

# Academy Endeavour Elementary School

2023-2024

## Student & Family Handbook

This handbook was created using District and Board Policies in order to create a safe and welcoming learning environment for all.

Shelah Hansen, Principal  
Carrie Mitchell, Asst. Principal

3475 Hampton Park Drive  
Colorado Springs, CO 80920

**Office: 719-234-5600**

**Attendance: 234-5609**

**Fax: 719-234-5699**

**Hours: 8:15 a.m. – 3:15 p.m.**

**Office Hours: 7:45 a.m. – 3:45 p.m.**

<https://academyendeavour.asd20.org/>

Facebook @academyendeavourelementary

Instagram @academy\_endeavour\_elementary

[ASD20 2023-2024 School Calendar](#)

*\*\*Please refer to the Academy School District 20 District Handbook at the end of this documents for clarification and/or further information & details regarding policies outlined in our school and family handbook in addition to other district policies\*\**

# ACADEMYDISTRICT20

## 2023-24 CALENDAR

2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

4 Independence Day

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

2-4 New Licensed Staff Orientation  
 7-10 Prof. Learning Days  
 11 Staff Work Day  
 14 First Day of School for ES, 6th, & 9th  
 No 7th, 8th, 10th, 11th or 12th  
 15 All Students Attend School  
 24 Elementary Test Day  
 25 Elementary Test Day

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

1 PLC - 2 Hour Late Start  
 4 Labor Day  
 5 ES Professional Learning Day/  
 No ES  
 MS & HS Attend School  
 15 PLC - 2 Hour Late Start

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

6 PLC - 2 Hour Late Start  
 12 ES Staff Workday / No ES  
 MS & HS Attend School  
 13 Professional Learning Day/  
 End of First Quarter  
 18-20 Parent/Teacher Conferences  
 19 No ES & MS  
 HS Attend School  
 20 No ES, MS, or HS  
 School Offices Open Until Noon

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

3 PLC - 2 Hour Late Start  
 17 PLC - 2 Hour Late Start  
 20-24 Thanksgiving Break

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

1 PLC - 2 Hour Late Start  
 15 First Semester Ends  
 18-29 Winter Break

2024

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

1 New Year's Day  
 2 Staff Work Day  
 3 Professional Learning Day  
 4 Second Semester Begins  
 ES, MS, & HS Return to School  
 15 Martin Luther King, Jr. Day  
 19 PLC - 2 Hour Late Start

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

2 PLC - 2 Hour Late Start  
 16 Professional Learning Day  
 19 Presidents' Day

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

1 PLC - 2 Hour Late Start  
 15 ES Staff Workday / No ES  
 MS & HS Attend School  
 End of Third Quarter  
 20-22 Parent/Teacher Conferences  
 21 No ES & MS  
 HS Attend School  
 22 No ES, MS, or HS  
 School offices open until noon  
 25-29 Spring Break

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

5 PLC - 2 Hour Late Start  
 19 PLC - 2 Hour Late Start

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

2 Elementary Test Day  
 3 Elementary Test Day  
 3 PLC - 2 Hour Late Start  
 27 Memorial Day  
 29 Tentative Last Day of School  
 30 Staff Work Day

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

District Closed - No Staff, No Students  
 Non-School Day - No Students  
 Student Attendance Varies  
 PLC - 2 Hour Late Start  
 ES Elementary School  
 MS Middle School  
 HS High School

Calendar adopted: Feb. 18, 2021; Revised Dec. 21, 2022  
 177 Student Contact Days; 183 Teacher Contract Days

1110 Chapel Hills Drive | Colorado Springs, CO 80920 | Phone: 719-234-1200 | Fax: 719-234-1299 | Hours: 7:30 a.m. – 4:30 p.m., M – F

# WELCOME LETTER

---

August 2023

Dear Parents,

Welcome to the start of a new school year at Academy Endeavour Elementary. We are so excited to bring our students and families back into the building and kick off the 2023-2024 school year. We hope you had a wonderful summer full of relaxation, family time and fun!

This Student and Family Handbook will provide you with important information you and your family will need to make it a safe and successful school year. Please contact the school if you have additional questions or you cannot find the answers located in this handbook.

Your support of Academy Endeavour, and this community, is what makes this an amazing place- so THANK YOU! You play a vital role in your child's education and in the success of our school and we look forward to partnering with you-together, this will be a fantastic year!

