

Aspen Valley High School Colorado School of Excellence

Handbook of Student Rights and Responsibilities

**Academy School District #20
2019 - 2020**



This document is provided as a resource to Academy School 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 School District 20 located at 1110 Chapel Hills Drive. 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.

Aspen Valley High School Colorado School of Excellence

Aspen Valley was the first District #20 school identified as a school of choice. The purpose of a school of choice is to work with parents and students as clients or customers and to find unique ways to meet their needs. It is the goal of the staff at Aspen Valley to provide a high level of personal service. Since Aspen Valley opened in 1995 the staff and administration have worked closely with parents and students to create an optimal learning environment. Aspen Valley is a learner-centered school. Because we are small, we try to create a family environment where students and teachers have close, personal and professional relationships. The following are some of the needs we hope to accommodate for students and parents:

- High expectations for student achievement and growth
- High standards for student behavior and attendance
- Rewards for academic excellence
- Special recognition for students who work hard
- Personal attention
- High degree of accountability
- Opportunity for parents to be involved in the education of their child
- Student personal, emotional and academic development

In 1999, the Colorado Department of Education, and the Colorado State Board of Education recognized Aspen Valley as a John Irwin Colorado School of Excellence. In 2001, the North Central Association of School and Colleges awarded Aspen Valley their highest accreditation, Transitions Endorsement. In 2002 and 2012, Aspen Valley received the Governor's Distinguished Improvement Award, and in 2005 Aspen Valley was recognized by the CDE as a Gain-Maker School for exceptional improvement in student achievement as measured by CSAP. Aspen Valley was able to achieve these state and national awards by demonstration of high test scores, a commitment to Colorado Content Standards, the provision of a transition from the previous school and to the next level of students' lives, providing a strong work study program, and by setting high goals and continuing to reach them. Each spring parents are asked to fill out a satisfaction survey about the school and the various components of the educational program. Parents have continued to report an overwhelming sense of satisfaction with Aspen Valley and their students' successes. Student's experiences have been very positive and they take pride in their school.

Dear Student,

Aspen Valley High School is a multi award-winning school of choice for students committed to earning their high school diploma but needing a unique, individualized learning environment. Students who may not be comfortable with their present circumstances and who may be experiencing problematic relationships in their homes, schools, or communities will likely find a happy "home" at Aspen Valley. Essential characteristics of all Aspen Valley students are a willingness to make changes in their lifestyles; and a real desire and commitment to give up negative behaviors, graduate from high school, and make specific and definite plans for a productive future.

Before submitting an application:

- Read this handbook and the contract thoroughly.
- Consider the academic and social expectations.
- Make a thoughtful decision about whether you are ready to make a significant change in your lifestyle.
- Visit the school and speak with our counselor or principal.
- Attend an Information Night with your parent(s) or guardian(s).
- Reflect on whether Aspen Valley is a good match for you.
- Decide if you are ready to make the commitment to receive your diploma from Aspen Valley High School.

If you choose to come to Aspen Valley, we are eager to work closely with you. We want you to be successful and proud of your accomplishments.

Thank you for considering Aspen Valley High School

Robin Koldenhoven
Principal

Aspen Valley High School

1450 Chapel Hills Drive, Colorado Springs, Colorado 80920

Phone: (719) 234-6200 Fax: (719) 234-6299

Web Site: www.asd20.org/avhs

2018 – 2019

Mrs. Robin Koldenhoven, Principal	robin.koldenhoven@asd20.org
Mrs. Tiffany Adkisson, Mathematics	tiffany.adkisson@asd20.org
Mr. Ryan Bailey, Science, Student Council, PE	ryan.bailey@asd20.org
Mrs. Nancy Carre´, Language Arts	nancy.carre@asd20.org
Mrs. Heather Chavez, Science	heather.chavez@asd20.org
Mrs. Kelly Daniel, Spanish, Business	kelly.daniel@asd20.org
Mr. Gene Fisher, Social Studies	eugene.fisher@asd20.org
Mrs. Jo Anne Fletcher, Administrative Assistant, Registrar	joanne.fletcher@asd20.org
Mrs. Jennifer Hemmingway, School Secretary, Attendance	jennifer.hemmingway1@asd20.org
Mr. Peter Hamblin, Language Arts, Social Studies	peter.hamblin@asd20.org
Mrs. Torri Kling, Science	torri.kling@asd20.org
Mr. Craig Lown, Mathematics	omar.lown@asd20.org
Ms. Kristin Mang, Language Arts, Social Studies	kristin.mang@asd20.org
Mrs. Courtney Morrison, School Counselor	courtney.morrison@asd20.org
Ms. Tamiria Padilla, Librarian	tamiria.padilla@asd20.org
Mr. Matthew Peska, Resource Officer	matthew.peska@asd20.org
Mrs. Diane Pfeiffer, Bookkeeper	diane.pfeiffer@asd20.org
Mrs. Jennifer Stevenson, Language Arts, Literacy, Drama	jennifer.stevenson@asd20.org
Mr. Jaise Two Crow, Technology Technician	jaise.twocrow@asd20.org
Mrs. Karen Wasserman, SPED/Rtl, TAG, Art, Photography, Yearbook	karen.wasserman@asd20.org
Mr. Derrick Wells, Sr., Security, Building Manager	derrick.wells@asd20.org

Academy School District 20

Academy School District 20	234-1200
District 20 Transportation	234-1410
District 20 Help Desk	234-1777

Aspen Valley High School Profile

Mascot: Puma

Colors: Red, Black, Silver

Aspen Valley Mission Statement

The mission of Aspen Valley Campus, a small, accepting community, is to meet students where they are by providing unique learning experiences and innovative programs that build independent, involved citizens.

Academy District Twenty 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 expand interests, enhance 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.

WE BELIEVE:

- An educated citizenry is the cornerstone of a democratic republic.
- Every individual has innate worth and is entitled to be treated with respect.
- Learning is a lifelong endeavor.
- Every individual can learn and does so in a variety of ways.
- The education of each student is a responsibility shared by students, families, schools, and communities.
- Parents have both the right and the responsibility to choose the school, curriculum, and program(s) that best meet the needs of their student(s).
- The development of virtuous character is equal in importance to academic growth and critical to developing responsible citizens of our community, our nation, and the world.
- Whether in the classroom or at home, students achieve best in a nurturing environment where physical, intellectual, and emotional health is emphasized and safety is assured.
- Students must be held to the highest standards of academic achievement while recognizing the true success of our academic program is measured by the success of each student relative to his or her unique potential and individual progress.
- Every graduate must be fully prepared for the post-graduation path of his or her choice.
- Every student, staff member, and volunteer is responsible for the effective and efficient use of supplies, facilities, and financial resources.

Choosing to Enroll in Aspen Valley High School

Students who enroll in Aspen Valley are expected to stay in school until graduation. *Students enrolling at Aspen Valley are expected to make a commitment to their education until they have received their diploma.* District Twenty students who enroll at Aspen Valley automatically lose their spot in their previous high school and Aspen Valley becomes their new home school.

Aspen Valley will strictly adhere to the district policy for Administrative Transfers. A conference with the principal is required if a student and his/her parents wish to make a request for an administrative transfer.

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.



Aspen Valley High School 2019 - 2020

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #00aaff; width: 20px; height: 15px;"></td><td style="font-size: 8px;">Hexter Begins</td></tr> <tr><td style="background-color: #f4a460; width: 20px; height: 15px;"></td><td style="font-size: 8px;">No Students/School</td></tr> <tr><td style="background-color: #ff4500; width: 20px; height: 15px;"></td><td style="font-size: 8px;">District Closed</td></tr> </table>		Hexter Begins		No Students/School		District Closed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #f4a460; width: 20px; height: 15px;"></td><td style="font-size: 8px;">Grade Day</td></tr> <tr><td style="background-color: #ffff00; width: 20px; height: 15px;"></td><td style="font-size: 8px;">Conferences</td></tr> </table>		Grade Day		Conferences
	Hexter Begins										
	No Students/School										
	District Closed										
	Grade Day										
	Conferences										

JULY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

7/4, Independence Day Observed (District closed)

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8/6-8, New Teachers Report & Orientation
8/9, 12, 13, All Teachers Return Professional Development
8/14, All Teacher Work Day
8/15, First Day of School, Picture Day

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

9/2, Labor Day (District closed)
9/18, Grade Day Sign off day
9/19, Grade Day
9/20, Professional Learning Day (No students)
9/23, First Day Hexter 2

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10/4, Professional Learning Day (No students)
10/17 & 18, Parent/Student/Teacher Conferences (No students due to conferences)
10/30, Grade Day Sign off day
10/31, Grade Day

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11/1, Professional Learning Day (No students)
11/4, First Day Hexter 3
11/22, Thanksgiving Feast
11/25 - 29, Fall Break (School closed)

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12/18, Grade Day Sign off day
12/19, Grade Day
12/20, Professional Learning Day (No students)
12/23 - 1/7, Winter Break (School closed)

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1/1 - 1/7, Winter Break (School closed)
1/6 - 1/7, Teacher Workday & Professional Learning Day (No students)
1/8, First Day Hexter 4
1/20, Martin Luther King, Jr. Day (District closed)
1/24, All School Group Picture

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

2/4, Group Picture
2/12, Grade Day Sign off day
2/13, Grade Day
2/14, Professional Learning Day (No students)
2/17, Presidents' Day (District closed)
2/18, First Day Hexter 5

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

3/8, Daylight Saving Time Begins
3/19 & 3/20, Parent/Student/Teacher Conferences (No school due to Conferences)
3/23 - 3/27, Spring Break (School closed)

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

4/8, Grade Day Sign off day
4/9, Grade Day
4/10, Professional Learning Day (No students)
4/13, First Day Hexter 6
4/21, Earth Hour
4/24, Professional Learning Day (No students)

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5/25, Memorial Day (District Closed)
5/27, Grade Day Sign off day (tentative)
5/28, Grade Day (tentative)
5/29, Professional Learning Day (tentative, No students)

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

6/1 & 6/2, Teacher Workday/Professional Learning Day (tentative, No students)

Daily Class Schedule:

Monday, Thursday, Friday

Period 1	8:55	-	9:45
Period 2	9:50	-	10:40
Period 3	10:45	-	11:35
Lunch	11:35	-	12:15
Puma Check In	12:15	-	12:25
Period 4	12:30	-	1:20
Period 5	1:25	-	2:15
Period 6	2:20	-	3:10
Period 7	3:15	-	4:05

Two Hour Delay Daily Schedule:*

Period 1	10:55	-	11:30
Period 2	11:35	-	12:10
Lunch	12:10	-	12:50
Period 3	12:50	-	1:25
Period 4	1:30	-	2:05
Period 5	2:10	-	2:45
Period 6	2:50	-	3:25
Period 7	3:30	-	4:05

Hexter Schedule:

Hexter I: August 15 – Sept. 20

Hexter II: Sept. 23 – Nov. 1

Hexter III: Nov. 4 – Dec. 20

Block Schedule:

Tuesday/Wednesday

Period 1/Period 2	8:55	-	10:10
Power Group/Period 3	10:15	-	11:35
Lunch	11:35	-	12:15
Puma (Tutor)	12:15	-	12:45
Assembly/Puma Check	12:45	-	1:25
Period 4/Period 6	1:30	-	2:45
Period 5/Period 7	2:50	-	4:05

Two Hour Delay Block Schedule:*

Period 1/Period 2	10:55	-	11:50
Lunch	11:50	-	12:30
Power Group/Period 3	12:30	-	1:25
Puma	1:30	-	2:05
Period 4/Period 6	2:10	-	3:05
Period 5/Period 7	3:10	-	4:05

***NOTE:** School cancellation/delay resulting from inclement weather is announced by 5:30 am. Check the local radio and TV stations for announcements. If school has not been cancelled during the year, the last day of school will be announced by mid-May.

