

Academy District 20 Preschool Parent Handbook



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Academy District 20 Mission Statement

We educate and inspire students to thrive.

Preschool Mission Statement

The mission of Academy District 20 Preschool is to partner with families and the community to educate children of all abilities in a safe and nurturing environment by providing developmentally appropriate instruction that creates a foundation for future academic success, social-emotional well-being, and exemplary citizenship.

Our Preschool Programs

Academy District 20 preschools provide:

- Highly qualified, licensed early childhood/special educators
- 1-to-5 teacher/student ratio
- Integrated classes meeting all children's needs
- Provide opportunities to explore, extend and experiment
- Teacher guided experiences
- Activities representing language, motor, cognitive and social emotional development
- Age appropriate skills which facilitate individual learning styles
- Big books, read alouds, circle time, art, block and science centers, dramatic play
- Two Para Professionals in each classroom

Preschool Locations and Hours of Operation

Academy Endeavour Preschool (Monday-Thursday)

AM Class - 8:10 to 11:05

PM Class - 11:35 to 3:20

Academy International Preschool (Monday-Thursday)

AM Class - 8:15 to 11:10

PM Class - 11:40 to 3:25

Antelope Trails Preschool (Monday-Thursday)

AM Class - 8:40 to 11:35

PM Class - 12:05 to 3:50

Discovery Canyon Preschool (Monday-Thursday)

AM Class - 8:10 to 11:05

PM Class - 11:35 to 3:20

Edith Wolford Preschool (Monday-Thursday)

AM Class - 8:40 to 11:35

PM Class - 12:05 to 3:50

Encompass Heights Preschool (Monday-Thursday)

AM Class - 8:25 to 11:20

PM Class - 11:50 to 3:35

Explorer Preschool(Monday-Thursday)

AM Class - 8:10 to 11:05

PM Class - 11:35 to 3:20

Frontier Preschool(Monday-Thursday)

AM Class - 8:10 to 11:05

PM Class - 11:35 to 3:20

High Plains Preschool(Monday-Thursday)

AM Class- 8:00 to 10:55

PM Class - 11:25 to 3:10

Headstart (CPCD) @ High Plains (Monday-Thursday)

AM Class 7:45 to 11:45

PM Class 12:45 to 3:45

Legacy Peak Preschool(Monday-Thursday)

AM Class- 8:20 to 11:15

PM Class - 11:45 to 3:30

Ranch Creek Preschool(Monday-Thursday)

AM Class - 8:10 to 11:05

PM Class - 11:35 to 3:20

The DaVinci Academy Preschool(Monday-Thursday)

AM Class - 8:20 to 11:15

PM Class - 11:45 to 3:30

Woodmen-Roberts Preschool(Monday-Thursday)

AM Class - 8:05 to 11:00

PM Class - 11:35 to 3:20

Eligibility for Preschool

Only children who live within Academy District 20 school boundaries and are between the ages of 3 and 5 are eligible to attend an ASD20 preschool. Only children who meet those ages will be admitted to the preschool. If your child is attending preschool in Academy District 20 and you move outside of the district 20 boundary, your student will need to transition to their new home district within 5 days. At no time shall the number of children in attendance exceed the number for which the preschool is licensed.

- Children who turn 5 years of age by October 1 of the current school year are eligible for kindergarten and cannot attend preschool.
- District 20 preschools comply with IDEA providing integrated classrooms meeting children's needs.

Eligibility for Universal Preschool for 3 year olds

Children who turn 3 years of age by October 1st of the current school year are eligible to apply for Universal Preschool, but must turn 3 years before starting preschool per licensing requirements. It is only for 3 year olds with the qualifying factor of having an Individualized Education Plan and it will be at no cost to you.

3 year old Tuition Application Procedure

Enrollment application forms are available online and the Education and at the Preschool Office at 1110 Chapel Hills Drive.

Important:

-Forms can be mailed to 1110 Chapel Hills Drive, Colorado Springs, CO 80920 or delivered in person

-Applications must include the \$55 non-refundable application fee

Children will be placed based on availability. If more children register than there are slots available, children will be placed on a wait list. Parents will be notified as soon as possible when a spot comes available.

4 year old Application Procedure

The application process for preschool is managed by the State of Colorado. Applications are available at UPK.colorado.gov. Once you've received notification from the state of Colorado that your application has been accepted into the Universal Preschool Colorado program, go in and accept your match, then you'll need to register your child with ASD20 within two weeks.

Children will be placed based on availability. Parents will be notified as soon as possible when a spot becomes available through the Universal Preschool Colorado program.

If a child is eligible under special education guidelines, they will be placed in a preschool based on their Individual Education Plan (IEP). Parents will have to do the application through the Universal Preschool Colorado program. There is not a waiting list for children on an IEP.

Admission Procedure

Admission procedures must be completed prior to the child's attendance at the preschool and include the following:

4 year olds and qualifying 3 year olds:

- Apply with the Universal Preschool Colorado (UPK) at UPK.colorado.gov
- Accept the match that UPK Colorado provides
- Register with Academy District 20 within 2 weeks of acceptance of placement

3 year olds (tuition)

- Completed application with registration fee.
- The acceptance letter is required for admittance.
- Completion of the district registration process through Central Registry. The registration must be completed within 2 weeks of acceptance of placement.

All Preschoolers

- Student information form with all required information for Department of Human Services.
- Health form for the child that includes all known drug allergies, medication being taken, special diets and health conditions. This must be signed and dated by the approved health care provider that has seen the child within the last 12 months.
- The Health form must be completed and returned to the district/teacher by the first day of attendance. The form must be on file within 30 days of starting school or the child will not be able to attend until the form is on file.
- Immunization records - see next page

Dear parents/guardians of students in Colorado child cares, preschools and Head Start programs for the 2021-22 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick. We wish you and your student a healthy school year!

