

**CHALLENGER MIDDLE SCHOOL
STUDENT HANDBOOK 2016-2017**

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Counseling: (719) 234-3030 Transportation: (719) 234-1410
CMS Website Homepage: <https://challenger.asd20.org>

Please visit our web site for information including all teachers' voicemail numbers and email addresses as well as newsletters and announcements.

ADMINISTRATIVE STAFF

Mr. Tony Scott, Principal (7th grade administrator)
Mrs. Jillian Peel, Assistant Principal/Athletic Director (8th grade administrator)
Mrs. Liz Alvarez, Assistant Principal (6th grade administrator)
Dr. Bobby Sorden, Dean of Students
Ms. Jordia Moorman, Counselor (7th grade)
Mrs. Melissa Gonzales, Counselor (8th grade)
Mr. Craig Holbeck, Counselor (6th grade)

ACADEMY SCHOOL 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.

CHALLENGER MISSION STATEMENT

In partnership with family and community, dedicated to the development of the whole child, we educate each unique middle level learner in a safe, nurturing, technologically-enhanced environment and prepare them for ethical, responsible participation in the ever-changing world.

BLUE/SILVER SCHEDULE

<u>6TH GRADE</u>	<u>7TH GRADE</u>	<u>8TH GRADE</u>
7:55-9:30 Blue 1 or Silver1	7:55-9:30 Blue 1 or Silver1	7:55-8:40 Electives 1
9:35-11:05 Blue 2 or Silver2	9:35-10:25 Literacy	8:45-9:30 Electives 2
11:10-11:30 Lunch	10:30-11:15 Exploratory 1	9:35-11:05 Blue 3 or Silver3
11:35-12:25 Literacy	11:20-12:05 Exploratory 2	11:10-11:35 Literacy
12:30-1:15 Exploratory 1	12:10-12:30 Lunch	11:40-12:00 Lunch
1:20-2:05 Exploratory 2	12:35-2:05 Blue 5 or Silver5	12:05-12:30 Literacy (cont'd)
2:10-2:55 Cheetah Time	2:10-2:55 Cheetah Time	12:35-2:05 Blue 5 or Silver5
		2:10-2:55 Cheetah Time

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 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 for actions that occur off-campus, on weekends or during the summer, if the actions threaten to carry over to 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/citizen in the 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.

ACADEMIC EXPECTATIONS

All students are expected to perform academically to the best of their ability. Students receive letter grades at the end of each quarter, which reflect their performance in their classes. Students with quarter grade point averages of a 3.5 and above receive academic achievement awards for that quarter. Students who participate in interscholastic athletics are required to maintain a minimum passing grade in all of their classes throughout the entire athletic season to remain eligible for that sport. Some coaches may have additional academic and behavior expectations for participation. Participation in end of year activities is contingent upon passing grades.

ACTIVITIES AND ATHLETICS

Challenger Middle School provides opportunities for students to participate in after-school activities, including intramural sports and clubs. Information about sign-up days will be announced at school. You may refer to the calendar for registration dates and starting dates for each sport. Intramural and interscholastic teams will participate after school. Practices may be scheduled before and after school. To participate in after school sports, a student must have a current physical (less than one year old) on file in the main office. Forms may be obtained from the main office, the CMS Website, or students may use one provided by a doctor. A physician only, not a physician's assistant, may sign the physical form.

ALLERGIC CHILDREN

Severe allergies are serious and can be fatal. While District 20 cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk (Administrative policy JLCDA and Procedure EF-R-1). Your school may have designated a nut protected table in the cafeteria. Children who bring in lunch from home may bring in nut products, but may not eat at the nut protected tables. All elementary and middle school students are encouraged to wash their hands after eating to reduce the risk of cross-contamination. If you have a severely allergic child in your classroom, please follow the school's guidance as to what foods, if any, may be sent in from home to school for consumption in the classroom. A health care plan, developed with the school nurse, can provide protection for your child

Arrival and Departure

- School hours are from 7:55 am to 2:55 pm. Students should be dropped off at the far-east entrance to the school no earlier than 7:35 am and picked up no later than 3:15 pm after school.
- Buses depart at the end of the school day at 3:02 pm. Students who miss the bus must make immediate arrangements for transportation home. Students not involved in a school sponsored activity must be picked up no later than 3:15 pm.
- Supervision is not provided before 7:35 am or after 3:15 pm unless in a school sponsored activity.
- Students may not be in the building before or after school hours unless they are directly supervised by a staff member or are taking part in a school sponsored activity. School sponsored activities include interscholastic sports and games, school sponsored clubs, Learning Lab, and after school help. Students are not permitted to stay after school to watch intramural games.

