



## **STUDENT & PARENT HANDBOOK**

**2023-2024 Policy and Procedures**

5280 High School  
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[www.5280highschool.org](http://www.5280highschool.org)

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# 1 INTRODUCTION

Welcome to 5280 High School (“5280”)! The policies contained in this Student & Parent Handbook (“Handbook”) are not exhaustive. 5280 has the discretion to supplement and modify policies noted here from time to time. For updates see the Handbook posted on the 5280 High School website at: <http://www.5280highschool.org/handbook>.

## 2 ATTENDANCE POLICIES AND PROCEDURES

### 1 Attendance Hours

School hours are 8:00am – 4:00pm. Students must be on time and present for all of their classes. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored internship or externship program. Students with off-campus lunch privileges may also leave for lunch from 12:40 – 1:20pm; however, they are expected to be back on campus by 1:20pm.

Daily Schedule:		
Class	Start	End
Summit	8:40	9:20
Period 1	9:25	10:55
Period 2	11:00	12:30
Lunch	12:30	1:10
Period 3	1:15	2:45
Advisory	2:50	3:10
Summit	3:15	3:50

### 2 Absences

The project-based nature of the 5280 program makes daily attendance extremely important. Significant absences, repeated absences or tardiness could lead to academic and disciplinary consequences.

#### Scheduling Appointments and Vacations

Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, 5280 requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two (2) weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their assessments.

#### Notification to School of Absences and Excused Absences

**In the event of a necessary absence, please email, call, or text 5280 at 720-919-1056 or [info@5280highschool.org](mailto:info@5280highschool.org) to advise the school that your child will be absent.** While this alone may not excuse the absence under this policy, the call/text/email allows the school the opportunity to track your child's attendance.

Absences may be considered excused for the following reasons: illness, medical treatment, family emergency, funeral, legal matter, attendance at a student's own naturalization ceremony, and religious holiday. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused.

### Excessive Absenteeism

As a school, we firmly believe in the importance of students being at school on time, every day. Research has shown that chronic absences from school may be connected to lower reading proficiency, lower test scores, higher dropout rates, and lower college persistence. Excessive absences not only impact a student's work, but they can have long-term effects on a student's future academic success.

Students with excessive absences include, but are not limited to:

1. Students who have missed 10% or more of the school year to date, or
2. Students who have been absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or otherwise expressing their intent to have their student attend the school.

Students with excessive absenteeism will be required to:

1. Meet with their school administrators, and their parent(s)/guardian(s), to discuss the absenteeism, and appropriate next steps for addressing the issues; and,
2. Sign a written agreement and obtain parent/guardian signatures to the agreement acknowledging and re-affirming their commitment to the terms of the Student Attendance Policy.

If the situation continues, the school may, at its discretion and according to Denver Public Schools' policy, deem a student to have voluntarily dropped from school enrollment, and/or place the student through further actions including the dis-enrollment process.

For a complete copy of the 5280 Attendance Policy, please contact the school's main office.

## **3 Tardies**

If your student will be late for school, an advance call from a parent/guardian is preferred. Students

who arrive late to school or are returning from an appointment must:

- Check in with the school's front desk
- Provide a note or an email / text / call from their parent/guardian or health care provider regarding their tardy
- Receive a tardy slip / pass from the front desk prior to proceeding to their classroom

Students who are deemed chronically tardy or chronically absent may not be permitted to receive credit for the course(s) in which they have been chronically tardy or absent. Students and their parents will have an opportunity to meet with school administration to discuss potential consequences to address chronic tardiness and/or absenteeism.

## **4 Early Dismissal**

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped. However, in general, students cannot leave campus during the school day without consent from their parents or guardians, and this includes students 18 years of age and older. For parents/guardians of students age 15 or older, please note that school authorities may excuse any pupil from the school for the purpose of obtaining

confidential medical services without the consent of the student's parent or guardian.