Grade Days:

9/19, 10/31, 12/19, 2/13, 4/9, 5/28 (tentative)

Parent/Teacher/Student Conferences:

First Semester: 10/17 & 10/18

Second Semester: 3/19 & 3/20

No Student Contact Days:

9/2, 9/20, 10/4, 10/17, 10/18, 11/1, 11/25, 11/26, 11/27, 11/28, 11/29, 12/20, 12/23, 12/24, 12/25, 12/26, 12/27, 12/30, 12/31, 1/1, 1/2, 1/3, 1/6, 1/7, 1/20, 2/14, 2/17, 3/19, 3/20, 3/23, 3/24, 3/25, 3/26, 3/27, 4/10, 4/24, 5/25, 5/29

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Who to Call for What

Administrator	Robin Koldenhoven x6210	Enrollment inquiry, unresolved concerns, policy/procedure questions, parent involvement opportunities, student discipline
Counselor	Courtney Morrison x6202	ICAP/Post-Secondary planning, AVP, Career, college courses, testing accommodations, 504, health concerns, class scheduling, credit summaries
Admin. Assistant Registrar	Jo Fletcher x6212	Appointments with the principal, parent advisory committee, transcripts, student records, class scheduling assistant, student medication information, Health room / Nurses assistant, enrollment questions, 20 Alert, Free and reduced program, general questions
Attendance	Jennifer Hemmingway x6201	Attendance, parking permits, discipline records, student medication information, Health room / Nurses assistant, school newsletter, transportation, general questions
Puma Mentors	As assigned	Progress monitoring, student advocate, graduation requirement monitoring
Individual Teachers	Specific Course Instructor	Specific course questions
Technical Technician	Jaise Two Crow x6242	Technology issues, Infinite Campus, internet agreements, website questions
Librarian	Tamiria Padilla x6215	Media center
Bookkeeper	Diane Pfeiffer x6230	Calculator check out, fees and fines, purchasing
SPED, Rtl, TAG	Karen Wasserman x6241	Student Resource Services, Yearbook
Safety and Emergency	Matthew Peska	School Resource Officer

Campus Security and Emergency Procedures

School Safety Plans

At Aspen Valley we review and practice for three different scenarios, emphasizing that preparation can help minimize confusion, panic, and unsafe responses to crisis situations.

1. Fire Drills: If the fire alarm sounds during class, students should follow the exit routes posted on maps in each classroom. With their class, they should move away from the building and stay out of the path of emergency vehicles. If the fire alarm goes off during an open time (passing periods or lunch), students should go out the nearest available exit and move away from the building toward the grassy area on the far south side of the lower parking lot. In both cases, they should wait for an all clear signal from administrators before returning to the building.
2. Evacuation Drills: A gas leak or other utility problem is the likeliest reason for evacuating the premises. Students follow the fire drill procedure above. If they are instructed to evacuate rather than return to the building, they, with their class, should safely report to the primary evacuation site, District Twenty Education & Administration Center. If the evacuation call occurs during an open time (passing periods or lunch), students should report to their Puma teachers, who will be arrayed alphabetically at the designated meeting area. From there, administrators will provide instructions for orderly evacuation. Should the call be to evacuate all school properties, students should proceed to the secondary evacuation site, Dillard's lower parking lot. From there, administrators will provide instructions for orderly evacuation.
3. Lockdown Drills: A lockdown drill occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock their doors, turn out their lights, and have everyone move to a place where they are not visible from the hallways. If the code is announced during an open time (passing period or lunch), students should move to the closest classroom or multi-purpose room.
4. Secure Perimeter - Secure perimeter occurs when there is an outside threat – all perimeter doors and grounds are secured.

Emergency Closings (Policy EBCE-R): When school has been closed due to inclement weather, all activities scheduled for that day will be cancelled as well. The superintendent or his designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Every available resource will be used to help with the decision to cancel school because of inclement weather or unsafe road conditions.

Parent share asked to help with the decision as far as their own children are concerned. If a parent's judgement is that it is too hazardous to send his/her child to school, that child should be kept home. The child will not be penalized for the absence and will be given the opportunity to make up missed assignments.

Parents, student and staff members shall be informed early in each school year how they will be notified in the event of emergency closings or early dismissals.

If, at any time during the day, in the parent's judgment, the weather is bad enough that they or an adult representing them wants to come to school and pick up their child, the principal will release the student.

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 Spring Police Department.

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 – even off-campus activities. Student identification cards are issued to each student at the beginning of the school year and MUST be carried at all times.

Safe2Tell™: Aspen Valley 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.

Security: All guests, including parents, MUST present a driver’s license or government issued photo identification at the front desk, and be given a visitor I.D. All doors will remain locked except during lunch.

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 administration. A visitor pass must be obtained from front desk personnel. Another student may visit Aspen Valley 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 the counselor or school personnel 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.

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 Drive, Colorado Springs, CO 80920. Contact the Executive Director for Facilities with any questions. Telephone: 719-234-1510.

School Supplies

In our ongoing effort to help students become more prepared, focused, and organized in their academic lives we have purchased the necessary starter supplies every student will need to begin a successful year at Aspen Valley High School. These starter supply kits include a binder, student planner, pens, pencils, highlighters, dividers, notebook paper, graph paper, and a protractor. The cost per **student starter kit is \$35**. This is a mandatory purchase to ensure that all students have the materials they need to start the school year prepared to learn. All students are required to have a USB Drive (minimum 1 gig). Classroom teachers will provide a list of other supplies for their classes during the first week of the semester.

Messages for Students

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 main school line 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/guardians or of a non-urgent nature will be delivered in a timely manner. Emergency telephone messages will be delivered to students promptly. We are unable to deliver messages during lunch.

Mentors and Puma Class

Each student is assigned a mentor who will become very familiar with each student's needs, academic progress, attendance, and future goals. This person is the student's primary advocate on staff. Students meet with mentors daily during Puma Lab. Parents are encourage to reach out to mentors regularly to stay abreast of their student’s progress.

Puma Core Values

Core values reflect what is truly important to us as a community. These are not values that change from time to time, situation to situation or person to person, but rather they are the foundation of our school culture. Aspen Valley is an exciting school of which to be a part and a very special place to work. Our core values are one of the primary reasons for this feeling, and they transcend our community’s culture. By maintaining core values, regardless of changes in the students enrolled or staff employed, we can preserve what has always been special about our school. These core values are the soul of our community.

RESPECT, RESPONSIBILITY, CITIZENSHIP

Respect

Accept individual differences
Be tolerant
Be fair
Be considerate

Responsibility:

Be accountable to self and others
Be reliable
Follow through
Be supportive of each other

Citizenship:

Get involved
Serve your community; family, peers, school & country
Be a team player
Be charitable

These are Aspen Valley’s Core Values. Learn them ... understand them ... follow them ... and encourage others to do the same.

Planners and Planner Points

If the student has 5 points per class period, the student is meeting expectations. If a student has fewer than 5 points, the teacher will indicate the area of concern.

To earn 5 points per class period,

- Student was on time to class
- Student has turned in all assignments (quizzes, projects, tests, etc.)
- Student participated appropriately –
 - attitude and behavior contributed to a positive learning environment
 - student came to class with necessary materials
 - student was on task for the period
 - student did his own work rather than copied off of others

1 or more point(s) will be deducted when any of the above expectations are not met.

Students are expected to maintain a minimum of 90% planner points each week.

Planner points will not be given retroactively. Students have until the end of the day to get a teacher's signature. Failure to get a teacher's signature will result in the loss of points for that class. Failure to have a planner for the entire day will result in a discipline referral.

Students are also expected to have their parent(s) sign the planner daily. (This is checked during puma period.) Students will lose 2 points in Puma if planner is not signed by a parent/guardian. Parents/Guardians and teachers may use the planner to communicate with one another. As an official document, the planner should not have any inappropriate drawings, graffiti, notes, or any torn, folded or missing pages.

Tutoring Expectations

At Aspen Valley students are provided with many opportunities for tutoring. Many teachers also offer tutoring during lunch hours or after school. **It is the expectation that students who need extra help to master subject matter actively seek out and participate in tutoring.**

Grade Day

Grade Day has been established at the end of each hexter for the purpose of rewarding students who have met course expectations and will receive credit. **Attendance on Grade Day is mandatory for each class that a student has not passed with at least 70% mastery.** It is the student's responsibility to communicate with and be signed off by their teachers in order to be exempt from Grade Day attendance. Absences on Grade Day must have the Principal's prior approval (a prearranged absence form must be submitted at least one week prior to the absence). **In the event of illness, a doctor's note may be required for the absence to be excused. If Grade Day is missed and not excused, work may not be made up and an NCE (No Credit Earned) may be assigned for the hexter.**

Enrollment Appeals Process

Aspen Valley maintains the expectation that students fully engage in the learning process as a means of ensuring their own academic success. Significant indicators of this engagement are the degree to which coursework and homework is turned in complete and on time and regular attendance at school. Poor attendance and failure to turn in work are primary reasons why students find themselves failing classes at Aspen Valley. Students who consistently fail to meet academic and attendance expectations will be asked to attend an enrollment appeals conference with their parents and/or guardian to review their enrollment status at Aspen Valley and develop a plan for success. If engagement concerns cannot be successfully addressed, alternative means to completing the student's high school education will be considered.

Rewards and Recognition

Principal's Pass

Students who consistently meet school expectations are eligible to earn a principal's pass which provides them with additional privileges.

