

Rampart High School  
**Student/Parent Handbook 2025-2026**



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Last updated August 12, 2025

\*The student handbook provides the most updated information as of the date above and may be modified at any time.

## Rampart High School

8250 Lexington Drive  
Colorado Springs, Colorado 80920  
(719) 234-2000

[Rampart High School](#)

### Administration – (719) 234-2000

Meghan Sanders, Principal  
Kylee Bailey, Assistant Principal  
Davlyn Edgett, Assistant Principal  
Abbey Graham, Assistant Principal  
Cheryl Whittaker, Assistant

### Athletics – (719) 234-2050

Amanda Wermers, Athletic Director/  
Assistant Principal  
Kim Lindsay, Assistant

### Attendance – (719) 234-2000, option 1

Melissa Williams (719) 234-2040

### Bookkeeping – (719) 234-2000, option 6

Hannah Winczewski (719) 234-2039  
Cathy O'Driscoll (719) 234-2038

### Counseling – (719) 234-2034

Breanna Dasher, 9<sup>th</sup> Grade  
Megan Jeltel, A – D  
Carrie Brawley, E – K  
Becky Anderson, L – Rh  
Katie Bratt, Ri – Z  
Holly Hilts, College & Career  
Kristen Seagren, SAFE Counselor  
MaryAnn Hardage, Assistant  
Amy Bianchi, College & Career Assistant  
Rob Belveal, Registrar

### Dean's Office – (719) 234-2019

Brian Herman, Dean of Students  
Bre Brubaker, Dean of Academics  
Allison Weist, Assistant

### Health room – (719) 234-2000, option 3

**School Color:** Blue, gold

**Mascot:** Ram

## Rampart High School Mission Statement

Rampart High School, an inclusive learning community dedicated to excellence and growth, prepares, and empowers students to be leaders through the exploration of and engagement in rigorous and innovative educational and extra-curricular experiences that cultivate character in a respectful and safe environment.

## Rampart High School Core Principles

Rampart High School supports and teaches these character education core principles:

Respect: Respect individual differences

- Be tolerant
- Be courteous and polite
- Be fair
- Be considerate

Honesty: Tell the truth

- Be sincere
- Do not withhold important information
- Be trustworthy
- Do not deceive, mislead, or be tricky
- Be straightforward
- Do not cheat

Perseverance: Commit to keep going under difficult circumstances

- Be determined to learn from hard situations and failures
- Be steadfast

## Academy District 20 Mission Statement

The mission of Academy District 20 is to educate and inspire students to thrive.

### Academy District 20 Administration

1110 Chapel Hills Drive  
Colorado Springs, CO 80920  
(719) 234-1200

Mrs. Jinger Haberer, Superintendent  
Mrs. Becky Allan, Chief Financial Officer  
Brittney Hatfield, Administrative Assistant

### Board of Education

Amy Shandy, President  
Nicole Konz, Vice President

Derrick Wilburn, Treasurer  
Susan Payne, Director  
Lauren Yanez, Director  
Colonel David Herndon, USAFA Liaison  
Cheryl Ruckman, Secretary

### Other district contacts

Education and Administration Center (EAC) – (719) 234-1200  
Central Registry – (719) 234-1224  
Transportation – (719) 234-1410  
Help Desk – (719) 234-1777

## Introduction

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

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

## Balancing Rights and Responsibilities

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

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours, and others. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent events, June 1, 2021, 4 students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattletale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE) or online at [Make a Report](#).

**Non-Discrimination**

(Administrative Policy AC E 2)

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative Policy AC – Nondiscrimination/Equal Opportunity, and procedures AC R 1, AC R 2, and AC R 3 outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

**Rampart High School Student Handbook Acknowledgement**

For the 2025-2026 school year, parent(s)/guardian(s) and students are required to complete this form through the [Extended Parent Portal](#) to indicate acknowledgement of reading and acceptance of the [Rampart High School 2025-2026 Student/Parent Handbook](#).

We encourage parent(s)/guardian(s) to review email addresses, phone numbers, and mailing addresses at this time. Should you need to change your mailing information, please complete a [change of address form](#) and contact [Central Registry](#) at the district with any questions.

**General Information**

**Assemblies**

**Block Schedule**

District 20 high schools use a block schedule for classes, in which students can take up to eight 90-minute classes that meet Monday/Wednesday or Tuesday/Thursday and alternating Fridays during the semester. Rampart distinguishes these as blue and gold days.

**Infinite Campus – Extended Parent Portal**

Parents should use the Extended Portal through District 20 or the Rampart High School website to complete their student’s school registration for the upcoming school year. From either site click **Parents** at the top of the page, scroll down, and click [Extended Parent Portal](#). Once logged in, the portal will display the household name and the names of the members in that household, like so:

<b>Click A Name</b>
Smith, Alan
Smith, Anne

Smith, Sue

Through the Extended Parent Portal parent(s)/guardian(s) can:

- View/update student information: transportation, immunizations, physician, emergency contacts
- View/update household information – parent(s)/guardian(s) MUST update their contact info: *email/phone/address*
- Sign student agreements electronically
- Email [the help desk](#) or call (719) 234-1777 to request a parent account; include your name, student's name, email address, and your home address. If you do not remember your password, request a reset from the help desk using the email address or phone number above.
- Once a student is selected, parents can click the tabs, (see samples below), at the top of the page or click the registration section to complete the steps. Most sections simply require you to review the page and make sure the information is correct. The health and documents pages require different forms of electronic signature as explained on those pages. Submit Transportation requests if it applies to you.

### Change of Address

- Parents must keep their student's physical home address current.
- Parents cannot make a change of address using Extended Parent Portal, nor write it in on a form.
- [Change of Address forms](#) are available online or at the EAC *and require proof of address such as:*
  - warranty deed      - bill of sale      - closing settlement statement
  - rental agreement   - quarters lease   - El Paso County property tax notice
- Change of Address forms must be turned in to the EAC at 1110 Chapel Hills Drive.
- Rampart staff cannot make these changes for you in IC.

### Deliveries/Drop-Off of Goods

#### Extracurricular Activities

##### *Activities/Clubs*

(Administrative Policy JJA)

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

Rampart High School has many outstanding clubs and activities for students – academic and competitive, fun and adventure, language, and culture, performing arts, and service and awareness. Please check the [Rampart High School Clubs & Activities page](#) for the current school year's offerings. If you are interested in starting a new club at Rampart High School, please contact the appropriate assistant principal and complete the [student organization application](#). Per district policy, students only have until October 1<sup>st</sup> to request a new club.

### *Dances*

All dances – homecoming, winter dance, prom, etc. – are subject to all rules regarding the code of conduct for both students, guests, and staff, just as they would be for any other school-sponsored function. Students must present an ID to enter any dance, and once a student leaves a dance they are not allowed to re-enter. Supervising staff shall determine if a style of dance is inappropriate, which may lead to a student's removal from the event.

Rampart High School students may invite ONE non-Rampart High School student to a dance. Guests must be at least 15 years old **and** a high school (or equivalent) student, but **under** 21 years old. Rampart High School students and their guests must complete a guest form and turn it in at least two days prior to the dance to buy dance tickets for themselves and a guest. Students can pick up and return guest forms in room 218.

- Rampart High School students are required to provide their student ID for admission to dances.
- Students must adhere to the Rampart High School dress code.
- Guest passes for those wishing to attend Rampart High School can be found in room 218, the student council room, or online.
- Guest passes must be completed and returned by the designated date.
- Rampart High School students wishing to attend other school dances must have their guest dance form turned into room 218. Behavior and other factors are taken into account when forms are signed. Please allow 48 hours, at a minimum, for approval or denial.
- Rampart High School students and their guests may be asked to leave a dance if appropriate behavior is not conducted.

### **Facility Hours**

To keep our school buildings safe and secure, only the school's front doors will be open during the academic day. All students should vacate Rampart High School by 4:00 pm when the LIC closes, unless involved in a school-supervised activity; school security locks the building by 4:00 pm daily. The school does not provide after school supervision for students after 4:00 pm.

### **Hall Passes**

Students will remain in class during the instructional periods scheduled. Trips to the office, lockers, bathrooms, etc. should happen during passing periods or lunchtime. During class, teachers will issue hall passes to students at their discretion. Teachers will not hand out hall passes during the first and last 15 minutes of class. It is a student's responsibility to have a current, appropriately filled out hall pass before they leave the classroom; faculty and security may require a student to present a hall pass if the student is in the hallway during class time. Students in the hallways without a pass or with a fake/forged pass will receive appropriate disciplinary consequences.

### **Library**

Rampart's Library and Maker Space are located on the second floor at the top of the central stairs. The library is scheduled to be open Monday through Friday, 7:15 AM – 4:00 PM. However, library hours are subject to change – please check with library staff or morning announcements. Students are welcome to use the library during library hours, before and after school, and during lunch. During class time, students must bring a pass from that period's teacher, sign in to the computer, check out the materials they need, and head back to class.

The library handles all textbooks, English novels, and assorted resources that are the property of school and are checked out to students. Students must return items on time and pay the full replacement value of any lost, missing, or damaged school resources. Students are responsible for school resources (i.e. textbooks, novels, calculators, laptops, chargers, etc.) that are checked out to them. If the student returns a school resource that is not checked out to them (i.e. another student's textbook, novel, calculator, laptop, etc.), they remain financially responsible for the school resource originally checked out to them. Students can check out up to ten library books for two weeks. If you have an overdue book or outstanding fee, you will not be permitted to check out another book until it is resolved.

If a school resource (textbook, novel, library book) gets damaged, students will bring the resource to the library as soon as possible to either be repaired or replaced. If the school resource is a laptop or laptop charger, the laptop and/or charger will be brought to the RHS Tech Office as soon as possible to either be repaired or replaced.

TI-84 Calculators are available for check out. Note: The Math Department will provide a list of students who are authorized to check out a school TI-84 Calculator.

The library issues school resources at the request of the course teacher, after the teacher has coordinated a pickup date. Resources will be picked up from the circulation desk by the student. Students must present their current school student ID to receive school resources (i.e. textbooks, novels, calculators, etc.) Students can track their checked-out school resources using the Follet/Destiny System Link on both the Rampart High School Logins and RHS Library pages. Students will use their district student number and password to login and check their account. If you have any school resource related questions, please contact the RHS library/textbook clerk [Linda Bode](#).

Please take care with your textbooks:

- Write your name on the inside front cover.
- Keep them away from pets.
- Keep them away from food, drink and other liquids.
- Do not leave them in classrooms (you are responsible for them, not your teacher).
- Keep them separate from your friends' books and your locker partner's.
- Do not leave in vehicles

School issued resources (i.e. textbooks, novels, calculators, laptops, chargers etc.) are property of Rampart High School and ASD20. DO NOT write, doodle, annotate, highlight, place stickers, etc. in or on these items. Students are charged depending on the severity of damage.

If a student believes a school resource, such as a textbook, novel, calculator, library book is either lost or stolen, the student will report this incident to Library Staff as soon as possible. If the school resource is a laptop or charger, the student will report this incident to the RHS Tech Office as soon as possible. Any questions should be directed to Library Staff.

