

Liberty High School

2019 – 2020

Handbook of Student Rights and Responsibilities



The mission of Liberty High School, a comprehensive learning community that builds on a rich tradition of excellence, is to educate and equip the whole student by providing academically challenging curriculum and extra-curricular opportunities that prepare every student for the post-secondary path of his or her choice.

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.

This document is provided as a resource to Academy District 20's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.**

Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.

KNOWLEDGE OF THE RULES - Ignorance of the rules is no excuse. It is the student's responsibility to be aware of and to obey district regulations, school rules, and teacher classroom policies. Students need to be aware that school and district regulations apply to all school activities whether they take place on or off the school grounds.

IMPORTANT - Student handbook rules, school rules, district policies and procedures apply to school sponsored activities—on or off school grounds. In some cases, where school authorities believe that student conduct off campus, on a weekend or during a school holiday could violate the health, safety, or welfare of students and/or staff on campus, that conduct can be subject to discipline.

INTRODUCTION

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

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

Balancing Rights and Responsibilities

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

The Academy District 20 mission statement emphasizes safety for students. The rules and regulations, the most important of which are summarized in this handbook, are designed to

protect rights, yours and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student's right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a "snitch" or a "tattle-tale." It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE) or online at <https://safe2tell.org/?q=submit-anonymous-tip-report>.

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.

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.

Important school board policies - Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at www.boarddocs.com/co/asd20/Board.nsf/Public. Policies may also be reviewed at the Education and Administration Center of Academy School District 20 located at 1110 Chapel Hills Drive. A printed copy of the Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct 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.

TABLE OF CONTENTS

Introduction	2-3
Table of Contents	4
Communications and Publications	5-6
Campus Security and Emergency Procedures	7-8
Dean of Students/Student Interventionists and Attendance	9-11
Student Conduct	12-17
Rights	18-23
Responsibilities	24-32
Student Services	33-34
Academic Policies and Practices	35-37
Activities and Athletics	38-40
Library Media Center	41
Technology Services	42-43
Health Services	44-45
Transportation and Parking	46-47
General Student Information	48-51

COMMUNICATION AND PUBLICATIONS

Communication

Change of Address - A change of address can be completed at Central Registry in the Education and Administration Center. You will need to provide Central Registry with verification of address. If you have questions, please call Central Registry, 234-1200, between 7:30 a.m. and 4:30 p.m. Telephone number and e-mail address changes may be done through the parent portal on Infinite Campus.

Liberty Website – Many of the items you wish to access from Liberty can take place via the Liberty website. You can find contact information for our staff, a schedule of events, and important announcements through the website. You can also use the website to log in to Infinite Campus. Our web address is <https://liberty.asd20.org/>.

Campus Messenger – Many of our teachers use Campus Messenger through Infinite Campus to contact parents and send information. Please log in to Infinite Campus on a regular basis to see these messages and to access your child's grades.

E-Mail Messages - Academy District 20 and Liberty High School use a rapid communication system called 20Alert. 20Alert is used to keep families informed of activities, weather alerts, emergencies, and student absences. Recipients determine which land lines, cell phones and email accounts are used for notification, and you may choose to receive information via text messages. Correct data in Infinite Campus is the only way 20Alert will be successful for your family.

PaL (Parents at Liberty) - This group of dedicated parents provides support to students, teachers and the Liberty community. Meetings are held monthly in the Library. If you are interested in volunteering in this worthy organization, please email PaL at parentsatliberty@gmail.com.

School Accountability Committee (SAC) - The LHS School Accountability Committee meets throughout the year. This committee is an advisory group to the school principal and has a significant impact on the educational success of our students. This group addresses everything from student performance to school budget, to the newest and innovative student engagement strategies. If you are interested in serving on this very important committee, please contact Liberty High School at 234-2200.

Publications

20Alert – 20Alerts are important messages from Liberty High School and/or the District. You can sign up for them through Infinite Campus and they are sent via email or text.

EXCALIBUR - The Liberty High School yearbook may be ordered any time through the school year through Walsworth Publishing or directly through the bookkeeper at the end of the year (quantities are limited). Cost of the yearbook will be determined in August prior to registration and will be posted online. The yearbook is a student publication; therefore, minor copy errors may occur. Every attempt will be made to correct any

mistakes; however, refunds are not given for these minor errors.

Peak Press – Our journalism class publishes an online newspaper. This is a student run publication. The opinions of some students may not reflect the opinions of Academy School District 20. However, we do support the publishing of this student newspaper as a way to train students in various areas of journalism.

CAMPUS SECURITY AND EMERGENCY PROCEDURES

Campus Security

Security and Security Kiosk- All guests, including parents, MUST present a driver's license or government issued photo identification, must check-in at the kiosk through the main entrance, and be given a visitor I.D. All doors, except for the main entrance, will remain locked during school hours.

Visitors - Friends, including former students, are not allowed in the building without official business. Unwelcome visitors on campus are considered trespassing and can be prosecuted by law. Parents who wish to visit classes may do so, however, the parents must notify the teacher prior to requesting a visit, and the visit must first be approved by an administrator. A visitor pass must be obtained from campus security at the kiosk. Another student may visit Liberty High School to examine educational opportunities and school climate in order to help him/her decide on possible future enrollment. The visitor must first make an appointment with a counselor who will discuss information and then set up the visit. Visitors who have been through this process will have a visitor pass with them at all times.

Emergency Procedures and Safety

Emergency Closings (Policy *EBCE-R*)

1. School Cancellation. If the decision is made to cancel school, local media will be asked to announce that the District will be closed. Local media will be informed of this decision by 5:30 a.m. The district will send 20Alert notifications to parents and students and a Weather Alert will be posted on the district website at <http://www.asd20.org>.

2. Delayed Start. If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the Superintendent may delay the start of schools for two hours. The procedure will be as follows:

Local media will be informed by 5:30 a.m. that the starting time for District 20 schools will be delayed. The decision about whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold school, the delayed start will be honored and no additional radio, TV or 20Alert announcements will be made. If the decision is to cancel school, local radio and TV stations will be informed by 7:30 a.m. Parents and staff will receive 20Alert notifications and a Weather Alert will be posted on the district website at <http://www.asd20.org>.

In the event of a delayed start, Storm Response Personnel must report at their normal start time. For all other employees, the two hour delay is defined by when a building opens, not by an employee's individual work schedule. For example, the EAC opens at 7:30 a.m. so all staff there should report to work by 9:30 a.m. on a delayed start day.

3. Early Release. If a school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows:

On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but weather reports and other indications are that a storm may develop during the school hours, bus drivers

will be notified that it is a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run.