Puma Bucks

The purpose of this program is to recognize students for their efforts in going "above and beyond" the norm. "Above and beyond" means whatever the issuer of the pass wants it to mean, there are no strings attached to this. However, in order to serve its intended purpose, this program should be used as a reward for students doing something out of the norm rather than becoming an expectation for those simply not getting in trouble.

What is it? The rewards pass is a check-like piece of paper. Each will be worth \$1 and should be issued to a specific student, dated and signed by the issuer.

What can the kids do with it? Each check can be redeemed at the student store for a \$1 value. Checks may also be redeemed with the issuing staff member for other benefits to be determined by the issuer. Some examples may include; allowing the student to redeem his check to leave a few minutes early from class, or possibly a free PUMA, or redeemed at the Student Store, etc.

Dances

Aspen Valley believes in providing positive social events for our students. Attending dances is a privilege and students should dance appropriately at all times. Students who wish to bring non-AVHS students as guests must receive administrative approval prior to the dance (one guest per AVHS student limit – guests must be in 9th grade or above and under the age of 21).

Counseling Services

The Aspen Valley High School counselor is committed to helping students navigate the high school transition from young adolescence to young adulthood. As student advocates, counselors focus their attention on four main areas:

- Student academic success, whether vocational skills or college preparation
 - Our counselor provides resources and support to assist each student in reaching full academic potential, coordinate tutoring services, and schedule consultations.
- Prepare students for life after high school, to think about their future goals
 - Our counselor helps guide students to more specific college and career opportunities based on their individual, and changing, interests and strengths.
- Students' social and emotional growth
 - Counselors listen to students about important life issues, provide effective crisis intervention, and help students succeed in peer relationships, conflict resolution, and decision-making, and provide appropriate community resource information.
- Prepare students for national tests and coordinate practice tests (PLAN, PSAT).

District 20 high school counselors are committed to helping students move toward maturity and personal responsibility. As students pass through this transition to adulthood, their counselors will be genuine advocates and invaluable resources for students, parents, and the community.

- **COORDINATING:** Counselors may have knowledge of and responsibilities for the following student and community support services: A) Students: testing, placement for special services, new student orientation, scheduling, career exploration, grade level and building transition, peer counseling, and student mediators; B) Staff: staff development, parent-teacher conferences, students contracts (academic, behavior, attendance), and crisis response; C) Community: service projects, parenting classes, parent resource materials, out-of-school educational opportunities, and student reentry from treatment programs.
- **CONSULTING:** A) Students: learning styles, classroom behavior, academic work, testing results, secondary and post-secondary information, careers, and college; B) Parents: student progress reports, test interpretation, college information, and referrals to agencies and other resources; C) Community: work with community agencies and professionals.
- **COUNSELING:** A) Individual sessions include meetings with students and/or parents to develop coping skills, problem solving, and crisis work; B) Group sessions often meet the needs of students with similar concerns (i.e. new students, underachievement and giftedness concerns, changing families, and grief); C) Classroom presentations may include academic planning, study skills, career information, conflict resolution, social skills, drug education, and health education.
- **CONFIDENTIALITY:** Counselors respect the inherent rights and responsibilities of parents, respect the relationship with the student and endeavor to establish a cooperative relationship with both parent and student. The privacy rights of students must be respected. However, counselors shall inform parents of information that may jeopardize the health, safety, and welfare of the student. Such information will be shared with parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

Right to Refuse Services

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter and submit it to the counselor. It is the parents' responsibility to renew their wishes about counseling services when the child's home school changes. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

Special Education Services

Aspen Valley provides limited resource support to students who have Individualized Education Plans and are eligible for special education. Because of staffing limitations IEP students must be able to function effectively on a consult basis. Before a student is accepted, our special education representative shall review the submitted documentation and consult, as needed, with the special ed. representative from the student's enrolled school in order to ensure that those needs can be met through the Aspen Valley program.

Free and Reduced Program

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.

Aspen Valley High School has partnered with the EAC facility to offer food service for our students. There is a sign up process to order lunch, see the main office for details. Policy EF can affect a student's rights to Concurrent Enrollment Programs Act (CEPA). Students who need financial assistance should complete the necessary forms then see Mrs. Fletcher in the main office.

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](#).

Schedule Change Policy

Developing student responsibility is a goal that helps guide educational decision-making. It is expected that students will give careful consideration to the scheduling process and be responsible for the decisions they make.

Beginning of each hexter:

DAY 1, 2

New students will be registered. Schedule changes for other students will be limited to correcting errors and teacher recommended changes.

DAY 3, 4, 5 & 6

1. Students may request a change in their schedule by seeing the counselor or picking up a "drop-Add Form" from the Counseling Center.
2. The request will require the input of the involved teachers, parents, counselor and principal as indicated by the respective signatures required on the "Drop-Add Form".
3. **The change will not become official until the request form is returned to the Counseling Center and the student has their new schedule. Students are, therefore, to remain in their originally scheduled classes until this occurs.*****
4. The following are the only acceptable reasons for the student to initiate a schedule change:
 - Drop a class because the student does not meet the prerequisite or does not have a teacher recommendation.
 - Add a class because the student is a senior needing specific classes to meet graduation requirements.
 - Ad a class where space is available without changing other courses.
 - Drop a class because of double scheduling or add a class to create a consecutive schedule.
 - Drop a class because credit has already been earned.
5. The change will occur based on educational need and space availability.
6. Courses dropped through the 6th day of the hexter will not appear on the student's transcript.

***STUDENTS ARE TO ATTEND THEIR SCHEDULED CLASSES UNTIL THE CHANGE PROCESS IS COMPLETE. STUDENTS WILL HAVE THREE DAYS TO COMPLETE THE PROCESS, AFTER WHICH THE REQUEST MAY BE DENIED. THE COMPLETED "DROP-ADD FORM" MUST BE RETURNED TO THE COUNSELING CENTER AND WILL BECOME OFFICIAL WHEN THE NEW SCHEDULE IS RETURNED TO THE STUDENT.

Student Fees, Fines and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the Board. The fee shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify whether the fee is voluntary or mandatory and the specific activity from which the students will be excluded if the fee is not paid.

Among the fees which the Board may authorize are the following:

Textbook Fees:

Textbooks shall be provided on a loan basis. Nonindigent students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. The rental fee and corresponding depreciation schedule shall be adopted by the Board prior to the textbook's introduction into the classroom. No rental fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used.

If the school district has made a reasonable effort to obtain payment for lost or damaged textbooks to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay. The parent/guardian of a student may apply for reduced or fee waivers by submitting an application for free and reduced lunch status indicating that information may be released for use in determination of specified fee waivers. A student shall not be refused use of textbooks based on failure to pay the required fees.

Fees for Expendable Supplies and Materials:

Teachers shall determine a basic course for each class, which can be completed with materials furnished by the school. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. The parent/guardian of a student may apply for reduced or fee waivers by submitting an application for free and reduced lunch status indicating that information may be released for use in determination of specified fee waivers. Students shall be required to pay for materials that go into shop, crafts or art projects that are above the basic requirements for the course and are to be retained by the student.

Miscellaneous Fees:

Students may be asked to pay miscellaneous fees on a voluntary basis as a condition of participating in or attending a school-sponsored activity or program not within the academic portion of the educational program.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on activity trips. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

Waiver of Fees:

Indigent students are eligible for fee waivers. The parent/guardian of student may apply for reduced or fee waivers by submitting an application for free and reduced lunch status indicating that information may be released for use in determination of specified fee waivers.

Fee Schedule:

The district shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need. See administrative policy JQ.

Aspen Valley Student Fee Schedule

The following student fees are collected at registration on the first day of school:

Parking	\$20.00	(per semester)	Yearbook	\$60.00	
	\$40.00	(annually)	Student Planner	\$5.00	(when sold separately per semester)
Field Trips	Variable	Depending on cost of trip			
Student Starter Kit	\$35.00	(planner included)			
Senior Fees	\$75.00	(non-refundable, due by the end of first semester)			

Graduation Requirements Grades 9-12 POLICY IKF

Aspen Valley is a four-year high school. District 20 graduation requirements are based on credits earned in grades 9 – 12. Some mathematics and world language courses completed while in middle school may meet high school graduation requirements; however, only credit earned in grades 9 – 12 shall be counted toward graduation credit requirements and grade point average calculations.

Graduation requirements are based on the units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course.

1 hexter	=	.33 credits
3 hexters	=	1.0 or 1 credit
3 hexters	=	1 semester

Non-Credit Requirements:

- Research paper
- Voter registration
- Senior Exit Project
- Current CPR certification
- Job/Job Shadow

For students graduating in the 2020-2021 school year, and for each graduating class thereafter, students must:

- I. Meet coursework requirements. These requirements, listed in the table below, have not changed for the class of 2021. These requirements, in effect since 2011, reflect a well-rounded sequence of courses that prepare D20 graduates for a wide range of post-secondary options.
- II. Demonstrate proficiency in both math and English language arts (ELA). This Colorado Department of Education requirement is new for the class of 2021. During each of the past three school years, Academy School District 20 has convened a task force to develop procedures and options to meet the needs of all D20 students.

Graduating Year	2019	2020	2021
TOTAL CREDITS REQUIRED	50	50	50
ENGLISH	8	8	8
MATH	6	6	6
SCIENCE	6	6	6
SOCIAL SCIENCE	6	6	6
U.S. History (required)			
Civics (required)			
World Language	2	2	2
CORE/ACADEMIC ELECTIVES (includes English, Foreign Language, Math, Science, and Social Science)	6	6	6
UNRESTRICTED ELECTIVES	6	6	6
PHYSICAL EDUCATION	3	3	3
HEALTH	1	1	1
ARTS	1	1	1
DISCOVERY	1	1	1
CAREER FOUNDATION	1	1	1
MULTI MEDIA	1	1	1
COLLEGE COURSES	1	1	1
VOLUNTEER SERVICE (72 hours)	1	1	1

Math and ELA Proficiency

Students may demonstrate proficiency in math and/or ELA by any one of the following:

- Meeting the established minimum score on one of CDE's approved assessments
- Obtaining an approved industry certificate that aligns with their individual career and academic plans (ICAP).
- Obtain a C- or higher in an approved concurrent enrollment, college level course that aligns with their ICAP.
- Obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP.

Seniors who have not met ALL graduation requirements will not participate in the commencement ceremony.

Grade Point Average

The following point average will be used to compute grade point average:

A = 4 points

B = 3 points

C = 2 points

NC = 0 points, not used in computation

NCE = 0 points

P = Pass, not used in computation

MARKING SYSTEM

A – 90-100 Excellent

B – 80-89 Above Average

C – 70-79 Average

NC – No Credit, Audit

I – Incomplete

NCE – No Credit Earned (0%)

P – Passing

Calculation of Grade Point Average (GPA)

Students who successfully pass a class will receive credit for that course. Grades will be calculated on a four-point scale. Class rank and all honors will be based on GPA.

