather in Colorado can be unpredictable and change throughout the day, students should be prepared for inclement weather, especially if the school must be evacuated due to an emergency, or during scheduled safety drills.

The Timberview Middle School dress code has been devised with the idea of promoting a positive learning atmosphere that is respectful to all students, staff members, and the community. Attire, hairstyle, and makeup that is contrary to good hygiene, distracting, disruptive, or disrespectful to the educational environment will not be permitted. For the safety and security of all students and staff, hoods, hats, beanies, sunglasses, heavy jackets. Shoes with a sole must always be worn. The administration is responsible for determining if attire or appearance is inappropriate or disrespectful.

The following are prohibited at Timberview Middle School:

- Visible undergarments
- Sleepwear of any kind (to include slippers and blankets)
- Clothing that is see-through or overly revealing and immodest
- Clothing, to include jewelry, depicting drugs/alcohol, violence and/or weapons, gang affiliation, obscene, disrespectful, or offensive symbols, slogans, pictures, or language, or presents a message that is offensive to others
- Shoes with rollers in the sole (heellies)
- Any item not listed, but deemed by an administrator to fall into the category of inappropriate for school

Scent-Free School: Timberview Middle School encourages the appropriate use of hygiene products before our students come to school. Chemicals in fragrances can cause irritation and/or allergic reactions in sensitive individuals. Be aware that scented products may pose a health risk to others, so please be considerate. Students are not to bring to or use these items at school. The inappropriate use of any aerosols, fragrances, or any other scented product may lead to disciplinary consequences.

FEES

Timberview Middle School does not charge any course fees for students to access instruction and resources for any courses. Athletics, clubs, activities, band instruments, and field trips all require a fee. Please refer to the Timberview Middle School Student Fee Schedule located under the Parents heading on the Timberview web page.

FINES

Students are responsible for the maintenance and proper use of all school materials, textbooks, equipment, and rentals. Parents are responsible for financial obligations related to student use of all school materials. Parents are responsible for fines issued for loss and/or damage of school materials and unpaid balances for school lunches, field trips, and transportation. Fines will be entered into the Infinite Campus database and follow students from school to school. Students with outstanding fines may be ineligible to participate in activities, be restricted in the issuance of materials, or have a delay in registration until the fines are paid in full.

FOOD, GUM AND ENERGY DRINKS

Food may only be consumed in specified areas during designated breakfast and lunch times. Teachers may allow for the consumption of food and gum in their classrooms on a case-by-case basis. The chewing of gum is not allowed in the hallways, cafeteria, gyms, computer labs, library, and outside areas. Energy drinks such as Red Bull, Amp, Spike, Rock Star, Monster, NOS, etc. are not permitted at Timberview Middle School. Students found to be in the possession of any type of energy drink are subject to disciplinary action.

Breakfast and Lunch: Breakfast and lunch is served daily. Students are expected to behave respectfully and follow defined rules. Food items should remain in the designated area and all recycling and trash disposed of in the appropriate receptacle. Students are to remain seated while eating. Students have 30 minutes for lunch, which may include some time outside. Breakfast and lunch prices are determined by the school board annually.

GRADING

Grading provides timely and effective feedback on student learning to both students and parents. As learning environments differ, so do grading systems. Timberview gives teachers the autonomy to utilize a grading system that provides the most effective feedback to encourage student learning in their classrooms. These grading systems generally fall into two categories: standards-based reporting, and traditional reporting. In both cases, grades are converted to letter grades and are posted to the student transcript.

IC Grade Updating: Teachers will communicate IC and Schoology grading procedures to students and parents at the beginning of the school year. All teachers will grade and enter daily homework, quizzes, and test scores in Schoology and IC within one week of the due date. At a minimum, teachers will update Schoology and IC weekly. Projects, assignments with a grading rubric, and other specifically defined exams may take longer to score and time to update those grades may exceed one week. Any project, assignment, or exam exceeding the one week posting expectation will be communicated to students and parents at the start of the assignment. Teacher illness and unexpected circumstances may necessitate deviation from the one-week policy.

Cornerstones: Cornerstone classes are used for enrichment and academic support. Grades in these classes are based on progress toward student learning goals. These grades are reflected as: Satisfactory, Progressing, and Needs Improvement. These grades are not converted to letter grades and are not reflected on student transcripts.

Reporting Student Progress and Report Cards: Infinite Campus allows parents to access student grades and attendance through an Internet portal. With such a powerful system in place, Timberview will assume that parents are aware of their students' grades throughout each grading period. Report cards are posted in Infinite Campus at the end of each quarter. Questions on grading or grading criteria should be directed to the teacher. Teachers and parents may request a conference whenever the teacher, student or parent feels the need.