An early dismissal slip is required for students to leave school before the end of the day. If your student needs to be excused early, please provide the office with advance notice before the appointment, either by an email, text, call, or a signed note to the Office Manager. Your student will be given an early dismissal slip to be excused from class. In addition, we ask that parents please provide us with a doctor's note supporting the early dismissal, which can be brought in the following school day.

## **5 School Calendars and Activities**

Academic year calendars, daily class schedules, significant school events, and extended services information (if applicable) for 5280 may be found on the school website located at: <http://www.5280highschool.org/>

### **3 CAMPUS POLICIES**

#### **1 School Hours**

The 5280 building is regularly open to students on school days from 8:00am to 4:00pm. Please ensure students do not arrive earlier than 8:00am, unless special arrangements have been made with school personnel. At the end of the day, all students are expected to exit the building by 4:00pm, unless special arrangements have been made with school personnel. We absolutely encourage students to make appointments with their teachers for after-school tutoring and support—this is highly encouraged. However, students who are not directly working with school personnel after 4pm will be required to exit the building. offers off-campus lunch privileges to students from 12:40 – 1:20pm. During this time students may patronize area restaurants and stores.

#### **2 Open Campus**

Students must remain within the immediate vicinity of the school during all school hours with the following general exceptions:

##### **1 Open Campus Lunch**

- 5280 offers off-campus lunch privileges to students from 12:40 – 1:20pm. During this time students may patronize area restaurants and stores. Students must be back on campus by 1:20pm to enable on-time and successful participation in class by 1:25pm. Students who are absent or tardy to class, or who otherwise violate school policies, may have their off-campus lunch privileges revoked by school personnel. Further, parents and guardians have the right to revoke this privilege at any time, via written request to the Director of Recovery. 5280 has the right to revoke this privilege for individual students, or the entire student body, if it deems necessary for student safety or academic success.

#### **3 School Dances / Activities**

School dances and other activities may be held throughout the year, as initiated by student voice and/or action by the Student Leadership Team. High school students may bring one (1) guest to most high school dances or activities, provided that:

- The guest is enrolled in a high school or is still under the age of 21;
- A completed guest form is submitted to the Postsecondary Counselor at least three (3) school days prior to the dance/activity and approved by the Postsecondary Counselor;
- The 5280 student must stay with his/her guest throughout the event and accept responsibility for the actions of their guests; and
- 5280 policies, procedures and rules are observed by both the guest and the student.

#### **4 Student Visitors**

In general, 5280 does not permit students to have visitors on campus. However, 5280 recognizes that there are certain events, such as dances, where 5280 students may want to invite non-5280 students as guests. In such cases, non-students or students from other schools must complete a guest form and submit it to the Director of Recovery or School Director for prior approval. Visitors permitted in these circumstances will be expected to abide by 5280 policies and guidelines.



## 5 Student Drivers and Parking Expectations

Driving to school is considered a privilege. Students who drive their own vehicles to and from school must comply with the following rules. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

### 1 Student Driver Information

Students who drive to and from school will be asked to provide the following information to their school's front desk:

- Name of student and signature
- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

### 2 Students Driving Students: Rules For Field Trips, Events, and Internships – Limited Circumstances Only

As a general rule, students who drive to and from school may not drive other 5280 students in their vehicle during the school day. There is a limited exception for students who follow the guidelines related to student drivers on field trips and internships.

If parents desire to have their students carpool with student drivers, student drivers, their passengers, and their respective parents/guardians, must review and sign the permission forms, and submit the required paperwork to the Office Manager in advance of driving other students to field trips and internships. A student may only drive other students if:

- Students are eligible to drive other students under applicable law and 5280 policies, **and**,
- In advance of any such driving, parents/guardians of the student driver have submitted signed parental/guardian permission forms (available at the school front desk), **and**
- In advance of any such driving, parents/guardians of the passenger student(s) have signed and submitted consent forms to the Office Manager, **and**,
- Students conduct themselves in accordance with the law and 5280 policies.

### 3 Driving onto and near Campus, Parking Lot Conduct and Expectations

The following rules apply to all drivers who come onto or near our campus including students, parents/guardians, family members, caregivers, and visitors.