Between 10:00 a.m. and 10:30 a.m., if the decision is to release early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence.

If there is an early release, local media will be asked to announce that District 20 is releasing early, and the district will use 20Alert to notify staff and parents.

Fires and Emergencies - The fire alarm system is for your safety. To insure all students' health and safety in case of an emergency, do not pull fire alarms or tamper with fire extinguishers without evidence of an emergency. Your teachers will discuss emergency procedures and make certain you understand them. Students who knowingly pull an alarm, use a fire extinguisher, or report an emergency when none exists will be subject to school disciplinary action and possible criminal charges with the Colorado Springs Police Department.

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

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

Safe2Tell™ - Liberty High School participates in Safe2Tell™, a program that provides students “a way to let someone know when any threatening behaviors or activities endanger themselves or someone they know—in a way that keeps them safe and anonymous.” Safe2Tell™ is staffed twenty-four hours per day. Tips may be submitted through the website (safe2tell.org) or by phone (1-877-542-7233). Information is forwarded to law enforcement agencies and schools as appropriate.

DEAN OF STUDENTS / STUDENT INTERVENTIONISTS AND ATTENDANCE

Dean of Students/Student Interventionist Class of 2020 and 2022 Alisha Donald 719-234-2377	Dean of Students/Student Interventionist Class of 2021 and 2023 Melissa Hernandez 719-234-2223
Secretary to Dean of Students/Student Interventionists Kelly Keyes 719-234-2255	
Attendance Secretary Class of 2020 & 2022 Shani Miller 719-234-2242	Attendance Secretary Class of 2021 & 2023 Nadia Sinkola 719-234-2241

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.

Parents are responsible for calling in all absences resulting from temporary illness or injury, or family emergencies. It is important to remember that parents report absences, but they may be legally excused only by the school administration. In case of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness.

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].

Call the School - A parent (or guardian) is expected to call the school as soon as they are aware of the absence but no later than 24 hours after the student's absence. If a call is not made, a student **MUST** bring a note explaining the absence to Attendance upon his/her return. Absences not cleared by the end of the day will generate an automated phone call to remind and inform you. The failure to communicate with Attendance within 24 hours may result in a disciplinary referral to the dean of students and/or administrator for consequences. If the student believes the absence is an error, it is the student's responsibility to clear any absences within 24 hours of receiving a notice.

All students arriving at, and/or checking out of school during school hours must come to the Attendance Office first to get a release pass. Failure to comply may result in a disciplinary referral regardless of student age or legal status.

Pre-Arranged Absences - To pre-arrange an absence the following steps must be completed:

- Students obtain a pre-arranged absence form from Attendance prior to the absence.
- Parents fill in the reason for the absence.
- Teachers sign the form, indicate current grade in class, and indicate whether they recommend the absence. If the majority of the teachers do not recommend the absence, the form will require an administrator signature and possible conference with the student and/or parent.
- Lengthy absences are discouraged; grades and academic achievement will be impacted.
- Students submit completed form to Attendance prior to the absence.
- It is the student's responsibility to follow-up with teachers upon the student's return.

School Business Absences (Field Trips/Contests/Club and Class Activities) - Students need to inform and discuss with teachers the upcoming absence so that both are clear as to work missed and when the work is due.

- If a student has unacceptable attendance or does not meet the standards of eligibility the teacher of that class may deny a student to be absent from the class for a field trip after both teachers have agreed that it is in the best interests of the student to be in class. The student will report to class instead of going on the trip for the class period of the field trip day and attend his/her regular schedule the rest of the day. Students will not be penalized for **not going** on the field trip. Students should problem-solve with teachers as to whether an alternate assignment is appropriate.
- **Students involved in late night activities are expected to be in all of their classes the next day.**

Severe Weather Absences - Severe weather condition absences are considered excused when reported by parents.

Tardy - Tardy will be defined as not being in the assigned class when the bell rings. Tardy policies follow the district policy on absences.

Excessive Absences - Excessive absences, even those that are excused, will adversely affect the student's grade. Excessive absences are considered when a student misses more than four days in any one month, or 10 in a semester. When a student has excessive absences, a meeting may be

held to work out a plan for improvement. The meeting will include the parent, student, teachers, counselor and administrator or designee. If the plan is not successful, the student will be placed on an attendance contract with behavior expectations and consequences clearly spelled out.

Absence Make-Up Policy - It is the responsibility of the student to make up any work missed as a result of an absence. Types of absences: Excused – two days to make up work for every day absent; Unexcused – the discretion of the teacher to accept work and give credit. Truancy – may not be made up for credit. Suspension – work may be made up during suspension and credit given.

Messages - Messages and gifts to students in classrooms disrupt the educational process and will not be delivered, except for urgent messages from parents to students. Please call the attendance secretary to have urgent messages delivered—which may include instructions regarding transportation, cancelled appointments and lessons, and appointments made after students have left for school. Messages from anyone other than parents or of a non-urgent nature may not be delivered. Parents are encouraged to use the attendance office for messages; student use of cell phones for personal use in classrooms is prohibited. Cell phones should only be used for academic purposes.

Primetime - The first thirty minutes of each class is Primetime. As such, no messages will be delivered to students unless deemed necessary by administration. All other interruptions will be discouraged.

STUDENT CONDUCT

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

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>.

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.

Responsible Conduct - The objectives of any disciplinary action are twofold:

- 1) To ensure a safe environment and one conducive to learning.
- 2) To help the student learn self-discipline and socially acceptable behavior.

The Board of Education, in accordance with state law, with parents, teachers, administrators, students, and the community at large, has adopted a conduct and discipline code that every student is expected to follow. The code shall apply to behavior in the classroom, on school grounds, on district property, in school vehicles, or at school activities and events. In all instances, students shall be expected to conduct themselves in keeping with their age and level of maturity, acting with due regard for the supervisory authority vested by the Board of Education in all district employees, the educational purposes underlying school activities, school and personal property, and the rights and welfare of other students and all district employees.

Code of Conduct (administrative policy JICDA):

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's tobacco-free schools policy.

13. Violation of the district's policy on sexual harassment.
14. Violation of the district's policy on nondiscrimination.
15. Violation of the district's dress code policy.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

Dress Code for Students (administrative policy JICA):

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The district administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

- Chest, backs, midriffs and buttocks must be completely covered at all times.
- Undergarments, including bra straps, must be completely covered at all times.
- Length of shorts and skirts and height of slits must not be revealing or immodest.
- Spaghetti straps and halter tops are not permitted—Shirts must have a strap going over each shoulder measuring at least one inch in width.
- Clothing that is inappropriately tight may not be worn.

