

Academy International Elementary School



Parent/Student Handbook 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.

Academy International Elementary School

8550 Charity Drive
Colorado Springs, CO 80920
Phone: 719-234-4000
FAX: 719-234-4099
academyinternational.asd20.org



Laura McNally
Principal
laura.mcnally@asd20.org

Laura Paris
Assistant Principal
laura.paris@asd20.org

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ACADEMY SCHOOL DISTRICT 20 MISSION, VALUES, & VISION

Mission: We educate and inspire students to thrive.

Values: We believe people are the heart of our success. We believe relationships matter. We believe in quality education.

Vision: We provide creative and personal learning opportunities, accessible to all students, preparing them to thrive in an ever changing world.

ACADEMY INTERNATIONAL ELEMENTARY SCHOOL MISSION STATEMENT

Academy International Elementary, an International Baccalaureate, English and French language school, equips students of all abilities in a safe and nurturing environment to achieve their unique potential while becoming responsible global citizens.

International Baccalaureate Primary Years Programme Philosophy

The IB Primary Years Programme (PYP) is designed for students ages three through twelve. *In District 20, the PYP culminates at fifth grade, or age eleven.* The PYP is a uniquely international program, focusing on the total growth of the developing child. The curriculum framework provides for social, emotional, physical, and cultural needs, in addition to academics. Eight fundamental concepts, expressed as key questions, propel the process of inquiry. They are broad in scope and are intended to define clusters of ideas. These powerful ideas drive the Units of Inquiry, designed by teachers and students, that lie at the heart of the curriculum model.

The outcome of the Primary Years Programme is to embody the **Learner Profile**. Through the IBPYP, we encourage the development of students who are: Inquirers, Thinkers, Communicators, Risk-takers, Knowledgeable, Principled, Caring, Open-minded, Balanced, and Reflective.

Central to the program are the following **Essential Elements**:

- **Key Concepts:** Form, Function, Causation, Change, Connection, Perspective, Responsibility, Reflection
- **Knowledge:** Who We Are, Where We Are in Place and Time, How We Express Ourselves, How the World Works, How We Organize Ourselves, Sharing the Planet
- **Approaches to Learning:** Thinking skills, Communication skills, Social skills, Research skills, Self-management skills
- **Action:** Choose, Act, and Reflect through the Action Cycle. IB students take action to show they have grown as learners. That action may surface in many ways. For example, action can present itself through new thoughts or understandings or through the creation or accomplishment of a goal.

Academy International Elementary School

SCHOOL HOURS

8:20 a.m.— 3:25 p.m.

AIES SPIRIT

ACADEMY INTERNATIONAL SCHOOL SONG

We'll go as far as we can go, we see as far as we can see.
We'll learn as much as we can learn, we'll be the best that we can be.

Chorus:

**We're Academy International, the world is at our feet.
We will go forth to serve, when our time here is complete.
We will stand as one in might and mind, we'll give our all.
We're Academy (Academy) International**

Vs.2

The future lies before us/as far ahead as we can see.
We celebrate the importance/and beauty of diversity.

Vs. 3

We now prepare to go forward/to be the best that we can be.
As we encourage each other/to be the best that we can be.

SCHOOL COLORS AND MASCOT

The Academy International Elementary School colors are forest green, navy blue, and gold. Many students enjoy wearing spirit wear on Fridays. Academy International's mascot is a lynx.



AIES CURRICULUM

ACADEMIC CORE CURRICULUM

The core curriculum for kindergarten through fifth grade levels includes language arts (reading and writing), mathematics, social studies, and science. There are state standards, Colorado Academic State Standards (CAS), for each grade level and each subject area. In addition, IB has a framework for teaching and learning. As a school, we combine the two in our comprehensive curriculum, which meets both state standards and IB standards/practices.

SPECIALS & LIBRARY

Students in all grades participate in French, physical education, music, and art instruction.

Students receive instruction in French, targeted at each of the essential world language skills appropriate for their cognitive development level. Students learn French through games, chants, songs, gestures, and collaboration.