Sincerely,

*Shelah Hansen*  
Principal

*Carrie Mitchell*  
Assistant Principal

# GENERAL SCHOOL INFORMATION

We are a NUT Free school: **There are children in our school with severe life- threatening food allergies to peanuts and other tree nuts. Families should abide by the following when choosing snacks that will be consumed outside of the school cafeteria (i.e., at recess or in the classroom)**

**--ALL SNACKS NEED TO BE FREE FROM PEANUTS OR NUT PRODUCTS.**

All food brought into the classrooms for school parties must contain a store-bought label - we do not allow home baked goods for parties, or food without a nutrition and ingredient label. Store bought items should not contain: Tree nuts such as cashews, pecans, walnuts, pistachios, almonds, etc., and food products that contain these ingredients, or foods that *MAY* contain these ingredients as listed on the labels.

*\*\* Your child may bring peanut and other tree nut containing foods to be eaten at lunch in our cafeteria. Our school provides a controlled environment with a "peanut free section" at each table in the cafeteria at lunchtime to prevent accidental exposure.*

## SCHOOL HOURS & SUPERVISION

Staff supervision begins at 8:05 a.m. when the doors open and school ends at 3:15. The office is open from 7:45 a.m. – 3:45 p.m. Supervision ends at 3:25 and all students should be picked up by then.

Students may enter through the Main Entrance, the Edison (Hampton Park/Grass side) or Astronaut door (playground/portable side). Students should **NOT** be dropped off or walk to school before this time and should be picked up **promptly** at the end of school as there is not adult supervision.

Students are not allowed to play on the main playground before school. Students playing on the equipment after school ends must be supervised by a parent/guardian. Our after-school daycare program has priority on the playground equipment as they pay to use our facilities.

Student altercations or other issues that take place before or after school, that do not impact the academic setting should be managed by parents.

## ARRIVAL & DISMISSAL PROCEDURES



For the safety of students and staff, please follow all traffic guidelines and ask your children to do the same. We have many "close calls" each year and we want to keep everyone safe.

Traffic Flow Reminders:

- It is illegal to make a U turn on Hampton Park Drive.
- Do not "double park" next to a car parked against the curb.
- Pulling up next to a car and stopping is considered parking as it impedes the traffic flow.
- Use the crosswalks & require your children to do the same
- Enter the parking lot where it says "ENTER HERE"

## ARRIVAL & DISMISSAL PROCEDURES

- Pull as far forward as you can so several cars can unload onto the curb at once (to the sign near the kinder playground)
- Parents need to walk with their child across the parking lot as there is not a designated crosswalk or Crossing Guard in the parking lot.

### **DOGS/ANIMALS ON PROPERTY**

Dogs and other animals are prohibited from district grounds during arrival and dismissal (7:30 am-3:30 pm). If you bring your dog you must wait on the north side of Hampton Park Dr. (across the street), off D20 property, or keep your pet in your vehicle. The school is not liable for negative interactions that take place should a parent bring an animal on campus.

### **ATTENDANCE**

If your child is not going to be at school, please call the office at 234-5600 and report the absence before 8:00 AM.

*In accordance with Colorado state law, it is the obligation of every parent to ensure that every child under his/her care and supervision who has attained the age of seven years, and is a registered student in Academy District 20, receives adequate education and attends school.*

Students arriving after 8:20 AM without a doctor's note are considered tardy-unexcused. Parents of students with repeated tardies or absences will be notified to develop a plan of support to ensure prompt and consistent attendance.

### **EXCUSED ABSENCES**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.
6. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions.

### **UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered into their student's record in Infinite Campus, so parents are aware of how absences are being marked.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

### **MAKE-UP WORK**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. Teachers will not prepare assignments or make-up work ahead of time, but will ensure work is saved for students upon their return. It is the responsibility of the student/parent to pick up make-up assignments on the day they return to class. There shall be one day allowed for make-up work for each day of absence.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

▪ **ATTENDANCE/TRUANCY**

- "Habitual truant" shall be defined as a student age six and under age seventeen who has four total days of unexcused absences from school in any one month **or** ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

▪ **CHRONIC ABSENTEISM**

- When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

**SCHOOL DELAYS/CLOSINGS/CANCELATIONS AND EARLY RELEASES**

The school district will use every available resource in making the decision to cancel school because of inclement weather or unsafe road conditions. We sincerely ask and urge parents to help with the decision as far as their own children are concerned. If a parent's judgment is that, it is too hazardous to send his/her child to school, please keep your child at home. The child will **not** be penalized for the absence and will be allowed to make up work according to the above policies.