All school resources (i.e. textbooks, novels, calculators, etc.) are due to the library by 3:00 pm on the last day of school for students. If a school resource is not returned, the replacement fee will be added to the student's infinite campus account. If a school resource needs to be returned after the last day of school for students, the resource can be returned in the Fall on the first day of school.

Students who dis-enroll during the current school year or not returning to Rampart High School the following school year will inform the School Registrar, complete the disenrollment form and return ALL school resources (i.e. textbooks, novels, library books, calculators, laptops, chargers, etc.) to the appropriate office.

### **Lockers**

Lockers are assigned by request only. Students may request lockers via an online form or in-person in room 218. Locker partners are not required. Locker partner requests must be submitted by both students for each to be assigned together. If a student requests a locker partner, but we do not receive a reciprocating request, the requesting student will have a locker assigned but not the partner.

- Students are assigned a lock, which they are responsible for.
- Students should not share lock codes with others.
- Students must maintain the cleanliness of the assigned locker.
- Any remaining items left in the locker at the end of the school year will either be thrown out or donated.
- Lockers are subject to search. Refer to the [Search and Seizure policy](#).

Students cannot trade or reassign their lockers without administrative permission. Lockers and padlocks are the property of the school and are loaned to the students for their use. Lockers are subject to inspection and maintenance by school administrators and personnel at any time.

The care and upkeep of the assigned locker becomes the locker partners' responsibility for the year. Administration or security personnel will remove non-Rampart High School padlocks from lockers. Students should report problems with the locker, padlock, or locker partner to room 218.

Despite the padlock, the security of the lockers is negligible. Lockers are for storing the materials needed for school - papers, pencils, books, etc. Rampart High School is not responsible for any item lost or stolen from a student locker. If it becomes necessary to bring items of value to school, students should secure them in the administration office.

### *PE/Athletic Lockers*

All students participating in physical education classes and athletics should use PE /athletic lockers. Each student provides their own combination lock to go on their PE/athletic locker, which should remain in the PE locker rooms. Rampart High School staff provides ample notice to students to vacate athletic lockers and will remove locks and locker contents after the announced date.

The presence of a combination lock does not make a locker secure, and the school will not be responsible for items lost or stolen and no reimbursement will be given. Please do not leave valuables in the locker and make sure the locker is locked before leaving for class. Students SHOULD NEVER leave valuable items sitting in unsecured backpacks.

### **Lunch**

The following are student rules of behavior during lunch periods, the violation of which may result in disciplinary actions:

- The commons area and patio are the only areas where Rampart High School allows food and drinks. Other than lunchtime, staff lock the patio doors from the outside.
- Students must clean up their area and dispose of trash appropriately after they finish eating or drinking, otherwise Rampart High School staff may revoke lunch privileges.

- Sophomores, juniors, and seniors in good standing have open lunch privileges and should re-enter the building through the front doors only.
- 9<sup>th</sup> graders found leaving campus are in violation of the closed campus policy and will receive appropriate disciplinary consequences.
- The tech wing hallway and academic hallways are off limits to students during any lunch period without special permission from a staff member.

### *Closed Campus*

Rampart High School is a closed campus during the school hours of 7:45 am to 2:50 pm. Once a student has arrived on campus, they may not leave school property until the end of the school day, to include during class passing periods. Freshmen cannot leave the building/campus for any reason other than an excused absence handled through the attendance office.

### *Lunch Privilege*

The privilege of leaving campus during lunch periods is limited to 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students, and only with a current school ID. This means that upperclassmen may not drive freshmen off campus during lunch. Freshmen must remain on campus. Inappropriate behavior in the community, attendance, or tardy problems at lunch will result in revocation of the privilege and potentially other disciplinary consequences.

### *Exceptions*

10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students who have a behavior or safety plan, or whose parent(s)/guardian(s) have told the school that their student is not allowed to leave campus, will have a hole punched above the photo on their ID and will be prohibited from leaving campus.

### *Food Deliveries*

Students are welcome to use a delivery lunch service to order and have lunch delivered to the school during lunchtime only. If food arrives outside lunchtime, the food will wait at the delivery table outside the school's main entrance until the passing period. We will not be allowing students to pick up their food during class time. Please note that the school is not responsible for, and will not investigate, lost or missing items. Students order food delivery at their own risk.

### *Free or Reduced Lunch*

(Administrative Policy EF)

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

## **Rampart Community Organization**

### **Respect for Property**

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

## Signs

Any announcements (i.e. posters, signs, banners, etc.) concerning activities in or outside of the school need to be approved and initialed by the assistant principal for activities prior to display. Items can only be displayed in the approved areas (i.e. display cases, bulletin boards, etc.). Items must contain at minimum the sponsoring organization, sponsoring teacher/coach name, and date/time of event. Once the item(s) has been approved, please coordinate with the library to get the item(s) displayed. Items incorrectly displayed or not prior approved by assistant principal for activities will be removed.

## Student Fees and Fines

(Administrative Policy JQ)

Academy District 20 charges a variety of fees. All student fees and charges levied to students shall be adopted by the board. Please refer to [Board policy JQ](#) for details. Please visit the [Student Fee Schedule](#) to view an in-depth breakdown of student fees.

### *Free and Reduced Program*

Families that are eligible for the [Free and Reduced Program](#) should provide their household income information by completing the Free and Reduced Application. While meals are provided for free to all Academy District 20 students through Healthy School Meals for All, it's important for us to gather this information in order to receive federal funding.

By providing this information, families support the district in accessing additional federal funds that go directly to schools to help cover the cost of meals, as well as after school programs and other nutritional programs for students.

Families who qualify may receive discounted school fees, athletics, bus passes, device fees and more. Applications and information regarding the free and reduced-price lunch program can be obtained by contacting the free and reduced lunch registrar at: (719) 234-1416 or [free-and-reduced@asd20.org](mailto:free-and-reduced@asd20.org).

## Student Use of the Internet and Electronic Communications

(Administrative Policy JS)

### *Blocking or filtering obscene, pornographic, or harmful information*

Recognizing the dynamic nature of the digital landscape, wherein students may encounter materials of varying content, including potentially harmful content, the district will make reasonable measures to safeguard students from accessing material deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children's Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using district digital resources to avoid exposure to inappropriate material. Each student shall comply with federal and state law, district policy and the school's code of conduct and the provisions of this responsible use agreement. It is important for students to make sure that all electronic communications are respectful at all times, and do not violate the district bullying policy (Administrative Policy JICDE). Students should report any inappropriate content or contact, including harassment, threats, or hate speech to a responsible adult.

### *No expectation of privacy*

District-owned digital resources are intended for educational purposes and are subject to monitoring and oversight by the district. Students should be aware that there is no expectation of privacy when

accessing or using district digital resources or within the district network. Students' devices will be filtered at home using the same filtering settings as those applied within the district. All material and information accessed/received through the district network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

*Unauthorized and Unacceptable Uses*

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

No student shall access, create, transmit, retransmit, or forward material or information:

- That is not related to district education objectives
- That promotes violence or advocates destruction or property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction, or political purposes
- That plagiarizes the work of another
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law of district policy, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information protected by confidentiality laws
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permissions from the system administrator
- That possess or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on district property and bypassing the internet filter in any way
- That uses Artificial Intelligence in an inappropriate manner
- The use or attempted use of Internet proxy servers for any purpose
- Possessing key logging or other monitoring devices, software, or malicious code
- That engages in cyberbullying

*Inappropriate Content/Misuse*

Rampart administration expects students to report cyberbullying, harassment, threats, hate- speech, and inappropriate content to a teacher or administrator. Students should ask a teacher or administrator about the appropriateness of an activity and should immediately notify a supervising adult if they accidentally come across inappropriate content.

*Security and Safety*

Ensuring the security and safety of digital resources is of paramount importance. Students must promptly report any security concerns they encounter while using digital resources to designated district personnel.

Students are prohibited from engaging in activities that compromise the integrity or functionality of district networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier.

Failure to adhere to established usage guidelines may result in the loss of access privileges, restitution for damages incurred, and disciplinary action in accordance with district policy.

*District Provided Devices*

Students must handle and maintain district-provided devices carefully to avoid fines for damages. They are responsible for the safekeeping, proper use, and accountability of these devices, including refraining from putting stickers or other modifications on the device. Damage or loss of devices must be reported within 24 hours, and if a student leaves the district, the device must be returned at the time of disenrollment. Student DPDs must not be taken out of the country.

*Monitoring Student Use*

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

*Student Use is a Privilege*

The district emphasizes that the use of digital resources, including access to the Internet, electronic communications, and digital media services, is a privilege contingent upon responsible and ethical conduct. Failure to adhere to established usage guidelines may result in the loss of access privileges, restitution for damages incurred, and disciplinary action in accordance with district policy.

*Vandalism*

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

*School district makes no warranties*

Students and parents/guardians are required to annually review the District's Student Use of the Internet, Electronic Communications, and Digital Media (Administrative Policy JS E 1) before accessing Internet, electronic communications, or digital media accounts. It is important to note that the district assumes no liability for the content accessed or the quality of information received via digital resources, and students utilize such resources at their own risk.

## Transportation

*Bicycles, skateboards, items with wheels, etc.*

Bicycles, skateboards, roller blades, scooters, etc., are acceptable means of transportation to and from school; however, students cannot use them on school or district property. Students should lock bicycles in the provided bicycle racks and store roller blades and skateboards in lockers. Students cannot use shoes with rollers or wheels during the school day. Rampart High School staff may confiscate any of the above items if used inappropriately during school hours or on school or district property and may ask a parent/guardian to pick up the item during normal school hours. Rampart High School does not assume responsibility for these valuable items.

### *Buses*

Bus drivers will provide specific rules to students. Rampart High School expects students to comply with these policies, as disciplinary action will result from violations. School bus stops are district property, so use of any tobacco/electronic cigarette or tobacco products is strictly forbidden.

### *Drop-off Procedures*

Parents picking up or dropping off students are encouraged to do so in the front drive-through by the school front doors. This will lessen the potential for accidents with school buses loading and unloading in the bus lanes, pedestrians, and student drivers in general.

## Weather & Closure Information

## Wellness

(Administrative Policy ADF)

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

### *Health Conditions*

Parent(s)/guardian(s) need to report to the school nurse any acute or chronic health conditions of their student. These may include, but are not limited to, diabetes, seizure disorder, asthma, and life-threatening allergies. Rampart High School encourages parent(s)/guardian(s) and physicians to fill out specific health care plans that are available in the front office or via the school nurse. These health care plans need to be updated annually.

### *Immunizations*

(Administrative Policy JLCB, JLCB-R)

The district annually provides enrolled students' parent(s)/guardian(s) a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment (CDPHE). It includes a list of required and recommended immunizations and at what age they should be given. District policy largely follows their recommendations. Colorado follows the [Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger; 2025 U.S.](#)

No student is permitted to attend or continue to attend any school in District 20 without meeting the legal requirements of immunization against disease, unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law. For medical and non-medical exemption forms see the [CDPHE's vaccine exemption forms](#).