- All drivers coming onto and near our campus must observe all traffic rules, parking lot rules, and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed endangers others.
- The speed limit in the parking lot is 5 mph.
- Drivers may not obstruct the flow of traffic at any time.
- Drivers dropping off and picking up students must be civil, courteous and respectful of others.
- Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.
- When students enter and start their vehicles at the end of the school day, they must depart immediately. Students may not drive around the campus vicinity.
- Student and school community safety is a priority for 5280. Drivers who do not observe rules and/or other standards of conduct, may have their parking privileges and/or campus access privileges limited or revoked.

### 4 Skateboards and Bicycles

The following rules apply to bicycles and skateboards while on campus:

- Skateboards:
  - In order to maintain a safe environment, students may not ride skateboards into the school. Students who ride skateboards to school should dismount when arriving on campus, and carry the board into the school.
  - If a student violates these skateboard rules, the student's skateboard may be confiscated by the school administration, and students may be subject to disciplinary action.
  
- Bicycles:
  - Students commuting to school by bicycle should take precautions to park their bicycles in appropriate designated places.
  - Students are responsible for securing their bicycles with their own locks.

## **4 STUDENT HEALTH AND WELLNESS POLICIES**

### **1 Administration of Medication at School (Prescribed or Over-the-Counter)**

5280's nurse is part-time and is not present on campus every day of the week. When the nurse is not present, the Office Manager will have first aid kits and be your point of contact for health-related concerns.

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance and direction of the school nurse, per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide 5280 with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken **and** (2) a written statement from the parent or guardian of the student indicating the desire that school assist the pupil with the administration of the medicine. These statements must be updated at least annually. The school nurse will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

Certain medications may be carried by students as noted below:

- Students in grades 9-12 may keep physician prescribed inhalers for asthma conditions, auto-injectable epinephrine ("EpiPens") (see below for rules), and certain over-the-counter medicines (i.e. Tylenol, Motrin, and supplements like glucose tablets) in their possession. Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. 5280 will not be responsible for any adverse reactions to medications self-administered by students without the knowledge of 5280 staff, faculty or administration.

In order for a student to carry and self-administer prescription EpiPens, parents/guardians must provide 5280 with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, **and** (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing 5280 and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

### **2 Control of Communicable Diseases**

5280 works to cooperate with Denver Public Schools and the Colorado Department of Public Health to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

### **3 Health Screening**

5280 provides hearing and vision screenings as required by state law. You may contact the school at the beginning of the school year if you would prefer that your child be excluded. Screenings are offered in grade 9.

### **4 Immunization Requirements**

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations, as outlined in the Notice of Immunization Requirement & In-Process Plan by the Colorado Department of Public Health and Environment. No student is permitted to attend or continue to attend any school 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.

Students who do not have an up-to-date certificate of immunization or a signed Immunization Medical Exemption Form will not be allowed to attend school until the requisite paperwork is received.

### **5 Wellness and Food**

5280 has adopted a Wellness Policy in keeping with its participation in the National School Lunch Program (NSLP) that discusses food service, sales and distribution on the 5280 campus. The following guidelines based on the Wellness Policy apply to school-based activities:

- (1) To the extent food sales are conducted, school-based groups including parent associations, other parent groups, booster clubs, associated student body, student groups, clubs and teams, and teaching teams should abide by 5280 health and wellness policies.
- (2) Fundraising events involving food must be done after regular school hours. This means that food sales should not take place while school may be in session.
- (3) Please note that 5280 offers breakfast to students. Accordingly, any fundraising events involving food may not be conducted before school.
- (4) Parents/guardians, volunteers, staff members and students should consider nutritional quality when selecting snacks for school events, sales, and parties.

5280 participates in the NSLP. All families are asked to complete the Free or reduced ("FRL") price meal application annually. Each year, 5280 notifies families when FRL applications become available, and these are made available both online and in hard copy at the school's front desk. Generally, these applications first become available each year sometime in late July or early August of the summer preceding the school year, and are available throughout the year as needed.