**DELAYS AND CLOSURES**

If adverse weather conditions occur, the District Superintendent may delay the start of school for two hours or close all schools for the day. The procedure is as follows:

- Parents will be contacted about delays and closures by either e-mail, text, or phone (whichever is indicated in your Parent Portal Account).
- Local radio/TV stations will be informed no later than 6:00 a.m. that the starting time for District 20 schools will be delayed by two hours.
- A two-hour delayed start means that school will begin at **10:15 a.m.** "Before school" activities will not be held.
- There is no AM Preschool on a 2-HR delay and breakfast is not served

**EARLY RELEASE DUE TO STORMS/WEATHER**

If School District 20 is in session when a storm develops, a decision may be made to send students home early. Local radio/TV stations will announce early dismissal times.

Be sure your child understands what he/she should do on early storm release days.

- Bus Riders: Buses will run regular routes, in the same sequence on an early release schedule (approximately 2 hours early)
- Each teacher will have a sign out sheet for parents to check out their student.
- Children who have permission to walk home will be allowed to walk home.

### **EMERGENCY CLOSURE PROCEDURE**

If the decision is made by the superintendent or his designee to cancel school due to hazardous weather or other emergency which threatens the safety, health, or welfare of students or staff members, local radio and television stations will be asked to announce that the District is closed. The decision to close the District will be broadcast by 6:00 a.m.

### **EFFECTIVE PARENT/STAFF COMMUNICATION**

If you have an issue or concern with a staff member, please go directly to that staff member first to problem solve. Administration will always involve staff and ask that take place first before becoming involved. If this meeting is not productive, then contact an administrator for support.

We value and prioritize our staff's right to uninterrupted family and personal time in the evenings and weekends. This is vital to their success in their position and to help them be the best they can be for our students. Please allow at least *one full business day* for a response from staff and know that staff may not respond after hours, over a weekend, or during a break.

### **AEES SOCIAL MEDIA NORMS**

The Facebook and Instagram pages managed by our school serve the Academy Endeavour Elementary Community with the intent to engage in positive interaction and keep our families and the public connected to all that is taking place at AEES. This is not a forum for individual concerns or complaints and those should be directed to the school. Comments which directly address individual concerns or issues will be deleted, and the school will follow up with a phone call to address these concerns.

### **BIRTHDAY INVITATIONS**

Birthday invitations should be passed out before or after school or be coordinated directly with other families outside of school. Please use the grade level directory to help facilitate digital invites and out of school playdates, etc. so that these events can be coordinated without teacher involvement.

### **BIRTHDAY TREATS**

**Birthday food treats are not allowed.** Deliveries of food, flowers, balloons, etc. will be held in the office for students to pick up after school. You may send goodie bags, with non-food items, to be distributed at school. Please ensure there are enough for each class member.

### **CLASS PARTIES**

There are three (3) parties per school year that are coordinated by the teacher. These parties are the Harvest Party (Halloween), Winter, and Valentine's Day. These parties *may* include store-bought food items, which must be pre-approved at the discretion of the teacher.

***\*\*Any food brought into SCHOOL for one of these parties MUST be store bought, still in its original container and contain a nutritional/ingredient label to verify they are Nut free\*\****

### **BREAKFAST AND LUNCH**

Breakfast is served from 7:55-8:15 am. Students may enter the green cafeteria door (by the garden) starting at 7:55, please ring the doorbell. For information on the food provided in Academy District 20 please [Read more](#).

### **BEFORE AND AFTER SCHOOL CARE**

We have partnered with Champions to provide child-care before and after the school day. [Read more](#).  
[Visit the Champions website](#)

## **CLASS PLACEMENT**

Much thought and care is put into the process of creating class lists. Our goal in placing students is to ensure the best opportunity for each student to experience optimum social and academic growth and success. We appreciate you respecting this process.

*Requests for adjusting class placements will not be addressed until the fourth week of school.*

## **SNACKS**

AEES is NUT-FREE in all classrooms. Students should not bring candy to eat as snack, however, students are allowed to bring these items in their lunches to eat in the cafeteria only.

## **DRINKS IN THE CLASSROOM**

Only water is to be brought to school for consumption in the classroom. If drinks are brought into the classroom, they will be set aside, and students can finish them at lunch in the cafeteria.

## **FIELD TRIPS**

Class field trips are scheduled periodically to extend classroom learning. Parents must sign a permission slip for each field trip.