HEALTH ROOM

Timberview does not have a full-time nurse on staff. A health clerk paraprofessional staffs the health room, as well as other trained Timberview office staff. Except for an emergency, students must have a pass from a staff member to go to the health room. Students may not stay in the bathroom when sick; they must come to the health room. Students are generally limited to approximately 10 minutes in the health room. After this limited time, parents will be called to make arrangements for student to go home or the student will return to class. Before a student goes home, a parent/guardian must sign the student out at the attendance office. Students needing to be released from school due to illness or injury must be evaluated by the health room clerk prior to being excused from school.

Parents/Guardians please prescreen students prior to sending them to school and do not send your student to school if he/she is not feeling well or feels ill. The health room is not an infirmary and cannot be a place where students and/or staff are quarantined until they leave school. The health room is designed to help students who have minor health concerns, minor injuries, and medication dispensation needs. Timberview does not have the resources to care for students who are ill.

Academy District 20 Illness Guidelines and Infectious Diseases in School Setting: Guidelines for School Nurses and Personnel per Colorado Department of Public Health and Environment states that students with one or more of the following symptoms will be excluded from school until the symptoms have resolved:

- Temperature of 100.5 Fahrenheit or higher (temperature must be normal for 24 hours without the aid of anti-febrile medications [aspirin, Tylenol, etc.] before returning to school);
- Constant runny nose
- Abnormal color or consistency of nasal or eye discharge
- Uncontrolled cough or unusual cough
- Frequent sneezing or other allergy related symptoms
- Lung or nasal discharge
- Vomiting or diarrhea in the previous 24 hours (symptoms must be resolved for 24 hours before returning to school)
- Undiagnosed skin rashes and/or open lesions
- If antibiotics are prescribed, the student must receive the antibiotics for 24 hours before returning to school
- Students should be free of illness symptoms for 24 hours before returning to school

Students should be allowed to return to school once the exclusion period is met or a health care provider clears the student to return.

Immunizations: If your child has had any immunizations over the summer, send a copy to the school for the district nurse or health room clerk to add to his/her shot record. The school nurse will be checking the immunization records on all students to see if minimum standards are met according to state requirements. Students may be denied school attendance if immunization records are incomplete or out of compliance with applicable federal, state, district regulations and policies.

Communicable Diseases: If your student has any communicable (contagious) throughout the school year, leave a voice mail message at 234-8808 with name of student, grade and school so the district nurse may follow-up with any disease information that other parents may need. Examples are chickenpox, Coronavirus, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

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

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

Glasses-Contact Lenses: Students are responsible for their individual vision needs. Timberview cannot be held responsible for lost, stolen or damaged eyewear.

Medications: If your child will be receiving medication at school, a district medication form **MUST** be filled out and signed by you as well as the medical provider with prescriptive authority. Parents must transport all medication to and from school at both the elementary and middle school level. No medication will be given to the child to take home. Disciplinary action may also occur if your child is found with medication in his/her backpack or is taking medication unsupervised (this includes over the counter medications). Prescription and/or non-prescription medication such as Tylenol, cough drops, vitamins, etc. are prohibited at school. The exception to this rule applies to students with severe allergies who have permission to self-carry and self-administer medications (Asthma inhaler/Epi-pen) for life threatening emergencies. If the student mishandles the inhaler and/or the safety of other students is at risk, the school nurse/administrator will call the parent. All prescription and non-prescription medication must be in the original container with correct dosage and directions on label when brought to the health room by the parent.

HOMEWORK

Homework is essential to the learning process and an expectation for Timberview Middle School students. The purpose of homework is to reinforce previously learned concepts, introduce new concepts and/or topics, prepare students for discussions, and pre-assess students' background knowledge. The timely completion of homework leads to student independence, effective time management, organization skills, the development of good study habits, and students' individual responsibility for their own learning. The goal of homework is student mastery of learned concepts. Homework can be defined as intentional work assigned to students that is to be completed outside of the classroom environment. Homework may also be defined as class work that students have not finished in class and brought home to finish. In general, long-term projects and assignments where there is a responsibility for outside of schoolwork by students, or assignments that are graded with a rubric fall outside of the definition of homework. Because timely feedback is imperative to the value of homework, it is essential for student success that homework be completed and turned in when it is due.