- Clothing that refers to or advocates drugs, alcohol, tobacco products, obscenity or sexual explicitness is not allowed.
- Clothing may not advocate gangs or be gang related.
- Pants are to be worn at the level of the hip bone.
- No chains, spikes or sharp objects on any piece of clothing or accessories.
- Sunglasses may not be worn in the building or portables.
- No bandanas may be worn.
- No hoods or masks may be worn in school. Masks may not be worn at school events without prior consent from an administrator.

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.

Bullying (administrative policy JICDE):

In keeping with the mission statement to educate every student in a safe and nurturing environment, the district supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined in district policy JICDE and state law as "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student." Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The district cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at <https://safe2tell.org/?q=submit-anonymous-tip-report>.

Gambling - Students are prohibited from engaging in any type of game or activity of chance that involves betting or the use and exchange of money or goods unless this is a school-sponsored activity. Simulations of gambling or the possession of gambling paraphernalia is unacceptable.

Gangs (administrative policy JICF): Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

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

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

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

Insubordination - Students are expected to cooperate with persons in authority. Not following the directions of authority, being disobedient, failing to comply with a reasonable request, or using abusive or disrespectful language or action toward any staff member is insubordination. Repeated or severe cases could mean possible suspension or expulsion.

Noxious Substances - Possessing or discharging noxious or poisonous substances, such as mace or pepper spray, will be considered a serious violation of school policy warranting suspension, recommendation for expulsion, and/or the filing of criminal charges for violation of municipal ordinance 9.7.202, "Use of certain chemicals prohibited," and C.R.S. 18-4-513, "Criminal use of a noxious substance."

Physical Intervention by District Employees - Per policy [JKA](#), any district employee may, within the scope of his/her employment, and without it being child abuse, use reasonable and appropriate physical intervention or force as necessary. Possible purposes include but are not limited to:

- 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.

Consequences for Breaking School Rules and/or State and Federal Laws may include but are not limited to:

1. Verbal warning and reprimand
2. Teacher, student conference
3. Parent contact
4. Teacher-assigned consequences

5. Detention
6. Confiscation
7. Conference with counselor
8. Loss of privileges
9. Cleaning school grounds/buildings
10. Plan for improvement
11. Contract for improvement
12. Community service
13. Threat Assessment
14. Remedial discipline plan filed with the district
15. Restitution (payment of damages)
16. Charges filed with civil authorities
17. Suspension (out of school)
18. Parents attend class with student when appropriate
19. Expulsion
20. Other consequences deemed appropriate by school authorities

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building, on school grounds or at school activities—in which case the suspension can be up to 10 school days. The superintendent can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and—if necessary to the Board. In an appeal hearing, evidence and argument may be presented on the student's behalf by the parents and/or the student. Students and their parents or guardian will be provided due process when disciplinary action is taken.

RIGHTS

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

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

Directions to Parents:

1. *Contact building administrator to request forms to authorize a third party to access educational information about a student.*
2. *Request one form for each parent or guardian. In order to permit release to a third party, the school must have permission from both parents and guardians.*
3. *Return notarized form(s) to building administrators.*

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

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals,

transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

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

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

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

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

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

The district has designated the following information as directory information:

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

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

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. 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
Colorado Springs, CO 80920

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.

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.

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.

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

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

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

Inspect, upon request and before administration or use -

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

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

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Parents who believe their rights have been violated may file a complaint with:

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

Clubs (see Student Organizations)

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

Student Organizations (administrative policy JJA)

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

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

Rights to Privacy - The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by the school authorities. School lockers are school district property—not yours. Therefore, lockers may be searched by school officials and contraband material seized. Also, school authorities may use specially trained dogs to "sniff search" your locker or automobiles that are parked on school property. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law.

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.

RESPONSIBILITIES

Identification

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

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.

Tobacco Free Schools (administrative policy ADC):

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

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

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen (which produce vapor from an electronic cigarette or other similar device).
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

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

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

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

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

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

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

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

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

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

Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

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

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

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

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

The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property. School personnel will not accept responsibility for lost or stolen personal property. The student will assume responsibility for replacement costs in the event that an electronic device or cell phone is lost or stolen.

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

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

Interviews by school administrators

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

Searches conducted by school personnel

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

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

Search of school property

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

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

Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior

of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

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

Seizure of items

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

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.

- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

Search and seizure

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

Custody and/or arrest

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

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

Suspension and expulsion (administrative policy JKD/JKE):

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy JKEA and its accompanying administrative procedure.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually

disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - a. Possession of a dangerous weapon without the authorization of the school or the school district;
 - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
 - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the district's policy on drug and alcohol involvement by students, JICH, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and district policy JLCB unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

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

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

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

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the

learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

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

Weapons (administrative policy JICI):

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

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

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

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

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

Sexual Harassment

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

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

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

Sex Offenders, Notification Regarding:

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

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

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

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

STUDENT SERVICES

College and Career Counselor Mrs. Lisa Scott 719-234-2230	College and Career Secretary Mrs. Michelle Briggs (719) 234-2240
Class of 2020 Mrs. Rosie Kroeker 719-234-2234	Class of 2021 Mrs. Emily Royal 719-234-2233
Class of 2022 Ms. Tara Garcia 719-234-2231	Class of 2023 Mrs. Abby Domier-Bonnin 719-234-2232
Counseling Secretary Mrs. Julie Sandal 719-234-2248	

Concurrent Enrollment (CE) Programs Act [C.R.S 22-35- 103(6)(a)] and District 20 Concurrent Enrollment Policy IHEDA

Eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education with whom the district has a written cooperative agreement. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the district policy.

Accelerating Students through Concurrent Enrollment (ASCENT)

This fifth year program allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S 22-35-108] ASCENT is a 5th year only program. Participation in the CE or ASCENT programs must align with a student’s Individual Career and Academic Plan (ICAP). Students must complete the district's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

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

The relationship between students and their teachers is very important. When conflict arises in this relationship we want to help resolve the issue as quickly and straightforward as possible. This process will help students and teachers to find a solution. To facilitate this process, LHS has developed the following protocol:

Step 1: Student approach the teacher.

Respectfully and openly speak with your teacher. Let your teacher know the things that you enjoy about the class or that you appreciate he/she does. Also, let your teacher know what you believe is causing your struggle and what you have already tried. Your teacher might have some helpful suggestions for you to implement. By bringing the issue directly to your teacher, you increase your chances of coming up with a solution that benefits everyone. Your counselor can help with effective ways to approach your teacher.