Additionally, the CDPHE recognizes that some families may prefer not to use a form, so a parent/guardian, emancipated student, or student over age 18 may submit a signed non-medical statement of exemption per section [C.R.S §25-4-903(2)(b)]. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and whether it is a personal belief or religious non-medical exemption taken. Students who do not submit an up-to-date certificate of immunization or a written authorization signed by a parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to this policy's accompanying regulation.

### *Medications*

(Administrative Policy JLCD)

Whenever possible, students need to administer medications at home. High school students may self-administer medications except for controlled drugs; if a student must self-administer medication while at school, the student should arrange to take the medication around lunchtime to avoid disruption of the instructional program.

If a high school student needs a controlled substance (prescription medicine) administered at school, the student's parent, or guardian - with written permission from the student's physician or dentist - may do so only with a specific written request form. Parent(s)/guardian(s) must bring the medication to school, in the original, pharmacy-labeled container with the student's name, name of 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. A person who has received medication training through a state approved medication course and annual nurse delegation shall administer controlled drugs for high school students.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date, time taken, and the name of the school person assisting the student. Students whose parent(s)/guardian(s) have completed the district contract to self-carry for epi-pens and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications.

### *Health Room*

Rampart has an area where a sick student may lie down. If after approximately 10 minutes the student has not recovered, the school nurse or health room para will call parent(s)/guardian(s) to come get the student. A parent/guardian must provide a note or verbal confirmation before a student is given permission to leave the building.

## **Counseling Services**

Rampart High School counselors are committed to helping students navigate the high school transition from adolescence to young adulthood. As student advocates, counselors focus their attention on four primary areas:

- Student academic success, whether vocational skills or college preparation. Counselors provide resources and support to assist each student in reaching full academic potential, coordinate tutoring services, and schedule consultations.
- Preparing students for life after high school. Counselors help 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. They can provide appropriate community resource information.
- Prepare students for national tests.

**Confidentiality**

Counselors respect the inherent rights and responsibilities of parent(s)/guardian(s), respect their relationship with the student, and endeavor to establish a cooperative relationship with both parent(s)/guardian(s) and students.

Counselors respect the privacy rights of students; however, counselors shall inform parent(s)/guardian(s) of information that may jeopardize the health, safety, and/or welfare of the student. Counselors shall share such information with parent(s)/guardian(s) even if the student objects to the disclosure. If parent(s)/guardian(s) have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

**(The) Family Educational Rights and Privacy Act (FERPA) Notification of Rights under:  
(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:

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.

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.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

### **FERPA Notice for Directory Information**

(Administrative policy JRA/JRC)

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

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

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

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

The district has designated the following information as directory information:

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

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

**Right to Refuse Services**

Parent(s)/guardian(s) have the right to refuse counseling services for their child. If parent(s)/guardian(s) do not want their child to access counseling services, they simply need to write a letter and submit it to the counseling department chair. It is the responsibility of the parent(s)/guardian(s) 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.

**(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under (Administrative Policy JLDAC-E)**

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

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

- Political affiliations or beliefs of the student or student's parent/guardian;
- 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/guardians; and/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; and
- 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.

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **Enrollment**

### *Attendance areas*

Students will attend the district school determined by their residence unless a request to attend another school or program is approved. No student will be enrolled in a school or program outside the attendance area without prior approval in accordance with the regulations set forth in Administrative Policy JFB-R.

Students must register in the school serving their attendance area even though a request is pending for open enrollment or transfer. Registration in the requested school will not be permitted until approved by Central Registry and the receiving school's principal. Resident students will be offered educational services at their neighborhood school as defined by the district's attendance area boundaries with the following exceptions:

- The student's application for open enrollment or choice enrollment has been granted;
- The student's request for administrative transfer has been granted; or
- The school or the class, grade level, or program within the school within the student's area of attendance is closed.
- Resident students may also apply for open enrollment at programs or schools outside the

District under Colorado's Public Schools of Choice Act.

Projections for accommodating future resident students shall be considered in determining whether a school is closed to additional students.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations in Administrative Policy JFB-R may enroll in particular programs or schools within the district on a space available basis without payment of tuition, except as otherwise provided by law. In providing for admission of nonresident students, the school district shall not:

- Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
- Establish and offer any particular program in a school if such program is not currently offered in such school.
- Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.
- Enroll any nonresident student in any program or school after the pupil enrollment count day of October 1, unless approved by the superintendent or designee.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

### *Open Enrollment*

Resident students and nonresident students from other Colorado school districts may, upon submission and approval of the proper application, open enroll in a district program or school outside their assigned area of attendance for attendance at the beginning of the following school year. Nonresident students are required to reapply only when moving from one educational level to the next (e.g., from elementary school to middle school or from middle school to high school).

Athletic/activities eligibility of students who are granted open/choice enrollment or transfers at the high school level will be determined in accordance with the rules and regulations of the district, Colorado High School Activities Association, and state law.

In special circumstances, such as those involving foreign exchange students, a student whose parent(s) or legally appointed guardian(s) reside outside Colorado may enroll in a school in the district upon approval of the superintendent or designee.

### *Admission Criteria*

If more resident students apply during the choice window than seats are available, the district shall prioritize the wait list in the following order: returning overflow students, students who will have a sibling attending the school at the same time, students without a sibling attending the school, and new neighborhood students registering after the choice window closes.

Nonresident students will be considered for district schools when the building principal has declared that sufficient space is available at the school, class, grade level, or program and in accordance with Colorado law. Nonresident students are required to reapply only when moving from one educational level to the next (e.g., from elementary school to middle school or from middle school to high school). If a school, class, grade level, or program is declared "open" to nonresident students, students of full-time district staff members and then returning nonresident students will be given priority for admission before other nonresident applicants, if more students apply than there are slots available.

Students with special program needs will be served at the location that operates the appropriate program.

Nothing in Administrative Policy JFB or procedure JFB-R is intended to limit the district's authority to assign a student to a school other than in the student's normal attendance area when circumstances so require.

### *Enrollment Process*

- Register at the Education and Administration Office (District 20 Central Administration). Identify your student as having a current IEP and special needs.
- After District 20 Central Administration has indicated which school your student will be attending, schedule an appointment with a Rampart counselor, indicating that your student has an active Special Education IEP. The counselor will involve the appropriate special education staff.
- At minimum, bring to the appointment a copy of the current IEP and any other special education records you may have that would be useful, such as psychological reports, health reports, academic, and vocational assessments, etc.
- If the IEP is from outside Colorado, we may hold a full review to determine if the student qualifies for special education services in Colorado.

It is our desire to make your students' transition from their former school to Rampart High School as smooth as possible.

### *Administrative Transfers*

Students who wish to change schools because of special or unusual circumstances may apply for an administrative transfer, in accordance with Administrative Policy JFB-R. Transfers will be considered only when the move is for educational programming needs or safety reasons. Transfers also shall be denied for any reasons that would justify denying open or choice enrollment applications. In addition, transfers may be initiated by the superintendent or his designee. Transfer requests must be approved by both the sending and receiving principals.

### *Overflow*

When the class, grade level, program, or school in at the student's neighborhood school is full and the class, grade level, program or school is declared "closed," the student will be overflowed to a designated school as outlined in the accompanying Administrative Policy JFB-R. Transportation will be provided by the district.

### *Grounds for denial of admission*

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

- Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- 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;
- Having been expelled from any school district during the preceding 12 months;
- Not being a resident of the district, unless otherwise entitled to attend under Colorado law;
- 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
- Failure to comply with the immunization requirements of Colorado law and Administrative Policy JLCB unless a bona fide medical or religious exception applies.

*Grounds for Denying Open/Choice Applications*

[C.R.S. §22-36-101]

Open enrollment/choice applications may be denied only if:

- There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

**Student Records**

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 stepparent) access to personally identifiable information from your child's education records, please contact Rampart registrar to request a third-party consent form. Each parent or guardian must complete the form, have his or her signature notarized, and return the notarized forms to the school. This permission will be effective until a parent/guardian revoke said permission in writing and submits the revocation to Rampart administration.

*Sharing/Release of Student Information*

(Administrative Policy JRCA):

To the extent required or allowed by state law, the district will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law. Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). See Administrative Policy JRCA, Sharing of Student Records/Information between School District and State Agencies.

**Outside Credits**

Students may take outside credits for credit recovery or enrichment if the course is not offered or available to the student through school or district-sponsored programs, or as determined by the principal. Outside credits may not replace an existing earned credit. Students may, subject to the

information below, take no more than six outside credits to achieve the required credits for graduation.

- The student's counselor and Rampart High School administrator must approve all courses from outside agencies *prior* to enrollment in the outside credit. Rampart High School administration will not consider credits received without prior approval.
- College and Career Services must approve all self-pay college courses *prior* to enrollment in the college. Rampart High School and District 20 administration will not consider credits received without prior approval.
- Rampart High School allows no more than two outside credits during the 9<sup>th</sup> and 10<sup>th</sup> grade grades combined, and no more than two outside credits in both the 11<sup>th</sup> grade and the 12<sup>th</sup> grade.
- Students must be enrolled in District 20 as full-time students before taking outside credits.
- Neither District 20 nor Rampart High School pays for courses taken through outside agencies.
- Full-time students are not eligible to receive homeschool credits. A part-time student with an active intent to homeschool form on file with District 20 can earn homeschool credits, which are evaluated the same way as other in-coming homeschool credits.

### **Withdrawal Procedure**

A student who needs to withdraw, transfer, or drop out of school for any reason must obtain and complete a withdrawal form from the registrar. Students must turn in all school-issued books, district issued IT devices, student ID, parking pass (if applicable), clear their locker (if applicable), and clear all fines before leaving. Please email the registrar, Rob Belveal, at [robert.belveal@asd20.org](mailto:robert.belveal@asd20.org), or mail your notification to:

Rampart High School, care of Rob Belveal  
8250 Lexington Dr.  
Colorado Springs, CO 80920

Please include your student's first and last name, a phone number where you can be reached, and where the student plans to enroll. Students will not be officially withdrawn from Rampart High School until they have checked out and final grades have been posted if applicable. Transfer grades will be collected if withdrawal falls in the middle of a semester. No records will be processed without this request.

### **Home-Bound Tutoring**

If a student has an extended medical illness/accident requiring an absence from school for at least three weeks, short-term homebound tutoring may be an option. Please contact your counselor and nurse for information and forms regarding this service.

### **Homeless Students Notification**

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to Administrative Policy JFABD or contact the Homeless Liaison Coordinator Aubrey Ranson at: (719) 234-1362.

### **Military Children**

The district will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will be assigned in order to apply for open enrollment in a district school or program. No additional documentation of an

inbound active-duty military member's child's state address will be required to apply for open enrollment.

The district school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The district will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

### **Special Education Students**

Requests from the parent(s)/guardian(s) of special education students for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs.