## **CELL PHONES, ELECTRONIC DEVICES**

Cell phones and smartwatches that have calling/texting abilities are not to be left on or used during school hours for communication and phones should be kept in the student's backpack. Students have access to phones in the office or in their classroom if they need to communicate with parents.

All personal devices brought to school are brought "at your own risk" and should not be a distraction, cause conflict, or a disruption to the learning environment. The school is not responsible for lost, stolen or damaged items brought from home.

## **HOMEWORK POLICY**

Homework is assigned to improve student skill development in concepts taught in the classroom and is determined by the classroom teacher depending on student needs. Students should be able to complete homework independently. In Kindergarten-2nd grade, homework should not exceed 30 minutes per night and in 3rd-5th grade it should be less than 45 minutes. Within this time, students in all grades should plan on engaging in reading (or being read to in the younger grades) for 20 minutes each night. If your student is struggling to complete homework independently, or within the allotted time frame, please communicate with your child's classroom teacher.

# **BUS INFORMATION**

---

**Please be sure you have gone over the bus rules with your children.** Encourage your child to cooperate with the bus driver. We insist that students do not fight, horseplay or throw rocks at bus stops. Please help children learn responsible behavior at all while waiting. **To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.**

**To find out specific information about ASD20 Transportation including routes, fee structure and payment, please call: (719) 234-1410 or access the following link**

<http://www.asd20.org/Info/transportation/Pages/default.aspx>



# SCHOOL HEALTH SERVICES

---

## First Aid/Illness at School

Only basic first aid is performed at school. If an injury is serious, parents/guardian will be notified to pick their child up from school. If a parent/guardian cannot be reached, 911 will be contacted for transport to the nearest medical facility. If your child becomes ill at school, he/she is allowed to rest in the health room for a short time and is then encouraged to return to class. Parents/guardian will be contacted to pick up their child if he/she is exhibiting any of the following symptoms:

- Too sick/not feeling well enough to be engaged in class
- Temperature of 100.5°F or higher
- Complaints of sore throat and cough
- Excessive coughing
- Body aches
- Fatigue
- General lethargy
- Vomiting
- Diarrhea

Please make sure your current phone number and other contact information is current in Infinite Campus. If your child is sick in the morning before school, please do not send him/her to school. The health room is not an infirmary.

## HEALTH CONCERNS

If your student has a specific health concern such as asthma, allergies, diabetes, seizures, etc. please be sure the school is aware of the concern and please keep all teachers and staff working with your student updated on these concerns. Health care plans are often completed on students with specific health needs and they are available in the school office or on the district website at [www.asd20.org](http://www.asd20.org). To access health information forms, click on Parents/Students, and then click on Parents/Students Forms and Documents, and click on Health Care Forms. Care plan forms as well as medication forms are located here. You can then download the forms that you need. In certain circumstances, the nurse will meet with parents separately to gather the needed health information. This information is especially important on new students and those who have recently been diagnosed with a new health condition. Our nurse has an active confidential health concerns list that is shared with staff members on a “need to know” basis only. ***It is your responsibility to keep the school informed of any health concerns regarding your student.*** With good communication between home and school, we will be able to stay informed about the health needs of our students and provide a safe environment for them while at school.

## ILLNESS GUIDELINES

Students with one or more of the following symptoms will be excluded from school (kept at home) until all symptoms have resolved for 24 hours without the help of medication.

- Temperature of 100.5°F or higher. The student’s temperature must be normal for 24 hours **WITHOUT** the aid of fever-reducing medications (such as Tylenol) before returning to school.
- Flu-like symptoms must be resolved for 48 hours before a student may return to school.
- Constant runny nose.
- Abnormal color or consistency of nasal or eye discharge.
- Uncontrolled cough or unusual cough.
- Frequent sneezing that is not allergy-related.
- Lung or nasal discharge.
- Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before a student may return to school.
- If antibiotics are prescribed for an illness, the student must receive the antibiotics for 24 hours

before the student may return to school.

- Undiagnosed skin rashes and/or open lesions.

Students should be allowed to return to school once the exclusion period is met, or a health care provider permits the student to return to school. Students should be kept at home if any of the following general conditions apply:

- If the student does not feel well enough to participate comfortably in his/her usual activities.
- If the student requires more care than school personnel are able to provide.
- If the student exhibits a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, and/or other signs suggesting a severe illness.

If the student is sick with a potentially contagious illness, exclusion (staying at home) is recommended by health care providers and state or local public health agencies.