Responsibilities:

- Teachers are responsible for assigning homework that is relevant to current learning objectives. Meaningful feedback will be provided to students within one week of the due date for daily homework. Teachers will post homework in their classrooms and electronically through 20 Learn powered by Schoology. Pack teachers will coordinate homework assignments on a weekly basis to ensure that no more than two tests or projects shall be due on the same date in order that students have ample time to prepare. Every effort will be made by teachers to minimize the assignment of homework on weekends, holidays, and vacation periods. Parents can keep track of missing homework in Infinite Campus. Teachers will contact parents if a student has an F in that course for two consecutive weeks to work proactively with parents to define solutions.
- Students are responsible for recording homework in their personal device or organizer, checking 20 Learn, using their time wisely to complete homework (to include starting long-term projects in a timely manner), and turning in their completed assigned work on time. Students are expected to bring home all notes, textbooks, handouts, and other materials needed to complete homework assignments. In the event something is forgotten at school, the building is typically open with access to school lockers until 6:00 pm Monday through Friday on scheduled school days.
- Parents are responsible for establishing homework norms at home, monitoring student time on task, and verifying student homework completion (both in person and through IC). When parents have questions about homework assigned, or their students' progress, they should contact the teacher who assigned the homework in a timely manner.

Time Spent on Homework: Time spent on homework can vary and is affected by many variables that may include a student's individual ability, confidence, attention, interest, and motivation. The average homework time expected in core academic classes (language arts, social studies, math, and science) per night is approximately 60 minutes for 6th grade, 75 minutes for 7th grade, and 90 minutes for 8th grade. Students in band and world languages should expect an additional time commitment for homework. Students in advanced math and language arts classes may expect a different level of homework. If a student consistently spends more than the average time on homework, becomes frustrated during the homework assignment, or if unexpected circumstances occur that prevent homework completion, the parent needs to contact their student's teacher(s) to discuss possible solutions.

Homework Grading Policy: Teachers are responsible for establishing fair grading policies that meet the individual needs of students. Due to the necessity of timely feedback provided to students in order to master concepts, daily assigned homework will be turned in on the date due. The minimum percentage allowed for late work turned in within one school day will be 50% of the graded assignment. Teachers will establish specific percentile values and time periods for assignments turned in past the due date and communicate their grading policies to students and parents.

On average, the total percentage for homework during any quarterly grading period will not exceed 40% of the total quarter grade. No late work will be accepted within one week of the end of the quarter. Assignments that are scored by a rubric are subject to the late penalties that are included within the rubric. Make up time for assignments due or assigned during student absences will follow Timberview Middle School policy for excused absences (one day for each day absent). Teachers will establish a system for students to locate copies of materials and notes that were missed during their absence (for example, absence book or folder with the materials, or posting on 20 Learn). Each teacher's system will be communicated to students and parents in written teacher/pack policies.

Homework and Field Trips: When students attend field trips, the student is responsible for completing and turning in homework assignments before departing on the field trip. See Policy IKB and appendix IKB-R for more information.

LEARNING MEDIA CENTER

The Learning Media Center (LMC) is open each day from 7:30 am to 3:15 pm, unless otherwise announced. Students must have a Timberview student ID card to check out books. If a student loses their ID card, replacement ID cards may be purchased for \$5.00. Books can be borrowed for two weeks, with a limit of four books, and may be renewed if not on hold for another student. Materials can be borrowed from all Academy District 20 libraries through the inter-library loan program.

The library collection includes materials for a diverse student population, ranging in age and maturity levels. Parents are encouraged to be aware of the materials their student is checking out from the LMC. Laptops are available in the LMC for student use. Laptop use is limited to school-related work, and dependent on parent permission through the Academy District 20 Internet/Technology Agreement.

Overdue Library Book Policy: Currently, fines are only charged for lost or damaged items; there are no fines for overdue books. Overdue lists are communicated to pack leaders. Depending on the delay in returning the book, the following actions are taken:

- 20 days overdue—student is called to the LMC to resolve the overdue item
- 30 days overdue—student is assessed a replacement fine (cost of the book). If the book is found and returned, the replacement fine will be refunded.
- Parents will be notified of fines
- End of Year—all outstanding items are considered lost and the student is assessed a replacement fine. Lost book fines may be paid online through Pay-for-It.

LOCKERS

Lockers are provided for student convenience and the storage of school materials. Academy District 20 owns all lockers. Lockers are subject to search and inspection without student or parent permission. Having a locker is a privilege and this privilege may be terminated at any time. Students are responsible to maintain their lockers in a clean and orderly condition. If the locker is damaged in any way, the parent or guardian is responsible to pay for any damage or repair. Locker dimensions are approximately 12 inches wide, 11 inches deep and 52 inches high. Please make sure your child's backpack will fit within these dimensions. Students may decorate the inside of the locker; however, no contact paper, stickers, markers, or tape of any kind are permitted for decorative purposes inside or outside of the locker. Do not give your locker combination to anyone. If a student has trouble with the locker or combination, students should ask a staff member for help.