Should a student transfer into Aspen Valley High School with a record of numerical grades, those grades will be converted to letter grades based upon the information on the accompanying transcript.

A grade of "Incomplete" may be given at the discretion of the teacher. When the missing class work is made up and the incomplete grade is changed, the cumulative data will be updated appropriately. A student shall be allowed to make up an incomplete grade within a two-week period after the end of the semester unless other arrangements have been made in writing with the teacher. In the absence of prior arrangements, the Incomplete shall become an NCE after the two-week period.

Grade Reports and Transcripts

Aspen Valley High School grades can be accessed through Infinite Campus, student planners, or by emailing teachers. Grade reports will be completed for all students every six weeks. The official grade that appears on the transcript is the semester grade.

Student Classification

For the first three years of high school, students are classified based on the number of years they have spent in school. Thus all students in their first year of high school are classified as freshmen; all students in their second year are classified as sophomores; and all students in their third year are classified as juniors.

At the end of the third year, however, the focus shifts to total credits required for District 20 diplomas, and students are classified based on the number of credits they have accumulated toward graduation. Students who have not accumulated at least 34 credits by the end of their third year in high school are not on track to graduate with their original class and will remain classified as juniors.

The chart below shows the number of credits a student should earn each year in order to stay on track to graduate within four years. Privileges related to grade-level classification—including but not limited to ID's, off-campus privileges and parking permits—are based on this credit-earned system.

Credits earned

9 or fewer

10 – 21

22 – 35

36 or more

Credit Progression

Freshman

Sophomore

Junior

Senior

Outside Credits

A student wishing to take correspondence courses should contact our AVHS counselor for the procedure and secure prior approval with an administrator. Please be advised a maximum of two units of credit (2 semesters or a 1-year course) of correspondence study may be applied toward graduation. Correspondence credits cannot fulfill specific graduation requirements (i.e. English, Discovery or U.S. History as required) unless the course is to make-up a course that was failed.

Post-secondary Planning/Individual Career & Academic Plan Requirement (ICAP)

The Individual Career & Academic Plan (ICAP) assists students with post-secondary planning to assure that all students are prepared to make informed decisions about their futures. ICAP is much like a portfolio where students learn about and record such information as learning styles, interest inventory results, awards, and community service records. Additionally, Aspen Valley uses ICAP to help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores.

An integral component of ICAP is Naviance, www.naviance.com

Aspen Valley students participate in the ICAP program through their Puma periods. Counselors encourage students to discuss their ICAP progress with their parents and to visit the Naviance website together. Portions of a student's ICAP portfolio may be stored online and available to the student 24/7. Aspen Valley students will present their online portfolios within their student/parent/teacher conferences. As with all learning, your dialogue with your student will make this experience even more meaningful for him/her.

DISTRICT 20 ICAP TASKS

Grade Level	Task
9 th	<ul style="list-style-type: none"> • Enter your postsecondary & workforce goal • Create a four year high school plan of study • Complete Career Cluster Finder and add career clusters to your list • Complete Career Interest Profiler and add favorite careers to your list
10 th	<ul style="list-style-type: none"> • Update your postsecondary and workforce goal • Edit your four year high school plan of study as needed • Start creating a resume of your activities, awards, and accomplishments • Potential college athletes may now register with NCAA (or NAIA) • Complete "Do What You Are" personality type survey and add any new careers to your list • Complete Part 1 ("Goals after high school") section of the Fame Plan survey
11 th	<ul style="list-style-type: none"> • Update your postsecondary & workforce goal • Edit your four year high school plan of study as needed • Take ACT (required of all juniors in CO in April of the junior year, at AVHS) • Take SAT if interested • Update resume • Complete the Game Plan survey • Complete a college search and add colleges you are thinking about • Register for NCAA (or NAIA) for potential college athletes if not previously done • Complete Game Plan Survey • Complete a college search in Naviance and add "colleges I'm thinking about"
12 th	<ul style="list-style-type: none"> • Update your postsecondary and workforce goal • Update and complete resume • Retake ACT or SAT if needed, early in senior year • Apply to college if college bound (or appropriate alternative applications) • Search and apply for scholarships if college bound! • Continue college search and add "colleges I'm applying to" (you can move schools from your "thinking about" list to "applying to list", and you can add additional schools to your list • Register for COF (at www.collegeincolorado.org) for in-state residents looking at in state schools. • Register for NCAA (or NAIA) for potential college athletes if not previously done, send transcripts from all high schools attended and ACT and/or SAT scores directly from the testing agencies • Complete Graduation survey in the Springs in computer labs with college and/or senior counselor • Apply for Financial Aid (the FAFSA opens on January 1st of the senior year, www.fafsa.ed.gov) (Note: some private schools may also require the CSS Profile, www.collegeboard.com)

More About Naviance

Naviance provides several features to help with college and career planning, including the following:

- **ICAP:** in the “my planner” tab, click “tasks assigned to me” to check out grade level ICAP tasks. Also, build and update your four year plan in the “courses” tab to satisfy graduation and college entrance requirements.
- **College Research:** Research colleges, search for scholarships, and sign up to attend college visits from the “colleges” tab.
- **Career research:** Take a personality survey, a career interest profiler, and research different careers and majors from the “careers” tab. Cross-check your interested majors with colleges.
- **Goal setter:** Complete a “game plan” in the “about me” tab to get thinking about your goals after high school. This tab also includes a resume builder.

Aspen Valley High School students participate in the ICAP program through Puma classes and classroom presentations. Students are encouraged to discuss with their parents what they have learned and to visit the Naviance website together. Portions of a student's ICAP portfolio may be stored online and available to the student 24/7. As with all learning, your dialogue with your student will make this experience even more meaningful for him/her. Please contact your student's counselor to make an appointment to view and discuss your student's ICAP folder materials. The counselor will assist you with this process of career interest exploration and post-secondary planning.

College Course Requirement

All students at Aspen Valley are required to complete one three credit college course in order to earn an Aspen Valley diploma.

Concurrent Enrollment Programs Act (CEPA) 191250

All students at Aspen Valley are required to complete one three credit college course in order to earn an Aspen Valley diploma. The Concurrent Enrollment Programs Act (CEPA) (CRS 22-35-101 et seq.) makes it possible for eligible students in grades 9 through 12 who are under the age of 21 and officially registered with Academy District 20 to simultaneously enroll in their local high schools and in qualified institutions of higher learning. Interested students must meet eligibility and application criteria as identified by the statute and further defined by the district and must involve their counselor in the process from the outset.

- The student must establish an Individual Career and Academic Plan (ICAP) that lists and intentional sequence of courses reflecting progress towards graduation and postsecondary goals. The requested college course(s) must align with the student's ICAP and cannot replace a corresponding course available in the district.
- The student must demonstrate college readiness by meeting minimum scores on the Accuplacer, SAT or ACT, maintaining a 2.5 high school GPA, and satisfying any prerequisites as defined by the institution of higher learning.
- In all cases, the number of college courses is limited to two per semester. Physical education courses are not paid for by the district. Seniors may take limited remedial courses. The student should see his/her counselor for details regarding approved classes.
- A student in 9th and 10th grades may apply for CE courses under a waiver process only.
- A student in 11th and 12th grades may apply for CE courses with the concurrent enrollment application.
- The student should begin the application process with his/her counselor well in advance of deadlines. Each high school will set a due date for each semester for submission of application materials to the counseling office. Counselors and principals must approve the concurrent enrollment application including the student's ICAP prior to the student's final submission of the complete application to the district level administrator at the Academy District 20 Education and Administration Center (EAC) at 1110 Chapel Hills Drive. The student should submit his/her approved application to EAC by November 15 for the following spring semester and May 15 for the following fall semester.
- The student must reapply for new CE courses each semester.
- The student must register for the Colorado Opportunity Fund (COF) at www.collegeincolorado.org to establish eligibility for the state tuition stipend that reduces the student's tuition costs.
- For an approved applicant, the district shall pay, directly to the institution of higher learning, the prevailing community college rate per on-campus credit hour whether the student attends a 2 year or 4 year college. The student shall pay to the institution of higher learning any tuition in excess of the community college rate plus fees, additional costs, books, and transportation, etc.
- The student and his parent/guardian must sign a Promise to Repay Contract as part of the application process. The contract outlines tuition repayment conditions for CE grades of D, W, F, INC. Non-refunded tuition will be added to the student's outstanding fees at his/her high school.
- Courses taken under the CE program will count for high school credit and that grades earned will be reflected on the high school transcript and factored into the cumulative grade point average.

Job/Job Shadowing Requirement

In order to receive an Aspen Valley diploma all students are required to complete the Career Education course as well as a career exploration experience. Career exploration may include 180 hours of paid employment documented with pay stubs, paid or unpaid internship and/or job shadowing. The intent is to introduce students to the commitment of becoming self-sufficient while exploring career opportunities. At the conclusion of this requirement students should have a greater understanding of their employment commitment and/or their desired career field. Mentors and the school counselor will assist students in planning to meet this requirement. Job shadowing information can be found on the school's website.

Volunteer Service Requirement

Students are strongly encouraged to engage in regular volunteer activities to ensure they have met the 72 hour obligation well before graduation. The school website and Puma mentors can help student's access volunteer opportunities. Documentation of all service learning activities must be submitted to the school counselor. **Only work conducted with registered non-profit organizations may be counted toward volunteer hours.**

Volunteer service is a requirement for receiving a diploma from Aspen Valley High School. The intent is to encourage students to participate in supporting a community need that they are interested in helping to meet. This requirement should create an awareness in the student of the many unmet needs that exist within their community and further enhance their understanding of how becoming involved creates ownership in solving the problem being faced by those in need.

Senior and Pre-Graduate Check-out Procedures

Before diplomas are distributed, seniors must check-out of Aspen Valley High School. It is the student's responsibility to complete the designated procedure prior to graduation. The Senior Liaison and/or their Puma mentor shall provide the student with the necessary steps and timelines to successfully complete the check-out process. Pre-graduates who withdraw from Aspen Valley must also adhere to a check-out procedure. The registrar has the form regarding the pre-graduate check out procedures. The completed check-out sheet will enable you to re-enroll, have transcripts sent, or get credit for classes taken at AVHS. Students should begin this process 24 hours before leaving school. All obligations must be cleared before any records or files will be forwarded.

Statement of Discipline

Aspen Valley High School reports to colleges as requested, all suspensions and expulsions.