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 Executive Director for Facilities with any questions. Telephone: 719-234-1510.

ASSESSMENTS

Classroom assessments are given in a variety of forms and frequencies, but in addition to these assessments, several tests are given to larger groups of students at various times during the year. PARCC and CMAS tests are administered during the 4th quarter. The Cognitive Ability Tests (CoGAT) are given to sixth grade students usually in the fall. STAR testing is used three times a year by all students to determine student progress toward proficiency in the Colorado State Standards and Benchmarks

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].

Parents/guardians are responsible for calling or emailing in all absences. The attendance number is 234-3040 and the attendance email is cms-attendance@asd20.org.

- When making a call or sending a note, please include: the student’s name, grade, team, date(s) of the absence(s), and the reason for the absence.
- All students arriving late and/or leaving early must be signed in/out in the main office. For an early release request, please send a note with the date and time for release. Students should use this note as their pass to the attendance office at the stated time, thus allowing us not to disturb classroom instruction by calling into the room directly. For safety reasons, please have your picture identification ready to show to our receptionist as you sign out your student.
- Students will be given a minimum of the same number of class periods they were absent to make up any missed school work as a result of their absence. This does not include previously given or long-term assignments, which are due upon return. It is the student’s responsibility to coordinate his/her missing assignments with his/her respective teachers. Students must attend school for at least one-half day in order to participate in intramural/interscholastic sports or school sponsored activities scheduled for that day.

PRE-ARRANGED ABSENCES

Please notify the attendance clerk by bringing a signed note, sending an email, or by phoning indicating the dates of the absence 4 days prior to the absence. It is the student’s responsibility to check ALEC for missed assignments. Please be aware that teachers cannot ensure that equivalent academic experiences are provided for students who miss class. The classroom experience is not easily duplicated; any absence results in loss of instruction. Please consider this carefully when arranging family trips, etc.

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 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, tattle-tale, etc." 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).

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).

BUS TRANSPORTATION

Riding the school bus is a convenience and a privilege. Transportation to school is not a legal responsibility of the school district; rather, it is furnished to eligible pupils at the expense of ALL the taxpayers in the district, as well as a fee to parents, and it is expected that the privilege will be appreciated by those who benefit from it. Cooperation is needed for bus safety. Any misbehavior that distracts the bus driver is a serious hazard to the safe operation of the vehicle. Conduct reports are given to students who create a problem on the bus.

Students are to ride only their assigned bus, and students must board and depart the bus at their designated stop. Students may ride another bus if a note from a parent is presented to the receptionist by the end of lunch on the date indicated.

The driver is authorized to assign seats to all grade levels. Students are not permitted to stand or leave their seats while the bus is in motion. All limbs must remain inside the bus at all times. Students will cooperate with the bus driver and keep the bus clean and free of litter. Nothing is to be thrown from the bus windows. All school expectations are in effect while riding the bus.

The driver is the authority and will assign consequences for misbehavior, which may include denial of bus privileges

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 (7:55-2:55) 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. Because electronic devices are a high theft item, it is recommended that they be left at home. Challenger parents and students will also read, understand and sign off on the iPad (SILT) Handbook.

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

The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your building administrator 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.

COUNSELING

The privacy rights of students must be respected; however, counselors shall inform parents and administration of information that may jeopardize the health, safety, and welfare of the student. Such information will be shared with parents, even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor. Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter or stop by the school to sign a form, which indicates that preference. It is the parent's responsibility to renew their wishes in regard to counseling services when the child's home school changes. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising, or the classroom curricular component.

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.

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. One exception, which permits disclosure without consent, is disclosure 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

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

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 so as 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.

GUESTS AND VISITORS

All school visitors must report to the main office, sign-in, and visibly display a visitor's badge. Student visitors are generally not permitted in class during the school day. Challenger has an open invitation to parents to visit their child's class; however, to limit classroom disruptions, visits must be pre-arranged.

HEALTH

The school health room, located in the main office, is available to students if they are ill, injured or have a health concern. Any student who is ill or injured at school should go to the health room, or be escorted if necessary, to report the injury and have the injury attended to immediately. An accident report form will be filled out, and the student's parent or emergency contact will be notified. Students must have a pass to come to the health room except in the case of an emergency. After a 15-minute rest period, the student will be returned to class. A student who is extremely ill (vomiting, fever) and/or has a serious injury, must be picked up by a parent or the emergency contact immediately. The emergency contact should be an individual available to pick up the child if the parent is unable to do so. A child should be fever free for 24 hours and/or on an antibiotic for 24 hours before returning to school after an illness. **If parent phone numbers or emergency contact numbers change during the year, be sure to update your information through the Parent Portal on Infinite Campus.**

ILLNESS GUIDELINES FOR ACADEMY SCHOOL DISTRICT 20

Students with one of more of the following symptoms will be excluded from school until symptoms have resolved:

- Temperature of 100.5 F or higher. Temperature must be normal for 24 hours without the aid of anti-febrile medications before returning to school. Flu-like symptoms-should be free of symptoms for 48 hours before returning to school.
- Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before returning to school.