Required and recommended vaccines

- Colorado law requires students who attend a licensed child care, preschool, or Head Start program to be vaccinated against many of the diseases vaccines can prevent, unless an exemption is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines. Your student must be vaccinated against:
 - Diphtheria, tetanus and pertussis (DTaP, DTP)
 - Haemophilus influenzae type b (Hib)
 - Hepatitis B (HepB)
 - Measles, mumps and rubella (MMR)
 - Polio (IPV)
 - Pneumococcal (PCV13)
 - Varicella (chickenpox)
- Colorado follows recommendations set by the CDC's Advisory Committee on Immunization Practices. You can view the recommended vaccine schedule for children 0 - 6 years of age at cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf.
- Vaccines are recommended for rotavirus, hepatitis A, and influenza, but are not required.

Exclusion from school

- Your student may be excluded from school if your child care or school does not have an up-to-date *Certificate of Immunization, Certificate of Exemption*, or in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

- Talk with a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at <https://www.cdc.gov/vaccines/parents/FAQs.html>, <https://childvaccineco.org/>, [ImmunizeForGood.com](https://immunizeforgood.com), and cdphe.colorado.gov/immunization-education.

Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your LPHA, or call the Mile High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information. You can find your LPHA at cdphe.colorado.gov/find-your-local-public-health-agency.

Vaccination records

- Please take your student's updated *Certificate of Immunization* to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization

Information System (CIIS). Visit [COVaxRecords.org](https://covaxrecords.org) for more information, including directions for how to use the CIIS Public Portal to view and print your student's vaccine record.

Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once, unless your student's information or school changes. You can get the certificate at cdphe.colorado.gov/vaccine-exemptions.
- If you choose not to have your student vaccinated according to the current recommended schedule, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted at ages 2 months, 4 months, 6 months, 12 months, and 18 months. These recommendations expire when the next vaccines are due or when the child enrolls in kindergarten. There are two ways to file a nonmedical exemption.
 - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
 - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.
 Downloadable certificates and our online education module are available at cdphe.colorado.gov/vaccine-exemptions.

How's your school doing on vaccinations?

- Some parents, especially those with students who have weakened immune systems, may want to know which child cares, preschools, and Head Start programs have the highest percent of vaccinated students. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department annually. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in C.R.S. 25-4-911, CRS. Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines. Additional immunization and exemption rates can be found at [COVaxRates.org](https://covaxrates.org).

Child Care/Preschool/Head Start Name	2020-2021 MMR Immunization Rate REQUIRED IN LETTER	2020-2021 MMR Exemption Rate REQUIRED IN LETTER
ANTEPLOPE TRAILS PRESCHOOL	60%	0%
BRIARGATE PRESCHOOL	73.17%	0%
DISCOVERY CANYON PRESCHOOL	100%	0%
EDITH WOLFORD PRESCHOOL	91.67%	0%
EXPLORER PRESCHOOL	80.65%	0%
FRONTIER PRESCHOOL	83.33%	0%
HIGH PLAINS PRESCHOOL	100%	0%
LEGACY PEAK PRESCHOOL	94.12%	0%
RANCH CREEK PRESCHOOL	100%	0%
THE DAVINCI ACADEMY PRESCHOOL	100%	0%
WOODMEN ROBERTS PRESCHOOL	100%	0%

Preschool Fees

Preschool tuition for 3 year olds is \$260.00 per month. This is for four half days per week payable in 9 monthly installments. Tuition payments begin in September and paid through May. The tuition is an average monthly payment based on the total number of days available for preschool classes.

Supply Fee: Please verify the supply fee with your school.

Consumable Fee: Please verify the exact amount with your school.

The supply and consumable fees are handled by the registrar at each preschool building. Those fees are paid to the schools.

Tuition for 3 year old preschoolers is paid to the District. There are several ways to pay your tuition.

Tuition for 3 year olds can be paid in person in the Finance Dept. at the Education and Administration Center (EAC) (1110 Chapel Hills Drive CS CO 80920)

You can write a check to ASD20 and turn it in at the Preschool Office at the EAC noting the student's name and preschool that they attend.

You can also submit online payments using Campus Payments. Your username and password for Campus Payments will be the same credentials you create to log in for the Academy School District 20 Infinite Campus Parent Portal. There is a service cost associated with Campus Payments.

Preschool Tuition for 3 year olds can be paid for by calling the Finance Dept. 719- 234 -1282 with your credit card or creating direct deposit with your bank through the bill pay system or writing a check and submit to the Preschool office at the Education and Administration Center.

Tuition for 3 year olds must be paid on time. It is due on or before the first of each month. You will not be billed at the end of the preceding month. If you do not pay tuition on time, you will be notified by email that you have 5 days from the date of the letter to render payment. After 2 late payments, or on the second returned check, you will be asked to withdraw your child from preschool. Individual cases may be up for review by Preschool administrator.

Transportation

Academy District 20 transportation is not available for preschool students.

Vehicles

Please follow each school's guidelines for parking. Department of Human Services (DHS) standards require that the parent/guardian escort student to and from the classroom door according to preschool hours.

IEP Transfers

Special Education students may be added at any time following an IEP meeting or if they move into the district with an active IEP from another school district. UPK applications must be submitted to the state as well as registration with ASD20.