The Registrar's Office will provide all transcripts for students who are currently enrolled and seniors who have graduated, through the last day of school. Alumni and other former students, visit the online transcript ordering system maintained by the district office at <https://asd20co.scriborder.com>. The fee is \$10 for three official copies and one unofficial. After the last day of school, current graduates will receive a no-charge transcript until August 31st of the year they graduated. Contact the Help Desk for a coupon code online at the site captioned above or help@asd20.org. You will need to verify your identity if you want a transcript sent to a non-educational address. Corporations requesting a background-check may request a former student's transcript or a letter verifying whether the student graduated from a school in Academy School District 20. Upload a document signed by the former student authorizing us to release the information to you. File your request using our online system at <https://asd20co.scriborder.com>. The fee is \$20. Direct questions to the Help Desk, help@asd20.org or 719-234-1777.

Homework Policy

Introduction

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

Philosophy

The philosophical basis for giving homework at Aspen Valley High School is to provide independent practice of skills learned in the classroom as an extension of the course content. Homework should accelerate learning and maximize the use of class time for instruction. During class time the teacher acts as a facilitator to provide direct instruction, active participation, and guided practice. Students are often involved in hands-on projects and cooperative learning groups during class time. Each class period is designed to provide students time to begin homework activities and to allow the teacher time to oversee and correct student practices.

Purpose

The staff, students and parents are in agreement that homework should promote responsibility, effective time management, skill practice, problem solving, and life-long learning; allow students to access a variety of sources of information; inspire students to learn; and prepare students for college.

Policy

1. Parents are the primary overseers of homework completion. Therefore, teachers will direct students to record homework assignments in their planners each time homework is assigned. Parents are to check the students' planners each day and sign the planner indicating they have checked the planners. Students may lose planner points if the assignments and due dates are not recorded in the planner daily.
2. Parents and students can expect the following course requirements that typically demand out of class time:
 - 18 hours per year (total of 72 hours) of community service to be completed prior to graduation.
 - One to two composition assignments every two weeks.
 - Three quality projects per class per hexter equivalent to one hour per week of homework.
 - One inter-disciplinary project per hexter. Time varies according to project.
 - One to two hours of homework per week per hour of college class.

Implementation

Teachers will not assign "busy work" homework, but will give students activities and projects directly related to the Colorado Content Standards, and the Scope and Sequence of the course in which the students are enrolled. Teachers will be flexible in making homework assignments and will develop them with students' learning styles in mind.

Homework that is not complete will be communicated to both the student and the parent. A reward system is in place for students each semester who complete their work on time and have demonstrated out-of-class work. Consequences of incomplete work will result in mandatory attendance on Grade Day and possible Incomplete or No Credit for the course.

Makeup Policy: Assignments

It is the student's responsibility to obtain and make up any work missed as a result of an absence. The teachers at AVHS will publish their classroom expectations at the beginning of each semester to ensure students are aware of the timeline for submitting makeup work. In addition, please review the Job Shadowing Handbook to identify the makeup policy that corresponds to absences as a result of job shadowing experiences. See administrative policy JH.

Late Assignments

It is the student's responsibility to complete and submit assignments based on the timelines directed by each individual teacher. Assignments that are submitted late may be subject to penalties as described by the teacher's classroom expectation policy published at the beginning of each semester.

Cheating and Plagiarism Policy

Academic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work or any kind of multi-media presentation will not be tolerated. Plagiarism and/or cheating will result in a "0" on the assignment, test, etc., or other consequences determined by teacher and school administration.

Testing and Student Assessment

Students 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.

Evaluating student performance is an integral part of any educational environment. At Aspen Valley we assess student achievement, ability, and performance in a variety of ways. It is critical that parents and students understand the testing process and recognize the need for students to do well on all tests to help us assess, over time, the level at which students are functioning. Students must show their academic skills via the following testing situations:

Pre and Post Testing. When students first enter AVHS, they will take diagnostic tests particularly in reading to determine whether the student is performing at grade level.

Benchmark Testing. Student progress in mastering critical skills in reading and math is measured three times over the course of the year. Students who demonstrate the need for additional assistance on these assessments may be assigned to tutoring or remedial classes.

Standardized Testing. The State of Colorado has mandated that all schools will be evaluated on the scores that students in the school achieve on state mandated tests. Therefore, we make every effort to ensure that the students at Aspen Valley receive a quality education and that they demonstrate strong academic skills. Teachers will be reviewing basic skills with students all year long and will assist students in test-taking strategies. Please make attendance a priority during the testing windows.

Writing Assessment. In District 20, we assess all juniors on their writing skills via a writing sample given in the junior English class. Students will be assessed in six different areas. Students in English III will be assisted in developing skills through on-going practice in essay writing. It is critical that students achieve an average of 3 or better on the test. In the event that students do not receive a 3 or better, they may be given an opportunity to remediate their writing skills until they can achieve a 3 or better on a similar test.

Library Media Center and Technology

Computer-Acceptable Use Policy

Technology is an integral part of the learning process at Aspen Valley. It is available as a tool in all curricular and co-curricular areas for communication, problem solving, critical thinking, and to hone computer and research skills. Students have the opportunity for email and use of the home drive on the server. District 20's Network User Agreement must be completed by a parent or student guardian online before students may access AVHS computers. Parents: For internet access to accept the terms of the agreement on campus, please see the Computer Lab Tech for assistance. Students are expected to understand and follow the acceptable use agreement. Violations may result in disciplinary action including the loss of access to technology resources on campus. See administrative policy IJND-E-2.

Library Media Center

All library materials are checked out on loan. Students will be required to present their student ID when checking out books in the library. Students who lose or damage books or equipment must pay to replace or repair them. Students are responsible for any materials in their care.

Textbooks

In order to keep textbooks in good condition, they should be covered at all times. This will help to avoid fines at the end of the year. Students are responsible for costs related to the repair or replacement of damaged textbooks checked out to them.

Transportation

Aspen Valley is considered a choice school for transportation to and from the school. Academy District 20 charges a fee for transportation. For all transportation information and costs, please review the following information on the [Academy 20 Transportation Department](#) website.

School Bus Access & Safety

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

Field Trips

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

The Board expects all students to be under qualified adult supervision at all times when they are in school or on school grounds during school hours, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the health, safety, and welfare of the students in their charge.

In keeping with this expected prudence, the following procedures will apply to all field trips:

- no student shall attend or accompany any off site school-sponsored activity without express consent of their custodial parent(s) or other authorized persons as indicated on a school field trip form.
- during school hours, or while engaging in school-sponsored activities, students will be released only into the custody of their known custodial parent(s) or other authorized persons.
- no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.
- no student shall drive themselves or any other student to school field trips.

Student Drivers

If you are under 18 you cannot drive a vehicle carrying a passenger under 21 unless you have held your driver license for at least 6 months. And, you cannot drive a vehicle carrying more than one passenger under 21 unless you have held your driver license for at least one year.

Exceptions to carrying passengers:

- If your parent or guardian is in the car with you, or
- If there is an adult passenger in the vehicle, 21 years of age or older, who has a valid license and has held a driver license for at least one year, or
- If the passenger under 21 needs emergency medical assistance, or
- If the passengers under 21 are members of your immediate family and they are all wearing seatbelts.

There are also new restrictions on the time of day that you can drive. If you are under 18 you cannot drive between the hours of 12 midnight and 5 a.m. unless you have held your driver license for at least one year

- unless your parent or guardian is in the car with you, or
- unless there is an adult passenger, 21 years of age or older, in the vehicle who has a valid license and has held a driver license for at least one year, or
- unless you are driving to school or a school-authorized activity and the school doesn't provide transportation. You will need a signed statement from the school official showing the date of the activity, or
- unless you are driving because of employment; you must carry a signed statement from your employer verifying your employment, or
- unless you are driving because of an emergency, or
- unless you are an emancipated minor but your parent(s) or guardian(s) have not canceled your license.

Parking Lot Searches

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 of parking privileges without a right to appeal and with no refund of the parking fees paid. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. See administrative policy JIHB.

Parking Lot Regulations

Students may not be in the parking lot for any other reason than to walk to and from their car and the building or while under the supervision of a staff member. Students must register all vehicles they will be driving to school with the Attendance Clerk. All parking lot regulations are to be observed at all times including speed limits and parking in appropriate places. Students may park in non-designated parking spaces, on a first come, first served basis. Unlawful parking in handicap parking spaces will be referred to the Colorado Springs Police Department for citations. Additional violations may result in the suspension of parking privileges in the school parking lot. Parking fees are \$40.00 per year,

\$20.00 for the semester and are non-refundable. Neither Aspen Valley High School nor Academy District 20 is responsible for lost items or damage to cars. **Visitors must park in "Visitor Parking" and remain in their vehicles or check-in at the front desk. Students are responsible for making sure that their visitors know all rules and Regulations.**

District 20 Attendance Policy as Defined by State Law

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>.

Attendance (administrative policy JE):

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

Colorado law requires every student who is age 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

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

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

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

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S §22-33-107(3)(a)]. Be aware that the district will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address "habitual truancy." Legal action may be taken by school administrators if students fail to follow compulsory attendance laws.

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 the attendance clerk 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 the attendance clerk within 24 hours may result in a disciplinary referral to the principal 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 sign in at the front desk first.

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

- Students obtain a pre-arranged absence form from the front desk 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 and how missed work will be made up.
- The school counselor and principal then approve and sign the document. If it is determined that the teachers, counselor and principal do not endorse the absence the principal may request a conference with the student and/or parent.
- Lengthy absences are discouraged; grades and academic achievement will be impacted.
- Students submit the completed form to the counselor prior to the absence.
- It is the student's responsibility to follow-up with teachers upon the student's return.

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

Tardy: Tardy will be defined as not being the assigned class when classes begin. Tardy policies follow the district policy on absences.

Inclement Weather Procedures

NEVER assume or anticipate school being cancelled because of the weather. What one person sees in one part of School District 20 may be completely opposite in another area. The following radio station, TV stations, and websites will broadcast school cancellations, a delayed start or early dismissal:

Radio: Denver: KOA, 850 AM

Colorado Springs: KCME 88.7; KATC 95.1 FM; KBIQ 102.7 FM; KVOR 740 AM; KRCC 91.5 FM; KKLI 106.3 FM; KKFM, 98.1 FM; KILO, 94.3 FM; KRDO 1240 AM/105.5 FM; KVUU 99.9; KKMG 98.9; KCCY 96.9; KYZX 103.9; KIBT 96.1; KTLF 90.5; KSPZ 92.9;

TV: KKTU, Channel 11; KRDO, Channel 13; KOAA Channels 5/30, KXRM FOX 21

Websites: D20 <http://www.asd20.org>

AVHS <http://www.asd20.org/avhs>

Email/ Phone: 20 ALERT

Please listen closely to one of the stations listed above, and/or check the website(s) for any information. Decisions on cancellations or a delayed start are usually known by 5:30 a.m. at the latest. Remember, inclement weather is no excuse for being late to school, so plan ahead for a safe trip. Classes will begin at 10:55 a.m. when a 2 hour delay is called. ***If the 2-hour delay occurs Puma is cancelled for that day***

Specific Aspen Valley Attendance Policies

Pre-Arranged Absences

All pre-arranged absences must be approved by the principal at least one (1) week in advance of the absence. If a student anticipates that he or she will miss school, the student should obtain a pre-arranged absence form from the attendance clerk. The principal will take into consideration planner points, attendance and academic standing when considering pre-arranged absence requests.