- If antibiotics are prescribed, student must receive the antibiotics 24 hours before returning to school.
- Undiagnosed skin rashes and/or open lesions.

Students should be allowed to return to school once the exclusion period is met, or, a health care provider clears the student. Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency.

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 Barbara Walker at 719-499-5813 or 719-234-8971.

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. As a rule of thumb a student should on the average have 10 minutes of homework for each grade level that they are in (6th = 60 minutes, 7th = 70 minutes, etc.). 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.

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, Notice of:

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual

orientation, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel
Robert I. Cohn, Esquire
Academy District 20
1110 Chapel Hills Drive

MEDICINE AND MEDICINE ADMINISTRATION

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

Medication shall be contained in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription.

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.

PHYSICAL INTERVENTION BY DISTRICT EMPLOYEES

Per policy JKA [7301], any district employee may, within the scope of his employment, and without it being child abuse, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

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

- For the preservation of order.

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

(The) Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, 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. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

* Inspect, upon request and before administration or use –

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

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

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. Classroom concerns should always start with the teacher.

Sex Offenders. Notification

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

<http://www.springsgov.com/units/police/getpdffiles.asp>

For additional information parents may also contact the district's Chief of Security at 719-234-1300.

Sexual Harassment

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

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

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 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.

Student Dress Code (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.
- * Challenger also does not allow hats to be worn in the school

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 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.

* Third and Subsequent Offense(s)—The principal or designee will recommend to the superintendent expulsion of the student for up to one calendar year for a 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 expulsion.

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

Students who distribute, sell, purchase or exchange alcohol or drugs for anything of value 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.

Student use of 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 (7:55-2:55), 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 cameras 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 Fees

Please see Challenger's web site for all fees.

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

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.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

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.

Law enforcement officers' involvement--Interrogations and interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when 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.

Student Organizations (administrative policy JJA)

Students in middle and high schools shall be permitted to organize and conduct meetings of student clubs or other groups on school premises during non-instructional time, in accordance

with administrative policy JJA. Curriculum-related student organizations serve as an extension of the regular school curriculum. If their activities bear a direct relationship to the regular curriculum, they will be deemed to be an officially recognized, school-sponsored club. 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 non-instructional time should seek approval from the principal or his or her designee in accordance with administrative procedure JJA R.

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,

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.

** For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.

** The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:

a. Possession of a dangerous weapon without the authorization of the school or the school district;

b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or

c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.

6. Repeated interference with a school's ability to provide educational opportunities to other students.

7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee. 8. Violation of the district's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure. In accordance with district policy, expulsion shall be mandatory for distribution of alcohol or drugs.

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 suspension or expulsion 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.
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 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.

TEAM CHANGES

Teaming is one of the corner stone philosophies of middle school education. All educational programming is done through teams and teaming allows the school to better meet the unique needs of the middle school learner.

Since teaming is critical at the middle level, cross teaming is not allowed. In the rare event that a parent requests a team change, the parent must first meet with the team to problem solve and allow adequate time for the solution to be effective before such a request would be honored

Tobacco Free Schools (administrative policy ADC)

To promote the general health, welfare and well-being of students and staff, smoking, chewing 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, or hookah.

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. Staff found to be in violation of this policy will be subject to appropriate disciplinary action.

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.

Weapons (administrative policy JICI)

Possession or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion.

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 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.

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.

Challenger Learning Model

Our discipline model is based on the Boys Town Social skills curriculum and has been adjusted to meet the needs of our students. We utilize a teaching model of discipline with the following skills providing the framework:

Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand. Stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay."
3. Stay calm.
4. If you disagree, ask later.

Disagreeing Appropriately

1. Look at the person.
2. Say "I understand how you feel."
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Resisting Peer Pressure

1. Look at the person.
2. Use a calm voice.
3. Say clearly that you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say "No."
6. Leave the situation.

Focus

1. Face in your space.
2. Eyes on work.
3. No talking.
4. Continue to work.
5. Ignore distractions.

Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or Hello."

Skills for the Bully

Accepting Differences

1. Examine how you and the other person are alike.
2. Make positive comments or no comments about how the two of you are different.
3. Treat people of different races, size, and backgrounds the way you want to be treated.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the person.