## **5 ACADEMIC POLICIES**

### **1 5280 Academic Program**

5280 High School offers a unique, project-based academic program. The mission of 5280 is to provide students with rigorous and relevant academic and workplace skills, preparing its graduates for postsecondary success and productive citizenship. 5280 High School embodies the design principles of equity, authenticity, intentional community, and joy & meaning. For more information about the school's academic program, visit the website at: <http://www.5280highschool.org/academics>.

### **2 5280 Curriculum and Transferability of Credits**

All 5280 high school level core courses are approved by Denver Public Schools and count as progress towards graduation. Core courses at 5280 and at other DPS high schools are transferable and recognized by colleges and universities. However, 5280 may not offer the same courses or the same sequence of courses as other schools. For example, we do not offer a high school credit for Physical Education (P.E.). 5280 requires that students receive a C- or higher in all core academic courses.

### **3 Code of Academic Integrity**

5280 students are mindful of the values underlying an honest and true education, and the challenges posed by a continuously evolving world and, in particular, the immediate access to resources found on the Internet. 5280 students agree to accept personal responsibility for honorable behavior in all of their academic endeavors, to assist one another in maintaining and promoting personal integrity and ethical standards, and to follow the principles and standards set forth in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgement of the debt to the original source, however, it also includes any of the following:<sup>1</sup>

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
- Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or,
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain or gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an

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<sup>1</sup> 5280 has adopted principles and procedures modeled after other educational institutions, such as the University of Notre Dame including those found in the Notre Dame, "Code of Honor," n.d., [www.nd.edu](http://www.nd.edu) (15 September 2013) and, "Guidelines for Plagiarism," n.d., [www.services.unimelb.edu](http://www.services.unimelb.edu) (15 September 2013).

assignment, the methodology for the same, or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification.

This following web page provides some examples of acceptable and unacceptable uses of sources in writing – [www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm). In addition, a brief guide from the Paul Robeson Library provides an excellent overview. This may be found at - [www.libraries.rutgers.edu/rul/libs/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/flash_presents/text_plag.html). Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, and disciplinary action including the possibility of suspension from school.

#### **4 Intellectual Property Statement**

Students have the rights to intellectual property they have created, unless the property is also owned by others in the school, or if that creation arose out of, or in the course of, class-work, and/or if it was developed with funds and facilities administered by 5280 High School.

## 6 SAFETY POLICIES

### 1 Emergency Procedures

5280 staff members receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness planning includes fire and lock-down drills which happen at regular times during the school year.

Alarms are to be treated as real at 5280. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at 5280 are grounds for severe consequences, including possible suspension and expulsion. Parents/guardians and families should contact the main school phone number (720-919-1056) with any particular questions.

During an emergency, 5280 staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

### 2 Internet Safety Policy

#### 1 Introduction

It is the policy of 5280 High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA") [Pub. L. No. 106-554 and 47 USC 254(h)].

#### 2 Definitions

Key terms are as defined in the CIPA<sup>2</sup>

#### 3 Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or

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<sup>2</sup> CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT and SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### 4 Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the 5280 High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### 5 Education, Supervision and Monitoring

It shall be the responsibility of all members of the 5280 High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of 5280 High School IT Administrators or designated representatives.

The 5280 High School IT Administrators or designated representatives will provide age-appropriate training for students who use the 5280 High School Internet facilities. The training provided will be designed to promote the 5280 High School commitment to:

- a. The standards and acceptable use of Internet services as set forth in the 5280 High School Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the CIPA.



## 7 COMMUNITY STANDARDS AND CONDUCT POLICIES

### 1 Computer, Electronic Mail, And Internet Usage Policy

We are pleased to offer 5280 High School students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively “5280 IT”). 5280 IT is provided for students to conduct research and communicate with others.

Access to 5280 IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of 5280 IT. Students who violate these policies may be subject to disciplinary action.