School Hours/Days of Operation

Typically preschool classes start within a few days after the District start date for elementary students and will end approximately one week prior to the last day of school for the elementary students, as approved by the Academy District 20 Board of Education. The preschool will follow the ASD20 Elementary calendar. Beginning and ending dates will be determined on a yearly basis.

The school year bell times may vary depending on the preschool location.

Pick up and Drop Off Procedures

Academy District 20 does not provide before or after school care for preschool children. Children are to be accompanied by an adult and signed in every preschool day. When the children are picked up at the end of the day, an adult must come into the classroom to pick up the child and check them out every day.

Any person who enters a school building must have an Academy District 20 ID or is considered a visitor and must follow the school sites security guidelines and check-in and check-out procedures when on the premises. Visitors must provide their name, state issued ID and purpose for the visit.

When a child is signed in/out, time is also noted on the sign in sheet. After 2 late drop offs or pick-ups, the family will be notified that the next time they are late picking up or dropping off, there will be a meeting called with the school's administrator to discuss the situation. Children arriving late miss the opportunity to transition into the classroom with peers. Children worry when they are not picked up at the same times as their peers. The preschool staff would like all children to arrive on time. Parents will still check in their child, and the staff will document in their monthly attendance book that the child was tardy.

Children who are not picked up within a reasonable amount of time and after all attempts to call contacts for the child, the school will have to turn the situation over to the Department of Social Services. If there is an emergency, parents should contact their child's teacher at the preschool to let them know of the emergency.

The preschool staff must release the student only to the adults with written authorization. This information is maintained in Infinite Campus and on the Student Information Form. In an emergency, if the child's parent or guardian has verbally authorized classroom staff or the transportation department to release the child to an individual not on the written authorization list, they may do so providing the individual shows the staff proper identification. Only adults may pick up a child from preschool. If the staff is not familiar with the adult picking up the child, they will ask for identification to assure that this person is authorized to pick up the child. Academy School District 20's policy is that whenever a school door is locked anyone entering will need to provide identification to the office staff.

Lost Child Procedure

If a child enrolled in a District 20 preschool class is separated from the classroom group or lost the following procedure:

- Staff members will remain calm.
- A staff member will be designated to search the area in which the child was last seen.
- All school staff will be notified to watch for the child.

- The school office, central office, and the Preschool Director will be contacted for further information.
- Authorities (district security, police or sheriff) will be contacted if the child is not located within ten minutes of first being reported missing.
- The Staff will follow the instructions of the authorities and the building administrator regarding notification of parents or guardians.
- The teacher will document the situation on a Special Incident Report.

Parent Involvement in Preschool

Academy District 20 wants to involve parents in the educational activities of the program to enhance their role as the principal influence in the child's education and development, and to assist them in increasing their knowledge, understanding, skills and experience in child growth and development.

Teachers will provide parents with information about the program and with opportunities to ask questions and interactions through:

- Home visits
- Emails and phone calls
- Parent/teachers conferences (formal and informal)
- Monthly newsletters from teachers and district
- Information on individual school's webpage
- 20Alerts

Parents will be provided with training in activities that can be used in the home environment through:

- Classroom volunteering
- Parent information meetings
- Educational ideas described in the newsletters
- IEP meetings
- ASD20 parent academy offerings

Parents are encouraged to participate in preschool. When parents volunteer in the classroom, teachers will involve them in classroom activities. Parents will be offered an opportunity to share information from their specialized fields of work and travel. Please refer to your specific school's policy for volunteering in the classroom due to safety procedures.

Visitors to the Preschool

Any person who is not employed by Academy District 20 is considered a visitor and must follow the school sites security guidelines and check-in and check-out procedures when on the premises. Visitors must provide their name, state issued ID and purpose for the visit.

Volunteering in the Classroom

Parents are welcome to volunteer in the classroom. The District requires a Colorado Bureau of Investigation (CBI) background check prior to volunteering in any classroom or on any trips. Please see each specific school for volunteering requirements. Volunteers will be supervised and given instruction as to the preschool's policies and procedures. Volunteers must follow the school's site security procedure for signing in and out. Volunteers will not be left unattended with children. A

District 20 staff member must be present at all times. Confidentiality does not permit staff, parents, volunteers or community members to talk about other children or families.

Attendance and Absences

If your child will be absent for any reason, please let the school know as soon as you can. Please call or email the teacher with your child's name and reason for the absence.

Guidelines for Protecting Students with Life Threatening Allergies and Food Intolerances

Severe allergies can be life threatening. Severe food intolerances (i.e. celiac, disease) can be damaging and can produce chronic long-term health effects. The risk of accidental exposure to food allergens can be reduced in the school setting if schools partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food-intolerant students. Please see the addendum for the ASD20 guidelines



How Sick is Too Sick?

When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the [COVID-19 isolation guidance](#) until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.





Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which must be <i>fully resolved</i> before a child or staff member returns to school</p> <ul style="list-style-type: none"> Feeling Feverish, having chills or Fever (Temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher) Shortness of breath or difficulty breathing Nausea, Vomiting/Throwing Up Diarrhea (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine) Cough* 	<p>Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.</p> <p>When to seek emergency medical attention</p> <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion Inability to wake or stay awake Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone <p>These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance for the school or child care can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance.</p> <p>If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.</p> <p>*Students and staff may return if the cough is not fully resolved following discussion with a care provider.</p>
<p>COVID-19 symptoms which must be <i>improving</i> before a child or staff member returns to school or child care</p>	<p>Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and</p>





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- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- New Loss of Taste or Smell**

the child is otherwise well enough to return to school, no further evaluation is necessary.