LOST AND FOUND

Students are responsible for their school supplies, materials, and personal items. Timberview is not responsible for the repair and/or replacement of lost, stolen or damaged property, including electronic devices, bicycles, etc.; however, found items are collected in the lower lobby and in the main office. Please be sure your student checks the lost and found periodically for items they may have lost. Lost and Found items are removed from the lower lobby weekly.

PERSONALIZED LEARNING AND PERSONAL ELECTRONIC DEVICES

Timberview Middle School views the ethical and appropriate use of personal electronic devices and electronic resources as an essential part of learning. To provide the most productive academic setting during school hours, the use of personal electronic devices may be permitted in classrooms where teachers have approved device use. In these classrooms, personal electronic devices may only be used for educational purposes and with teacher permission per policy JICJ. Student cannot attempt to bypass the filtering system or other security controls. Parents should be aware that any personal electronic device using a private cellular data plan will not be monitored or restricted by the district internet filter and should not be shared with other students. Timberview is not responsible for lost, damaged, or stolen personal electronic devices.

Privacy: All students and staff have an expectation of privacy. Students are prohibited from taking photos, audio recordings, or videos of other students or staff without their expressed permission. Photos, audio recordings, and videos may not be posted online without parent/guardian consent and the consent of all parties represented in the photo, audio recording, or video. Use of a device to record all or part of any classroom instruction is not permitted. Personal electronic devices are not to be in locker rooms, restrooms, or any other location where there is an expectation of privacy. Students will receive disciplinary consequences if they violate the privacy of other students or staff.

Inappropriate Use: Students found to be using personal electronic devices outside of the instructional environment, inappropriately, or without teacher/administrator permission are subject to disciplinary consequences which may require the student to turn in the device to the office. Social media posts or other electronic communication that disrupts the learning environment or impacts the safety and well-being of students or staff will also be subject to disciplinary actions

and may be reported to the School Resource Officer. Repeated offenses will be considered continued willful disobedience and may result in additional consequences.

Cell Phones: Timberview Middle School values an instructional environment that is centered in interpersonal relationships and collaboration where learning is centric to success. Although a smart phone allows students to be data consumers, cell phones are not recommended devices to effectively produce evidence of learning in the classroom. Policy JICJ allows students to carry electronic communication devices approved by the building principal. Cell phones must be turned off and put away during instructional time unless they are being used for instructional purposes and with the approval of the teacher. We ask that students and parents refrain from calling or messaging during the school day, as this can be disruptive to the learning environment. Should parents/guardians find it necessary to contact students during the school day, please call the main office and your student will be located for you to speak to them or have a message delivered. Should a student need to contact a parent/guardian during school hours they have access to a phone in their classroom, counseling office, health room, and the main office. Violation of this policy may result in disciplinary action and confiscation the cell phone.

Social Media: Students are not permitted to use social media sites during the school day. Students found to be using social media platforms for the purpose of bullying, intimidation, or inappropriate communication will face discipline consequences.

Computer Use: Computers are an essential tool for success in our modern world. Computers allow students access to information and the ability to manipulate information into quality products. All Internet usage, including email, is for educational purposes. Violations of the district network agreement, to include inappropriate Internet searches or inappropriate uses of collaborative technology will not be tolerated and students may lose network access and face additional disciplinary consequences. Additional information may also be found in District Policy IJND and in the Student-Parent/Guardian Technology Guidelines and Responsible Use Agreement. Parents and students must also read the District 20 Internet Agreement. Students will not share their logins, passwords, or access with others. Students will not login as other students or staff members, with or without their consent or knowledge. Parents are responsible for violations of copyright law by their students.

Internet Safety: Timberview Middle School believes that Internet safety is vital to student success. Students, with parental support, need to recognize the consequences of the use of the Internet and social media networking sites and practice safe and ethical behavior. There are websites meant to inform parents and students about safe Internet practices and alert them to possible Internet dangers. TMS strives to develop positive digital citizenship, as well as safeguard our students' online experience. If a student should ever encounter an inappropriate image, text, or email immediately click the back button and report it to the teacher. This is the only way students can protect themselves and not jeopardize their Internet access. Students are expected to report harassment, threats, hate speech, disrespectful and/or inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, they should ask their teacher.

Printing: Students will be allotted \$5.00 per year from Timberview Middle School (this equals approximately 80 pages per year). Students who use the allotted amount (\$5.00) will be required to replenish their account to print additional materials.