The physical education (PE) program supports each student's physical development by teaching important skills for wellness and fitness. Skills taught in physical education also support learning in all aspects of the school program. For the safety of your child, please try to have him/her wear sneakers on the days of PE class. Students must have a note from their parents for a one- or two-day excuse from PE class for health reasons. A longer period of time requires a written note from a doctor.

K-5 students engage in learning music concepts through the Kodaly/Orff based program. Students play mallet percussion, ukulele, and recorder. They also sing, dance, and perform American folk, ethnic, & world music. Our program includes extensive use of literature and poetry. AIES performance groups include the AIES Ringers (handbells for fourth and/or fifth grade) and the AIES Singers (fourth and fifth grade vocal choir). In addition, students engage in grade-level performances.

The visual arts program provides students in grades K-5 the opportunity to engage in learning art concepts and techniques throughout the year. These concepts are integrated with grade level curriculum based on the IB Units of Inquiry studied at each grade level.

AIES has a flexible library schedule where students have the opportunity to check out books. Our librarian/digital learning coach works closely with staff and students to support reading, research, teaching, and learning needs.

ASSESSMENTS (including ASD20 Policy [IKA](#))

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math, social studies, 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).

FIELD TRIPS (K-5)

Field trips help the school make use of community and regional resources that are directly related to the curriculum. They are planned to coincide with Units of Inquiry and provide practical and concrete learning experiences. Field trips are taken on district buses and are carefully planned and supervised. Parent permission for student participation on field trips is required, and fees are charged to help cover transportation and entrance costs. District transportation guidelines must be followed.

DEVICE AND NETWORK USE (including ASD20 Policy [JS](#))

The district provides technology resources to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education; access is a privilege, not a right. Students who have parental permission and who agree to the terms of the D20 Network Acceptable Use Agreement will receive

specialist also supports teachers by providing information and resources for differentiation strategies that can be tailored to the needs of their students.

SPEECH/LANGUAGE PATHOLOGIST (SLP)

The SLP provides evaluation and appropriate intervention and/or consultation services to students experiencing delayed or disordered communication skills that interfere with academic or social achievement. Specific speech/language needs could include speech/articulation, receptive and/or expressive language, voice, fluency, and auditory processing.

SOCIAL WORKER

AIES is assigned a social worker by the district. They are an itinerant and are in the building on a limited basis. The school social worker is available to provide diagnostic evaluations and services in the areas of social/emotional development as part of the special education referral process. Also, the school social worker serves as a link between the school, family and community.

SCHOOL PSYCHOLOGIST

AIES is assigned a school psychologist by the district. They are an itinerant and are in the building on a limited basis. A school psychologist is available to provide diagnostic evaluations relating to intellectual ability, academic proficiency, and psychological and emotional development. The school psychologist actively participates in selected Student Intervention Team meetings to evaluate the strengths and needs of students and to formulate meaningful interventions.

SCHOOL NURSE

AIES is assigned a school nurse by the district. They are an itinerant and are in the building on a limited basis but is always within contact. Parents are encouraged to communicate with the school nurse regarding significant health concerns for their child to determine if specific health plans need to occur for school. Parents also need to provide the school with updated immunization records and any evidence of contagious disease.

READING SUPPORT

AIES has reading support/specialists dedicated to providing appropriate reading interventions to students who are reading below grade level expectations. Services focus on the five components of reading, and interventions are targeted to specific student needs. Student needs are met through small group pull-out interventions and through support in the classroom. As a Dyslexia Satellite School, Certified Academic Language Practitioners (CALP) provide Take Flight therapy to students who have characteristics of dyslexia and/or have an outside diagnosis of dyslexia.

ENGLISH AS A SECOND LANGUAGE (ESL)

AIES is an ESL Magnet School. The ESL teachers support all English language learners and promote a safe, encouraging learning environment. They also support students and classroom teachers in developing appropriate learning goals and monitoring ELPs (English Language Plans). Implementation of research-based methods by highly qualified educators contributes to measurable growth in listening, speaking, reading, and writing as well as in all content areas.