#### 1 5280 IT

5280 IT is shared and available to the 5280 community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through 5280 IT.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action:

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another’s password, break in to other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another’s portfolio, folders, work or files
- Concealing or misrepresenting one’s identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which 5280 determines is objectionable in its sole discretion

#### 2 Communication using 5280 IT

Students are responsible for their own behavior on 5280 IT just as they are everywhere in the school environment. Communications on 5280 IT are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, 5280 is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

#### 3 5280 and Access/No Expectation of Privacy

5280 IT and all user accounts are the property of 5280. As such, 5280 reserves the right to monitor and access information on the system and in users’ accounts. Network storage areas may be accessed by 5280 to review files and

communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of 5280 IT have any expectation of personal privacy in any matters stored in, created, received, or sent over 5280 IT. These are subject to review by the school at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

5280 reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other 5280 IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the 5280 IT and the users thereof against unauthorized or improper use of these systems, 5280 reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Director or his/her designee.

#### 4 Internet

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that 5280 does not control the content of the Internet. Accordingly, 5280 does not have control over the type of information accessible to students or the quality of the same, though 5280 does use internet filters, as described in the Internet Safety Policy. 5280 cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

5280 High School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, 5280 supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

## 2 **Community Code of Conduct - Respect For Self And Others**

5280 students, parents/guardians and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends how we respect ourselves, how we talk and interact with one another, and how we treat each other's property and personal space. In keeping with this code of conduct, certain norms should be observed including, but not limited to those found in this Community Behavioral Policies and Commitments section:

- **Drugs, alcohol, and tobacco:** Drugs, alcohol, and smoking materials (including, but not limited to, all forms of e-cigarettes, vaporizer pens, vaporizers, e-hookahs, etc.) are prohibited in the school, on the campus, and at off-campus school functions. Likewise, students are prohibited from being under the influence of drugs, alcohol and from smoking while on campus and at off-campus school functions.
- **Vandalism:** All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to school property by their child. People with any information about damage done to the building or its contents should report it to the Director of Recovery or School Director.
- **Personal electronics:** Cell phones, iPads, and all similar electronic devices must be off, stored away, out of sight, and not in use during school hours, unless under the direct supervision of a 5280 faculty

member. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones and earbuds may be used only when provided by and under the supervision of a 5280 faculty member.

- **Computer games:** 5280 provides technology and Internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.
- **Free Speech on Campus:** The Supreme Court has referred to public schools as a “marketplace of ideas” where the protections of the First Amendment are particularly important. “The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools.” *Shelton v. Tucker*, 364 U.S. 479, 487 (1960). At the same time, the law is clear that a student’s right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, 5280 reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.

Examples of student speech that may be restricted include:

- Speech which creates or threatens danger, and/or unlawful acts
- Speech which threatens or presents a violation of 5280 rules and standards of conduct
- Speech which creates or threatens a substantial disruption of the orderly operation of the school
- Speech which impinges on the rights of others
- Vulgar, lewd, obscene, and plainly offensive speech or conduct

### 3 Search of Student Possessions

5280 reserves the right to examine and/or search all student possessions when, in the judgment of 5280 administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law.

## 8 STUDENT NON-DISCRIMINATION AND TITLE IX/SEXUAL HARASSMENT POLICIES

### 1 Student Non-Discrimination Policy

5280 maintains that it is critical that all members of the 5280 community respect each other's rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. 5280 is committed to equal opportunity for all individuals in education. 5280's programs and activities shall be free from harassment, or discrimination or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, hair style, hair type, or hair texture, or any other basis protected by applicable law. 5280 shall promote programs that serve to eliminate discriminatory practices in school activities.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying, including cyber sexual bullying, of another student or anyone from 5280 may be subject to disciplinary action. Any employee who permits or engages in unlawful harassment, discrimination, bullying, including cyber sexual bullying, or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Director or Postsecondary Counselor.