Step 2: Parents approach the teacher.

If there has been no resolution over time, have your parents contact the teacher directly through email, phone, and/or a parent/teacher meeting to discuss solutions.

Step 3: Student and parents contact an administrator.

If steps 1 and 2 have not resolved the issue, the last step is to directly contact an administrator.

Student Schedules - Students are not allowed to change schedules unless it is for an academic misplacement. Counselors will not make schedule changes after the first four weeks of each semester. Within the first four weeks of each semester, a student may initiate a change by picking up a form from his/her counselor and documenting the reasons for the change request. Proper signatures must be obtained. A meeting may take place with the parents, teacher, counselor, and administrator to discuss the change. Be aware that schedule changes may result in a withdraw failure from the class. Schedule changes are not in effect until all paperwork is completed and changed in the computer.

Tutoring - See your grade-level counselor for options regarding tutoring.

Homeless Students Notification:

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

ACADEMIC POLICIES AND PRACTICES

Academic Recognition – At Liberty High School we take pride in the hard work of our students and we honor them with a variety of academic awards. Each year, there are two ceremonies where these awards are given to students publicly.

Academic Letter- Students may earn an Academic Letter in one of three ways. They can earn this letter by maintaining a 3.5 or higher GPA for two consecutive semesters, earning a 3.5 or higher GPA for any four semesters or by earning a 4.0 or higher GPA for any two semesters during their high school career at LHS

Order of the Crest - One of the highest honors awarded at Liberty High School is the Order of the Crest. To apply for this honor, a student must receive an athletic letter in a varsity sport and participate for two years in that sport; earn an activity letter in a club or activity; and earn an academic letter by achieving a 4.0 GPA (weighted) for two consecutive semesters or any three semesters in his/her high school career and not have a semester grade less than a B in any course. Candidates are also judged by the Liberty staff based upon their citizenship, discipline, attendance, integrity, responsibility, reliability and honesty.

Perfect Attendance - Our Perfect Attendance Award recognizes those students who have a perfect attendance record during a semester, which includes involvement in school activities and school sponsored field trips. To be considered for this award, a student may not have more than one tardy per class.

Strive for .5 - The Strive for .5 Award recognizes those students who have raised their semester grade point average by at least .5 from their grade point average earned during the prior semester.

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.

Class Rank - Class rank is computed from semester grades and is based on the cumulative grade point average for all coursework completed in grades 9-12. All credit classes are included in computing GPA. Not all classes are given credit. Please read the course descriptions carefully. If a student repeats a class, both grades are computed and appear on the transcript. A student may not take the same course for credit a second time unless approved in advance by an administrator.

Grade point averages are computed on courses that earn a letter grade: A=4; B=3; C=2; D=1; F=0 or no credit. Students who successfully pass a class that has been weighted will receive one (1) extra grade point per credit for that course. This extra point will be calculated with all other course grades which will still be calculated on a four (4) point scale. Class rank and all honors will be based on a weighted GPA.

To receive an honors designation for graduation (4.0 or higher cumulative grade point average) or to receive an honors cord for graduation (3.5 or higher cumulative grade point average), the cut off for determination is the end of the 1st semester of the senior year.

Final Exams - A final examination schedule will be established at the end of each semester and will be posted prior to the end of each semester. Students must remain in the exam or activity periods the entire allotted time. In some cases, finals can be taken early.

Grades - Parents may access class grades at any time through Infinite Campus. Parents can see grades in progress, grades on particular assignments and missing assignments. For help logging on to the Parent Portal, parents should email help@asd20.org. Students can access the same information and are encouraged to use this feature of Infinite Campus.

Weighted Grades - All students taking honors and Advanced Placement (AP) courses earn weighted grades. Students will receive one (1) extra grade point per credit for that course (i.e. A=5.0 on 4.0 scale). This extra point will be calculated with all other course grades which will still be calculated on a four (4) point scale. As in any course, an “F” is zero grade points, but calculates in GPA.

Homework Responsibilities

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

Individual Career & Academic Planning (ICAP) - assists students with post-secondary planning to assure that all students are prepared to make informed decisions about their futures.

ICAP is essentially an electronic portfolio that allows students to explore personality types, career interests, and college options. District 20 high schools have adopted the Naviance internet-based college and career program for ICAP implementation. Using Naviance, students can create a resume where they record awards, community service and work experience. Additionally, Liberty High School uses Naviance to help students complete four-year plans, annual goal setting and research colleges and careers.

Liberty High School students participate in the ICAP program through classroom guidance with our counselors. While we devote some school time to using the Naviance program, students are encouraged to discuss with their parents what they have learned and to visit the website together at home. Student’s Naviance accounts may be accessed online and are available to the student 24/7 from the link on the LHS College and Career website. The log in information is the same as what the student uses to access the Infinite Campus student portal. As with all learning, your dialogue with your student will make this experience even more meaningful for him/her. For this reason, parents are also given a unique code to access information on their student’s account. Please contact your student’s grade level counselor to get your parent code.

Talented and Gifted (TAG) - TAG resources are available to help meet the unique needs of highly gifted students. The TAG coordinator works in conjunction with Student Services, grade-level teams, classroom teachers, gifted students and parents in order to meet the unique needs of the highly gifted student.

Transcripts - The Liberty High School official transcript reflects student's academic history from grades 9-12. All credit classes (earned in grades 9-12) are included in computing grade point average and class rank. GPA and class rank are computed every semester. Valedictorian and honor graduate status will be determined for seniors at the end of the first semester of the senior year. Only official grades, where credit is granted, will be used in determining valedictorian. Scholarship or award programs that honor valedictorians may require that final grades be posted before confirming their award. GPA is not rounded when determining honors or high honor status.

Transfer Credits - Credits transferred from a non-District 20 school will be weighted if the course taught is weighted at Liberty High School. Not all credits from a non-District 20 school may be accepted. This may include, but is not limited to Drivers Education, religious courses, home school courses, and credits earned in middle school/junior high school.