90% Attendance Expectations and Appeals

As a condition of enrollment Aspen Valley High School expects students to maintain a 90% attendance rate. Parents will be notified if their student is not meeting this criterion and students will be given the opportunity to present an appeal and plan for addressing the attendance concerns. If attendance concerns cannot be successfully addressed, alternative means to completing the student's high school education will be considered.

Attendance Waivers for Seniors

Seniors will not be allowed to have unscheduled periods unless they qualify for an attendance waiver. Attendance waivers will only be granted to students who need them because of college or work schedule conflicts. Over the last few years Aspen Valley has experienced an increase in the number of seniors who, having met most of their District 20 graduation credit requirements by the end of the first semester, elect not to take further classes during the second semester. This is undesirable for a number of reasons. We lose track of these seniors during a time when they are most likely to get into trouble with other important graduation requirements such as volunteer hours, work/shadowing experiences, and college classes. We lose the significant positive influence that our older, more experienced students have on their younger peers; we lose their leadership. The seniors, although they may not agree, lose the opportunity to continue exploring courses that may help them make post-secondary choices or prepare them better for their post-secondary pathways.

Balancing Rights and Responsibilities/Safe to Tell

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 Notification of Handbook of Student Rights and Responsibilities, are designed to protect rights, yours and others. They help control and, if necessary, 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," "tattle-tale," etc. It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE).

Discipline Policy

The purpose of the Aspen Valley discipline procedures are to ensure consistency of student discipline, communicate caring, avoid conflict, and respond quickly. Our discipline policies are grounded in the philosophy of Love and Logic.

Administrative Policies: 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>.

Contracts: Students attend Aspen Valley under an academic, attendance and/or behavioral contract. This contract shall be written to meet the specific needs of the student and the Aspen Valley community. Parents and students are expected to sign and support these agreements. Contracts will be enforced by administration effective immediately upon receipt by the student. Failure to comply with the terms of the contract may jeopardize a student's enrollment at Aspen Valley.

Referrals: Staff members may write a referral and send it to the administrator or designee for violations of Aspen Valley or Academy District 20 rules.

Due Process: At the time of a disciplinary proceeding, the principal or designee shall give the student notice of the anticipated action. The notice will contain the following information:

- a. A statement of the charges against the student.
- b. A statement of the basis of the allegation. Specific names may be withheld if necessary to protect a witness.

The student will be given an opportunity to have an informal hearing and to admit or deny the allegation(s) and to give his/her version of the events. The notice and informal hearing should precede any removal of the student from school. There need be no delay between the time notice is given and the time of the hearing. If the student's presence in school presents a danger, administration will not be required to give notice nor provide an informal hearing prior to removal from school. A post-suspension conference may be arranged before the student returns to school.

Consequences: Students will be held accountable for their choices. Consequences will vary depending upon the severity of the violation of school rules.

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):

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The district administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

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

Exceptions:

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

It is the right and the responsibility of the staff and administration of the school to monitor dress and appearance. Students who are requested to change apparel in order to be commensurate with appropriate dress expectations will do so with the understanding that they are in this environment by choice and have agreed to dress appropriately. **If students do not comply with staff requests to change inappropriate dress – they will be sent home to change clothes.**

Human Dignity Policy

Students are expected to help create and support a school environment free from the following:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Theft ➤ Fighting ➤ Bullying ➤ Profanity ➤ Vandalism ➤ Substance abuse | <ul style="list-style-type: none"> ➤ Ethnic intimidation ➤ Sexual harassment ➤ Weapons possessions ➤ Dress code infractions ➤ Threats or suggestions of violent acts ➤ Violations of Character |
|--|--|

Violations of the Human Dignity Policy should be reported to Aspen Valley staff or the principal. For complete policy descriptions, refer to District 20 administrative policy JBB Sexual Harassment; JICDD Violent and Aggressive Behavior; JICDE Bullying Prevention and Education; JB/JB-R/JB-E Equal Educational Opportunity for Students, Student Complaint Forms; AC/AC-R Nondiscrimination/Equal Opportunity; JICI Weapons in Schools.

Bullying and Harassment

Bullying (administrative policy JICDE):

Bullying may result in suspension, withdrawal from Aspen Valley, or possible expulsion. 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). See policy JICDE for more information on this topic.

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

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or staff will result in suspension and/or expulsion.

Gangs or individuals who initiate, promote, or participate in activities which threaten the safety or well-being of persons or property on school grounds or at school-related activities, or which disrupt the school environment will be suspended and/or expelled.

Hazing

According to Board Policy JJA, all forms of hazing or other initiation activities that are likely to be degrading to a student or bring criticism to the District shall be prohibited in any group meeting on school premises.

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

Possession 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.

Ethnic Intimidation

Ethnic intimidation by use of symbol, clothing, drawings, literature, or offensive language may result in suspension, withdrawal from Aspen Valley, or possible expulsion.

District's Commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. 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 or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Sexual Harassment

Sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Prohibited

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, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

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.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment;
2. pressure for sexual activity;
3. repeated remarks to a person with sexual implications;
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another; or
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

Reporting, investigation and sanctions:

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal grievance, through the complaint process (JBB E). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer.

If the alleged harasser is the person designated as the compliance officer, an alternate compliance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

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.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Notice and training:

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks.

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

LEGAL REF.: 20 U.S.C.1681 et seq. (Title IX of the Education Amendments of 1972)

CROSS REF.: AC, Nondiscrimination/Equal Opportunity

October 28, 2011

Student Conduct (administrative policy [JIC](#)):

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

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

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

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

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

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

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

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

Interviews by school administrators

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

Searches conducted by school personnel

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

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

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

Search of school property

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

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

Search of the student's person or personal effects

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

- Evidence of a violation of district policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
Search of the person shall be limited to the student's pockets, shoes, 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.

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.

Law enforcement officers' involvement

Interrogations and interviews

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

court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards.

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

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 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 substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and 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 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.

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

It shall be a violation of district policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. **Sharing 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 five school days, with a request by the principal or designee to the superintendent to extend the suspension an additional five days.

The principal shall impose a five-day suspension and shall request the superintendent to extend the suspension an additional five 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 or designee, at his or her discretion, may recommend additional suspension or expulsion. Violations of administrative policy [JLCD](#) on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal or designee.

- Second Offense—The student will be suspended for ten school days.
- 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 a third offense and all subsequent offenses occurring within three years.

Penalties for Possession of Drug Paraphernalia

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

- First Offense - The student will be suspended for three school days.

- Second Offense - The student will be suspended for five school days.
- Third Offense - The student will be suspended for five school days and the principal may recommend expulsion.

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

Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, 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.

Notice to Students and Parents

The district shall annually provide all students and parents with a copy of this administrative policy by posting it on the district website and providing a summary of the administrative policy in the student handbook.

Records

The administration of each school building will maintain records of alcohol/drug offenses, noting date, type of offense, other relevant data and disciplinary action taken. Such records shall be forwarded to the appropriate administrator at the next school the student attends in the district. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative three year total.

Drug and Alcohol Abuse by Students- Policy JICH-R

Students are subject to disciplinary action by school officials in cases involving the use, possession or distribution of alcohol or drugs or substances represented to be alcohol or drugs on school property or (in the proper circumstances) off school property or at district activities. In addition, possession of drug paraphernalia subjects students to disciplinary action.

The district will afford students procedural due process in accordance with administrative policy JKD/JKE in connection with suspension or expulsion actions.

The principal and/or school staff will cooperate with appropriate police investigations relative to the use, possession, or distribution of alcohol and/or drugs or substances represented to be alcohol or controlled substances.

Procedures for all Personnel

The following procedures are to be followed by staff members when investigating violations of administrative policy JICH:

A. Use, possession or being under the influence of alcohol or drugs.

1. A school staff member who becomes aware of evidence or information about alcohol or drugs in school will notify an administrator immediately.
2. A school staff member who has reasonable suspicion that a student is in possession of, or under the influence of alcohol or drugs, will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will investigate the allegation. Such investigation may include interviewing and obtaining signed and dated statements from the student and/or witnesses, noting observations and securing all evidence. (See, at a minimum, Student Interrogation policy JIH and its accompanying procedure JIH-R.)
4. The principal or designee will impose appropriate discipline, if any, based upon the evidence.
5. The principal or designee or the student may request that available technology be used to determine whether a student is under the influence of alcohol or drugs, including but not limited to administration of a passive breathalyzer test. A student's failure to submit to a test designed to detect the presence of alcohol or drugs gives rise to a rebuttable presumption that the student is under the influence.

B. Distribution of alcohol or drugs or substances represented as alcohol or drugs.

1. If an employee is a witness to an act in which alcohol or drugs are being transferred among or by students, the staff member will immediately attempt to detain the students and request that they accompany him or her to the principal or designee. If the students refuse, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures as outlined in the Student Interrogation policy JIH and its accompanying administrative procedure JIH-R.
3. The same procedures for handling evidence will be followed as outlined in Sections A.1-5 above.
4. In the appropriate case, the principal or designee will call the local law enforcement agency and transfer any evidence to the agency's custody. Whenever possible, this evidence will be handed to the law enforcement officer personally by the principal or the designee.
5. If the appropriate law enforcement agency reports to the principal or designee that the evidence is a controlled substance, the principal will suspend the student for up to 10 days and recommend expulsion in accordance with administrative policy JKD/JKE.
6. The school administration will cooperate fully with local law enforcement agencies when investigation and searches related to alcohol and drug offenses are in progress.
7. The principal or designee will impose appropriate discipline.

This administrative procedure must be distributed to all students as part of the annual notification of the district's conduct and discipline code.