### 2 Title IX/Student Sexual Harassment Policy

5280 is committed to making the school free from sexual harassment. This means that 5280 prohibits sexual harassment by someone from or in the educational setting. 5280 prohibits sexual harassment and harassment based upon gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable law.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic (including cyber sexual bullying), visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

5280 prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. 5280 further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

5280 will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which 5280 does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

**Title IX/Non-Discrimination/Sexual Harassment Coordinator:** 5280 has designated the Assistant School Director as the one to receive complaints under this policy. Students, parents or staff should report a claim of sexual (or other discriminatory) harassment to the Assistant School Director. 5280 will respond to complaints within a reasonable time

period, as appropriate, and consistent with the nature of the allegations. Reports shall be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent possible.

Should the reporting individual find the school level resolution unsatisfactory, he/she may appeal the decision to a member of the 5280 High School Board of Directors.

Students who violate this policy shall be subject to discipline. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. 5280 prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. 5280 will take appropriate corrective action, if warranted.

## 9 STUDENT DISCIPLINE POLICIES

### 1 Disciplinary Actions

#### 1 Overview of Disciplinary Actions

The purpose of disciplinary action at 5280 is to ensure that individual students, their parents/guardians and the 5280 community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extra-curricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve
- Initiation of a Behavior Plan or Contract, or a formal Safety Plan
- A meeting with the Director of Recovery, School Director or some other school administrator or faculty member
- Suspension
- Recommendation for Expulsion
- Other forms of discipline that the school may determine appropriate

#### 2 Suspension and Expulsion as Disciplinary Actions

Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education policies require additional or different procedures.

The grounds for mandatory and discretionary suspension and expulsion are as follows:

1. Mandatory Suspension and Mandatory Recommendation for Expulsion. The following offenses (Type V and VI) represent grounds for mandatory suspension and mandatory recommendation for expulsion:
  - a. Possession, use, sale, or otherwise furnishing any firearm.
  - b. Possession, use, sale or otherwise furnishing any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - c. Possession, use, sale or otherwise furnishing any fixed blade knife with a blade that extends three (3.0) inches in length.
  - d. Possession, use, sale or otherwise furnishing any spring-loaded knife or a pocket knife with a blade that exceeds three and one-half (3.5) inches in length.
  - e. Possession, use, sale or otherwise furnishing 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.
  - f. Robbery.
  - g. First- or second-degree assault, and sexual assault.

- h. Sale or distribution of, or intent to sell, unauthorized drugs or controlled substances.
2. Discretionary Suspension and Discretionary Recommendation for Expulsion. The following offenses (Type IV) represent grounds that may result in suspension and/or suspension with a recommendation for expulsion:
- a. Arson
  - b. Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense "1st or 2nd degree assault")
  - c. Destruction or theft of school property (over \$5000)
  - d. Theft from an individual (over \$5000)
  - e. Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others
  - f. Willfully causing damage to the property of a school employee
  - g. Assault, harassment, or false allegation of abuse against a school employee
  - h. Hazing activities
  - i. Child Abuse
  - j. Unlawful sexual behavior, unlawful sexual contact, and indecent exposure
  - k. Witness Intimidation or Retaliation
  - l. Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants
  - m. Habitual disruption
  - n. Recurring lower level offenses
  - o. Possession of alcohol or unauthorized (but legal) drugs (second offense)
  - p. Possession of illegal drugs (second offense)

A student may receive consequences for those acts listed above as committed at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from, a school sponsored activity; and, (e) during non-school time and while off campus if the school determines that there is a nexus between the action taken and the school community sufficient to warrant action by the school. If a student is arrested off campus, s/he may be suspended at that time or upon return to campus.

### 3 Authority to Impose Discipline

The School Director (or his/her designee) may conduct an investigation of the facts and circumstances presented in case of a disciplinary offense or infraction. The investigation may include search(es), a review of evidence, consulting the student and interviewing affected parties, and potential witnesses as well as the involvement authorities.

The School Director (or his/her designee) may consider the various disciplinary options available in any given set of circumstances, including whether alternatives to suspension or expulsion may be appropriate.