If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, <https://covid19.colorado.gov/isolation-and-quarantine>. Further guidance can be found at <https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.

If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.

**Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.



Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	<p>Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Fever Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	<p>Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Flu-like Symptoms Fever Sore throat Runny nose or congestion	<p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
Vomiting/Throwing Up	<p>Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance . Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult meets other exclusion criteria, is drooling uncontrollably and has mouth sores or is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes - children and staff may return to school or child care when cleared by the health department.
Herpes	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	Yes - children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Norovirus	Yes - exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Roseola	No - unless there is a fever or behavior changes.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
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Updated November 2022



Medication at School

The following situations are recognized as reason for administration of medication in the classroom at ASD20:

- when medication dosage cannot be adjusted to exclude hours the child is in the classroom
- when a child has a chronic medical problem that may require urgent administration of a medication.

Procedure for medication at school

Medications are typically administered at home. However, medications may be given during school hours with appropriate authorization. Permission to Administer Medication form must be completed for each prescription or over-the-counter medication to be administered at school. The completed form is submitted annually and must be signed by a parent or guardian. Health care providers must sign all prescriptive medication orders. Medications must be in their original packaging for over-the-counter medications or in the original prescription-labelled packaging. The prescription label must include the student's name, medication name, dosing and frequency instructions, date of prescription, and expiration date of medication.

Only staff who are medication trained and delegated by their school nurse may administer medications per the Permission to Administer Medication instructions. Administration documentation will be completed on the administration log set up by the school nurse for each medication.

Medications are kept securely in each Preschool classroom, allowing for immediate access if needed, and are taken by a medication trained and delegated staff member whenever the class is out of the classroom.

At the end of each school year (or when a student disenrolls from the program), unused medications are returned to the parent or guardian. Any unclaimed medications are disposed by the school nurse per Colorado disposal guidelines.

- A medication log will be maintained for each child for all medications and will be filed in the child's cumulative health folder upon completion.
- The school nurse, upon request, will forward to the classroom medication information sheet on all medications being administered in the classroom.
- Leftover medications, including empty containers, will be returned to the parent or guardian or disposed of, if not picked up at the end of the school year
- If any questions arise about the medications, a school nurse shall be consulted prior to administration.

Accident, Injury, or Illness Reporting

Students with medical or dental emergencies or injuries will receive First Aid by trained staff members. Standard Precautions will be utilized. Reference to the Colorado Emergency Guidelines will be available. An online Accident Report is completed for any injury occurring during school hours that results in outside medical evaluation.

A head Injury that results in first aid and/or outside medical evaluation, an Accident Report will be completed, which will include the associated Head Injury Report, and a copy will be sent to the parent. Parents will be informed of all head bumps.

For injuries or emergencies that result in accessing EMS911, the following persons will be notified: parent or guardian, school nurse, Director of Preschool, and Assistant Director of Special Education. The decision to have the student go home with be determined by these same persons.

911 Procedure

911 will be called for any major injuries. Immediate first aid will be administered by individuals currently certified in First Aid, but the first aid will never surpass the individual's current level of training. Response to injuries, including use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for first aid, poison control, 911).

Staff will have complete emergency information available on children at all times, including parent or guardian consent for emergency care.

After rendering immediate first aid, the parent or guardian is to be notified, and in case of a major accident, the school nurse.

The school office is to be immediately notified of any injury or illness requiring assistance from 911.

The Director of Preschool and/or the Assistant Director for Special Education will be immediately notified of any injury or illness requiring 911 assistance.

The decision to have the child sent home will be made upon review of the individual injury or illness circumstances and input from the first-aid responder, parent or guardian, and/or medical personnel including the school nurse.

Injuries that require first aid or medical attention, or an injury to the head will be documented with a completed District 20 Accident Report Form.

Sun Protection

Parents or guardians are strongly encouraged to apply sunscreen to their student prior to classroom entrance. Staff are not permitted to re-apply sunscreen during school hours. Parents or guardians must sign the Sunscreen Agreement from the registration packet to ensure understanding of this policy.

Inclement Weather

Preschool classrooms will follow the district and school building procedures for inclement weather to ensure children's health and safety. During excessively hot weather or excessively cold weather, children will not play outside. Due to the ever-changing weather in Colorado, it may be necessary for parents to send to school with their children a varied style of clothing. Staff will assure that children are dressed appropriately for weather conditions while outside.

Teaching staff will be alert to changing weather conditions while outside.

Parent Teacher Conferences

Teachers will schedule parent teacher conferences to be held in the classroom on district parent/teacher days. Information will be distributed to the family and may include:

- Information on student progress
- Information on developmentally appropriate activities to promote readiness skills
- Ideas for Summer activities
- Information on kindergarten registration
- Results on Teaching Strategies GOLD
- Development and review of IEP (if applicable)

Student Conduct

It is the intention of the 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.

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

Aggressive behavior by children will not be tolerated. District 20 believes it has a responsibility to provide a safe environment for children, staff and volunteers.

Aggressive behavior is defined as violent behavior that may include kicking, biting, hitting, throwing objects that may injure District 20 staff, volunteer or a child. If the education staff determines there is abusive or violent behavior, the teacher will adhere to the following procedures:

- The teacher will notify the school's site administrator, the Interventionist and the parents of the incident. If incidents do not resolve within a reasonable time, or intensify, a meeting will be called with the Multi-tiered System of Support (MTSS) team.
- The meeting will include as much data as possible collected by the team, possibly a functional behavior assessment (FBA) including information from all staff working with the child. The data will be recorded in detail and placed in the child's classroom file.
- The team will discuss the incidents and circumstances that may have contributed to the situation.