Weapons (administrative policy JICI):

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

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

- **A firearm**
 - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or firearm silencer; or
 - any destructive device.
 - A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- **Any knife or cutting instrument possessed without authorization of school officials;**
- **Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.**

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

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

Tobacco Free Schools (administrative policy ADC):

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

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:

- Verbal warning or reprimand
- Teacher, student conference
- Parent contact
- Teacher-assigned consequences
- Detention
- Confiscation
- Conference with counselor
- Loss of privileges
- Cleaning school grounds/buildings
- Plan for improvement
- deemed appropriate by school authorities
- Contract for improvement
- Community service
- Remedial discipline plan filed with the district
- Restitution (payment of damages)
- Charges filed with civil authorities
- Suspension (out of school)
- Parents attend class with student when appropriate
- Expulsion
- Other consequences

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 office, 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.

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

Electronic communication devices, including but not limited to cell phones, pagers and blackberry devices, can play a vital communication role during emergency situations. However, the ordinary use of electronic communication devices within the classroom is disruptive to the educational environment and is not permitted. For purposes of this policy, "electronic communication devices" include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits and audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time. During 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.

See the administrative policy JICJ.

Specifically to Aspen Valley, electronic devices may not be used during instructional time. Violations may result in confiscation and the following consequences. 1st offense— phone returned to student at the end of the day. 2nd offense—phone must be picked up by parent. 3rd offense— phone must be picked up by parent and may not be brought back into the school building for the remainder of the year.

Inappropriate use includes: • Cyberbullying • Texting threats or inappropriate material • Pranks
• Audio and visual recording without permission of those being recorded

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.

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

Pranks

Students are expected to respect and maintain an atmosphere that supports the business of education and is conducive to the learning environment. With that in mind, students shall not organize or participate in any way in any sort of pranks or related events. Students who participate in any form

may be subject to appropriate school and/or legal consequences, which could include but not be limited to revocation of participation in public events sponsored by AVHS such as graduation ceremonies.

School Safety Plans

At Aspen Valley we review and practice for three different scenarios, emphasizing that preparation can help minimize confusion, panic, and unsafe responses to crisis situations.

1. Fire Drills: If the fire alarm sounds during class, students should follow the exit routes posted on maps in each classroom. With their class, they should move away from the building and stay out of the path of emergency vehicles. If the fire alarm goes off during an open time (passing periods or lunch), students should go out the nearest available exit and move away from the building toward the grassy area on the far south side of the lower parking lot. In both cases, they should wait for an all clear signal from administrators before returning to the building.
2. Evacuation Drills: A gas leak or other utility problem is the likeliest reason for evacuating the premises. Students follow the fire drill procedure above. If they are instructed to evacuate rather than return to the building, they, with their class, should safely report to the primary evacuation site, District Twenty Education & Administration Center. If the evacuation call occurs during an open time (passing periods or lunch), students should report to their Puma teachers, who will be arrayed alphabetically at the designated meeting area. From there, administrators will provide instructions for orderly evacuation. Should the call be to evacuate all school properties, students should proceed to the secondary evacuation site, Dillard's lower parking lot. From there, administrators will provide instructions for orderly evacuation.
3. Lockdown Drills: A lockdown drill occurs when a serious emergency threatens the welfare of students and staff and evacuation is not the safest course. If the lockdown announcement is made during class, staff will lock their doors, turn out their lights, and have everyone move to a place where they are not visible from the hallways. If the code is announced during an open time (passing period or lunch), students should move to the closest classroom or multi-purpose room.
4. Secure Perimeter - Secure perimeter occurs when there is an outside threat – all perimeter doors and grounds are secured.

Notification Regarding Sex Offenders

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://cspd.springsgov.com/so/>

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

Nondiscrimination

District policies protect students from discrimination that denies the benefits of District educational programs or activities based on race, color, gender, sexual orientation, sexual identification, religion, national origin, age, marital status, or disability. Students who believe they have been the subject of discriminatory behavior should use the procedures outlined in administrative procedure AC-R. Students or staff members who have witnessed discriminatory behavior are asked to report the incident immediately to the principal or immediate supervisor.

Any student or staff member who violates this policy by engaging in conduct defined above shall be subject to administrative/disciplinary action. See Policy AC, AC-R

Notice of Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act:

In accordance with federal and state law, Academy School District 20 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

Freedom of Expression

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

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

Student Publications Policy

Students have the right to exercise freedom of speech and freedom of the press. As such, no expression contained in a publication, whether or not it is school sponsored, shall be subject to prior restraint unless:

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

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

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

School-Sponsored Student Publications

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

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

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

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

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

Non school-Sponsored Publications

Students have the right to possess and distribute non school-sponsored publications on school property subject to the limitations in this policy and state law. If the appropriateness of any non school-sponsored publication being distributed, or planned for distribution, on school property is questioned, it shall be presented to the principal or designee immediately. The principal or designee may deny approval for the distribution if he or she reasonably determines that the expression is prohibited under this policy. The principal's or designee's decision shall be issued in accordance with policy KE, KE-R.

Time, Place, and Manner Restrictions

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

Definitions

As used in this policy, the following definitions apply:

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

Libelous, slanderous, or defamatory - a false, unprivileged oral or written statement about a specific individual which tends to harm the individual's reputation by lowering the person in the estimation of the community or by deterring others from associating or dealing with the person. Such statements include those which tend to expose an individual to public hatred, shame, verbal abuse, contempt, ridicule, or disgrace.

Personal Rights

Dignity of the Individual

Every person is entitled to be treated with respect and dignity regardless of race, color, ethnicity, religion, gender, sexual orientation, sexual identification, social status, disability, or age. The dignity of each individual is best served when all concerned – students – treat one another respectfully. In particular, sexual harassment and bullying behavior are not tolerated in Academy District 20 schools and school activities; or on buses/bus stops.

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. See administrative policy JJA; JJA-R.

Freedom from Discrimination

District policies protect students from discrimination that denies the benefits of district educational programs or activities based on race, gender, sexual orientation, sexual identification, religion, ethnicity, national origin, age, or disability. If you believe you have been discriminated against, notify the district's General Counsel at 719-234-1200 and your complaint will be routed to the appropriate compliance officer.

Right 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 and contraband material seized. Also, school authorities may use specially trained dogs to "sniff search" your backpacks and/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.**

Rights of 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. Clubs may meet on school grounds if they have a school sponsor and have been approved by the school authorities. Other groups, even student groups that are not clubs, may meet on school grounds before and after school if they obtain permission from the building administrators and sign a rental agreement.

Written Consent for Disclosure of Educational Information

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

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

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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and-after-school program personnel); a member of the school board; a person, agency or company with whom the district has contracted, or otherwise arranged to perform a specific task or service. 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 district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

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

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records

The principal is the official custodian of student education records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students

A parent or guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his or her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

- a. **Request to amend student education records**

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Records retention

In accordance with Colorado State Archive requirements, a student's permanent record must contain the following and these records must be retained permanently:

1. **Personal information consisting of:**
 - a. Student's identification number
 - b. Legal name of student
 - c. Legal name of parent or guardian
 - d. Date of birth

- e. Sex
- f. Address
- g. Telephone address
- h. Immunization record for withdrawals

2. Enrollment history consisting of:

- a. Exact date the student enrolled in the district
- b. Name, city and state of the previous school(s) attended outside the district
- c. The schools attended within the district
- d. The dates and grade level of the student
- e. Date the student withdrew or graduated from the district
- f. Name, city and state of the school to which the student is withdrawing

3. Academic performance consisting of the following information usually found on the transcript or on report cards:

- a. Classes and/or grade level taken
- b. Semester grades
- c. Postsecondary courses/semester grades
- d. Standardized test scores
- e. Advanced placement (AP) test scores
- f. Grade point average (GPA)
- g. Class rank
- h. College placement test scores (i.e., ACT/SAT)

Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible students' consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.

a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board of education; a person or company with whom the district has outsourced services it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official school district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to an authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

- a. The court order or subpoena prohibits such notification; or
- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, photograph, major field of study, participation in officially recognized sports and activities, height and weight of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 31 or the following Monday if August 31 is a Saturday or Sunday.

Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

School security as law enforcement units

Academy District 20 Department of Safety and Security employs security staff to monitor safety and security in and around schools and is the designated "law enforcement unit." All investigative reports and other records created and maintained by security are not considered educational records under Family Educational Rights to Privacy Act (FERPA). Accordingly, schools may disclose information from law enforcement unit records to others, including outside law enforcement authorities, without parental permission and in accordance with law. Law enforcement unit officials who are employed by the school are designated as "school officials" with "legitimate interest." As such, they may be given access to personally identifiable information from students' education records.

Security Videos

Academy District 20 Department of Safety and Security may use security cameras as a tool to monitor and improve safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered educational records under FERPA. Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities as the school law enforcement unit deems appropriate.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and the accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Special Education records

The parents of a student with disabilities must be informed when student records related to special education assessments and services are no longer needed to provide educational services to the student. If the parent of a student with disabilities requests that the personally identifiable information contained in records no longer needed to provide education services be destroyed, the request should be granted by removing all personal identifiers from the information. Nevertheless, the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be retained even when all other personal identifiers have been removed from a student's records. No record will be destroyed by the removal of personal identifiers while still needed to provide educational services to a student. Special education student records shall be retained five years after all special services/special education and related services have ended provided the school district has issued a notice of pending destruction to the parents and/or guardians. This is in accordance with the requirement of the Colorado State Archives.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) 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)–
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - 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
 - 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 –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

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

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

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

Health and Medical Information

Availability of School Nurse in Building

The school nurses in District 20 have an assignment of four to six schools each; therefore, they generally are present in each building only 1 – 2 days per week. The school nurse, however, is available by pager and is responsible for the delegation of medications/first aid/medical procedures to trained school personnel, according to the Nurses Delegation Clause. Aspen Valley High School’s nurse can be reached at 234-8245.

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 school office. Health care plans are typically updated annually and submitted to the School Nurse.

Prescription Drugs

Medication will be administered to a student only upon the specific written request of the student’s parent or guardian **and written permission from the student’s physician or dentist**. Permission to administer medication forms is available in the principal’s office. The parental request shall include a release of claims against the District arising out of the administration of the medication. Medication shall be provided in the original or pharmacy-labeled container. For prescription medication, the label must state the student’s name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. Over the counter medication shall be self-administered by high school students. All over the counter medication must be in the original container. See administrative policy JLCD 7435.

Administering Medicines to Students

Aspen Valley 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. For prescription medication, the label shall state the student’s name, name of the medication, when and/or how

often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. 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/guardian and physician, should accompany the medications. These forms are typically completed on a school year bases (or as needed) and are available in the school office.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date and time taken, and the name of the school person assisting the student. See administrative policy JLCD.

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 must check out at the front desk for attendance purposes.

Accidents

Students who are injured during school hours should report the injury to the adult in charge or 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.