The School Director (or his/her designee) has the authority to determine whether or not to impose a suspension under this policy. Suspensions may be imposed: (1) Pending an investigation to determine whether further discipline, including the possibility of an expulsion hearing is warranted; or, (2) Companion to setting an expulsion hearing. School Directors (or their designees) have the discretion to determine which form of suspension may be imposed.

If a student matter proceeds to an expulsion hearing, the decision of whether or not to expel a student remains at the sole discretion of Denver Public Schools.

### 4 Suspensions

- **Suspension Pending Investigation**

The School Director (or his/her designee) has the discretion to and may impose a suspension directly

if s/he determines it is appropriate. If the School Director (or his/her designee) determines that a student is to be suspended, the School Director (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension in writing, including reasons for the suspension and the time period for the suspension ("Suspension Notice"). Academic make-up work is required during suspension. Return to school may be contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward or some other form of restorative process as the School may determine in its sole discretion.

- **Suspension Pending Expulsion Hearing**

If the School Director (or his/her designee) determines at the outset that an expulsion hearing is warranted, the School Director (or his/her designee) may impose a suspension pending an expulsion hearing. The School Director (or his/her designee) shall provide written notice to the student's parents and/or guardians of the suspension, the reasons for the suspension and the expulsion hearing, give notice of the expulsion hearing and provide information regarding DPS's expulsion procedures.

- **Discipline Review Meeting**

If a student is placed on a suspension of any form, the school may call for a Discipline Review Meeting with the parents and/or guardians. During the course of the Discipline Review Meeting, the School Director (or his/her designee) will discuss with the parents and/or guardians the: (1) nature of the offense; (2) the information and evidence gathered to date; and, (3) next steps.

If the School Director (or his/her designee) determines that the school will move forward to an expulsion hearing, and the school has not yet given formal notice of an expulsion hearing, the School Director (or his/her designee) will provide the parents and/or guardians with a Suspension Pending Expulsion Hearing Notice.

## 5 Expulsions

Expulsions are processed and decided at the sole discretion of Denver Public Schools.



## 10 STUDENT INFORMATION POLICIES

### 1 Family Education Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians and students over 18 years of age (“Eligible Students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 business days after 5280 has received a request for access—however, 5280 intends to adhere to a much more stringent timeline and will work to provide records within five (5) business days of requests when requests are made during the school year. Parents/guardians or eligible students should submit to the School Director a written request that identifies the record(s) they wish to inspect. A 5280 official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

When a student moves to a new school/ school district, records will be forwarded upon request of the new district.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent’s FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record, or removes the parent’s rights to have knowledge about his or her child’s education.

Student educational records maintained by 5280 consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Student records are maintained at each school where the student is attending. The School Director or designee is responsible for maintaining each type of student record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. *General notices, lunch menus, Parent Association information, announcement of teacher conferences, school pictures, and other similar information, are not “education records” as defined by FERPA. Therefore, schools are not legally required to provide them.*

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may ask 5280 to amend a record that they believe is inaccurate or misleading. They should write the School Director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If 5280 decides not to amend the record as requested by the parent or eligible student, 5280 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent in writing to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by 5280 as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A 5280 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 5280 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.

5280 will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by 5280 to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

With certain exceptions, FERPA requires 5280 to obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, 5280 may, at its sole discretion, disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised 5280 to the contrary in accordance with this policy. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, governmental agencies such as the Colorado Department of Education, Denver Public Schools, and certain select private companies such as those that manufacture class rings or publish yearbooks. 5280 has designated the following information as directory information that may be disclosed, in whole or in part, at 5280's sole discretion:

- Student's name
- Student's address
- Parent's/Legal Guardian's address
- Telephone listing
- Student's electronic mail address
- Parent's/Legal Guardian's electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part, cannot be used for this purpose.)

**If you do not want 5280 to disclose directory information from your child's education records you must notify 5280 at the time of enrollment or re-enrollment.** Annual notices and a form allowing for this selection are included in the 5280 registration packets.