### **IMMUNIZATIONS**

For the most up to date information regarding immunizations please refer to the Academy School District 20 website. This can be found the following link: [Academy District 20 Immunization Policies](#)

### **MEDICATION AT SCHOOL**

Only parents and/or legal guardians are allowed to bring medications to school and leave them with office personnel who will administer all medications. For safety reasons, no medications will be sent home with children.

When at all possible, please try to schedule medications to be administered **at home**. Medications ordered for administration three times a day should be administered before school, after school, and at bedtime. If medications must be administered at school, please arrange the schedule so that the medication is administered around the lunch hour to avoid disruption of the instructional program. **THE FOLLOWING PROCEDURE MUST BE FOLLOWED FOR MEDICATION TO BE ADMINISTERED AT SCHOOL:**

Prescription medications must come in the bottle dispensed by the pharmacy. We suggest you have a bottle for school and a bottle for home. The bottle label must include the following information:

- Student's name;
- Prescribing doctor's name;
- Name of the drug, dosage, and the time the drug is to be administered; and
- Prescription date.

**OVER-THE-COUNTER MEDICATIONS** such as pain relievers/fever reducers, cough drops, and cold medications must be brought to school in the bottle or box in which they were purchased. The student's name must be written on the container, and the container kept in the main office/health room.

The "**Permission to Administer Medications During School Hours**" form must be completed by the parent or guardian **AND SIGNED BY THE HEALTH CARE PROVIDER WITH PRESCRIPTIVE AUTHORITY for each medication, including over-the-counter medicine**. The medication provided **MUST MATCH the medication listed on the form (brand, dosing information, etc.)**. The form must include:

- Student's name;
- Name of medication;
- Amount of medication to be administered;
- Time medication is to be administered; and
- Date medication is to be stopped.
- For medications administered on an "as needed basis," the note must indicate the amount to be

administered, the frequency, and the reason for giving the student the drug.

Medication will not be administered if it comes in a plastic bag, plain bottle, envelope, etc. The parent/guardian will be called and the medication **will not** be administered. All medication needs to be stored in the health-room.

### **COUGH DROPS**

Cough Drops are not allowed in the building without a **Permission to Administer Medications During School Hours** form on file. One exception would be the district-approved *Halls Fruit Breezers*. Fruit Breezers should be given to your child's teacher to disperse and hold in the classroom. Students should **not** carry the Fruit Breezers in his or her backpack throughout the day.

### **CHAPPED LIPS**

Students are allowed to have chapstick or lip balm in their backpacks or pockets for their own personal use. The Health Room will provide Vaseline for students with chapped lips. If you would prefer to opt your child OUT of receiving Vaseline for chapped lips, please call the office.

### **LOTION**

If your child requires the use of hand lotion at school, inform the teacher that they have permission to apply (brand) lotion. The lotion should be kept in the student's backpack unless in use, and students should be instructed not to share their lotion with other students.

## **STUDENT/PARENT RESPONSIBILITIES**

---

### **PERSONAL ITEMS/PROPERTY BROUGHT TO SCHOOL**

We ask that children get the permission of the teacher before bringing personal items to school. Problems arise when items are brought to school that are hazardous or interfere with school procedures. Money and other valuables should only be sent to school when there is a definite need for them and they should be labeled appropriately and handed in to the teacher (lunch money, field trip, etc.). Personal items left at school will be placed in the Lost & Found, and if not claimed, will be thrown out or donated. Academy Endeavour is not responsible for lost, stolen or damaged personal property.

### **CARE OF SCHOOL PROPERTY**

Students are held responsible for the loss or damage of school items and school property. Fines will be levied to cover cost of replacement.

### **STUDENT DRESS CODE**

Parents and students have the primary responsibility in appropriate dress. Clothing should be appropriate for the changing Colorado weather with health and safety in mind. Anything that is obscene, including references to sex, body parts, drugs or alcohol, or violence is unacceptable. Hats and sunglasses should not be worn in the building outside of special occasions such as or "hat days" designated by the teacher or school. Hoodies should not be worn over the head inside the building.

### **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS**

Bicycles and scooters may be ridden to school by students and should be parked in the racks provided at the back of the school. Students should walk (not ride) through the crosswalk and while on school grounds. Each student is responsible for locking his/her bike (bikes, scooters or other items left on property for more than a week will be discarded). Parents should be sure to discuss proper bicycle and traffic safety procedures and helmets are strongly encouraged.