PARENTS: PARTNERS IN EDUCATION

PARENT TEACHER ORGANIZATION (PTO)

AIES has a very active PTO. Membership drives occur every fall. Parents sponsor many fundraising activities and special events that contribute to community spirit. The PTO board meets regularly, and all parents are encouraged to attend these open meetings. Meeting locations and times are provided in a 20Alert.

PTO Board Officers

Romney Scheirer	President
Daniel Glanville	1st Vice President
Chantha Mince	2nd Vice President
Elissa Hesar	Secretary
Savannah Scheirer	Treasurer
Laura McLeod	Media Outreach
Nicole Reed	Wednesday Packets
Sarah Cabiao	Fundraising
Emily Anzalone	Volunteer Liaison
Lisa Browning	Parent Sounding Board

network access. Once the agreement is completed, the student may perform class-related Web research, printing, and other network functions.

Misuse of a district-provided device or network access may result in disciplinary action and restricted use of devices and networks. ASD20 Policy [JS](#) details inappropriate uses of devices and networks.

AIES STUDENT SUPPORT SERVICES

Student growth and progress are monitored closely, and a variety of services are available to students who demonstrate the need for additional support, whether through remediation or academic enrichment.

COUNSELOR

The school counselor abides by the American School Counselor Association (ASCA) national model and ethical practices. The “ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student” describes the knowledge, skills, and attitudes students need to achieve academic success, college and career readiness, and social/emotional development.

The school counselor collaborates with and provides services to students, parents, school staff, and the community. This may be through:

- direct, in-person interactions with students through classroom curriculum and group activities,
- individual planning sessions to assist students to meet specific needs and goals, or
- responsive services to address students' immediate needs and concerns.

The school counselor does not provide therapy for students but can provide resources for families looking for private counselors or therapists.

The school counselor coordinates support services to ensure students have appropriate access to education.

The school counselor may also answer questions regarding:

- Student social and emotional development
- 504 plan process and eligibility
- Suicide Risk Assessment & Threat Assessment
- Confidentiality and privacy
- Coordination of support services

The school counselor maintains confidentiality regarding all interactions unless consent is given or an individual is at risk of self-harm, harm by others, or as required by law, as in the case of suspected abuse or neglect or criminal activity.

Parents have the right to refuse services provided by the counselor for their child. If parents do not want their child to access these services, please notify your classroom teacher and counselor. Refusing these services will not exclude students from meeting with a counselor for concerns about academics or the classroom curricular component.

SPECIAL EDUCATION

The special education resource teacher provides specifically designed instruction to meet the unique needs of a child with an identified disability. Specially designed instruction means adapting, as appropriate to the needs of a child with a disability, the content, methodology, or delivery of instruction to address the unique needs of the child that result from the child's disability and to ensure the child's access to the general curriculum so that the child can meet the educational standards.

MULTI TIERED SYSTEM OF SUPPORTS (MTSS)

The MTSS process supports students' academic and/or behavior needs. Student data is analyzed, interventions are determined, and progress is monitored. Adjustments are made to the intervention as needed. Parent communication is vital throughout this process for student success.

GIFTED EDUCATION

AIES has a gifted education specialist who serves the needs of formally identified gifted and talented students in grades 3-5. The gifted education

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

The SAC is made up of an established group of representatives who are volunteer parents, teachers, a community member, and administration. They function as a communication link between the school and the community. Members are asked to remain active for a two-year period. While not a policy-making group, the committee directs the development and implementation of the annual school improvement plan. The SAC also serves as a sounding board for ideas related to new and ongoing school policies and programs.

VOLUNTEERS AND VISITORS

We believe that students learn best when parents work in partnership with the school. You can be a source of special skills, personal attention, and an extra pair of hands when you become a parent volunteer. Volunteers can help in the following ways:

- Classroom
- Parties
- Clerical tasks
- Tutors
- Classroom speakers
- Field Day
- Library assistance
- Members of PTO, SAC
- Kiss and Drop/Go
- International Tour Day
- Field trip chaperones, etc.

The job and hours are up to you and the classroom teacher. **Volunteers are required to attend a training session yearly and to undergo a background check for the safety of students.** For our students safety, we require that all volunteers sign in at the office and wear a name badge. Due to liability, students who do not attend AIES are not allowed during school hours, during your volunteer time, or on the playground.