### **Transportation**

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parent(s)/guardian(s) unless space is available in district buses without disruption of regular routes and loading areas. Students who are homeless and students with disabilities shall be transported, as necessary, in accordance with state and federal law.

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parent(s)/guardian(s) to a designated vehicle stop within the district if arrangements can be made to have the student ride on a district bus without disruption of regular routes and loading areas (not including special education buses and routes).

Students who are homeless and students with disabilities shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

### **College and Career Planning**

Rampart High School offers numerous programs for students in Career and Technical Education, and College Pathways. Please see the [District 20 College and Career Program Guide](#) or contact your counselor for more information.

#### *Career and Technical Education Pathways*

Colorado Career & Technical Education (CTE) believes that every student should be on a path that leads to career success, through seamless plans of study fostering academic and technical achievement. Rampart offers programs in Business & Marketing; Human Services & American Sign Language Education and Training; Law, Public Safety, Corrections & Security; Architecture & Construction; Arts, A/V Technology, and Communication; and Alternative Cooperative Education.

#### *College Pathways*

The primary goal of Academy District 20's College Pathways is to provide opportunities for college-ready secondary students to accelerate learning. Students can earn college credit with significant cost and timesaving by taking courses on the post-secondary campus or by taking high school

courses aligned with equivalent college courses. Students may also earn credit in robust, assessment-based national and international programs including Advanced Placement (AP) and International Baccalaureate (IB).

### *Rampart Early College Academy*

Rampart High School has partnered with the University of Colorado, Colorado Springs (UCCS) to create the Rampart Early College Academy. This unique program allows Rampart students take up to 30 college credits over their four years at Rampart High School for FREE while still being high school students at their traditional school. Students are supported through Rampart's AVID program to make sure that students are successful in their college coursework. Additionally, RECA while earning UCCS college credit RECA students will also earn their required high school credit. All Rampart Early College Academy courses are offered within the school day as part of a student's regular schedule. Currently this program is for the Class of 2026 and 2027.

### **Concurrent Enrollment**

Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHEDA make it possible for eligible students in grades 9-12 who are under the age of 21 and officially registered at an Academy District 20 high school and at a qualified institution of higher education to earn college credit at a significant cost and time savings. Interested students may contact the high school counselor for information on the eligibility criteria and application process as identified by the statute and the district policy.

### **Accelerating Students through Concurrent Enrollment (ASCENT)**

(Administrative Procedure IHEDA R 2) is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at least 9 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the district's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

### **Academic Information/Policy**

Rampart High School's faculty has developed the following policies to provide equitable treatment of all students and to inform parent(s)/guardian(s). Students should see their counselor for consideration of any exception to these policies.

All freshmen, sophomores, and juniors must carry a minimum of seven classes per semester as listed in the [Rampart High School Course Guide](#). Students earn one credit for each semester class.

Juniors and seniors may earn a partial absence based on the following requirements and approval from the principal:

- Student is on track for graduation
- Student does not have more than 10 absences from the previous semester
- Student passed all classes from the previous semester

A student that has been granted a partial absence may lose that partial due to excessive tardies, failing grades, and/or more than 10 absences in a semester. Partial absences will only be granted for first and fourth blocks.

Student and office assistants, who must be a junior or senior, earn .5 credits. These students are graded on a pass/fail basis, with a limit of one assistantship per semester, and these courses do not count toward the five (5) required courses for athletics, activity, or academic award eligibility. Study hall is also worth .5 credits and is a pass/fail grade.

*Academic Honesty Policy*

The role of a teacher is to accurately evaluate what skills and standards a student has accomplished. We believe that dishonesty and cheating in all its forms, in any forum, devalues educational goals, damages the character of students, and undermines the integrity of the school and district community. Cheating on a test may include but not limited to using resources not allowed on the test, talking during the test, having unauthorized materials in view, etc. Plagiarism includes copying from a source without using quotes and/or citations, cutting and pasting from an internet source, using someone else’s ideas without citations, not changing a minimum of 80% of the information obtained in a source into your own words, etc. Consequences for academic dishonesty include, lowering of the grade for that assignment or the complete loss of credit (0%) for the assignment/test at the teachers’ discretion. Continued academic dishonesty behavior will result in further disciplinary consequences.

*Academic Letters*

Rampart High School is proud to recognize student academic excellence. Only students carrying **five** full-credit classes or more a semester are eligible for academic awards; this does not include student assistant or Pass/Fail classes. The first time a student earns academic distinction (GPA of 3.5 and above), the student receives an academic achievement letter; for each subsequent semester of academic excellence, the student receives a Dean’s List or Honor Roll pin to place on their letter. Principal’s Merit Award students receive a certificate. Rampart awards academic achievement as follows:

- Dean’s List – student earned a 4.0 and above GPA for a semester.
- Honor Roll – student earned a 3.5 to 3.99 GPA for a semester.
- Principal’s Merit Award – student improved their previous semester’s GPA by 0.5 points with a minimum of a 2.0 GPA.

**Graduation**

(Administrative Policy IKF)

The district bases graduation requirements on the units of credit earned in grades 9 through 12. The district defines a unit of credit as the amount of credit given for the successful completion of a course per semester. All courses are one (1) credit per semester, except for student assistant, library assistant, and guided study hall, which are half (.5) credit courses. Students must complete all graduation requirements in the required categories to participate in the Rampart High School graduation ceremony.

For each graduating class, students must:

- Meet coursework requirements. These requirements, listed in the table below and in effect since 2011, reflect a well- rounded sequence of courses that prepares D20 graduates for a wide range of post- secondary options.
- Demonstrate proficiency in both math and English language arts (ELA). During each of the past three school years, Academy District 20 has convened a task force to develop procedures and options to meet the needs of all D20 students.

Coursework Requirements	Math and ELA Proficiency
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Course Type	Credits	Students may demonstrate proficiency in math and/or ELA by any one of the following: <ul style="list-style-type: none"> <li>• Meeting the established minimum score on one of CDE’s approved assessments</li> <li>• Obtaining an approved industry certificate that aligns with their individual career and academic plans (ICAP).</li> <li>• Obtaining a C- or higher in an approved concurrent enrollment, college level course that aligns with their ICAP.</li> <li>• Obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP</li> </ul>
English	8	
Science	6	
Mathematics	6	
Social Science	6	
World Language	2	
Core Electives	6	
Physical Education	3	
Health	1	
Arts	1	
Unrestricted Electives	11	
<b>Total</b>	<b>50</b>	

**Early Graduation**

Students interested in graduating early should meet with their counselor to determine if this is a good option for their postsecondary goals. Students may need additional courses for post-secondary work in addition to the courses required for graduation. However, students wishing to apply for early graduation should follow the following procedure:

- Meet with their counselor to discuss credits needed to meet graduation requirements and a plan to do so.
- After agreement between the counselor, student, and their parent(s)/guardian(s) that early graduation is appropriate, submit the early graduation plan form signed by the student and the student’s parents to the principal for consideration.
- A student wishing to graduate at the end of the first semester of their senior year must submit their letter of request no later than December 1 of that year.
- Students graduating at semester during their senior year, who plan to walk at graduation, will not be withdrawn from Rampart and will graduate with their class at the end of the school year.
- Students graduating a full year early who are interested in participating in graduation will walk with the class graduating at the end of that school year.
- Parent(s)/guardian(s) of early graduates who plan to walk in the graduation ceremony must attend one of the mandatory senior parent/guardian meetings in the spring of their graduating year.
- Complete senior checkout/withdrawal procedures through the registrar’s office.

**Grading Period/ Reports**

Rampart school year has two semesters, the first ending before winter break in December, and the second beginning with students’ return to school in January and finishing at the end of May. Semester grades appear on a student’s transcript. Parent(s)/guardian(s) can monitor student grades and assignments continuously in IC. To determine student athletic and activity eligibility, Rampart pulls student grades from IC every two weeks.

**Grading System**

Rampart teachers evaluate student performance using plus/minus grades and record those grades on report cards/progress reports. Rampart computes student grade point averages (GPA) using all courses receiving a letter grade for that semester. Students receive their final GPA and class rank

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based on eight semesters of classes. The grade of a weighted course is based on a 5-point scale when averaged into the cumulative GPA. Rampart teachers use the standard high school curve, which is the most used curve in District 20 secondary schools:

A+ = 96.5	C+ = 76.5	F = < 59.5
A = 93.5	C = 73.5	NC = no credit, audit
A- = 89.5	C- = 69.5	I = incomplete
B+ = 86.5	D+ = 66.5	WP = withdraw pass
B = 83.5	D = 63.5	WF = withdraw fail
B- = 79.5	D- = 59.5	P = passing

While plus/minus notations will appear on transcripts, the current grade point calculations remain in place. Specifically:

Grade	Non-Weighted Course Points	Weighted Course Points
A+ à A -	4	5
B+ à B -	3	4
C+ à C -	2	3
D+ à D-	1	2
F	0	0
WF	0	0
NC	Not used in computation	
WP	Not used in computation	
P	Not used in computation	

It is at the teacher's discretion to give incomplete grades. A student should complete all course work within a two-week period after the end of the semester unless previously arranged in writing with their teacher. In the absence of prior arrangements, the incomplete will become an F after the two-week period.

### Recording Grades

Rampart records a grade for each course on the student's transcript; only input from the teacher and/or administrator can remove or change a grade. The student's transcript will show both grades for repeated courses, and both grades will be figured in the student's GPA. However, if the student passes the course more than once, the student only gets credit once. The exceptions for additional credit are music, physical education, journalism, electronic media, IB Art/Design, student government, student assistant, peer partner, and drama classes. Classroom teachers make grade changes by submitting the appropriate grade change form to the registrar's office.

### Grade Appeal Process

Rampart strives to handle grade appeals in a timely manner. All grade appeals for the first semester must be initiated before January 20<sup>th</sup> of the same school year, and all appeals for the second semester must be initiated before August 20<sup>th</sup> of the following school year.

If a student and their parent(s)/guardian(s) have concerns about a teacher's grading practices, they may request the teacher's direct administrative supervisor to conduct a grade appeal. The following steps are part of the grade appeal process:

- The administrator will request the grading records of the teacher in question.
- The administrator will request the grading criteria of the teacher.
- The administrator will request samples of other student work graded by the teacher for the assessments in question.
- The administrator will review the assessment practices of the teacher for the assessments in question through analyzing the grading information the teacher has provided and clarifying the grading process with the teacher.
- The administrator will determine if grading practices have been consistent for all students.
- The administrator will share findings in writing to the student and their parent(s)/guardian(s) and the teacher.
- The administrator may request the teacher to make a grade change if appropriate.
- If the teacher does not agree with the administrator's request, they may choose not to change the grade.

If the student and their parent(s)/guardian(s) are not satisfied with the results of this appeal process, they may submit their concerns in writing to the supervisor of the administrator who conducted the grade appeal process within 10 days of receiving the initial results.

### **Homework Policy**

(Administrative Policy IKB)

Rampart students will have regular assignments to complete outside normal school hours that will affect the students' semester grade. Homework assignments may include a variety of activities, may require a written product, and may involve working with someone else. The total amount of time spent on homework will vary depending on a student's grade level and course load.