Skateboards, rollerblades, and “heelies” or shoes with wheels may not be used on school grounds. Any item left on school property for over a week will be considered abandoned and will be disposed of accordingly.

## **BULLYING**

Bullying will not be tolerated at Academy Endeavour. Adults and students are expected to treat each other with respect. There is a constant emphasis on character and ethics at AEES both inside and outside of the classroom. “Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, including but not limited to any behavior that is directed toward a student. Bullying can be psychological, physical or social, done by an individual or a group, and usually involves power over another as a root cause. If bullying is impacting the academic environment, steps will be taken to correct the behavior, notify parents and create individual behavior plans as necessary. If bullying behavior continues after appropriate interventions, suspension or expulsion from school may be the consequence. Students are trained in reporting procedures and alternative conflict resolution strategies. Stopping bully behavior is the responsibility of all of us. Resources available to students and parents include counseling support, administrative support, books and outside referrals, as needed. Many instances of bullying also take place outside of school hours and on personal devices and the school will not investigate or become involved in conflict between students or families that does not have a direct impact on the school day or learning environment.

## **SUSPENSION**

Sometimes it is necessary to suspend a student from school for the safety of that student and/or others. Some of the grounds for suspension are:

- Continued willful disobedience or persistent defiance of proper authorities, policies, rules and regulations of the school.
- Willful destruction or defacing of school property.
- Behavior, which is incompatible with the rights, welfare, safety, and morals of other students.
- Continued behavior that is disruptive of the learning environment.
- Possessing a knife, gun, facsimile, or other object that can be perceived or used as a weapon or to cause harm/injury

Parents and students will be informed and consulted if suspension is considered.

# SAFETY AND SECURITY

---

## **SAFETY DRILLS**

Fire and other emergency drills (tornado, lock down, secure the perimeter) are done on a regular basis so that students and staff are prepared for what to do in an emergency. Emergency routes are posted in every room in the building, and classroom teachers will review the emergency route and designated safety area for their class with the students. Whenever a class leaves the building for an emergency, the students will stay with their teacher until they hear the signal that means “all clear” so that they may return to class.

## **ENTERING THE SCHOOL/VISITORS**

All outside doors, including the main entrance, are kept locked at all times. For access to the building, visitors must show photo identification and state their purpose before checking in at the office. Often times, needs can be met without coming into the building and our office staff can come to you. In an effort to maximize safety, and minimize disruptions to learning, visitors/parents without a direct purpose will not be admitted without prior approval or a meeting scheduled in advance. Students who are under 18 visiting siblings should be accompanied by a parent/guardian or other adult listed as an approved contact in Infinite Campus. Former students and families should prearrange visits with staff versus showing up unannounced.

### **PARENT CONTACT INFORMATION**

Please be sure that your Parent Portal account in Infinite Campus is current with contact and emergency numbers, including the names of people who may check your child out of school in case of an emergency.

### **ITEMS NOT ALLOWED ON SCHOOL PROPERTY**

Items that can inflict harm or serious bodily injury on others are not allowed on school grounds. Some examples include: spring-loaded or pocket knife (any knife or cutting instrument), darts, firearm, weapons or facsimiles, cigarettes, drugs, toy weapons, lighters, matches. These items, and anything else that causes a distraction to learning, will be confiscated. Possession of such items can result in suspension or expulsion. Items brought to school will be confiscated and must be picked up by a parent. If not picked up by the close of the school year, items will be thrown away.

**Absolutely NO knives, guns, or weapons – or facsimiles – will be permitted.**

### **VOLUNTEERS**

A major component of our school is strong parent involvement. There are many areas in which parent volunteers are needed. Whether your commitment is for individual activities, special projects, or regularly scheduled blocks of time, you are a valuable asset in meeting the educational needs of our children. Please call Kathy Foley, Receptionist, at 234-5600 for more information or how to become a district approved volunteer.

### **INCLEMENT WEATHER**

Dismissal will run normally unless dangerous weather conditions are present (blizzard conditions, lightning within 10 miles of the school, or unsafe temperatures below 0). In the event of unsafe weather conditions, students will be released from the gym and must be signed out by a parent. A 20Alert will be sent in these instances with more information on procedure. These are the only instances in which students will not be outside for dismissal so please have your student outfitted appropriately to sustain all types of weather.

When lightning is within 10 miles of the school, students are held until the lightning has moved outside of a 10 mile radius. In these instances, we will release from the gym and students who walk home will not be released until conditions improve or unless we receive notification from a parent or guardian allowing a student to walk home in inclement weather.