Withdrawal from School - If you are moving or leaving Liberty High School, you must complete a checkout sheet with the Registrar. Your teachers, the LMC, and bookkeeper must sign the sheet indicating you have cleared all obligations. The completed checkout sheet will enable you to re-enroll, have transcripts sent, or get credit for classes taken at LHS. ***Students should begin this process 48 hours before leaving school. All obligations must be cleared before any records or files will be forwarded.***

ACTIVITIES AND ATHLETICS

Activities Director Ms. LiAnne Thiessen	Athletic Director Mr. Michael Sibley
Activities Secretary Mrs. Tami Graves 719-234-2201	Athletics Secretary Mrs. Marlene Heitzman 719-234-2250

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

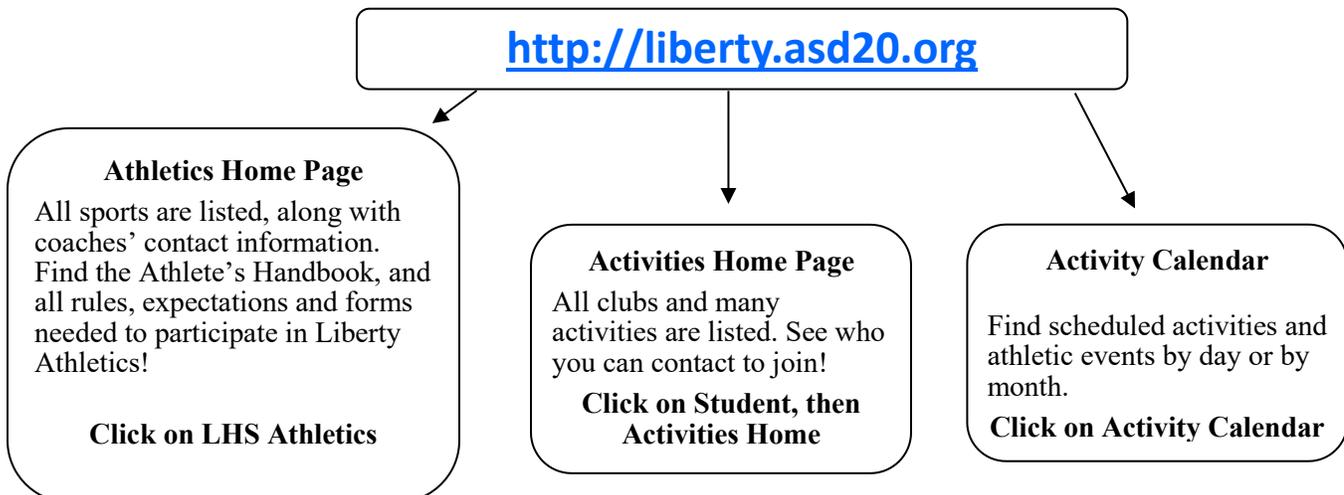
Activity and Athletic Eligibility

Athletic Eligibility requires that Liberty students who participate in athletics be in good academic standing. They may not be failing more than one of their classes in order to be eligible to participate during the weekly grading period and at semester.

Activity Eligibility requires students who wish to attend field trips (that extend beyond the teacher’s class time) or other co-curricular activities also be in good academic standing. They may not be failing more than one of their classes in order to be eligible to participate during the weekly grading period.

Additionally, when tryouts are required prior to participation (including athletics and school plays) students are required to meet eligibility requirements in order to try out. Eligibility must be maintained throughout the sport season or the scheduled activity.

Eligibility is checked at 8:00 a.m. on the first school day of every week. Eligibility may be appealed under specific criteria. All appeals are due by 3:30 p.m. on the day of the eligibility check.



Sportsmanship - Academy District 20 recognizes the role of administration, faculty, coaches, parents, athletes, students and fans in promoting sportsmanship within our community.

- We will educate, promote and recognize positive sporting behavior within our athletic programs.
- We challenge our community to communicate their support of this mission through respect for all participants, officials and spectators. We commit to the demonstration of self-control and positive school spirit at all sporting events.

High Fives of positive sporting behavior define Liberty's expectations.

Everyone's High Five

- Show respect for the opponents at all times.
- Show respect for the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance regardless of affiliation.

Acceptable Behavior

- Applaud during introduction of players, coaches and officials.
- Shake hands with participants and coaches at the end of the contest regardless of the outcome.
- Accept all decisions of officials.
- Positive cheers that encourage your team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or taunting an official, coach, player, cheerleader or opposing fan.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of a game on officials, coaches, or participants.
- Use of profanity or displays of anger that draw attention away from the game.

Entry is a privilege to observe the contest or performance. Inappropriate behavior by students, parents or guests is grounds for removal from the site of competition and possible suspension from school and co-curricular events. In addition, any fan who has been asked to leave may not be allowed to attend any future Liberty High School or Academy District 20 extra-curricular activities until permission is given by the principal or his designee. Further disciplinary action may be taken by the school. Subsequent offense may result in permanent suspension from participation or attendance at co-curricular events.

Athletic/Activity Passes - Athletic/activity passes entitle students to admission to all home athletic events (except play-offs & hockey games). Athletic/activity passes may be purchased from the athletic secretary. The price of a yearly athletic/activity pass is \$40.00 and **does not include a yearbook**. Athletic/activity passes are non-transferable.

Registration - Students wanting to try out or practice for any sport they must be registered in the Athletic Office. To register for any sport, the student and parent must submit all required paperwork through ArbiterAthlete (www.arbiterathlete.com). No paperwork will be accepted by the office.

- Athletic fees are collected through Payforit (www.payforit.net)
- \$95.00 registration fee (\$275.00 for hockey) for D20 students. (Non D20 students will pay a different rate)
- All fees and or fines must be paid at the time of registration. No one will be allowed to participate without having paid their fees and or fines.

Academy School District 20 Ticket Prices - Home Athletic Event Prices

- Adults: \$5.00, students (grades K-12): \$3.00, senior citizens 60+: \$3.00. Pre-K children are admitted free of charge.
- Hockey - Adults: \$6.00, students (grades K-12): \$4.00, senior citizens 60+: \$4.00. Pre-K children are admitted free of charge.
- Playoffs prices are subject to CHSAA rules. D20 and Liberty passes are not accepted for play-off games.
- Away ticket prices will vary.
- Fans should expect to pay admission at all D20 games conducted on turf fields, gymnasiums, and pools.

Family Passes – District 20 high schools offer season passes for adults, students (K-12), and families. These passes are good for the entire school year. Passes are valid for all home games of the issuing school, but are not accepted for playoff games, hockey games, tournaments or events that are fundraisers for sports programs. Seasons passes are available at student registration or by calling the Athletic Office at (719) 234-2250.

- Family Pass: \$175.00 – consisting of 5 passes only
- Additional passes for student K-12: \$30.00
- Adults (college students/senior family members): \$55.00

Sport	Per athlete per year	Per family per season	Per family per year
Ice Hockey	\$370 maximum	\$370 maximum	\$740 maximum
Non-hockey	\$250 maximum	\$240 maximum	\$480 maximum

CHSAA Athletic Eligibility - Each semester students must pass a minimum of five full credits to maintain athletic eligibility for the next semester. Students must carry a minimum of five full credits each semester to participate in athletics during the season at all times. Students who wish to make up credits through summer school or online credit recovery should notify the Athletic Director. A student must be enrolled in a minimum of five full credit classes during the weekly check.