- Alternative options shall be explored. A written Behavior Intervention Plan(BIP) may be developed and tasks assigned. The approval of the parent will be indicated by their signature on the plan.

The BIP and data showing progress will be reviewed at intervals indicated in the plan.

If no change in behavior is made after the behavior intervention plan is implemented, a second meeting will be held with the parents and staff to determine further interventions.

Discipline Procedures

No punitive measures will be associated with toileting or with rest time.

No punitive measures will be associated with food (either denial or forced feeding)

Separation-type discipline (ex: calm down corner or cozy cube) if used at all, will be brief and appropriate for the child's age. No more than 3 to 5 minutes will be imposed, depending upon the child's age and developmental level. Negative methods, such as isolating or shaming a child will not be used. A child in time out will be within the sight of an adult, in a lighted, well-ventilated area.

No verbal abuse or derogatory comments of any kind are allowed.

Positive guidance techniques will be used and will be consistent, clear, and appropriate and will enhance self-discipline.

Guidance practices are related to the knowledge of each child's personality and level of development, and will include an awareness of each child's limitations and abilities. Rules will be explained to the child at the child's level of understanding.

Classroom staff will establish realistic expectations about children's attention spans, interests, social abilities and physical needs, and will include children with special needs.

Behavior training, including reducing aggressive behavior, will be handled in a positive, redirecting manner.

Behavior incident during Class

Staff will work in accordance with the Procedures outlined in the RULER Model guidelines in responding to challenging behavior in the classroom.

Fire Drill, Tornado Drills, Shelter in Place, Secure and Lockdown Drills in the Preschool Classroom

For the safety and protection of staff, students, and families in District 20 programs, general guidelines have been established. These will be practiced with the students throughout the year. To review these policies and procedures, you may contact the school to see the emergency handbooks and procedures.

Field Trips

In accordance with Academy District 20 Policy IJOA, the following will be adhered to:

- The teacher will review the educational value of a walking field trip with the principal, Preschool Director and/or Assistant Director of Special Education and receive their approval on the appropriate district field trip form, prior to making arrangements for the field trip.
- The teacher will obtain written permission and provide parents with information concerning the purpose and estimated time of return. The school must notify children's parents or guardians at least 2 days in advance of any field trip. A general statement in your monthly newsletter regarding the possibility of walking field trips will be considered adequate notification. In addition, a note on the classroom door identifying the location and anticipated time of return will be necessary.
- Children will not be permitted to leave the field trip group during the trip unless they are released to their parent or guardian. Children may be accompanied by their own parent or guardian to the field trip. Parents must sign their student in on the attendance roster when they have arrived at the field trip site, unless the parent signed in before leaving school. If the child is to leave the field trip with their parent or guardian, they must be signed out before they leave the field trip site.

Only those students enrolled in District 20 preschool classes are eligible to participate in the field trip. For safety and liability purposes, siblings will not be allowed to participate in such field trips.

Private transportation will not be utilized to transport students on field trips.

At no time do children ride in the cars of teaching staff.

Screen Time and Media Use

Educational materials are selected to support the instructional process of children. The first priority is that the curricular objectives, including critical viewing, are supported. The following are guidelines for viewing videos:

- Videos must be clearly related to and supportive of the goals of the course curriculum. They must be of equal educational value as other alternatives.
- All movies and videos must be previewed by the teacher.
- At the preschool level, only G-rated videos will be shown.
- Non-rated movies or videos (including those taped from television) will not be shown.

Student Belongings

To assure the health and safekeeping of a child's personal belongings and to instill the responsibility of caring for one's possessions in the classroom the following procedures will be followed:

- Coat hooks or cubbies will be provided for each child.
- The container or area will be clearly labeled with the child's name.
- Each child will keep a change of clothing from home in a labeled bag in the classroom.
- Children should not bring toys from home. The District is not responsible for lost or broken toys.

- Inappropriate items brought to the classroom by the child will be labeled with the child's name and placed in safekeeping until the child is dismissed from preschool. At that time, the item will be returned to the child's parent or the bus driver.

Snack Guidelines

Snack time encourages social skills, fine motor development, language and self-help skills. Staff members will sit with the children, engage them in conversation and encourage them to eat their snack. The children will clean up when finished.

Each Academy District 20 preschool may differ in their snack policy.

Academy District 20 may have classes that are designated as a "NUT PROTECTED ZONE".

General Snack Procedure:

- Nutritious low sugar snacks are preferred.
- The size of the servings must be suitable for the child's age and appetite, and sufficient time will be allowed so that snacks are unhurried.
- If snacks are provided by parents for ONLY their child, and the class is not a designated "NUT PROTECTED ZONE", you may choose a snack of your preference.
- A child may have food allergies that may affect your child's snack options. Teachers will notify parents if a food allergy exists.
- Parents are encouraged to not provide sugar sweetened beverage to children. These are liquids that have been sweetened with various forms of sugars that add calories and include, but not limited to: soda, fruitades, fruit drinks, flavored milk, and sports and energy drinks.

Teachers may provide a list of approved snacks.

Animal Visitation

No animal visits will be permitted. Field trips to the Zoo and visits to the Humane Society or other organizations that have liability coverage are permitted.

Toilet Training and Diapering

Children without special needs must be toilet trained to attend Academy District 20 preschools. Preschool staff will work on toilet training as appropriate for children with special needs. Staff will offer ample opportunity for children to use the bathroom. If a child wets or soils his/her clothing, the preschool staff will assist the child with clean up and changing of their clothes. The child's soiled clothing will be placed in a plastic bag and sent home.