Parent(s)/guardian(s) can help their students be successful with their homework in the following ways:

- Monitor your student's grades and attendance in Infinite Campus.
- Be aware of teachers' expectations regarding homework; these are generally communicated at the beginning of a course, usually in a written syllabus.
- Plan an appropriate place and time for your student to do homework and support the plan.
- Help your student develop the use of a planner and check it regularly for assignment due dates.
- Homework is your student's responsibility, but your support and encouragement will go a long way toward ensuring their success.

### **Make-up Policy**

It is the student's responsibility to obtain and make up any work missed due to an *excused absence*. The amount of time allowed for makeup assignments to be completed is the length of the excused absence plus one day. For example, if a student misses three days due to illness, they will have to turn in all missed assignments within four school days of their return to school (3 excused days of absence + 1 day = 4 days to turn in work). If a teacher scheduled a test during the time of absence, the student should take the test during the designated makeup period. This does not apply to pop quizzes or other tests that were not planned and publicized ahead of time.

### **Schedule Change Policy**

Developing student responsibility is a goal that helps guide educational decision-making. Since students have the opportunity to choose most of their classes. It is expected that they will give careful

consideration to this process and be responsible for the decisions they make. Please note that schedule changes could affect your athletic/activities eligibility and overall GPA.

### *Schedule Change Procedures*

Schedule changes will be limited to:

- Fulfilling graduation requirements and/or,
- Making *teacher-recommended* changes including level changes due to credits being earned over the summer in summer school or the loss of a credit due to a failing grade. Students that meet these criteria will have the opportunity to request a schedule change by contacting their counselor via email or scheduling an appointment in person.

After the 30<sup>th</sup> day of the semester, students who withdraw from a course will receive a W/F (withdraw/fail) for a semester grade in the course they are dropping, unless they have been educationally misplaced or have some extenuating circumstances, e.g., hospitalization, or long-term illness, etc. The W/F will be calculated into the total grade point average (G.P.A.) according to school policy. AP students should refer to the [Rampart High School Course Guide](#) for further details.

Students with a current Individual Education Plan (IEP) that precludes participation in a particular course would not be required to substitute a course that meets the equivalent standards of the course being waived.

- Student has experienced an extreme life circumstance beyond their control.
- Participation in the alternative course is demonstrably in the student's best educational interests.

### **Summer School**

Courses taken for credit in an approved summer school program will be recorded on the student's permanent record, and grades and credits received will apply toward graduation and will be calculated in the student's GPA. Only those high school level summer school courses will appear on a student's high school transcript and count toward graduation.

According to the CHSAA, students may use summer school courses to attain athletic eligibility with a limit of one class per summer. If a student wants to move ahead one year in a world language or math, they need to attend both sessions of summer school. Rampart High School applies these credits and the grades toward graduation and calculates them into the student's GPA.

### **Athletics**

At Rampart High School, we believe the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experience. Such participation is a privilege that carries responsibilities to the school, to the activity, to other students, to the community, and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

View the Rampart High School [Parent/Student Athlete Handbook](#) or contact the Rampart athletic office for information regarding athletic teams.

### *Admission to Rampart High School Athletic Events*

Rampart charges admission (subject to change) for the following home games:

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Sport	Level
Basketball	all levels
Football	any level played at District 20 South (located at Liberty HS)/District 20 North (located at Pine Creek HS)
Hockey	varsity
Lacrosse	any level played at District 20 South (located at Liberty HS)
Soccer	any level played at D20 stadium
Swimming	all levels
Track	invitational meets only
Volleyball	all levels
Wrestling	all levels

Season passes are available for purchase on student check-in days or by contacting the athletic office. Season passes are good for the entire school year. Passes are valid for all home games of the issuing school, but **not** playoff games, hockey games, and tournaments. Opponents may charge admission at their discretion at any sporting event at any level.

**Eligibility**

The Colorado High School Activities Association (CHSAA) eligibility requirements for all athletics and extra-curricular activities state that a student must enroll in a minimum of five full-credit classes; teacher assistants, office assistants, and study hall courses do not count toward these requirements. A student with five classes cannot fail any class; a student with six or more classes can fail one class before losing eligibility. For more information on NCAA eligibility, please refer to the [Rampart High School Course Guide](#) and the [Rampart High School Parent/Athlete Handbook](#).

*NCAA Eligibility*

Students who are interested in competing in college athletics at the Division I or II level should complete an NCAA Eligibility form before the end of their junior year. This form is to be completed on-line at [NCAA Eligibility](#). If you have questions about NCAA eligibility, contact the College and Career Counselor.

	Division I	Division II
English Core	4 years	3 years
Math Core (Algebra I or higher level)	3 years	2 years
Natural Science (Including one year of lab science)	2 years	2 years
Extra years of English, math, or natural science	1 year	3 years
Social Science	2 years	2 years
Extra core courses (from any category above, foreign)	4 years	4 years

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language, non-doctrinal religion or philosophy)		
<b>Total</b>	<b>16 core courses</b>	<b>16 core courses</b>

In addition:

- For Division I schools the grades in these 16 Core Units will be used to compute a grade-point average that determines the ACT or SAT score an athlete must have to be eligible.
- For Division II schools, a student must have at least a 2.20 GPA in the above Core Units and achieve a combined SAT score of 820 or a sum score of 68 on the ACT.
- Students should check to see which Rampart High School courses have been approved by the eligibility center. To do so, log onto [NCAA Eligibility Center](#) and use our school code which is **060294**. Any courses taken pass/fail are given a grade of “D” in the GPA.
- Students must send their ACT or SAT scores directly from the company to the eligibility center.
- Students should access the website if they have questions or meet with the College and Career Counselor or their Athletic Director.

Please refer to the [Rampart High School Course Guide](#) for details on eligible courses.

### Sport Opportunities

Rampart High School offers 25 student sports governed by CHSAA:

Fall Sports	Winter Sports	Spring Sports
Varsity Boys and Girls XC	Varsity Boys Basketball	Varsity Baseball
Sub-varsity Cross-Country	Junior Varsity Boys Basketball	Junior Varsity Baseball
Varsity Football	C-Squad Boys Basketball	C-Squad Baseball
Varsity Girls Basketball	Varsity Girls Basketball	Varsity Girls Golf
C-Squad Football Junior Varsity	Girls Basketball	Varsity Girls Lacrosse
Field Hockey Girls*	Varsity Ice Hockey	Junior Varsity Golf
Varsity Boys Golf	C-Squad Girls Basketball	Junior Varsity Girls Lacrosse
	Junior Varsity Ice Hockey	Varsity Boys Lacrosse*
Varsity Boys Soccer	Girls Varsity Swimming	Sub-Varsity Boys Lacrosse*
Junior Varsity Boys Soccer	Sub-Varsity Girls Swimming	Varsity Girls Soccer
C-Squad Boys Soccer	Varsity Wrestling	Junior Varsity Girls Soccer
Varsity Girls Softball	Sub-Varsity Wrestling	C-Squad Girls Soccer
Sub-Varsity Girls Softball	Varsity Cheerleading	Varsity Boys Swimming
Varsity Boys Tennis	Junior Varsity Cheerleading	Varsity Girls Tennis
Sub-Varsity Boys Tennis	Hip Hop	Sub-Varsity Girls Tennis
Varsity Girls Volleyball	Girl’s Wrestling*	Varsity Boys and Girls Track

Junior Varsity Girls Volleyball		Sub-Varsity Track
C-Squad Girls Volleyball		Boys Volleyball*
Varsity Cheerleading		
Junior Varsity Cheerleading		
Hip Hop		

\*Academy School District 20 has girl’s field hockey team sponsored by Pine Creek High School; all female students attending a District 20 high school may tryout. There is one girl’s wrestling team sponsored by DCC; all female students attending a District 20 high school may tryout. There is one boy’s lacrosse team sponsored by Pine Creek High School; all male students attending a District 20 high school may tryout. There is one boys’ volleyball team sponsored by DCC; all male students attending a District 20 high school may tryout. Rampart will award athletic letters earned by participants.

Refer to the [athletic webpage](#) for detailed information, policies, procedures, and the athletic handbook.

## **Attendance**

(Administrative Policy JE, JH, JHB)

The intent of the Rampart High School attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation among parent(s)/guardian(s), school officials, and students. Regular and punctual attendance is a major contributor to success in the classroom and on the job. Rampart expects students to attend every scheduled class and requires teachers to communicate with parent(s)/guardian(s), counselors, and administrators when a student’s absences significantly affect their performance in class. 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)]. Parent(s)/guardian(s) 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 Administrative Policy JE and state law, excused absences are as follows:

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

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

*State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant.* [Administrative Policy JE and C.R.S §22-33-107(3)(a)]. Be aware that the district will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter,

even if the absences are excused, as “chronically absent.” [Administrative Policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parent(s)/guardian(s) and students fail to follow compulsory attendance laws [Administrative Policy JHB on Truancy].

Parent(s)/guardian(s) are responsible for calling in all student absences, whether due to illness, family emergency, or appointment. Please remember that while parent(s)/guardian(s) report absences, legally only the school can excuse an absence. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor’s verification of illness. If a parent(s)/guardian(s) cannot make a phone call to Rampart’s attendance office, on the first day after the absence their student must bring a note to school from the parent(s)/guardian(s) that explains the absence. *If the attendance office does not receive a phone call or note from the parent(s)/guardian(s) to clear the absence within 5-business days, the absence will be marked as unexcused.*

### **Attendance Monitoring**

Students who miss 10 or more days of school, either excused or unexcused, will be placed on attendance monitoring. Attendance monitoring requires that students have official documentation for absences, such as a doctor’s note, proof of travel, etc. If you have questions about documentation, please contact the dean’s office.

### **Excused Absences**

According to the Colorado School Attendance Law (22-33-104) and Administrative Policy JE, the following conditions are excused absences from compulsory school attendance:

- Absences approved by the principal, principal's designee, or school administrator
- Absences due to doctor’s appointments, temporary illness, or injury, or physical, mental, or emotional disability
- Absences due to field trips, pre-arranged absences, school-sponsored activities, or athletic events
- Absences due to student being in the custody of the court or law enforcement authorities

### **Leaving Campus during the School Day**

If a student needs to leave the school building during the day, a note or verbal confirmation from a parent/guardian is required before attendance will release a student. We understand that emergencies happen, however, to efficiently have your student released and minimize the impact to the learning environment please follow the steps below when checking your student out:

- Please call as early as possible to have your student released, checked in, or attendance updated.
- When calling or emailing to update your student’s attendance, please include: first and last name, date and time of absence, and reason.

A pass will be written up and sent to your student to have them released. They will meet you out front at your requested time.

### **Pre-arranged Absence**

A pre-arranged absence is when a family/student anticipates leaving town for several days. Please follow these procedures:

- Provide a note from parent(s)/guardian(s) stating the reason for and dates of absence to attendance.
- Obtain a pre-arranged absence form from attendance one week prior to the absence.
- Complete the form with teachers' signatures and assignments.