Some programs may have more stringent policies and you should check with your specific coach for more information. Questions concerning eligibility should be addressed to the Athletic Office, 234-2250.

LIBRARY MEDIA CENTER

The LMC is open from 7:15 a.m. to 3:30 p.m. Monday– Friday.

The Library Media Center, LMC, offers a wide variety of materials in both print and electronic. Access to the print collection is through a district-wide library system, which allows users to see what district school owns a particular item. The library card catalog is available through Liberty's home page on the Internet. If the item is owned by another D20 school, the patron, whether student, parent, or staff member may request the materials through our inter-library loan service.

Materials Check Out - Each student may have five items checked out at any given time during the school year. Each student assumes complete responsibility for any item checked out in his/her name. Students should therefore not check out books in their name for other students.

Overdue Materials/Fines/Lost/Damaged - Students are responsible for returning library materials on the due date in the same condition in which they were checked-out. Overdue/fine notices are sent to students, but students not receiving these notices are not excused from fines that are incurred. Students are not allowed to check out additional books/materials until overdue materials are returned. At the end of the school year, all materials and fines/charges are due by a date determined by the library/media specialist. For damaged library materials, students will be assessed either a repair cost or replacement fee depending on the extent of the damage. Lost materials or materials that need replacing will be assessed at the replacement cost to the school. The minimum replacement cost is \$2.00.

Student Use - Students are expected to behave in an appropriate manner for a library, particularly in respecting the rights of others to a quiet learning environment for study, reading, and working. Students, who are observed not acting in an appropriate manner, including excessive talking, will be asked to leave the LMC. Respect for others using the LMC and for LMC materials must be shown at all times. Food and drinks are allowed in the LMC but only at the tables. Food and drinks are NOT allowed near computers or in computer lab.

LMC Computers - The LMC has many computers that serve a variety of purposes. The Internet is for educational purposes ONLY. Please see the LMC staff regarding printing costs. The LMC subscribes to several databases that are helpful for research purposes. From the Liberty home page, select "Library" and then "Databases + Video Streaming." If you have any questions or problems, please let an LMC staff member know.

Textbooks - Textbooks will be checked out directly to students. When students are assigned textbooks, they are responsible for the care and return of those textbooks. A student is responsible for the specific textbook/barcode scanner checked out to him/her. Upon checkout of a book, the student should enter his/her name in the front cover and cover the book to keep it protected.

Students will be required to scan and enter their student ID number when checking into the library and must have a pass from a teacher.

TECHNOLOGY SERVICES

Information Technology Services - supports staff and students with the use of computer technology to accomplish the educational mission of Liberty High School. LHS Tech includes the support computers in the Library Media Center (LMC), classrooms, offices, and the various computer and mobile-labs throughout the building. All school computers are networked and capable of electronic mail and Internet access. Usage of school computers falls under the following guidelines:

- Student access to school computers and the network is governed through the district's *Student Network Agreement* and the *LHS Student Handbook*. Students and their families are expected to read and be familiar with these policies. Students are also expected to use all computer resources ethically and responsibly.
- Failure to comply with school and district policies may result in loss of computer privileges and/or disciplinary action.
- Each student and his/her parent or guardian must read District 20's Technology Handbook and complete a Student Network Agreement. Upon doing so, the student will be given a password that enables Internet access and network file sharing. Parents must complete Network Agreements found on the **Extended Parent Portal link**.
- Students must use their own login credential when using school computers. Students are prohibited to use any other login credentials.
- If a student forgets or loses his/her network password, or has reason to believe it is compromised, the student should contact the LHS tech office. Password lists will not be kept.
- Only software licensed to LHS and installed by the school technicians may be used on school computers. Copyright laws prevent us from installing any software belonging to patrons on our school computers.
- The only productivity software supported is current versions of Microsoft Office. Students who wish to bring documents, presentations, etc. from home and print or use them at school should make sure they are compatible with our hardware and software. More information is available from the LHS Technology Office in the back of the LHS library.
- Liberty computers can only be used by students with staff permission and supervision.
- Personal computers and electronic devices may connect to the district network by selecting the "ASD20" network, and then enter user credentials. This network is monitored by the district's filter system, and the student's network agreement is in effect.
- Students may save their work on network drives. It is strongly recommended that all student work is saved on cloud storage such as their D20 OneDrive or Google Drive. The hard drives on school computers are periodically wiped throughout the year. USB flash drives or other physical media can be lost or damaged and only recommended for backup purposes. Please note, once students disenroll or graduate from Liberty, they will not be able to access files on their D20 OneDrive or Google Drive accounts.
- Limited and expensive computer resources are provided solely to support the educational mission of LHS and Academy School District 20. Any non-educational uses are not allowed. Inappropriate use of the district network includes, but is not limited to:
 - Attempting to bypass network security
 - Audio and visual recording without permission of those being recorded
 - Cyber-bullying or pranks
 - Inappropriate searches

- Texting threats or inappropriate material
- Liberty staff and teachers who manage classroom/lab computers may have additional rules or policies concerning the computers they supervise. Students should know and follow the policies of the person supervising them.

Personal Technology - Liberty recognizes that personal electronic devices can play a communication and instructional role at school. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted.

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

Liberty is not responsible for loss, theft or destruction of electronic communication devices brought onto school property. See the District 20 administrative policy JICJ for more information.

HEALTH SERVICES

Liberty High School's Health Room is staffed during regular school hours with a licensed RN and/or CNA. They provide first aid to students and staff requiring assistance and administer medications per physician/parent authorization.

Health Conditions in Infinite Campus - Parents are encouraged to document health conditions for their students in Infinite Campus using the Parent Portal. These conditions may include diabetes, seizures, asthma, life-threatening allergies, food allergies, and other chronic conditions. Specific health care plans for physician and parent instructions, in the event of an exacerbation during school hours, are available through the Health Room or via the Health Room page on Liberty's web site. Health care plans are typically updated annually and submitted to the School Nurse.

Medication Administration - Whenever possible, it is recommended that medications be administered at home. If that is not possible, then attempt to schedule the administration during lunchtime to minimize the classroom instruction interruption.