Diapering stations, located near the bathroom, will be maintained for children with special needs who require diapering.

School Closings and Cancellations

In Accordance with the Academy District 20 Policy EBCE, the Superintendent or designee is empowered to close the schools, delay their start, or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the safety, health or welfare of students or staff members. It is understood that such action will be taken only after consultation with appropriate authorities. Parents are asked to help with the decision as far as their own children are concerned. If a parent's judgement is that the weather conditions make it too hazardous to send his/her child to school, that child should be kept at home. The child will not be penalized for the absence.

Parents, students, and staff will be informed early in each school year how they will be notified in the event of emergency closings or early dismissals. The local news stations post school closings on the TV, radio and social media by 5:30 am. The District will send an email, text, phone call and social media, if you subscribe to the sites. Please check your settings on Infinite Campus under the Parent portal of how you would like to be notified.

If adverse weather conditions appear to be developing, a decision to delay school will be determined by 5:30 am. This information will be shared in the same way a cancellation is shared with the District.

If the decision for a 2-hour delay start is made, all morning preschool classes are cancelled for that day. Teachers will remind parents of this procedure.

If at any time during the day, a parent desires to pick up the child due to hazardous weather, the school principal will release the student. The school will maintain a log of children who are released early and to who they were released.

If school is in session and a storm develops during the day, a decision may be made to release the students early. On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but the weather reports and other indications that a storm may develop during school hours, bus drivers will be notified that it's a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run. Between 10-10:30am, if the decision is made to release school early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence. Local radio, television stations, social media, emails, texts and phone calls will be asked to announce between 7 and 9 a.m. that Academy School District 20 is on "Storm Alert". If there is an early release, they will be asked to announce that the District is releasing early. Parents should make previous arrangements so that their child will have a place to go if there is no one at home on early release days. If the decision is made to have an early release before afternoon preschool sessions begin, all afternoon preschool classes will be cancelled for the day.

Complaint Procedure

It is the intent of the District to foster open communications between the Board of Education and its employees and members of the community. The District is committed to maintaining and/or improving the quality of the operation of the District given the limitations of available resources. Any parent or patron has the right to submit a suggestion, concern or complaint in reference to the operation of the District. This policy shall apply to all public concerns and complaints except those included in Academy District 20 Policy KE, Public Concerns/Complaints about Instructional Resources.

It is the belief of the District that comprehensive and speedy analysis and response to suggestions or complaints is paramount. It is also the belief of the Board of Education that Executive suggestions or complaints are best responded at the lowest possible level and that each patron be assured an opportunity for orderly presentation and review of a suggestion or complaint without fear of reprisal.

Complaints should be discussed with personnel in the following order:

- Teacher
- School principal, Assistant principal
- Special Education Administrator
- Executive Director of Special Education
- Executive Director of Learning Services

A copy of the administrative procedure(KE-R) that accompanies this policy is on the Academy School District 20 website (www.asd20.org).

To File a Complaint About Any Preschool Contact:

The Colorado Department of Early Childhood

710 S. Ash Street

Denver, Colorado 80246

Or Call:

303-866-5958 or 1-800-799-5876

Our most recent report of inspection, fire inspection, and health inspection is available upon request.

Department of Human Services Complaint Department

If you have concerns about suspected licensing violations in any Academy District 20 preschool, you should contact:

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5700

Division of Human Services Suspected Child Abuse Reporting Procedures

If suspected child abuse occurred at one of the Academy District 20 Preschool facilities, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides, or to the local law enforcement agency in which the incident is believed to have occurred.

Complaints should be made to:

Director's Office
El Paso County Department of Human Services
1675 West Garden of the Gods Road
Third Floor
Colorado Springs, CO 80907
(719) 636-0000

Academy School District 20 meets or exceeds Colorado's Department of Human Services Child Care licensing requirements. Rules and Regulations for Licensing is available on the Department of Human Services Child Care webpage.

District 20's staff must by law report any suspected cases of child abuse, sexual abuse or neglect to the El Paso County Department of Human Services.

Addendum 1

Academy School District 20 Guidelines for Protecting Students with Life Threatening Allergies and Food Intolerances

Code EF R 1

Status Active

Adopted August 18, 2003

Last Revised August 17, 2007

Last Reviewed July 1, 2021

Severe allergies are serious and can be fatal. Anaphylaxis, a potentially life-threatening allergic reaction, can be triggered by exposure to one or more allergens, including foods, insect stings, drugs, and latex products. Anaphylaxis can affect multiple areas of the body (such as skin, respiratory tract, gastrointestinal tract and the cardiovascular system). Symptoms can include severe headache, nausea and vomiting, sneezing and coughing, hives, swelling of the lips, tongue and throat, itching all over the body, and anxiety. The most dangerous symptoms include difficulty breathing, a drop in blood pressure, and shock -- all of which can be fatal.

The risk of accidental exposure to allergens can be reduced in the school setting if schools partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food intolerant

students. Academy District 20 cannot guarantee that a student will never experience an allergy-related event while at school. Nevertheless, the District has created these procedures to reduce the risk that children with life-threatening allergies will experience an allergy-related event at school.

The most common life-threatening allergy is to peanuts and tree nuts. For this reason, these procedures outline steps for schools regarding nut allergies. Certainly, these steps can be followed for any other life-threatening allergy, as appropriate. For those children who are highly allergic to nuts, contact with nut products can cause a life-threatening anaphylaxis reaction. The only way to protect children who are highly allergic to nuts or nut products is to minimize the nut product exposure in their environment.