- Obtain an administrator's signature on the form.
- Return the form to the attendance office prior to leaving.

Rampart considers field trips a pre-arranged absence. Students need to arrange make-up work *prior* to the date of the scheduled field trip. Students are responsible for making teachers aware of the trip and completing missed assignments.

### **Tardies**

Student attendance is a collaborative partnership between students, staff, and parent(s)/guardian(s) at Rampart High School. We believe instructional time is a vital piece of successful student learning. We also believe successful learning happens when students attend class on time and regularly. All students receive valuable information and directions at the start of class, and we encourage that all messages, passes, or other interruptions are to be held until after the first 20 minutes of class.

Tardiness is defined as the appearance of a student without an excuse or pass after the scheduled time that a class begins. Parent(s)/guardian(s) shall be notified of all concerns or penalties regarding tardiness.

### *Parent/Guardian Collaborative Efforts*

We ask for collaboration with parent(s)/guardian(s) on:

- Ensuring that student(s) leave for school with enough time to arrive safely.
- Communicating with attendance whenever your student(s) may arrive after the start of school or class period.
- Reaching out to the classroom teacher if you have any questions or concerns about your student(s)' attendance.

### *Classroom Teacher Collaborative Efforts*

- Record attendance within the first 15 minutes of the start of the class period
- Monitor and contact parent(s)/guardian(s) of any student(s) with attendance concerns
- Determine if a classroom consequence is appropriate for student(s)
- Contact and communicate with parent(s)/guardian(s) about any classroom consequence(s) assigned to student(s)
- Record any communication and consequences in Infinite Campus

### *Administration/Dean's Office Collaborative Efforts*

- The dean's office will run a report each week identifying habitually tardy students and will work with classroom teacher and parent(s)/guardian(s) to develop support for behavioral change.
- If a student is tardy to class four or more times in one week, parent(s)/guardian(s) will be notified of any consequence(s) by the determining building administrator or designee.
- Any contact or communication with parent(s)/guardian(s) related to concerns and consequences will be recorded in Infinite Campus.

A student is considered tardy if they are not in the classroom when the class bell rings. If a student is tardy to class four to seven times in one week, they will receive lunch detention; eight or more times in a week is two lunch detentions or one after school detention; and tardy 12 or more times in a week is two after school detentions. Ten tardies or more to class in a month will result in an after-school detention.

### **Truancy**

When a student has an excessive number of absences, excused or unexcused, it negatively affects the student's academic success. "Habitually Truant" means a student who is at least the age of six on or before August 1 of the school year in question and under the age of seventeen years having four total days of unexcused absences from public school in any one calendar month or ten total days of unexcused absences from public school during the reported school year in congruence with [C.R.S. §22-33-107(3)(a)].

The district has designated staff to work with school administration to work on such absences and may begin legal action through truancy court. Be aware that the district will first take steps to work with families to reduce truancy, but the school partners with local juvenile courts to intervene and address "habitual truancy." If you have any questions about this process, please contact the dean's office. The principal may identify a student who is absent 10% of a quarter, even if they are excused absences, as "chronically absent" and will be placed on attendance monitoring.

### **Unexcused Absences**

Any absence from school or class that does not fall into the above categories will be marked as unexcused. Students can make up schoolwork missed due to unexcused absences, but it may not be counted for credit. The 20Alert automated phone system notifies parent(s)/guardian(s) every evening of any unverified absences. Parent(s)/guardian(s) have 5-business days to excuse their student before the absence is marked unexcused and becomes subject to consequences. If parent(s)/guardian(s) excuse these absences, students must clear them with attendance first, and then with the dean's office in room 218.

### **Frequently Asked Questions:**

- Q) Do I need to come into the building to drop off and pick up a student?  
A) No. Simply call or email the attendance office with the above information and your request will be processed.
- Q) My student texted me to pick them up due to illness/not feeling well. How do I check them out?  
A) For safety reasons, please have your student go to the health room. The nurse or health room para will then let us know when your student will be going home.
- Q) How do I know if my student's attendance was updated, or my message was received?  
A) As soon as the attendance office receives a call, the attendance is updated in the IC database. To see if your message was received, please log into your [IC Parent Portal](#).
- Q) My student was marked absent but says they were in class. What do I do?  
A) Your student will need to speak with the teacher of attendance and ask that the teacher contact the attendance office to update.
- Q) What do I do if I need another family member to check out my student?  
A) *Only* parents/guardians may authorize a student release and will need to call ahead of time. Anyone listed in your IC Emergency Contacts may pick up your student but cannot excuse the absence. PLEASE make sure your Infinite Campus information is accurate.

Should you have any other questions or concerns, please do not hesitate to contact the attendance office.

### **Attendance Codes**

Here is a list of commonly used attendance codes that you might see listed in your student's attendance:

T = Tardy, A = Absent, ACTV = School Activity, AU = Unexcused Absence, COUN = Counseling, CV = College Visit, EXTA = Extended Absence, FEMG = Family Emergency, FMLY = Family Situation, FTRP = Field Trip, HEAL = Health Room, HTRU = Habitually Truant, ILL = Temporary Illness/Injury, ISS = In School Suspension, MEDI = Medical Appointment, OFFC = Office, OSS = Out of School Suspension, PREA = Prearranged Absence, TE = Excused Tardy, TRUA = Truant All Day, TRUP = Truant for the Period/Block, TU = Unexcused Tardy, VERU = Verified Unexcused, WTHR = Weather

Should you have any questions, contact either attendance or the dean's office.

### **Attendance Office Contact Information**

Phone: (719) 234-2000, option 1

Email: [RHS-Attendance@asd20.org](mailto:RHS-Attendance@asd20.org)

### **Behavior, Conduct, and Discipline**

(Administrative Policy JICDA)

Rampart High School strives to maintain a culture of belonging for all students. This culture is to ensure that all members of the Rampart community are academically driven, maintain healthy and successful social interactions that build from trusting and respectful interactions. The development and implementation of interventions, supports, policies, and practice are essential in maintaining the Rampart culture. There will be times where student decisions fall outside the expectations of the Rampart culture. When this occurs, administration will consider multiple factors, including, but not limited to disciplinary history, disability, seriousness of violation, and threat posed to any student or staff member, when deciding next steps in addressing and supporting better decisions by students.

#### *Administration/Faculty Responsibility:*

Rampart High School staff are committed to supporting and guiding young people in their patterns of behavior/decisions. It is important to teach young people appropriate behavior/decisions through modeling. Staff will intervene when a student is not following school policies. Inappropriate behavior/decisions will be addressed to identify why they are not acceptable by teaching them more acceptable behaviors/decisions. All faculty will seek positive partnerships with parent(s)/guardian(s), students, and each other.

#### *Parent/Guardian Responsibilities:*

Parent(s)/Guardian(s) will continue to support their student in making good decisions outside of school and while at school. It is expected that parent(s)/guardian(s) understand and support a safe and orderly learning environment must be maintained for all students. A strong and positive partnership between school and home (Rampart High School faculty and parent(s)/guardian(s)) is developed and maintained when helping address and correct unsafe/unacceptable student behavior/decisions.

#### *Student Responsibility:*

Students will come to school ready to learn and positively contribute to the school culture with the full support of their parent(s)/guardian(s) and Rampart High School faculty. Their appropriate behavior and decision making will ensure a valuable learning experience while at Rampart High School. They will accept responsibility, consequences, and support(s) when their behavior and decisions are deemed not acceptable. Students will conduct themselves with integrity and be sensitive to the needs

of others. Students, parent(s)/guardian(s), and faculty will seek effective, and solution orientated corrective measures when supporting positive behavior(s).

Staff at Rampart High School are committed to helping students learn from their choices through various methods of corrective supports. It is important that parent(s)/guardian(s) partner with their student and school in this process. Please note that students in the dean's office (room 218) for disciplinary action or to attend an assigned lunch detention or in school suspension are **required to forfeit their phone** for the duration of their time in the office.

#### *Free Association*

You are generally free to associate with groups of your own choosing. However, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupt the educational process, may be subject to disciplinary actions by school officials or appropriate law enforcement agencies.

#### *Peaceful Assembly*

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

#### *Respect for Property*

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

#### *Student Expression*

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

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

### **Student Conduct**

(Administrative Policy JIC):

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

The district, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

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

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

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

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

### *Student Code of Conduct* (Administrative Policy JICDA)

Rampart High School is a place for learning and personal growth. We require each student to be prepared for class, to attend class and be on time, to respect themselves, others, and both school and personal property, to be honest, and to be an active participant in the learning process. We can meet these objectives if all students and staff feel safe and comfortable.

There is *zero tolerance* for student bullying, harassment, threats, or fights. It is our expectation that any student aware of a potentially dangerous situation will tell an adult. These incidents will be investigated and, if found to be valid, will be reported to the student's parent(s)/guardian(s), the dean, and the police. Recording of fights or physical altercations does not align with the code of conduct or the values of Rampart High School and are subject to disciplinary action. Disciplinary action may include, but may not be limited to, in-school suspension, out-of-school suspension, or expulsion. Rampart administration may file police charges if warranted.

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at [Board/Administrative Policies](#).

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:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property
- Willful destruction or defacing of district property
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law
- 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
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing, or derogatory statements addressed publicly to others that precipitate disruption of the district of school program or incite violence
- 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
- Violation of the district's policy on bullying prevention and education
- Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff
- Violation of any district policy or regulations, or established school rules
- Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law
- Violation of the district's policy on student conduct involving drugs and alcohol
- Violation of the district's violent and aggressive behavior policy
- Violation of the district's tobacco-free schools policy
- Violation of the district's policies prohibiting sexual or other harassment
- Violation of the district's policy on nondiscrimination
- Violation of the district's dress code policy
- Violation of the district's policy on gangs and gang-like activity
- Throwing objects, unless part of a supervised school activity, which can or do cause bodily injury or damage to property
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others
- Lying or giving false information, either verbally or in writing, to a district staff member
- Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work
- Making a false accusation of criminal activity against a district staff member to law enforcement or to the district
- Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students
- Repeated interference with the district or school's ability to provide educational opportunities to other students
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff

Rampart High School is in no way responsible for any item a student brings to school, nor does it have the resources to investigate lost or stolen personal items. We highly encourage students to leave valuable items at home; otherwise, they must be securely stored. We encourage students to check the lost and found area for missing items.

### *Student Discipline*

(Administrative Policy JK)

The district, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Additionally, the district has adopted policies and procedures for handling general and major discipline problems for all students of the district which are designed to achieve these broad objectives. All administrative policies and regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

### **Bullying**

(Administrative Policy JICDE)

The district supports a school climate that is free from threats, harassment, and any types of bullying behavior. All types of bullying are unacceptable. “Bullying” is defined in Administrative Policy JICDE and state law as, “the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture.” Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The district cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® provides an anonymous way to report any threatening behavior that endangers a student, or the student’s friends, family, or community. To make a report using Safe2Tell®, call (877) 542-SAFE (877- 542-7233).