### **INDOOR/OUTDOOR RECESS POLICY**

Students will have recess outdoors as many days as possible and indoor recess will only be held on very cold (wind chill of 20 degrees or lower) or very wet days. Parents should send warm clothing, including gloves/mittens and hats appropriate to the season so students are prepared for time outdoors. During shoulder seasons (spring and fall) please send layers as the weather can turn chilly very quickly.

## **PBIS, RULER & SOCIAL EMOTIONAL LEARNING**

We are very excited about practicing “REACH for the Stars” here at AEES! REACH for the Stars is a school-wide, Positive Behavioral Intervention and Support (PBIS) program that encourages positive behaviors. Students have the opportunity to receive rewards (both intrinsic and extrinsic) by demonstrating expected behaviors. At school, we teach the expectations and as students are “caught REACHing for the stars” by the adults at school, they will be able to punch stars into their “REACH Cards” which are kept in their classroom. When students earn 25 or more stars, they will be eligible to choose from many reward choices. Examples include extra recess, water bottle, T-shirt, sit with a friend in class, and be an administrator time. Along with REACH for the Stars, we will also continue teaching and reinforcing District 20’s Ten Core Principles. If you would like more details about how the program works at school, please see

your Parent Handbook. Additionally, the Positive Behavioral Intervention and Support (PBIS) Team is always happy to answer any questions!

The core of our program is the Teaching Matrix. We believe, "If we expect it, we have to teach it." The Teaching Matrix is also in your Parent Handbook. We will teach the five expected behaviors (REACH). REACH is an acronym for Respect, Effort, Attitude, Citizenship and Honesty. All students will be taught how to show these behaviors in many areas of the school. These areas include the Classroom, Hallway, and Restroom, in the Cafeteria, on the Playground, in the Office and at Arrival/Dismissal. The expected behaviors will be taught in August, and formally reviewed after Winter Break and Spring Break. Please be sure to ask your child about REACH at those times!

We would like to encourage you to use REACH at home too. PBIS is easy to incorporate into whatever discipline or reward system you already use. The beauty of PBIS/REACH for the Stars is that it is not that different from what we have done in past years. The program provides us with more structure for both school and home consistency. We really like the positive emphasis.

A good way to start is to sit down with your children and say, "We heard about what you are doing at school and we'd like to try REACH at home. Let's think of ways we can show our REACH behaviors here at home." Begin brainstorming how you show respect at home, for example, "I listen. I talk out problems with my sister. I use nice words. I clean up my toys." Then move on to Effort, "I do my chores. I do my best. I take care of my belongings. I behave safely." Next, is Attitude, "I am cooperative. I am polite and kind. I listen the first time." Continue with Citizenship, "I show good manners at the table. I follow rules. I clean up after myself." The last word, Honesty, "I tell the truth, I follow the rules." You can create a chart similar to what we use at school and post it in a place where family members can see it. Yours will likely have one column – "Home" for each of the REACH behaviors unless you want to get more detailed (for example, car rides, dinner table, bathroom, playroom, etc.) Please see the sample charts at the end of this article for ideas. If you would like a blank matrix, contact Ms. Kieffer and I will send you one.

The next step is to decide on rewards with your children. What can they earn when you catch them REACHing for the stars at home? It is a good idea to focus on rewards that emphasize positive relationships and do not cost money. However, sometimes children do benefit from material rewards too. Think about what is best for your family and decide together. Some reward ideas include: going on a family walk, going to the playground, playing a game with Mom or Dad, brushing the dog, earning some money to save up for something, a lollipop, playing with playdough, choosing a CD (or radio station) for the family to listen to in the car...be creative!

To keep track of positive behavior, you can create a sticker chart, you can decorate cans (one per child) and the children can earn popsicle sticks or chips that are collected in their cans. At my house, I keep a "Smiley Chart" on the refrigerator. When I catch my child being respectful or honest, or if he shows good effort, he earns smiley faces. We reward daily, often younger children need more frequent rewards. Older children can earn weekly rewards, or when they have reached an agreed upon larger amount (like 20). If my son earns 6 smileys each day (3 on school days since he's not home all day), he chooses a reward. We like to choose what to work for the night before, but you will want to find a structure that works for your family. Some children like to decide at the time they made their goal and some like "Mystery Motivators". To take the "mystery" approach, have a can, an envelope or a box and put the written options in it and your child can draw a choice when they make their goal.