SAFETY AND SECURITY

Student success is dependent upon providing a safe and secure learning environment for all students and staff. Timberview Middle School employs both active and passive safety and security measures. Timberview Middle School has full-time armed security officer who works closely with the D20 Security Office, TMS administration, and the School Resource Officer (SRO). TMS shares the SRO with Liberty High School.

Building Entrance: Entry to the school is controlled by the Timberview Campus Monitor. There is a camera-controlled entry system. Upon entry into the security vestibule, visitors are required to surrender a valid driver's license or ID to the Campus Monitor. The driver's license or ID will be used to run a background check through the RAPTOR System prior to visitors being permitted to enter the school. Once visitors are cleared by the RAPTOR System, they will be issued an identification badge that must always be worn while they are in the school. The visitor badge must be returned to the Campus Monitor when departing the school.

ID Badges: Students and staff are required to wear their TMS issued ID badge where it is always visible.

Bully Prevention: The philosophy of Timberview Middle School is to provide a safe, secure, positive, and inclusive school environment by working to eliminate bullying through the teaching of positive character traits. Students have a responsibility to report instances of bullying to teachers, counselors, administrators, or the Safe2Tell program. Students may be disciplined for participation in events that are defined as bullying. (Refer to District Policy JICDE for more information.)

Canine Searches: Periodic and random canine searches are conducted during the school year. These searches may be conducted in classrooms, locker rooms, gyms, cafeteria, common areas, and outside.

Character Education: Timberview promotes HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, and **S**afety). Timberview is committed to providing an environment conducive to meeting the physical, social, emotional, and academic learning needs of all students.

Emergency Drills: Emergency evacuation and lockdown drills are conducted monthly. During emergency drills, parents will not have access to the building until the end of the drill. For evacuations, students should remain calm, silent, and walk in an orderly manner to the designated exit. After reaching the designated safe area, attendance will be taken. For lockdowns, in-room emergency procedures are in place and students follow the instructions from their teachers.

Security Cameras: To enhance the safety of students and staff, security cameras are in use inside and outside of Timberview Middle School. Cameras are routinely reviewed to evaluate student conduct and school safety. Parents are not permitted to view camera footage at Timberview Middle School. Should a parent wish to review camera footage for any issue involving their child, only the Director for Security can grant that request.

Student Drop Off and Pick Up: For the safety of staff and students, a student drop off/pick-up area is provided off Squirreltail Drive. This drop off/pick up point is known as Circle Drive. Please use Circle Drive to drop off and pick up your students. Parents are asked to pull all the way through Circle Drive for drop off and pick up of students. Parents are encouraged to drop students off along the sidewalk on Squirreltail and allow their students to walk up to the Timberview campus. In the event a parent drops their child off across the street from Timberview Middle School, students are required to use the crossing guard monitored crosswalks located at Scarborough and Squirreltail, and Kashmire and Squirreltail. For the safety of our students and staff, the use of the staff and visitor parking lot for student drop off or pick up between the hours of 7:15-7:45 am and 2:15-3:00 pm is prohibited. A special parking pass may be issued for parents with unique circumstances requiring the use of the staff and visitor parking lot for student drop off and pick up. Your compliance is essential in assuring a safe campus.

TRANSPORTATION (DISTRICT BUS SERVICE)

Riding the bus is a privilege and may be suspended or terminated based on student conduct. Student responsibilities include riding only the assigned bus, being at the designated bus stop 5 minutes prior to pick up time, boarding the bus immediately following dismissal and obeying all District 20 bus rules for passenger conduct. The bus cannot wait if you are tardy. Wait for the bus in a safe place, well off the roadway. Respect other's property; do not play in yards or in the road near the stop. Once the bus has come to a complete stop and the door opened, enter quickly and in an orderly manner. Go to your seat immediately. (Traffic has stopped for the student loading, so it should be done quickly.)