### *Individual Dignity*

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

The district does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at district bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

### **Cell Phones/Electronic Devices**

(Administrative Policy JICJ, JS)

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

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

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

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

### *Cellphone-Free Classrooms*

In Spring 2024, Rampart High School's leadership team gathered input from students, staff, and parents, and reviewed data to better understand how cell phones impact our school environment. This process helped us identify both the benefits and challenges of phone use during the school day. As a result, we've developed a balanced approach that supports students in staying connected, accessing educational tools, and maintaining focus in class.

### **Here's what you need to know:**

- Students who bring cell phones to school must place them in a designated classroom phone holder at the start of each class.
- Phones will remain stored during the entire class period.
- Students may use their phones during passing periods and lunch.

If a student needs to contact a parent or guardian during class due to an emergency, they should speak with their teacher. In case of a parent/guardian emergency, please call the school directly at (719) 234-2040. Otherwise, students can communicate with you during non-instructional times. Violations of this policy may result in disciplinary action, including a warning, parent contact, loss of the device for the day, referral to the Dean, and/or suspension.

*The Rampart staff cannot guarantee the security of electronic devices or any other valuables. Students are encouraged to keep their valuables secure or leave them at home. Rampart High School does not have the resources to investigate the loss of personal items.*

### **Detention**

Rampart High School has three types of detention: lunch, after school, and in-school, which are district-level consequences for behavior incidents. Failure to attend an assigned detention will result in additional consequences. Below are the rules for student behavior expectations during detention. Failure to follow these rules may result in additional detentions.

- Students will arrive on time to avoid an additional consequence.
- Students will surrender their phones upon entry. They will be returned at dismissal.
- Students are expected to be present the full duration of the detention. Should the student need to leave for any reason, they will need to be escorted by a staff member.
- Students should take care of any personal matters before arriving to the detention room.
- Students should take advantage of this time to work on classwork. Students are permitted to use their district device to complete their work.
- A staff member may dismiss a student from detention for disruptive behavior, which could result in additional consequences.
- Students are not allowed to bring food to after school detention.

#### *Lunch Detention*

Held during the student's scheduled lunch period. Students should bring a bagged lunch from home. Students will surrender their cell phone, along with any other electronic device during this time. Students should bring their district provided device so they can work on schoolwork during this time.

#### *After School Detention*

Held from 3:00pm to 4:00pm, Tuesday and Wednesday (unless there is a scheduled student half day). Days are subject to change. Students will surrender their cell phone, along with any other electronic device during this time. Students may not leave after-school detention once detention has started. Students should bring their district provided device so they can work on schoolwork during this time.

#### *In-School Detention*

Held during the school day under the supervision of the academic dean. Students will surrender their cell phone. Students should bring their district provided device so they can work on schoolwork during this time.

### **Disciplinary Removal from Classroom**

(Administrative Policy JKBA)

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

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

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

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

- Violates the code of conduct adopted by the district administrative policy
- Is dangerous, unruly, or disruptive
- Seriously interferes with the ability of the teacher to teach the class

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

### **Dress Code**

(Administrative Policy JICA)

Rampart High School recognizes that how one dresses is, in part, a matter of individual style; however, in a learning environment some manners of dress may result in distractions to learning. Our main goal is for students to attend school to feel they belong and be provided opportunities for high levels of learning. To limit these distractions, Rampart High School administration has developed the following guidelines for dress during the school day. Rampart High School staff will determine whether the student is in violation of the dress code. 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 administration, a parental conference. Rampart High School considers repeated referrals as disobedient/defiant and carry an appropriate discipline consequence.

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The student dress code, Administrative Policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program.

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

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

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

- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by Rampart staff and administration; including but not limited to items that:
  - Refer to drug, tobacco, or alcohol
  - Advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, or defamatory in design or message
  - Reference or show images of weapons
  - Threaten the safety or welfare of any person
- Clothing that:
  - Reveals all or part of the stomach, buttocks, or chest
  - Is backless
  - Reveals underwear
  - Is inappropriately sheer, short, tight, or low cut

***Exceptions:***

Appropriate clothing may be worn in physical education. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like), may be worn to school when approved by the sponsor or coach.

**Drug & Alcohol Involvement by Students**

(Administrative Policy JICH)

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

***Penalties for Student Use or Possession of Alcohol and Drugs***

Rampart will discipline students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of Administrative Policy JICH in the following manner:

- First Offense: The student may be suspended for up to three school days, and the principal may recommend additional suspension and/or expulsion/deferred expulsion. . At the discretion of the principal and with the concurrence of the superintendent, a portion of the suspension may be held in abeyance if the student completes an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be the responsibility of the student and parent. Failure to provide documentation of completion of

the program within the prescribed time limits will result in the reinstatement of the original suspension.

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

- **Second Offense:** The student may be suspended for up to five school days, and the principal may recommend additional suspension and/or expulsion/deferred expulsion.
- **Third and Subsequent Offense(s):** The student may be suspended for up to 10 school days and the principal may recommend to the superintendent expulsion of the student for up to one calendar year for the third offense and all subsequent offenses occurring within three years.

#### *Penalties for Student Possession of Drug Paraphernalia*

Rampart administration will discipline students who possess drug paraphernalia at school, on the school bus, or at school sponsored events in the following manner:

- **First Offense:** Student suspension for three school days.
- **Second Offense:** Student suspension for five school days.
- **Third Offense:** Student suspension for five school days and the principal may recommend an additional five days' suspension, or expulsion.

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

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

#### **Tobacco Free Schools**

(Administrative Policy ADC)

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

For purposes of this policy, the following definitions apply:

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

- 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, chewing tobacco, and e liquids or vape oils.
- Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, Juul, electronic nicotine delivery system, or personal vaporizers.
- “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
- “Use” means lighting, chewing, smoking, ingesting, or application of any tobacco product.

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

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

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

**PLEASE NOTE:** Rampart does not differentiate between tobacco/vape use vs. possession. Please remember these incidents are recorded on the student’s permanent record that colleges, or the military, may request. Any paraphernalia will be confiscated.

For a first offense, Rampart requires the student to complete a two-hour, on-line educational course, through our local partner Second Chance Tobacco. This course will be completed in school, on the day of, or day following the violation. Consequences for subsequent incidents will be as follows:

<b>Offense</b>	<b>Possession</b>
1st	Student to complete 2-hr, online educational course
2nd	1 day In School Suspension and Reflective Assignment
3rd	1 day Out of School Suspension

## **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 the administrative policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually. The Board of Education and district administration desire to keep district schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior.

School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of

different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The superintendent or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

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

Gangs or individuals who initiate, promote, or participate in activities (threats, initiations, hazing, intimidation, etc.) which threaten the safety or well-being of people or property on school grounds or at school related activities or disrupt the school environment will be suspended and/or expelled.

### **Habitually Disruptive Students**

(Administrative Policy JKEA/R)

Students suspended from school for causing a material and substantial disruption during any one school year while on school property, at a school-sanctioned activity or event, or while being transported in a district-approved vehicle, may be subject to an individual remedial discipline plan developed and implemented in accordance with the administrative procedure associated with this policy. If the student is suspended a second time, in any one school year, for causing a material and substantial disruption, a remedial discipline plan must be developed and implemented.

If the student continues to engage in disruptive behavior, has been suspended three or more times in any one school year, and who acts in violation of his or her remedial discipline plan, such student shall be declared a habitually disruptive student and shall be subject to mandatory expulsion in accordance with Administrative Policy JKD/JKE and state law. Students with disabilities shall be subject to expulsion as a habitually disruptive student if a determination has been made by the student's properly constituted staffing committee that the disruptive behavior is not a manifestation of the student's disability.

For this policy, disruptive behavior means behavior that is initiated, willful, and overt on the part of the student; which requires the attention of school personnel to deal with the disruption; and which results in an out of school suspension. Procedures regarding this policy, to include reporting requirements, remedial discipline plans, and student discipline, are listed in Administrative Policy JKEA R.

### **Sexual Harassment**

(Administrative Policy JBB)

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

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

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

### **Title IX**

Title IX is a federal law enacted as part of the Education Amendments of 1972. It prohibits discrimination based on sex in any education program or activity receiving federal financial assistance. This includes protection against gender-based harm, such as sexual harassment, sexual assault, or other forms of sexual misconduct. When a report or allegation of such harm is made, the school—working in collaboration with the school district’s Title IX compliance coordinator—is required to conduct a thorough and impartial investigation. The purpose of this investigation is to determine whether a violation of Title IX has occurred. If the investigation concludes that a Title IX violation did take place, the school may implement appropriate disciplinary measures. These actions are intended to ensure accountability, support the affected individuals, and maintain a safe, equitable educational environment for all students.

### **Threats/physical assault**

(Administrative Policy JICDA)

Rampart staff shall use the following procedures in instances of alleged assault, disorderly conduct, harassment, allegation of child abuse, or alleged criminal offense by a student directed towards another student, teacher, or school district employee. Rampart staff shall use these same procedures in instances of damage by a student to the personal property of another student, teacher, or school employee occurring on school district premises.

- In all cases, anyone who has been physically assaulted or threatened with physical assault should immediately contact a member of the administrative staff or central office. It shall be the responsibility of any administrator who is knowledgeable of such a situation to communicate immediately with the superintendent or his designee who, in turn, will inform the Board of Education relative to the incident.
- The student, teacher, or employee shall file a written complaint with the school principal or immediate supervisor, the superintendent's office, and the Board of Education.
- The principal or immediate supervisor, after receipt of the complaint, investigation, and proof of the charges, shall suspend the student for a minimum of three days in accordance with established procedures. The superintendent or designee shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.

The superintendent or designee shall report the incident to the district attorney, local law enforcement agency, or officer who shall investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Students deemed a danger to the safety and well-being of other members of the student body or staff because of a formal record of improper behavior outside the school setting may be provided education via means other than the regular classroom setting.

## **Weapons**

(Administrative Policy JIC1)

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

As used in this policy, “dangerous weapons” include, but are not limited to [C.R.S. §22-33-102, 18-1-901 (3)(h)]:

- 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”
    - 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, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, is designed to propel projectiles by spring action or compressed air.
- A fixed-blade knife with a blade that exceeds three inches in length.
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;
- Any knife or cutting instrument possessed without authorization of school officials.
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns.
- 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.
- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with district policy concerning student suspensions, expulsions, and other disciplinary interventions.

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

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

## **Student Interrogations, Searches, and Arrests**

(Administrative Policy JIH)

The Board of Education and district administration seek to maintain a school climate 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(s)/guardian(s). If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, school administration will not contact the student's family.

### *Searches conducted by school personnel*

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

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

### *Search of the student's person or personal effects*

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

Searches of 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.

*Search of school property*

School lockers, desks and other storage areas are school property and remain under the control of the school at all times. 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.

*Detection canines*

The school principal or designee contracts authorized persons using trained detection canines to conduct searches of school facilities, lockers, common and gym areas, personal property, the school perimeter, vehicles, and school parking lots. Rampart High School conducts these random, unannounced visits to the campus to minimize the presence of prohibited/contraband items. We encourage all students to ensure that their vehicles are free from prohibited items while parked on school property.