## 2 Custody Matters

Schools are not the forum to mediate custody disputes and other personal family matters. Families must attend to their own custody matters and other family legal disputes independently, with the assistance of the courts. The school does not have an independent legal basis to refuse a biological parent access to his or her child and the child's school records unless a valid, effective, clearly articulated and signed court order specifically setting forth limitations is on file

at the school office.

### **3 Media Release**

5280 reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. Your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible. 5280 is sometimes approached with requests for interviews and pictures by print and broadcast media outlets. For individual student interviews with outside organizations, parent or guardian permission will be obtained prior to publication.

Parents/Guardians who prefer that their child not be photographed or video recorded for publication by the school (i.e. school website, newsletter or other school publication), need to indicate their preference annually during registration. The school makes every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher or school officials.

### **4 Returning Students**

5280 retains the option, at its sole discretion, to re-enroll students who have previously left, consistent with 5280 enrollment procedures. If you wish additional information about this, please contact your School Director.

### **5 Homeless Students**

5280 has designated the Assistant School Director as the School Liaison for Homeless Students. Homeless status is determined in cooperation with the parent or guardian. In the case of an unaccompanied minor, status is determined by the School Liaison. Please contact the Assistant School Director for information regarding homeless students, or for further information about 5280's policy regarding homeless youth and supports available for homeless students.

## 11 VOLUNTEER/VISITOR POLICIES

### Volunteers

Parents and guardians wishing to volunteer at 5280 should review the volunteer information and contact the Director of Fundraising & Marketing. Parents and guardians wishing to volunteer will be asked to fill out volunteer forms, and agree to a background check.

In addition, parents/guardians volunteering to drive for school field trips will be asked to fill out additional volunteer forms and provide additional information including:

- Parent/guardian name
- Address
- Telephone number
- Driver's License number
- Make of vehicle, model and number of seatbelts in the car
- Insurance Company, Policy Number and Expiration date
- Vehicle Registration document

We must point out that while the vehicle is being used to transport students, the policy associated with the vehicle is the primary insurance for all costs associated with an accident.

By law the number of people in the vehicle may not exceed the number of seats and seatbelts with a maximum of ten (10) passengers, including the driver. Every passenger in the vehicle must use a seatbelt and there are no exceptions.

### Visitors

Visits during school hours should first be arranged with the teacher and School Director. If a conference is desired, an appointment should be set and confirmed with the teacher during non-instructional time, and requested with a minimum of forty-eight (48) hours-notice whenever possible. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the School Director.

All visitors should register in the Visitors Log Book and obtain a Visitor's Badge at the front desk immediately upon entering the school building or grounds when during regular school hours. When registering, visitors shall be required to provide identifying information including name, address, age (if under 21), purpose for entering school grounds, and proof of identity. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access.

School administrators, including the School Director, or his/her designee, may refuse to register a visitor if it is believed that the presence of the visitor could cause a threat of disruption or injury to teachers, other employees, or students.

School administrators, including the School Director, or his/her designee, may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt 5280's orderly operation.

## 12 RESOLUTION PROCEDURES

5280 encourages parents/guardians, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents/guardians, or community members with general concerns or complaints must notify the School Director. Please refer to the first page of this Handbook for school contact information.

1. If the complaint is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Complaints handled at this level do not need to proceed further in the process.
2. Complaints not resolved directly with a teacher or staff member should be brought to the attention of the School Director (or his/her designee). The School Director (or his/her designee) may call or meet with the complainant to discuss and address the concern(s). Complaints handled at this level do not need to proceed further in the process.
3. Complaints relating to the administration and operation of 5280 may be discussed informally with the School Director (or his/her designee). Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the School Director (or his/her designee), the complainant may contact 5280 High School's Executive Director (or his/her designee).
4. The Executive Director will determine if the matter will be handled directly by him or her or by a committee of the Board of Directors. The Executive Director will meet with the complainant, discuss the facts and circumstances for which the complaint is based, and decide as to how to best resolve the matter.
5. The decision of the Executive Director or the Board of Directors is final.

For questions about any of the policies and procedures in this handbook,  
please call the School Director at 720-919-1056.