- ALL students must be on their bus by departure time from the school campus. For safety, once the driver has closed the door and bus has started to move, students will NOT be allowed to get on their bus.
- A low noise level is imperative for the safest driving conditions. The expected and safest riding position is seated facing forward with your back against the seat back cushion. Be courteous and respectful to the school bus driver, paraprofessionals, and fellow passengers. Keep your hands to yourself; pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Enjoy the opportunity for socializing in quiet acceptable ways. Be an example of good behavior for your own and others' safety. Nothing is to be thrown on the bus or out of the windows. The driver, transportation staff, or the school staff has full authority to assign seats.
- Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the responsible individual. Suspension of riding privileges may also result.
- Harassment or bullying will not be tolerated. These situations will be dealt with through student discipline procedure, which could result in loss of student riding privileges or other disciplinary consequences. Follow the instructions of your school bus driver and keep the aisle clear. The driver must have a clear view down the aisle to the back of the bus at all times.
- No eating or drinking is allowed on the bus.
- Keep heads and arms inside the bus at all times.
- Any student displaying inappropriate conduct, using objectionable/disrespectful language or abusing the driver or other students may forfeit their bus privilege.
- Items not allowed on the bus include but are not limited to: balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. No sharp instruments such as pencils, etc., shall be carried where they might cause damage to the bus or injury to others.
- Skateboards and portable scooters may only be brought on the bus if they are completely enclosed or secured to a fabric bag, like a backpack. The driver has authority to require objects that may be unsafe or a hazard to be placed in a safe area.

- No electronic equipment with a video display may be operated while on the bus. This includes, but is not limited to notebook computers, portable DVD players, cellular phones, and handheld game devices. If students must bring this equipment to school, it must be secured inside the student's backpack while on the bus.
- Acceptable entertainment devices with headphones are CD players, iPods, MP3 players, etc.
- In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
- Students must ride their assigned bus and get off at their assigned stop. An exception can be made if prior permission from parent/guardian is received by the attendance office and approved by the school office. An authorized bus pass will then be issued to the student.

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time. Violations will be dealt with on an individual basis between rider and driver. If a problem continues, parents will be contacted, and progressive disciplinary actions taken by Transportation and/or school officials. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

Transportation Exception Program: The District 20 Transportation Department initiated a program to increase school bus ridership and allow families that are not eligible for transportation to ride buses on a space available basis. The Transportation Exception Program allows non-eligible families the opportunity to request bus transportation on a first-come, first-served basis. All requests must be submitted in person at the Transportation Facility at 6408-A Duryea Road. Applications are marked with the date and time received and requestors will be issued a receipt. The Transportation Exception Program applies only to regular education bus routes and existing bus stops, which means no new routes or stops will be created to accommodate exceptions. Exception riders must use existing bus routes and bus stops.

Transportation Fees: Parents of students who will use Academy District 20 transportation are reminded that a fee for transportation services will be assessed for the 2020-2021 school year beginning on the first day of school. Questions regarding fees may be directed to the District 20 Transportation Office at 234-1410.

VOLUNTEERS/CHAPERONES

Volunteers are an integral part of District 20. We recognize and appreciate the time, expertise, support and assistance they give. Volunteers may include parents and patrons who give their time to assist in the classrooms, libraries and offices of the schools. Academy District 20 requires all parent volunteers who work with children on a regular basis to submit a form clarifying that the volunteer has or has never been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Volunteers who work with children in Academy District 20 will be required to complete a Background Report/Applicant Testimony form and a criminal background check through the Colorado Bureau of Investigation (CBI). The parent volunteer process information may be requested from an administrator.

Timberview Middle School Media Center

Mobile Device Permission and Acceptable Use Form

Introduction

The chance to use this device is a privilege that we are able to offer students provided that the students use extra caution and responsibility. For this reason, we require a guardian signature before a mobile device can be assigned to a student.

Device, Loan Period and Financial Obligation for Lost or Damaged Devices

- Dell Latitude Laptop, daily loan (daily loan period 7:30 AM to 2:45 PM): Replacement Cost - \$600.00

Parent Responsibilities and Permission

I am authorizing the checkout of the above indicated device to my student. I understand that it is to be used as a tool for educational purposes only and that my child will comply with the Timberview Acceptable Use Policy. I understand that I am financially responsible for any damage to or loss of the device itself or charging device. I understand that nothing may be downloaded to the device during the period of time it is checked out to my student. Should any material be downloaded to the mobile device I understand that I am financially responsible for any costs incurred for the downloaded material, as well as any cost associated with the removal of the material. Inappropriate downloads include software, music, video, and apps. I will ensure my child abides by the terms herein and for the timely return of the device within the loan period.

Parent/Guardian (printed): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Contact Information - phone: _____ Email: _____

Student Responsibilities and Permission

I agree to take care of the Timberview Middle School Media Center device while it is in my possession. I will not throw, drop or damage the device in any way. I will not give the device to another student for his/her use. I will use the device in the appropriate manner. I will NOT download any content to the device without written permission from the Timberview Middle School Media Center. I agree to return the mobile device in good condition at the conclusion of the loan period.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Media Center Staff Only

Date Permission Slip Received _____

Media Center Staff Signature: _____

Print this page, complete required information, sign and return to TMS Media Center



Student-Parent/Guardian Technology Guidelines and Responsible Use Agreement For Grades K-12

Overview

Academy District 20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phone) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

When signing the Technology and Responsible Use Agreement in the Extended Parent Portal, you are acknowledging that you understand and accept the information in this document.

Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

Digitally Acknowledge the Technology and Responsible Use Agreement

In order for a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use Agreement, located in Infinite Campus in the Extended Parent Portal.

Digital Device Rules and Guidelines

Policies [IJND](#) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or Academy District 20-owned digital device. For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#).

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your assigned device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your personal or school-issued digital device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Keep the device in its protective case at all times
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets • Hold your device with both hands

Email for Students in Grades 6-12

All 6-12 grade students in Academy District 20 are issued an email login account. This allows students to safely and effectively communicate and collaborate with staff and classmates.

Guidelines and Reminders

- Email should be used for educational purposes.
- Parents may check student email at any time.
- Students are encouraged to share their password with their parents. Parents can change the student password at any time.
- Academy D20 reserves the right to monitor student email accounts.

- Email should be used by the authorized owner of the account.
- Students are expected to protect their passwords and should change it if it has been compromised.

Digital Cameras

- Many digital devices are equipped with an integrated digital camera. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.
- Cameras are to be used for educational purposes only, under the direction of a teacher.
- All videos and photos can only be taken, shared, distributed or posted with the permission of the person being filmed.
- Device use is prohibited in private areas, such as locker rooms and restrooms.

Digital Images

Any images displayed or stored using district resources (including but not limited to desktop or lock-screen images, avatars, and profile pictures) must comply with the Appropriate Use of Technology Policy ([IJND E1](#)).

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Behaviors and Discipline Related to Student Digital Device Use

- See Board Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices.

Examples of Unacceptable Use - See [IJND E1](#)

Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material, which is defamatory, abusive, obscene, profane, threatening, or sexually explicit.
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations).
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser.
- Performing tests on the district network to identify security faults or vulnerabilities.
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility.
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot."
- Possessing or using software without appropriate registration and payment of fees to the software owner.
- Using encryption to cloak network traffic, data files, or email communications within the district network.
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer.
- Storing personal music, videos, or other copyrighted material on any district device.
- Attempting to bypass the internet filter in any way.

Digital Device Security

Two primary forms of security exist: digital device security and internet filtering. Academy District 20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.

Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

Internet Filtering at School

Academy District 20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device. Cell phone data is not filtered by Academy District 20, so all phones should be connected to the district wireless network when used on campus.

While internet filtering is provided on-campus by Academy School District 20 no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians. All students are expected to utilize only the district network while on school grounds. All internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

Damaged Equipment

Responsibility

Students are responsible for caring for personal or school-issued devices and equipment they use. Damaged personally owned devices will not be replaced or repaired by Academy District 20. Situations requiring disciplinary intervention will be processed by the administration at the school level.



Academy District 20 Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents School Year 2020-2021

(Updated: 6/1/20)

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

INTRODUCTION

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

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

Academic Rights

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

Academy District 20 Mission Statement

The mission of Academy School District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

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

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

Assessments (administrative policy IKA)

State and federal laws require district students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the district shall not prohibit the student from participating in an activity, or receiving any

other form of reward, that the district provides to students for participating in the state assessment. C.R.S. 22-7-1013 (8)(b).

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

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

Colorado law requires every student who is age 6 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 §22-33-107(3)(a)]. Be aware that the district will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy [JH](#), Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy [JHB](#) on Truancy].

Balancing Rights and Responsibilities

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

The Academy District 20 mission statement emphasizes safety for students. The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, 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 877-542-7233 (SAFE) or online at <https://safe2tell.org/?q=submit-anonymous-tip-report>.

Bullying (administrative policy [JICDE](#)):

In keeping with the mission statement to educate every student in a safe and nurturing environment, 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 “any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.” 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, national origin, religion, ancestry or the need for special education services. 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 <https://safe2tell.org/?q=submit-anonymous-tip-report>.

Cell Phones and other Electronic Devices

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

Clubs (see Student Organizations)

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

College Classes-Opportunity to Earn College Credits

College Classes-Opportunities to 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** [IHCDA](#) 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. 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) 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 5th year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the district's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

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

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

Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

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

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

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

Equal Educational Opportunity (administrative policy JB)

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

Evaluation

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student,

the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees 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 are:

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

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

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

- 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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

The district has designated the following information as directory information:

- Student's name
- Photograph

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

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

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 the school officials or appropriate law enforcement agencies.