Visitors are always welcome at Academy International. We encourage parents/guardians and community members to visit our school. **All visitors must sign in at the front office and wear a name badge.** Our staff is committed to delivering

instruction with minimal interruptions, so parents will be asked to drop off lunches, backpacks, etc. in the office, and we will see that your child receives their items in a timely manner. If you want to discuss your child's progress or talk to their teacher, please make an appointment during non-instructional time.

AIES INFORMATION: Practices and Procedures

ARRIVAL AND DEPARTURE

Students may enter the building at 8:10 a.m. when supervision starts. Classes begin promptly at 8:20 a.m. At 3:25 p.m., students are dismissed. At the end of the day, students should leave school grounds immediately unless they are involved in a school sponsored activity or are reporting to Champions, the on-site before and after school childcare program. All students must be picked up by 3:50 p.m. If parents have a meeting with a staff member, children should wait either in the office or right outside the classroom.

Preschool hours: am program 8:20-11:20; pm program 12:20-3:20.

BUSES

Parents expect safe, efficient bus service. However, it remains the parents' responsibility to extend full cooperation in seeing that their child obeys the bus regulations, practices and all recommended safety procedures. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

Transportation to school is not a legal responsibility of the school district; rather it is furnished to eligible pupils at the expense of the taxpayers in the district, and it is expected that the privilege will be appreciated by those who benefit from it. Willful violation of these rules by any pupil shall be sufficient cause for a pupil to be deprived of the privilege of being transported.

1. Do not stray from the bus stop.
2. Wait until the bus comes to a complete stop before attempting to enter the bus.

3. Outside of a regular conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, or of abusing the driver or students forfeits the privilege to ride the bus.
4. Pupils must keep their hands off other children and not trip or push them in any way. HORSEPLAY IS NOT PERMITTED AROUND OR ON THE SCHOOL BUS.
5. No sharp instruments shall be carried where they might cause damage or injury to another pupil or property.
6. Pupils shall keep the bus clean and free from wastepaper. Nothing is to be thrown from the bus.
7. Property of other children is to be left alone.
8. Damage to the bus must be paid for by the individual responsible for causing it.
9. Absolute quiet is expected when approaching a railroad crossing.
10. In case of a road emergency, children are to remain in the bus until otherwise instructed by the driver.
11. If for any reason a child is expected to ride a bus other than the one assigned, a note from the parents must accompany the request for a bus pass.

TRAFFIC

We expect all parents and students to consistently follow all traffic rules, such as crossing at corners, using the crosswalks, and looking both ways before crossing a street or driveway. When students arrive by car, they need to stay in the car until it stops at the Kiss and Drop/Go zone. When being picked up in the Kiss and Drop/Go zone, students need to stay behind the yellow line until an adult can escort them to their vehicle.

Parents should not use the staff parking lot or the bus loading/unloading zone for dropping off/picking up students. Do not drop students off at school before 8:10 a.m., as there is no adult supervision before then. Students should be picked up from school promptly at 3:25 p.m. Champions provides onsite before and after school care for families who cannot promptly pick students up.

WALKING TO AND FROM SCHOOL

- Start early enough so you arrive five to ten minutes before the tardy bell rings (8:25 a.m.) without rushing.
- Walk on the sidewalk. If there's no sidewalk, use the left side of the road, facing on-coming traffic.
- Never accept a ride from a stranger.
- After school, students are not permitted to stay and play on the playground unless they have parental supervision.

ATTENDANCE

STUDENT ABSENCES (including ASD20 POLICY [JE](#), [JH](#), [JHB](#))

School attendance is required by Colorado state law and Academy District 20 policy; therefore, student absences must be reported by a parent or guardian either by e-mail (aie-attendance@asd20.org), or a phone call (234-4000) to the office on the day of absence. After school hours, parents may access the school line at the above number to notify school staff of an absence. If your child will be absent from school for an extended time, a pre-arranged absence notification needs to be completed and approved by a building administrator. This form is available at the office.