Therefore, the following procedures should be followed in all schools that have children with life-threatening allergies to nuts:

1. Principal and Food Service Director will coordinate to remove all nut products from the school lunch menu, upon parent request. Principal will inform the school community of any changes in the lunch menu.
2. Designate nut-free tables in the cafeteria. Children who bring lunch from home may bring in nut products, but they may not sit at the nut-free tables.
3. Elementary and middle school students whose lunches contain nut products should be encouraged to wash their hands after eating. Either soap and water or disposable wet-wipes may be used for hand-washing as both will remove the allergen.
4. Wash tables after each lunch rotation. To prevent cross-contamination, nut-free tables should be sanitized with materials (sponges, cloths) used to clean only nut-free tables. This process will minimize the potential for nut exposure.
5. Reasonable efforts will be made to keep the classroom nut-free. That is, nuts will not be used as part of any classroom projects or lessons. Children who bring snacks to school containing nuts may not eat them in the classroom. In order to raise awareness, signs designating nut-free zones (such as a severely allergic child's classroom) are encouraged.

Book Administrative Policies

Section Section J: Students

Title Students with Life-Threatening Allergies

Code JLCDA

Status Active

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

Health care plan

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

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the

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student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

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

Staff training

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

Adopted: May 14, 2010

Legal Refs:

20 U.S.C. 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2007)

29 U.S.C. 701, et seq. (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. 12101, et seq. (Americans with Disabilities Act)

C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)

C.R.S. 22-32-139 (policy required regarding management of food allergies and anaphylaxis among students)

C.R.S. 25-1.5-109 (Colorado Department of Public Health and Environment shall develop, maintain and make available a standard form for school districts to gather information concerning students' food allergies)

1 CCR 301-68 (State Board of Education Rules regarding Administration of Colorado School Children's Asthma and Anaphylaxis Act and Colorado School Children's Food Allergy and Anaphylaxis Management Act)

Cross Refs:

JLCD, Administering Medications to Students

June 1, 2023

Academy District 20

Handbook of Students' Rights and Responsibilities
and Annual Notifications to Parents

School Year 2023-2024



This document is provided as a resource to Academy District 20's parents and students. Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>. Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication but are on the website.

June 1, 2023

INTRODUCTION

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

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

Academic Rights

To function well in the classroom, you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know exactly what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you have not only a right but also an obligation to yourself, your fellow classmates, and to your teacher, to ask for clarification.

Academy District 20 Mission Statement

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

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

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

Assessments (administrative policy IKA): State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment. C.R.S. § 22-7-1013 (8)(b).

Attendance and Truancy (administrative policies JE, JH, JHB):

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

June 1, 2023

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

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

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

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

State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. [Administrative policy JE and C.R.S § 22-33-102(3.5)]. Be aware that the District will first take steps to work with families to reduce truancy, but that we partner with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as “chronically absent.” [Administrative policy JH, Student Absences and Excuses]. Legal action may be taken by school administrators if parents and students fail to follow compulsory attendance laws [Administrative policy JHB, Truancy].

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, students need to tell an adult if they are aware of other students who are planning to harm themselves or others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-SAFE (877-542-7233) or online at Make a Report.

June 1, 2023

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 District 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® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at Make a Report.

Cell Phones and other Electronic Devices (administrative policy JICJ)

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 non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. 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.

Clubs (see Student Organizations, administrative policy JJA)

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

College Classes-Opportunity to Earn College Credits and Accelerate Learning

Pathways to College

Students may earn college credit at a significant cost and time savings.

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Concurrent Enrollment (CE) Programs Act [C.R.S § 22-35- 103(6)(a)] and District 20 Concurrent Enrollment policy IHODA 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 with whom the District has a written cooperative agreement 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 IHODA 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 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S § 22-35-108]. ASCENT is a 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.

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

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

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

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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:

1. violates the code of conduct adopted by the District administrative policy; or
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or of the students to learn.

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.

Equal Educational Opportunity (administrative policy JB) Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information or need for special education services.

Evaluation

You have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent'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, contractor, 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.

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

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

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

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

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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. Contact your school if you need access to a computer.

The District has designated the following information as directory information:

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

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

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.

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Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

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

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities 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.

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.

Homework Responsibilities

To function well in the classroom, you must do homework as required by the teacher. Homework is a critical component of the instructional program. Homework provides opportunities for

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extended learning for students. The District has a homework policy (administrative policy IKB) which states that each school must develop homework guidelines and communicate them to students and parents.

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.

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.

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy AC - Nondiscrimination/Equal Opportunity, and procedures AC-R-1 and AC-R-2, 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

Peaceful Assembly

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The

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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:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Respect for Property

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

Screening and Testing of Students (and Treatment of Mental Disorders) [administrative policy JLDAC] and Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) [JLDAC-E]

Parents and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students. Parents and eligible students have the right to consent before students are required to submit to a survey that concerns one or more protected areas, and to opt out, as detailed in administrative policy JLDAC and accompanying notification JLDAC-E.

Seeking Change through the Proper Channels

Students and parents are encouraged to participate in the District in a variety of ways. Building and District committees offer positive ways of influencing the operation of the District. Most positive changes come about through the committee process. The District and the Board of

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Education also want to maintain open lines of communication. Administrative policy KE and the associated regulation KE-R contain information on public concerns and complaints.

Sex Education/Health and Family Life

The District teaches about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate program for family life or sex education is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall comply with applicable law and the District's academic standards. See policy IMB - Teaching About Controversial Issues. In accordance with this policy, procedure IMB-R details how a parent may request an exemption from such curricula.