When families and school team up and work on the same goals, wonderful things happen! Once you have been "REACHing for the Stars" consistently, you will notice that the need to discipline your children will decrease significantly. Your children will also be learning important life skills—Respect, Honesty, Good Citizenship, Effort and Positive Attitude. These skills will help your children become successful adults and successful workers.

Be sure to really emphasize the positive. Try to keep your positive interactions high. We recommended that there be 5 positives to 1 negative, whenever possible. If you would like ideas, support,

or have questions about how to make “REACH for the Stars” work at home, give Kim Kieffer a call or e-mail at [kimberly.kieffer@asd20.org](mailto:kimberly.kieffer@asd20.org). I am always happy to talk about the parenting journey!

### **RULER – Emotional Intelligence**

Why do we care about social and emotional skills? Decades of research shows that emotional intelligence is essential to effective teaching and learning, sound decision making, physical and mental health, and success in school and beyond. Research also shows that when schools and homes partner to support children’s emotional development, children not only feel better, but they do better.

*RULER teaches five key skills of emotional intelligence:*

- Recognizing emotions in oneself and others.
- Understanding the causes and consequences of emotions. Labeling emotions accurately.
- Expressing emotions appropriately.
- Regulating emotions effectively.

We will integrate RULER skills into our academic curriculum and provide opportunities for students and all the key adults involved in their education – teachers, administrators, and family members – to learn, model and practice these skills. Over the school year, we look forward to partnering with you and sharing more about this approach. Please keep an eye on the school calendar and newsletter for RULER resources and workshops in support of parents and families.

## **COUNSELOR INFORMATION**

---

### **OVERVIEW**

The most formative years are during the elementary grades. Children build a foundation for lifelong learning, self-awareness, and interpersonal skills. As children progress through elementary school, they move from childhood to preteen stages, changing from being self-focused to developing an awareness of others. They begin learning how to cooperate, solve problems, develop responsibility, and form friendships. The elementary school counselor is trained in understanding child development and in offering meaningful programs to enhance success at school.

Guidance activities are conducted on a regular basis for all students throughout the year. The curriculum includes study skills, social skills, conflict resolution, decision making, personal responsibility, coping abilities, and drug prevention education.

Throughout the elementary years, some children need additional assistance for specific concerns. Counselors offer small group counseling to address these needs. These sessions give students the opportunity to discuss problems, learn new skills, consider alternatives and consequences to behavior, and take responsibility for their choice. Elementary programs include student observations, assessments, intervention plans, parenting education, teacher and parent consultations, and crisis management and follow-up. Counseling services are delivered through collaboration among students, parents, teachers, and administrators. School counselors are advocates for children. The goal is for every student to reach his or her educational, personal, and social potential. Counselors may also refer families to outside resources.

### **CONFIDENTIALITY**

The privacy rights of students must be respected. However, counselors shall inform parents of information that may jeopardize the health, safety, and welfare of the student or others. Such information will be shared with

parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

### **A PARENT'S RIGHT TO REFUSE SERVICES**

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter or stop by the school to sign a form which indicates that preference. It is the parent's responsibility to renew their wishes in regard to counseling services when the child's home school changes.

**Kim Kieffer** AEES Counselor 234-8594

***\*\*Please refer to the Academy School District 20 District Handbook below for clarification or further information regarding policies outlined in our school and family handbook and any additional district policies\*\****



## 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.

## 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.

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](#).

#### 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.

**Concurrent Enrollment (CE) Programs Act** [C.R.S § 22-35- 103(6)(a)] and **District 20 Concurrent Enrollment policy** [IHCDA](#) 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** [IHCDA R 2](#)) is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12<sup>th</sup> 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 12<sup>th</sup> 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-a/so 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

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.

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

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.



## 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

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.

(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

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

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](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](#).

### 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.

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.

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



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.

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.

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.

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 JO)

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 fee 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.

#### 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.

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

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

#### Detection canines

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

#### Law enforcement officers' involvement--Interrogations and interviews

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

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

#### Seizure of items

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

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

### Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school 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 [JJHB](#))**

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

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.



### **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

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.

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.

### 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;

- 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, [JJCH](#), 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 12<sup>th</sup> 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

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.

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 [JIC1](#)):

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

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

- A firearm
  - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or firearm silencer; or
  - Any destructive device.
    - A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed-blade knife with a blade that exceeds three inches in length;
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;

- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, 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.