Attendance is a key factor in student achievement. When absences do occur, they will be treated as either excused or unexcused.

Excused absences are as follows:

- a. Absences approved by the principal or designee.
- b. Absences due to temporary illness or injury.
- c. Absences for an extended period of time due to physical, mental or emotional disabilities.
- d. 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.

*If an absence is not called in, it will automatically be coded as an unexcused absence.

When a student fails to attend school on a regularly scheduled school day and school personnel have received no indication that his/her parent is aware of the absence, school personnel will make a reasonable effort to notify the parent.

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].

Because attendance is a key factor in student achievement, we adhere to a three-tier process for supporting consistent attendance:

- **Tier 1:** When a teacher recognizes a poor attendance pattern, such as arriving at school after the bell, early checkouts, and/or multiple absences, the teacher will contact the parent to communicate the impact of these absences on learning.
- **Tier 2:** If the poor attendance pattern continues, a Notice of Concern letter is sent home by administration.
- **Tier 3:** If the poor attendance pattern continues, school administration sends a formal letter to the parents requesting a meeting. The purpose

of the meeting is to create an Attendance Contract and to begin weekly progress monitoring of attendance. Non-compliance will initiate Truancy Proceedings.

HOW DO ABSENCES AFFECT SCHOOL WORK?

It is important that instruction occurs so that assignments can be completed; therefore, class assignments are generally not provided to students in advance for pre-planned absences. Students who have been absent are responsible for finding out what assignments were missed and will receive assistance from the teacher before completing them. Students will be given an extra school day for each day missed to complete make-up work.

CHECKING STUDENTS OUT DURING THE SCHOOL DAY

If you need to take your child out of school during the day, come to the office with photo identification and the office staff will check out your child. For the safety of our students, students are not allowed to leave the building without first checking out through the office.

TARDIES

The tardy bell rings at 8:25 a.m. Tardy students must check-in with the office before going to the classroom. Please make every effort to be on time. All students benefit from valuable class time and an enjoyable and efficient morning routine with their class. Excessive tardiness shall constitute disruptive behavior and may result in administrative consequences.

At AIES, we want our students to Be on Time, Ready to Learn, Every Day!

BICYCLES

Students may ride bicycles to school. When arriving and departing school grounds, students are to walk their bicycles on sidewalks and through crosswalks. Each student is responsible for locking his/her bicycle in a rack upon arrival. Bicycles are not to be removed until the student is ready to go home. All students are strongly encouraged to wear bicycle helmets. The school is not responsible for lost or stolen bicycles.

CELL PHONES (incl ASD20 Policy [JICJ](#))

We recognize that some of our families rely on cell phones for communication. If your child has a cell phone, we ask that it remain in his/her backpack for the duration of the school day. Students are not permitted to have cell phones out while waiting in line for the bell to ring. Students using their cell phones during class time will be required to turn the phone off and placed in their backpack. Please note that the Colorado Department of Education requires that all cell phones (staff and student alike) are shut off during state testing (these tests are administered in grades 3-5).

CHILD ABUSE AND NEGLECT

Colorado Statute (19 10-102 to 115) requires the mandatory reporting of suspected child abuse or neglect to the appropriate county department or local law enforcement agency by school employees. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses and to safeguard and enhance the welfare of children.

DISCIPLINE (including ASD20 Policy [JK/JKBA](#))

Each classroom and specials teacher establishes their classroom expectations and consequences at the beginning of the year. These are posted in classrooms and shared with students and parents.

The school environment is a safe and orderly place where students respect their teachers, themselves, and their classmates. Students are expected to meet behavioral standards in classrooms, throughout the school building, and on school property. The administration may become involved in the discipline of a student. Infractions of school rules may result in consequences. Repeated infractions or those of a severe or serious nature may result in in-school suspension. Continuing concerns may result in out-of-school suspension or expulsion. Reasons for suspension or expulsion include continued willful disobedience or open and persistent defiance of proper authority; willful destruction or defacing of school property; behavior which is detrimental to the welfare, safety, or morals of other students or of school

personnel; and violations of a serious nature (drugs, weapons, etc.). Fighting and bullying behavior will not be tolerated. Parents will be contacted regarding disciplinary actions.