*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 circumstance exists, such interrogations and interviews are discouraged during student's 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 try to notify the student's parent(s)/guardian(s), except in cases involving the 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(s)/guardian(s) not be notified, or when an emergency or other exigent circumstance exist. However, whether or not to postpone the interview or interrogation until the parent(s)/guardian(s) 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 staff member shall assist or otherwise participate in the search. Rampart High School expects that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

*Seizure of Items*

Anything found during a search conducted by school officials that is evidence of a violation of law, 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/designee until presented at the hearing.
- Returned to the student or the parent(s)/guardian(s).
- Turned over to a law enforcement officer in accordance with this policy.

*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(s)/guardian(s) and the student consent to such release. When law 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(s)/guardian(s). It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff are not responsible for an officer's legal compliance when arresting a student.

*Parking Lot/Vehicle Searches*

(Administrative Policy JIHB)

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

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

**Parking and Parking Permits**

Parking at Rampart High School is a privilege. The district sets the cost of parking fees, which go towards parking lot maintenance and security personnel. The Rampart High School parking lot is district property; as such, school officials and school security reserve the right to search vehicles parked on school property upon reasonable suspicion. Items considered dangerous or illegal, such as guns, knives, other types of weapons, drugs or drug paraphernalia, alcoholic beverages, or incendiary devices, shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the Dean of Students for disciplinary action. Refusal by a student, parent(s)/guardian(s), or owner of the vehicle to allow access to a vehicle on school premises at the time of a search request shall be cause for termination of parking privileges. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. Rampart High School administration is not responsible for damage to vehicles or loss of personal property from vehicles parked on school property.

Student parking permits cost \$40 for one year and \$20 for the second semester (after winter break), and can be paid for with cash, a check made out to Rampart High School, or credit card. Parking permit costs will not be reimbursed if the permit is suspended or revoked for disciplinary reasons. Student(s) or parent(s)/guardian(s) must report any changes to the registered vehicle's information (e.g., a new license plate) to room 218 in person, by phone, by email, or updating in Infinite Campus. Replacement parking stickers must be purchased if the student's original parking sticker is lost or irretrievable (e.g., vehicle is totaled), at a cost of \$5.00.

### *Permit Stickers*

**Students who park on campus MUST HAVE a current year parking permit sticker visible on their windshield.**

Parking permits may be paid for online through Infinite Campus, or in-person in the Bookkeeping office. Please register your vehicle through the [Extended Parent Portal](#).

Please note:

- Students parking vehicles on campus that do not have a visible, valid parking permit sticker in the windshield risk parking fines and possible revocation of parking privileges and/or disciplinary action.
- Even if your student has paid for a parking sticker and has more than one registered vehicle, if the sticker is not in the vehicle parked on campus the student can be fined. Students must transfer their sticker between their regular vehicle and their other registered or temporary vehicle, if, for example, their regular vehicle is in the shop.
- If a student either cannot move the sticker or forgets to move the sticker, the student must obtain a temporary parking permit for their vehicle in room 218.
- Parking stickers issued in a previous school year are not valid and are ticketed as such.
- Parking rules will be enforced beginning the first school day in September; please have your parking permit sticker purchased and visible in your vehicle prior to that date.

### *Rules*

- The parking sticker *must be visible* in the vehicle at all times while parked at Rampart, otherwise the vehicle will be ticketed for not having a valid parking permit.
- Place the sticker on the inside, upper left corner of the windshield, [below window tinting](#).
- Do not park in restricted areas: visitor, staff, school bus areas, handicapped, or fire lane.
- The parking sticker is not transferrable to other students.
- Be aware of pedestrian traffic and drive courteously and respectfully.
- Maintain the 5-mph speed limit in the parking lot.
- Inform the dean's office of status changes to the student's registered vehicle (e.g., new license plate, new vehicle).
- If a student's registered vehicle is temporarily unusable, the student may use/transfer the parking sticker to a temporary or second registered vehicle. Failure to transfer the sticker to a temporary or secondary vehicle may result in a ticket. If a student cannot remove the sticker, then the student must get a temporary pass from room 218 to display in the vehicle.
- The dirt parking lot at Rampart (corner of Union and Lexington) is a recognized parking lot and students must have a valid parking permit sticker to park there.

### *Parking Fines*

Parking regulations are strictly enforced. Parking offenses that will result in a fine, revocation of driving privileges, and/or discipline actions include but are not limited to:

- Not having a visible, valid parking permit sticker in the vehicle parked on campus.
- Parking in a marked, reserved parking spot – visitor or staff, or the school bus area.
- Parking in fire lanes or handicapped areas. This will result in a city parking citation; this is a city ticket, and the Colorado Springs City Code dictates the fine.
- Not obeying the 5-mph speed limit and/or reckless driving.

- Parking in two spaces, parking in the hashmarks at the end of a parking row (which are there to maintain a safe space for buses to move through the parking lot), at the curb or fence, or parking where there is not a marked parking space.
- Taking a freshman student off campus.

Students can pay parking fines in bookkeeping; fines not paid in person are added to the student's account and an email is sent to parent(s)/guardian(s) notifying them of the fine.

Offense	Fine
1st	\$5.00
2nd	\$10.00
3rd	\$20.00
4th	\$40.00
5th	Revocation of parking privilege and/or disciplinary action

**Identification**

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

*Student IDs*

Starting for the 2024-2025 school year, every student will be expected to have their ID physically on them, preferably worn on a lanyard around the neck. When students enter the building, at any time of day, they will be required to show their physical ID. They will not be able to show a picture of it. As this is a continued safety protocol, students will receive consequences when they are not in compliance and repeatedly forget their ID.

In ensuring school safety, students will receive the following consequences for not having their ID:

- No ID 3x = 1 Lunch Detention
- No ID 6x = 2 Lunch Detentions
- No ID 9x = 1 After School Detention
- If the problem persists, additional consequences will be assigned

Rampart High School provides student identification cards at no charge to students during check-in days and on make-up check-in day. If a student misses either of these dates, they can get an ID made in room 218. Students should always carry their IDs with them and are expected to produce them for identification when requested by staff or security personnel. Students shall provide their full name when requested by staff or security personnel. Use of the LIC, computer labs, as well as attendance at school dances, will require a current school year Rampart High School student ID. Students can go to room 218 for a replacement ID card for \$5.

**Suspension/Expulsion**

(Administrative Policy JKD, JKE)

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

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

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

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

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- 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.
- Declaration of the student as a habitually disruptive student, pursuant to Administrative Policy JK and its accompanying administrative procedure. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities. The student and the parent, legal guardian, or legal custodian shall have been:
  - For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
  - The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
- Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - Possession of a dangerous weapon without the authorization of the school or the school district;
  - The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
- Repeated interference with a school's ability to provide educational opportunities to other students.
- 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.
- Violation of the district's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.
- Failure to comply with the immunization requirements as specified in Colorado law and Administrative 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.

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

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

The information shall be used by the superintendent to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The district shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

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

### *Suspension*

Rampart High School has two types of suspension: in-school and out of school, which are state-level consequences for behavior incidents. Below are the rules for student behavior expectations during suspension. Failure to follow these rules may result in additional consequences.

- Students should take advantage of this time to work on classwork. Students are permitted to use their district device to complete their work.

### *In-School Suspension*

Held during the school day under the supervision of the academic dean. Students will surrender their cell phone. Students should bring their district provided device so they can work on schoolwork during this time.

### *Out of School Suspension*

During this period of suspension, the student is not to be at school activities (on or off school property) on the school grounds or in any building of Academy District 20 unless prior arrangements have been made. Students may make up academic work missed while suspended, but it is the responsibility of the student to get assignments from teachers and submit them by the agreed-upon deadline.

## **Use of Physical Intervention and Restraint**

(Administrative Policy JKA and JKA R)

To maintain a safe learning environment, district staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with district policy and accompanying regulation. Administrative Policy JKA E 2 represents the process that must be followed when a student or the student's parent(s)/guardian(s) wishes to file a complaint about the use of restraint or seclusion by a district staff member.

## School/Community Relations

### Public Conduct on School Property

(Administrative Policy KFA)

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

- Any conduct that obstructs, disrupts, or interferes with or threatens to obstruct, disrupt, or interfere with district operations or any activity sponsored or approved by the district.
- Physical abuse or threat of harm to any person or school district property.
- Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
- Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
- Use, possession, distribution or sale of drugs and other controlled substances, alcohol, and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

If, however, the administration of medical marijuana is in accordance with the board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

- Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
- Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
- Unlawful use of any tobacco product.
- Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
- Profanity or verbally abusive language.
- Violation of any federal, state, or municipal law or board policy.

### Visitors

(Administrative Policy KI)

Permission to visit other campuses at any time, including Mountain Ridge Middle School, is granted for school business only, and you must receive prior administrator approval.

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

- Parent(s)/guardian(s) of current students
- Other family members of current students who are approved by the student's parent(s)/guardian(s); and

- Board members and other people invited by the district or school.

The basic mission of the school district is to educate every student in a safe and nurturing environment. During the instructional day, school facilities are reserved for carrying out the school district's educational mission, and only persons directly forwarding that mission are allowed on school grounds. To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school.

Authorized visitors shall present photo identification and:

- be required to sign in and out
- be given nametags to wear identifying themselves as visitors; and
- may be accompanied by a district employee for some or all of the visit.

School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied, or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

### **Advertising**

(Administrative Policy KHB, KHB R)

Advertisements, celebratory notices, or sponsorship programs shall be negotiated and approved by the building principal or designee and must be approved by the District Contracting Officer. Before finalizing an agreement for an advertisement, notice, or sponsorship in a district facility, the following shall be determined:

- Whether the advertisement, notice, or sponsorship recognition will distract from the primary function of the room, building, or facility;
- Whether the proposed advertisement, notice, or sponsorship is consistent with district policies; and
- Whether a fair market price is being charged.

Before an agreement is finalized, the building principal or designee shall also submit the tentative agreement to the contracting and purchasing division for approval.

Advertisements, celebratory notices, or sponsorship programs shall be negotiated and approved by the building principal or designee and must be approved by the District Contracting Officer. Before finalizing an agreement for an advertisement, notice, or sponsorship in a district facility, the following shall be determined:

- Whether the advertisement, notice, or sponsorship recognition will distract from the primary function of the room, building, or facility;
- Whether the proposed advertisement, notice, or sponsorship is consistent with district policies; and
- Whether a fair market price is being charged.

Before an agreement is finalized, the building principal or designee shall also submit the tentative agreement to the contracting and purchasing division for approval.

### **Public Concerns and Complaints Procedure**

(Administrative Policy KE R)

#### **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.

#### **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.

#### **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 fifteen working days of the meeting, the superintendent, or his/her designee, shall communicate his/her decision in writing to the complainant after hearing the appeal. The decision of the superintendent or his/her designee shall be final.

**For a complete list of district policies and procedures, please refer to the [district student handbook](#), as found on the district website.**