Free or Reduced Lunch (administrative policy [EF](#))

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

Gangs (administrative policy [JICF](#)):

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

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

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

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

Homeless Students Notification:

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy [JFABD](#) or contact the Homeless Liaison Coordinator Rachel Lake at 719-234-1376 or 719-246-0098.

Homework Responsibilities

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

Identification

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

Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. 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, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative Policy AC – Nondiscrimination/Equal Opportunity outlines the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Peaceful Assembly

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

(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct 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;
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; 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;
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 to 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 of 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. 20202-8520

Respect for Property

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

Seeking Change through the Proper Channels

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

Sex Offenders, Notification Regarding:

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

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

OR

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

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

Sexual Harassment (administrative policy JBB)

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

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

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

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 <https://www.boarddocs.com/co/asd20/Board.nsf/Public>.

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. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. 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.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. 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.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's tobacco-free schools policy.
13. Violation of the district's policy on sexual harassment.
14. Violation of the district's policy on nondiscrimination.
15. Violation of the district's dress code policy.

16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school 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, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The district administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

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

Exceptions:

Appropriate clothing may be worn in physical education classes or when participating in, or attending, school sponsored sports activities. Clothing normally worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming, may be worn when approved by the administrator and sponsor or coach.

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

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

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

- First Offense - The student will be suspended for ten school days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

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

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

Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

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

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

educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the approval of the teacher.

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

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

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

Student Expression

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

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

Student Conduct (administrative policy JIC):

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

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

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

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

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

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

Student Discipline (administrative policy JK)

The District, in accordance with state law, has adopted a written student Conduct and Discipline Code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The Code also emphasizes that certain behavior, especially behavior that

disrupts the classroom, is unacceptable and may result in disciplinary action. Additionally, the District has adopted policies and procedures for handling general and major discipline problems for all students of the District which are designed to achieve these broad objectives. All administrative policies and regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Student Fees and Fines (administrative policy JQ)

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

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

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

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

Interviews by school administrators

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

Searches conducted by school personnel

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

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

Search of school property

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

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

Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search,

must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

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

Seizure of items

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

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

Search and seizure

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

Custody and/or arrest

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

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

Parking Lot/Vehicle Searches (administrative policy JIHB)

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

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

Student Organizations (administrative policy JJA)

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

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

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

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

Blocking or filtering obscene, pornographic and harmful information

A system that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed and maintained on the network for all district devices having Internet or electronic communications access through the district network. In the event that inappropriate material is accessed, the students shall report it to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District devices and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or

electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials, computer files and information. Personal consent to monitor is required before a user account is activated. All material and information accessed/received through district devices and computer systems shall remain the property of the school district.

Unauthorized and unacceptable uses

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

No student shall intentionally access, research, 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 images or text
- 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
- using another individual's Internet or electronic communications account
- that impersonates another.

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a staff member. Students should not demonstrate the problem to other students. Students shall not:

- use, capture, or reveal another person's password or any other identifier use a device that the student has not logged into personally
- encrypt files or network traffic
- gain or attempt to gain unauthorized access to district devices or computer systems either through, but not limited to:
 - vandalizing
 - disrupting or attempting to disrupt service
 - exposing research vulnerabilities of otherwise damaging technology systems or possessing software that is designed to do the same.
- alter, delete or copy electronic communications of other system users attempt to bypass the filtering system or other security controls
- disconnect or modify the network connection to any district device or install wireless access points or switches.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Vandalism

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

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. Students may not install software on district devices without written authorization from the Chief Information Officer or designee.

Assigning student projects and monitoring student use

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

Student use is a privilege

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

A parent or guardian shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

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

Students with Life-Threatening Allergies (administrative policy JLCDA)

The District recognize 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 Board policy JLCD, Administration of Medications. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

Staff training

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

Suspension and expulsion (administrative policy JKD/JKE):

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy [JKEA](#) 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 policy on drug and alcohol involvement by students, [JICH](#), as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and district policy [JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

1. Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;
3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the district, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies.

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

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

The information shall be used by the Board of Education 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 Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

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

Tobacco Free Schools (administrative policy [ADC](#)):

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

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

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

2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic 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 (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 employee and student handbooks, posted on bulletin boards and announced in staff meetings.

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

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

Use of Physical Intervention (administrative policy [JKA](#) and [JKA E](#))

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

Weapons (administrative policy [JIC1](#)):

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 weapons 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, unless authorized by the school or the school district, and may result in suspension or expulsion.

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

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

- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, nun chucks, brass knuckles or artificial knuckles of any kind.
- Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with district policy concerning student suspensions, expulsions and other disciplinary interventions.

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

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

Wellness (administrative policy [ADF](#)):

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