Homebound Tutoring

If a student has an extended medical illness/accident requiring absence from school for at least three weeks, short-term homebound tutoring may be an option. Please contact your school's nurse at 234-1347 for information on this service and to obtain the necessary forms to complete.

Wellness Policy

Policy ADF confirms the district's commitment to promoting children's health, well-being and ability to learn by supporting healthy eating and physical activity.

Immunization of Students

Admission Requirements:

Subject to the exemptions listed below, no child shall attend any school in the District unless one of the following is presented to the appropriate school official:

1. A certificate of immunization from a licensed physician or authorized representative of the state or local department of health, stating that the child has received immunization against communicable diseases as specified by the State Board of Health; or
2. A plan signed by one parent, guardian, legal custodian, or the student, if emancipated, for receiving the necessary inoculations or the next in a series of inoculations within 14 days.

A transfer student must submit a signed certificate of immunization upon enrollment. If immunizations are inadequate, a plan must be submitted in accordance with the provisions of paragraph number two above.

Exemptions

A student may be exempted from the above requirements:

1. Upon submitting a certificate of immunization, with a statement by a licensed physician, indicating that the physical condition of the student is such that immunizations would endanger the student's life or health; or is medically contraindicated due to other medical conditions;
2. Upon submitting a certificate of immunization with a statement signed by the parent, guardian, or student, if emancipated or 18 years of age or older, indicating that the parent, guardian, or student adheres to a religious belief whose teachings are opposed to immunizations;
3. Upon submitting a certificate of immunization with a statement signed by the parent, guardian, or student, if emancipated or 18 years of age or older, indicating that the parent, guardian, or student has a personal belief that is opposed to immunizations.

If at any time there is, in the opinion of the state or local health department, the danger of an epidemic from any of the communicable diseases for which an immunization is required, no exemption shall be recognized and exempted students will be subject to exclusion from school.

Immunization of Indigent Children:

The local health department or a public health or school nurse (under the supervision of a licensed physician) shall provide the necessary inoculations at public expense, to the extent that funds are available, to each child whose parents (or if emancipated, the child) cannot afford the required inoculations.

Records:

Each school shall maintain on file an official certificate of immunization for every student enrolled. The certificate shall be returned to the parent, guardian, or student, if emancipated or 18 years of age or older, when the student withdraws, transfers, is promoted, or otherwise leaves the school, or the school shall transfer the certificate with the student's school record to the new school.

Noncompliance:

A school shall suspend or expel in accordance with state law and District policy any student, not otherwise exempted, who fails to comply with this policy. The suspension or expulsion shall be effective until a certificate of immunization, or certificate of immunization with an appropriate exception statement, is provided. No student shall be suspended or expelled unless there has been direct personal notification by the appropriate school authority to the student's parent or guardian, or the student, if emancipated or 18 years of age or older, of the noncompliance and his or her rights under this policy.

No indigent student shall be excluded, suspended, or expelled unless the immunizations have been readily available at public expense and the student and/or the student's parent or guardian has refused such free immunizations.

In the event of a suspension or expulsion, school officials shall notify the state or local department of health. Any suspension, expulsion or denial of admission for failure to comply with this policy shall not be recorded as a disciplinary action, but may be recorded with an appropriate explanation. See administrative policy JLCB.

Allergies

Academy District 20 is able and willing to handle children with severe allergies including food, pet and environmental allergies in the school setting. Your points of contact in the district are listed below in order of importance. Please contact these people as early as possible to provide time to develop successful interventions.

1. School Nurse will be available from last week in July until first week of June and will be responsible for health care plan.
2. School Counselor will be available during normal school calendar and will be responsible for 504 plan if a student qualifies as a student with a disability in accordance with federal law

Parent's responsibilities:

1. Contact staff as soon as possible.
2. Provide school with a letter from your child's physician documenting the life threatening allergy and their recommended accommodations.
3. Be proactive. Schedule a face-to-face meeting with your child's teacher, principal and special teachers as soon as possible. Avoid waiting until right before school starts.
4. Provide the school with medications with proper school paperwork completed.

Consult your physician about multiple Epi-pens at school. See administrative policy JLCDA.

Students with Food Allergies

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

Health care plan

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

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

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

Staff training

The principal or his or her designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. It is strongly recommended that all school staff be trained so that they shall have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

Hazardous Materials

There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous. Hazardous materials include any substance or mixture of substances that pose a fire, explosive,

reactive, or health hazard as more fully defined by law. Administrative policy EBAB addresses hazardous materials. Aspen Valley High School has been declared free of asbestos and we conduct annual hazardous materials audits to ensure the safety of our community.

Open Lunch

Responsibilities

- Register all vehicles with Aspen Valley High School and have an AVHS 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 when asked.
- Be cautious and do not take any unnecessary chances when crossing the street. Look both ways before crossing.
- Be punctual to all classes following the lunch period.

Safety Features

- ID cards may be checked by any staff member when students are leaving or returning to campus.
- Mall security will be on heightened alert to ensure student safety while visiting the mall.
- 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).

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.

Campus Cleanliness

Students will pick up after themselves. Aspen Valley 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 all student-accessed areas clean at all times. This includes desktops, tables, and classrooms. Hallways and common areas are expected to be maintained and kept clean and free of debris and mess. If you create a mess, please pick up behind yourselves. The school is a reflection of those attending. Let's keep our school clean and neat reflecting our pride and appreciation.

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 end of the semester 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 offices, that student must notify the office of the high school of attendance in writing. This notification must be made each year.

School Store

Operated by Student Council, the school store sells snacks and spirit apparel (hoodies, t-shirts, water bottles) to the student body. The store will be opened for brief periods throughout the day during passing periods and for a short time at the beginning of the lunch period. Plan accordingly.

Social Networking Sites

(i.e. Twitter/Facebook and other similar electronic websites)

Aspen Valley High School and Academy School District 20 have policies on underage drinking, hazing, and inappropriate behavior. Your decision to post items on internet web sites such as Twitter, Facebook, or any other electronic site 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 in violation of district policy.

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 DE-R contain information on public concerns and complaints.

Public Complaint and Concern Procedure

The following procedures for filing suggestions and informal and formal complaints are intended to increase communication and resolve conflicts respectfully and equitably.

General:

The intent is to move in an orderly but expeditious fashion from the lowest level of potential solution of the problem to the Superintendent's office and, if necessary, ultimately to the Board of Education.

In each and every case, the lowest level should be interpreted as the person who is directly involved and can with the most ease expeditiously address the issue.

Policy KE R on Public Concerns and Complaints provides the following complaint procedures:

Level 1 Procedure

A complaint shall first be discussed at the point of origin (e.g., teacher, coach, administrator) with the purpose of resolving the matter informally. The complainant shall describe the concern, identify the impact, and identify a suggested remedy. Within five working days after such discussion, the staff member hearing the complaint shall provide the complainant with an oral decision.

Level 2 Procedure

If the complainant wishes to further pursue the matter because it has not been resolved to his/her satisfaction at Level 1, then the complainant has five working days within notification of the oral decision to submit a written complaint that describes the concern, identifies the impact and suggests a remedy. The complainant shall deliver the written complaint to the principal or designee, or district department supervisor or designee. The principal or designee, or district department supervisor or designee, will meet with the complainant to discuss the concerns. The meeting may include the staff member who was involved at Level 1. Within ten working days after receiving the written Level 2 complaint, the principal or designee, or district department supervisor or designee, shall communicate his/her written decision to the complainant. Said decision shall include the findings and recommendations of the principal or immediate supervisor.

Level 3 Procedure

If the complainant is not satisfied with the disposition of his/her complaint at Level 2, he/she may file within five working days of the Level 2 decision a written appeal to the next appropriate administrative level(s). The written appeal shall describe the concern, identify the impact and suggest a remedy. The administrator who is reviewing the appeal at Level 3 will meet with the complainant to discuss the concerns within five working days of receiving the written complaint, unless the parties otherwise agree. The meeting may include the staff member who provided the written decision at Level 2. The written complaint shall include the Level 2 decision as an attachment. Within ten working days of the meeting, the administrator shall communicate his/her written decision to the complainant. Said decision shall include the findings and recommendations generated at Level 2.

Level 4 Procedure

If the complainant is not satisfied with the disposition of his/her complaint at Level 3, he/she may file a written appeal to the Superintendent within five working days. The written appeal shall describe the concern, identify the impact and suggest a remedy. The written appeal shall include the Level 2 and Level 3 decisions. At Level 4, such appeals shall be heard by the Superintendent or his/her designee within ten working days of receipt of the appeal. The meeting shall be limited to those grounds specified in the written complaint signed by the complainant.

Within ten working days of the meeting, the Superintendent, or his/her designee, shall communicate his/her decision in writing to the principal, appropriate supervisors and the complainant. Said decision shall include the findings and recommendations of the Superintendent or his/her designee.

Level 5 Procedure

If the complainant is not satisfied with the decision at Level 4, he/she may, within five working days, submit his/her complaint to the Board. The complaint to the Board shall describe the concern, identify the impact and suggest a remedy. The complaint shall also include the decisions from Levels 2, 3 and 4. Complaints that cannot be resolved by the administration shall be handled by the Board through written correspondence within fifteen working days following their next regularly scheduled meeting. The Board shall render its written decision to the complainant not later than fifteen working days after hearing the appeal. The Board may decide not to consider the appeal, in which case the decision of the Superintendent or his/her designee shall be final.

NOTE: This document is provided as a resource to Academy School 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 School District 20 located at 1110 Chapel Hills Drive. 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.

Course Curriculum

English:

English 1
English 2
English 3
College Prep Composition

Creative Writing 1
Enrichment Reading
Film as Literature
Journalism

Multicultural Literature
Mythology
Speech
Theatre
Yearbook

World Language:

Spanish 1

Spanish 2

Math:

Algebra 1
Algebra 2
College Prep Math

Consumer Math
Geometry
Math Lab

Pre-Calculus
Programming 1
Programming 2

Science:

Biology
Exercise Physiology

Earth Science
Environmental Science

Marine Biology
Oceanography
Physical Science

Social Studies:

Abnormal Psychology
Applied Psychology
Civics

Economics
Sociology of Media
Street Law

US History
World History
World Regional Geography

Physical Education:

Individual Sports

Exercise Physiology

Health:

Health

Fine Arts:

Art 1
Art 2

Photography 1
Photography 2

Theatre 1
Theatre 2

Unrestricted Electives:

Career Education
Career Mentorship
Discovery

Freshman Seminar
Guided Study Hall
Elementary School Helpers

Student Council
Yearbook

*Aspen Valley reserves the right to make changes or adjustments to this list of course offerings as necessary.