Sex Offenders, Notification Regarding:

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

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

OR

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

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

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 District 20 operates. Sexual harassment is recognized as a form of sex discrimination and thus is 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.

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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 policy JRCA, Sharing of Student Records/Information between School District and State Agencies.

Student Code of Conduct:

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at Board Docs - Academy District 20.

Code of Conduct (administrative policy JICDA):

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. 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 or school program or incite violence.
7. 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.
8. Violation of the District's policy on bullying prevention and education.

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9. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff.
10. Violation of any District policy or regulations, or established school rules.
11. 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.
12. Violation of the District's policy on student conduct involving drugs and alcohol.
13. Violation of the District's violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. 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.
23. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
24. 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.
25. Repeated interference with the District's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

Dress Code for Students (administrative policy JICA):

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, 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.

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

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

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:

- refer to drug, tobacco, or alcohol;
- are obscene, profane, vulgar or defamatory in design or message;
- advocate drug use, violence, or disruptive behavior;
- threaten the safety or welfare of any person.

2. Clothing that:

- reveals all or part of the stomach, buttocks or chest; or
- is backless; or
- reveals underwear; or
- is inappropriately sheer, short, tight or low-cut.

Exceptions:

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

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

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

action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

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

- First Offense - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period

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may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

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

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

Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within

the classroom is not permitted. For purposes of this policy, an “electronic communication device” is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity.

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

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

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

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

Screening and Testing of Students (and Treatment of Mental Disorders) (administrative policy JLDAC)

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

School personnel is prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel is also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

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Licensed school personnel is encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.

Student Expression

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

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

Student 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.

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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 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.

Student Fees and Fines (administrative policy JQ) All student fees and charges levied to students shall be adopted by the Board. The school shall specify whether the fee is voluntary or mandatory, purpose of the fee, and the specific activity from which the students will be excluded if the fee is not paid. All fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a free or reduced price lunch under the income guidelines established by the federal government. Applications and information regarding the free and reduced price lunch program can be obtained by contacting the free and reduced lunch registrar at 234-1416.

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

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

Interviews by school administrators

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

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

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

Search of school property

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

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

Search of the student's person or personal effects

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

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

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

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

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

Seizure of items

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

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

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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. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Custody and/or arrest

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

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

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 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.

Student Organizations (administrative policy JJA)

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

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use the common District-wide application that can be found in JJA E. The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application.

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

Student Use of the Internet and Electronic Communications (administrative policy JS) The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with material or information that may be harmful to minors. Blocking or filtering obscene, pornographic, or harmful information The District will make reasonable efforts to ensure that digital resources are used appropriately and responsibly, and to comply with CIPA (Children's Internet Protection Act) and other applicable laws. Students shall take responsibility and use good judgment when using district digital resources to avoid contact with material or information that may be harmful to minors. 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 (JICDE). Students should report any inappropriate content or contact, including harassment, threats, or hate speech to a responsible adult. No expectation of privacy District digital resources are owned by the District and are only intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor student activity on the District network and all District digital resources to include data transmitted to/from personal digital resources. 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.

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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 of 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 or 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 possesses 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.

Security Security on digital resources is a high priority. Students who identify a security problem while using a digital resource must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district digital resources
- read, alter, delete, or copy, or attempt to do so, electronic communications of other system users

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Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or digital resources. 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. District Provided Devices DPDs are provided for education purposes only. They may not be taken out of the country, they will be filtered at school and at home, and they must be taken care of. Any damage should be reported within 24 hours, and upon disenrollment, the device

must be returned. Defacing the device with stickers or adhesives is not allowed and if stickers are applied, they must be removed before returning the device to the district. Damage caused by these stickers may cause a fine to be assessed. Unauthorized content Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Monitoring student use The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. 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 Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and District digital resources is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with District policy concerning suspension, expulsion and other disciplinary interventions. The District may deny, revoke or suspend access to District technology or close accounts at any time.

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Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed. School district makes no warranties The school district makes no warranties of any kind, whether express or implied, related to the use of District digital resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Students with Life-Threatening Allergies (administrative policy JLCDA) The District recognizes that many students are being diagnosed with potentially life-threatening food allergies. To best protect students and to meet state law requirements concerning the management of food allergies and anaphylaxis among students, the District requires the following:

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

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

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

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Staff training The principal or designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day.

Suspension and expulsion (administrative policy JKD/JKE):

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

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

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

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

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

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

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

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

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

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

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

7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.

8. Violation of the District's substance abuse policy, JICH, as outlined in that policy and accompanying administrative procedure.

9. Failure to comply with the immunization requirements as specified in Colorado law and 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.

Grounds for denial of admission

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

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;

3. Having been expelled from any school district during the preceding 12 months;

4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;

5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or

6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless a bona fide medical or religious exception applies.

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

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of

violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the 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

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District shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board of Education 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.

Tobacco Free Schools (administrative policy ADC):

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

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

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:

a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.

b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

c. All vehicles used by the District for transporting students, staff, visitors or other persons.

d. At a school sanctioned activity or event.

2. "Tobacco product" means:

a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and

b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.

c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy.

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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.

Use of Physical Intervention (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. JKA E2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Weapons (administrative policy JICI):

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Using, possessing or threatening to use a dangerous 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 weapon" means:

- A firearm

- o 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;

- o The frame or receiver of any weapon described above;

- o Any firearm muffler or firearm silencer; or

- o Any destructive device.

- A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive

or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.

- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed-blade knife with a blade that exceeds three inches in length;
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;

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- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, nun chucks, brass knuckles, or artificial knuckles of any kind.
- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

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

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

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.