Accepting Criticism or a Consequence

1. Look at the person.
2. Stay calm.

Make an Apology

1. Look at the person.
2. Use a sincere voice tone.
3. Say, "I want to apologize for..."
4. Say exactly what you are sorry for.
5. Say what you will do differently next time.

Challenger Learning Model (Cont'd)

Skills for the Victim

Stopping Negative Thoughts

1. Recognize negative thoughts when they come up, especially thoughts of harming someone else or yourself.
2. Say to yourself, "Everything will be alright, and I'm not going to harm anyone or myself."
3. Find a trusted adult and express your feelings and thoughts.

Dealing with Being Left Out

1. Look at the person.
2. Use a pleasant voice
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the person.

Responding to Teasing

1. Stay calm.
2. Ask the teaser to stop: "Could you please leave me alone? If you have to bother someone, can you please find someone else? I just want to be alone."
3. If the teasing continues, stay calm and make a mental plan to tell an adult.
4. Remove yourself from the presence of the teaser.

Asking for Help

1. Look at the person.
2. Ask the person if he or she has time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

Skills for the Bystander

Giving Feedback to Someone Who's Wronged

Someone Else

1. Stay calm.
2. Keep your voice tone under control.
3. Say, "Excuse me," and then tell the person what the problem is: "I don't think it's fair or right about how you treat..."
4. Give a reason for the feedback: "It's hurtful, and I'm sure you wouldn't want someone to treat you like that."
5. Calmly listen to the other person.
6. If he or she disagrees angrily, calmly leave and say, "I understand, but I just wanted you to know about how it makes that person feel."

Resisting Peer Pressure

1. Look at the person.
2. Use a calm voice.
3. Say clearly that you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say "No."
6. Leave the situation.

Reporting Other Students' Behavior

1. Stay calm.
2. Locate an adult to talk to or write down what you are reporting in a private manner.
3. Whether writing or talking, be specific about who is doing what, where and to whom.

Showing Concern to Someone Who's Been Hurt

1. Calmly talk to that person one-on-one or ask him or her to join you and your friends.
2. Express concern by saying something like, "I saw what they did and heard what they said to you. It's mean and you don't deserve to be treated like that."
3. Invite the person into some positive activities with you and your friends.
4. Find common interests and positive things to share and say to the person.

Schools of Innovative Learning and Technology



1:1 Digital Learning

Student-Parent/Guardian Handbook

2016-17

SILT 1:1 Student-Parent/Guardian Handbook

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Overview

The Schools of Innovative Learning and Technology (SILT), Mountain View Elementary School, Challenger Middle School and Pine Creek High School, view the use of digital devices as central to the delivery of its educational program and expect that all students will use electronic resources as an essential part of their learning experiences. The foundation of the SILT schools is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to utilize these digital devices come responsibilities for the parent and student, which are outlined in this handbook.

When signing the Student-Parent/Guardian Digital Device Agreement, you are acknowledging that you understand and accept the information in this document.

SILT students and families must understand that:

1. All users of the Academy District 20 network and equipment must comply at all times with the ACADEMY DISTRICT 20 Appropriate Use of Technology Policy, [JND E1 \(http://bit.ly/1MBidhw\)](http://bit.ly/1MBidhw)
2. Hereafter, the terms “equipment” and “technology” refer to the digital device, keyboards, power cord/charger and case. Each piece of equipment is issued as an educational resource. The guidelines surrounding this equipment can be equated to those of a textbook or a school issued calculator.
3. Digital Devices are on loan to students and remain the property of the SILT schools and Academy District 20.
4. Students and families must follow all guidelines set forth in this document and by SILT staff.
5. All rules and guidelines are in effect before, during, and after school hours, for all SILT digital devices, whether ON or OFF the school campus.
6. All files stored on SILT equipment or the Academy District 20 network are property of the SILT schools and are subject to review and monitoring.
7. Students are expected to keep the digital devices in good condition. Failure to do so may result in charges to the parent and/or student for repair or replacement.
8. Students are expected to report any damage to their digital device as soon as possible. This means no later than the next school day.
9. Students may not loan digital device components to other students for any reason. Students are responsible for any loss of components.
10. When a student leaves the Academy District 20, or at the end of each school year, they must return the digital device, case, and all ancillary equipment, including chargers, and power cords, in good working order as determined by the school technology staff.
11. The SILT schools reserve the right to recall the equipment at anytime.