Liberty High School students are permitted to self-carry and self-administer prescription and over-the-counter medications, with exceptions for controlled substances (such as ADHD medications or pain medications with narcotics in them). Both prescription and over-the-counter medications must be in their original containers, with a prescription label stating the student's name, dosage, medication name, and prescribing physician for prescription packaging. For safety purposes, students may not share their over-the-counter or prescription medications with other students or staff. Discipline action will result from this offense.

Controlled substances must be administered through the Health Room, per JCLD policies. Parents must also transport these medications to/from the Health Room. Permission to Administer Medications form, signed by both a parent and physician, should accompany the medications. These forms are typically completed on a school year basis (or as needed) and are available through the Health Room or online at Health Room web page.

The Health Room may also house and administer routine prescription and over-the-counter medications. Students may bring these medications, along with the signed Permission to Administer Medications form, to the Health Room where they will be kept under lock until needed. Medications may include asthma rescue inhalers, Epi-pens, diabetes supplies, and other routine medications. The Health Room does not house stock medications for headaches, cramps, etc.

Health Room Policies - The Health Room is intended for students who become ill or injured during school hours. Students are allowed to rest for 15-20 minutes. At that point, a determination will be made as to whether the student is able to return to the classroom or should be sent home. District 20 Illness Guidelines are utilized in this determination. Students returning to class or going home are sent through Student Services for attendance purposes.

Immunizations - Immunization Policies for Academy District 20:
[Immunization of Students](#) JLCB/ [Immunization of Students](#) (procedure) JLCB-R

State Policies: Our policies largely follow the recommendations of [Colorado Department of Public Health and Environment](#).

Vaccine Exemptions: For medical and non-medical exception forms see Colorado Department of Health and Environment's [Vaccine Exemption Forms](#) information.

Additionally, the CDPHE recognizes that some families may prefer not to use a form, a parent/guardian or emancipated student or student over the age of 18 may submit a signed non-medical statement of exemption per section 25-4-903(2)(b), C.R.S. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious).

Accidents - Students who are injured during school hours should report the injury to the Main Office immediately. Completion of the [Student/Public Accident Report Form](#) will detail how the accident occurred, nature of the injury, first aid provided, etc. District 20 does not provide insurance coverage.

TRANSPORTATION AND PARKING

Buses - Riding a District 20 school bus is a privilege. Inappropriate behavior may result in the loss of this privilege. Student's responsibilities will include:

- Being at your designated bus stop five minutes prior to pick-up time. You will only have five minutes to board the bus at the end of the school day.
- Riding only the bus to which you are assigned.
- Obeying all District 20 bus rules for passenger conduct.
- Boarding your bus immediately following dismissal.
- Once the first bus starts to exit the bus lot, no students will be allowed on any other bus.

Bus Passes are not issued by Liberty High School.

Bus Conduct Violations - Bus rules are subject to change by the District 20 Transportation Department.

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

Drop-Off/Pick-Up - The two areas designated for student drop-off and/or pick-up are the driveway by the southeast part of the building and the overflow parking lot south of the stadium. To ensure student safety, the student parking lot, staff parking lot, Career and Technical Education (CTE) parking lot and the bus parking lot are **not** to be used for student drop-off and/or pick-up. Automobiles waiting in these areas will be asked to move to the designated areas.

Parking Lot/Vehicle Searches (administrative policy JIHB)

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

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

Parking and Parking Lots - All cars parked on school property must display a parking permit. Two paved lots are provided for student permit parking. Students are not permitted to park in the bus or staff parking lots and are to park in authorized marked spaces only. District policy requires that a fee of \$40.00 (annually) or \$20.00 (second semester) be charged to each student parking on campus (this includes both student parking lots). The permit will be valid for all

family cars registered with the school. In the case of lost parking passes, students will be required to purchase a new parking pass for replacement (no prorating). The student must conform to the provisions of Colorado Law governing operation of a motor vehicle when operating a motor vehicle on school property. School administrators may make other reasonable parking and driving regulations as deemed necessary.

Parking Lot Rules

- Park only in designated areas and between the white lines, not in yellow marked zone or reserved handicapped area. Violators will be towed or ticketed.
- Students may not loiter in the parking lot at LHS or at other District 20 schools.
- Students must observe the posted speed limit of 5 mph in the parking lot. Careless or reckless driving is prohibited.
- Student vehicles are subject to search.
- Students may not have access to vehicles during the day without permission from campus security.
- Students may not park in the bus parking lots, Timberview Middle School parking lot, or faculty parking lots during school hours.
- Off campus parking is not monitored or regulated by LHS staff.
- Students parking off campus may not go to their respective cars during school without permission.
- Students assume risk for damage that may occur while vehicle is on school grounds.
- Suspension of parking privileges, filing a complaint with the police, towing away a vehicle and/or suspension from school may occur when violations of these regulations occur.
- Illegally parked cars may be ticketed and/or towed.
- Repeated violations will result in termination of student parking privileges and no parking refunds will be issued.

Vehicle Towing Procedures - When a vehicle is parked in any of Liberty High School's parking lots, the owner of the vehicle is required to display a proper parking permit at all times. Vehicles, which are parked without a permit or not parked in the proper places, are subject to being towed at the owner's expense.

Parking Permit - Parking permits are issued to specific vehicles and are **non-transferrable** between students. Permits may be purchased during Student Check-in or from the Bookkeeper.

GENERAL STUDENT INFORMATION

Assemblies - Assemblies will be conducted throughout the year to educate and communicate. **All students are expected to attend assemblies because they are a part of the total educational process and regular school day.** The presentations during the assemblies are the responsibility of the sponsoring club. Students are expected to maintain respectful and appropriate behavior throughout assemblies.

Campus Cleanliness – **This is OUR house; therefore, students will pick up after themselves.** Liberty High School is a source of pride for all staff and students. We feel the best way to maintain pride in our school is by keeping it clean. Therefore, students are expected to assist in keeping their lockers and all student-accessed areas clean at all times. This includes desktops, tables, and classrooms. Students **may** have beverages in a classroom if the teacher allows it. It is the student's responsibility to make sure that all beverage containers are picked up in their classrooms.

Students will pick up all trash and deposit in the trash cans. Leave the table and floor around you clean. **Lunchroom privileges may be refused to a student who does not use proper conduct and who does not help keep the lunchroom clean.**

Dance Guidelines - "Pride, Respect, Responsibility"

- LHS student I.D. card is mandatory for admission to dances.
- Students must adhere to the LHS dress code. The exceptions are Homecoming and Prom in which females are allowed to wear strapless dresses.
- Students are not allowed to engage in dances that can be interpreted to be grinding or grind chains. It will be solely the chaperone's or administrator's decision to determine if a student or students are dancing inappropriately for a high school event.
- Profanity and public displays of affection are also not allowed. We want students to have a great time, but we must continue to promote a fun and safe environment for all participants.
- Homecoming and Prom students may invite a guest who is in high school age and under the age of 21 as long as the required guest paperwork is returned complete and within the stated deadline.

Fees/Fines – It is expected that all fees/fines are paid in full by the end of each school year. Students may not enroll in courses that charge fees unless all previous fees/fines are settled. In addition, all fees/fines from previous years must be cleared in order to purchase a parking permit, and/or receive a final transcript or diploma. Fees/fines must be cleared prior to each athletic season in order for a student to participate in athletics. Payments may be made online through PayForIt or with the bookkeeper.

Food Services - Students can deposit any dollar amount into their lunch account and that money remains there for them to use for any lunch or breakfast purchase including meals, milk, ala carte or snacks. Parents may also purchase meals online by going to www.payforit.com.

- Students will use their confidential ID number as their lunch account number to access their account. Students should memorize their five or six-digit ID number. This is the number that is on their school ID card. If students forget their ID number, the cashier can look it up for them.

- No charges of meals or ala carte will be allowed. We will continue to provide a lunch for students who wish to work in the cafeteria.
- Most lunches are self-serve, but not all-you-can-eat. There is an additional charge for larger portions.

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.

Open Campus Lunch - juniors and seniors have open lunch privilege to leave campus (for lunch only). Students **must** adhere to the following requirements:

Responsibilities

- Register all vehicles with Liberty High School and have a Liberty parking tag visible at all times.
- Park **only** in the student parking lot at your own risk.
- Be prepared to present your student ID card before leaving campus during lunchtime.
- Refrain from transporting students who do not have open lunch privileges.
- Be punctual to all classes following the lunch period.

Safety Features

- ID cards may be checked by the Campus Security or any staff member at parking lot exits. Police have indicated that patrols will be increased in the Briargate area during lunch time. Increase in Liberty High School traffic violations will be reported to the administration.
- Severe weather conditions may cause a suspension of open campus by the administration.

Consequences

- In the event of a violation of the contract regarding discipline and/or attendance, the open lunch privilege may be suspended.
- Open campus may be revoked for disciplinary reasons and will be reissued when appropriate (at administration discretion).

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.

Hall Passes - A standard hall pass must be in a student's possession at all times during class meeting times. Teachers, campus security, or administrators will be monitoring hallways.

Hallways/Common Areas - Students are expected to exhibit safe behavior when present in the hallways and common areas. Activities such as horseplay and team/individual activities (not directly part of curricular or co-curricular activities) are prohibited and continued violations will result in disciplinary action.

Lockers – Lockers are available for your convenience. They are intended for the storage of your school materials. Please do not leave valuable materials in your locker. **Liberty High School is not responsible for lost or stolen items.** Lockers are optional and must be requested through the main office. You may share a locker with another LHS student of the same gender (unless siblings). You will not be assigned a locker unless you request one.

School personnel have the right to search your locker at any time. Please see *Student Interrogations, Searches, and Arrests* for detailed information.

Locker Rules:

- Do not give your combination to anyone.
- Do not tamper with or set locks in hallway lockers. This is a security violation.
- Lockers are to be kept neat and orderly.
- Poster, signs, and pictures of an appropriate nature are permitted on the *inside* of your locker *only*. You may use masking tape and magnets *only* to attach these items.
- Writing on lockers is prohibited.

If you change lockers for any reason, there may be a \$5.00 charge to cover the custodial fee for changing combinations. If you have any locker problems (other than mechanical), please see the Dean of Students. Any changes of lockers must be authorized by an administrator. (See Right to Privacy under Personal Rights.)

P.E./Athletic Lockers- Valuables should not be left in lockers; students should see that the locker is locked before leaving for class, and combinations should not be given to anyone else. Liberty High School will not be responsible for items left in lockers after the announced clean-out dates. Athletic lockers should be cleaned out at the end of the completed season.

Lost and Found - The school is not responsible for items you leave unattended. If you find lost articles, take them to “Lost and Found” in the main office. Items remaining unclaimed by the 15th of each month will be given to a charitable organization.

Military Recruiters - District 20 Board Policy JRA/JRC regarding military recruiters states that if a secondary student does not wish to have his or her name, address, and home telephone number released to military recruiting officers, that student must notify the Student Services office of the high school of attendance in writing. This notification must be made each year.

Personal Property Protection - Students who bring personal property to school are responsible for that property. LHS may investigate thefts from lockers and other areas on campus. **LHS is NOT** responsible for lost, stolen, or damaged personal property. Our insurance does not cover such losses. A theft report needs to be filled out by the student listing the item(s)

taken (brand, color, cost, etc.). If you have any information regarding items being taken, vandalism occurring, or if you have had items taken, you may report the crime by completing a theft/vandalism report with the School Resource Officer. All information you give will be held in strictest confidence and you may remain anonymous.

Pets - Pets are not allowed on school grounds. Check with an administrator before bringing a pet to school if it is needed for a school project.

Posters and Signs – Groups and clubs are allowed to display posters if they are NOT of a personal nature and are intended to inform or display positive school spirit. ALL posters must be pre-approved by the Activities Director and they may only be placed in approved locations. Once posters are approved by the Activities Director, please turn the poster into the main office. Posters will be put up and taken down by front office staff.

Public Displays of Affection (PDA) – Students are not permitted to show public displays of affection at school. PDA is inappropriate in the school setting or during school sponsored activities. Repeated and/or excessive PDA may result in disciplinary action.

School Store - Operated by marketing students, the school store sells snacks and spirit apparel (blankets, outerwear, t-shirts) to the student body. Gift cards are available in any amount. Parents may put money into an account that their student may access with his/her I.D. card. Cash and checks (made payable to LHS) are also accepted. The store is not open during lunch.

Skateboards/Longboards – Skateboards/longboards may not be used at any time while on district property. This applies to weekends and after school. Skateboards/longboards may be confiscated and held up to a two-week period by school employees if the students are in violation of this policy.

Social Networking Sites - Liberty High School and Academy School District 20 have policies on underage drinking, hazing, and inappropriate behavior. Your decision to post items on social media sites is a personal one; however, school policy should serve as a filter for what you decide to put online. Do not post pictures, comments or information on web sites that would/could embarrass you or be a violation of district policy.

Visiting Other District 20 Campuses - Permission to visit other campuses at any time, including Timberview, is granted for school business only, and you must receive prior administrator approval.