Parent/Guardian Responsibilities

The SILT make every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the digital devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student-Parent/Guardian Digital Device Agreement

Parent/Guardian Responsibility

In order for students to be issued a digital device, a student and their parent/guardian must sign the Student-Parent/Guardian Digital Device Agreement at the end of this handbook.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- not returned
- intentionally damaged or damaged due to negligence
- lost
- stolen, but not reported to school and/or police in a timely manner.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. While digital devices provided by Academy District 20 are filtered remotely at home or in other off-site locations providing internet access, *no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content.*

Suggestions

- Investigate and apply parental controls available through your Internet service provider and/or your wireless router.
- Develop a set of rules/expectations for digital device use at home. Only allow digital device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms or other isolated locations.
- Demonstrate a genuine interest in what your student is doing on the digital device. Ask questions and request that they show you his or her work often.
- Digital devices contain cameras, review their pictures and videos occasionally.
- All rules of acceptable use cited within this document apply to camera use.

Digital Device Rules and Guidelines

Policy [IJND](#) (<http://bit.ly/1fnJbdJ>) 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 SILT-owned digital device.

Students receive digital device-related training at school during the first weeks of the deployment window as deemed appropriate by school staff.

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, Care and Classroom Routines

Lockers (if available)

- Never pile things on top of the digital device.
- Never leave the digital device on the bottom of the locker.

Hallways

- Keep your digital device in the protective case at all times.
- Never leave the digital device unattended for any reason.

Care of the Digital Device at Home

- The power cord/charger remains at home.
- The digital device remains in the protective case, even to charge.
- Charge the digital device fully each night.
- Use the digital device in a common room of the home.
- Store the digital device on a desk or table – never on the floor!
- Protect the digital device from:
 - extreme heat or cold,
 - food and drinks, small children, pets.

Prohibited Actions

- Students are prohibited from:
 - Putting stickers or additional marking on the digital devices, cases, or power cord or chargers.
 - Defacing or altering Academy District 20/SILT issued equipment in any way. If such action occurs, the student may be billed for the cost of repair or replacement.

Google Email for Students

Purpose

- All SILT middle/high school students are issued a Google email account. This allows students to safely and effectively communicate and collaborate with SILT staff and classmates, giving them an authentic purpose for writing.
- The effective use of email is:
 - a 21st Century communication tool
 - used in careers and higher education settings

Guidelines and Reminders

- Email should be for educational purposes only.
- Parents may check student e-mail at any time, provided they have the password. Students are encouraged to share their password with their parents.
- The Academy D20 reserves the right to monitor all student e-mail accounts at anytime.
- Email should be used by the authorized owner of the account.
- Students are expected to protect their passwords.

Integrated Digital Camera

Purpose

- Each student digital device is 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
- Integrated digital camera is to be used for educational purposes only, under the direction of a teacher
- All videos and photos must be taken with the permission of the person being filmed

Desktop Backgrounds and Screensavers

Considerations

Any images set as the desktop background must be in line with the Appropriate Use of Technology Policy ([IJND E1](#)).

Copyright and Plagiarism

Considerations

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 [IJND](#) and [IJND E1](#)

School-Based Discipline

The discipline policies at each school apply to the use of all digital devices.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions may have lesser consequences than infractions that are repetitive or more serious in nature.

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

Digital Device Security

Balanced Approach

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.

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

Internet Filtering at School and Home

Academy District 20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet, whether at school, at home, or in any location at where internet access is available.

While digital devices provided by Academy School District 20 are filtered remotely, 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.*

Damaged Equipment

User Fee

All parents/guardians with students in the 1:1 initiative will be asked to pay a \$50 user fee each year. This provides protection against *initial* accidental damage or loss and offsets the cost of repair. (*See Accidental vs. Negligence below*)

Repairs

Occasionally, unexpected problems do occur with the digital devices that are not the fault of the user (digital device crashes, software errors, etc.). In the event of such problems; contact support personnel at the individual schools during the day.

Loaner Digital Devices

Temporary replacements, or loaners, may be available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaners that apply to their regularly assigned device.

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the digital device is deemed to be intentionally or negligently damaged by the student, the students may be subject to discipline and the cost of repair or replacement above the initial cost of the use fee.

Lost and Stolen Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students should inform a school official as soon as possible. If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the parent/guardian within ten business days.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the replacement cost for damaged or lost equipment if loss is determined to be a result of negligence.

Payment Timeline

All payable amounts are due at the time of device issue unless prior arrangements have been made with the school.

Student-Parent/Guardian Digital Device Agreement Signature Page

Please complete the form and turn it into the appropriate school staff member.

We have read the SILT Student-Parent/Guardian Handbook and agree to follow the policies and guidelines contained therein.

Student Name: _____
(please print)

Student Signature: _____

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____