ASD20's full Code of Conduct can be found in ASD Policy [JIC/JICDA](#).

Use of Physical Intervention (administrative policy [JKA/ 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.

BULLYING PREVENTION AND EDUCATION (ASD20 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](#).

DRESS STANDARDS (including ASD20 Policy JICA)

We encourage our students to dress appropriately for both the learning environment and the weather. The prime responsibility of appropriate dress belongs to parents and children.

Per district policy, 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.

EMERGENCY DRILLS

AIES practices several drills including Hold, Secure,

Lockdown, Evacuate (fire), and Shelter. This complies with district safety absolutes. Students and staff practice the quickest routines to maximize student safety. When students practice an emergency, they stay with the responsible staff member in the assigned location until administration indicates they may return to class. For all drills, volunteers will stay with the class/ students they are supporting. This will ensure safety and allow us to be accountable for all who are present in the building.

FORBIDDEN ITEMS (including ASD Policy ADC/JICI)

The following items are forbidden at school: knives, weapons of any kind, tobacco products, drugs, alcohol, matches, lighters, water guns, any type of toy weapon, skateboards, sneaker skates/Heelies, roller blades, bats, baseballs (hard balls), Pokémon cards, and electronics.

Toys **should not** be brought to school, unless specifically requested by the teacher. Items that distract or cause problems at school will be placed in the student's backpack. If the student does not comply, parents will be asked to come to school to pick up the item. Any facsimile of weapons used in a manner to threaten children or adults could be grounds for expulsion. Students are asked not to bring personal property other than requested school supplies to school. AIES is not responsible for lost, damaged, or stolen items.

HEALTH AND SAFETY

ACCIDENT OR ILLNESS AT SCHOOL

The information in Infinite Campus will be used in the event your child becomes ill or an accident occurs at school. (If your child has a specific health problem, please inform the office and school nurse, as well as the teacher.) Any head injury will be reported to parents, as will any injury of consequence. Parents will be called when children become ill at school; please have up-to-date contact information for you and for emergency contacts in Infinite Campus. **Students must be fever-free for 24 hours before they are allowed to return to school. A child who has thrown up must also wait 24 hours before returning to school.**

AIES will follow local health department and ASD20 recommendations in the case of community health concerns, such as a pandemic.

EMERGENCY CARE AT SCHOOL

If a child is injured or becomes ill at school, they will be sent to the office. Our school does not have a full-time nurse. Office personnel handle these needs in addition to their regular duties. If your child has a specific health problem that needs special follow-up and attention, please inform the office, as well as the teacher.

IMMUNIZATIONS

The Colorado Revised Statute requires immunization of all students unless parents declare an exemption due to medical, religious, or personal beliefs.

- If a medical exemption is taken, a doctor must complete the exemption form, and the doctor's signature is required. Once a medical exemption is received, the parent will no longer need to submit the exemption form each school year. Please return the form to your school nurse.
- If a personal or religious exemption is taken, the parent/guardian must complete the exemption form, sign the form, and return it to the school nurse. A new exemption form must be completed at the beginning of each school year.
- Any child who does not have a record of current immunizations may be excluded from school if a contagious disease has been reported at the school.

The required immunizations to attend elementary school (K-5) are as follows:

- DTaP (Diphtheria, Tetanus, and Pertussis)
- MMR (Measles, Mumps, and Rubella)
- Polio
- Hepatitis B
- Varicella (Chicken Pox) If your child had chicken pox, please notify the school nurse with the date of the illness. Documentation

from your doctor may be requested.

All vaccinations must meet the current vaccination schedule set by the state of Colorado. Please contact your school nurse with any questions.

MEDICATIONS

Academy District 20 requires the signature of a healthcare provider with prescriptive authority, as well as that of a parent/guardian, for medications to be given at school. This includes both prescription and over-the-counter medications. However, your school nurse will be able to complete and sign the form for certain over-the-counter medications. These include: TUMS, Tylenol/Motrin for pain but not fever, cough drops, and seasonal allergy medication. A parent/guardian must still sign the bottom of the form. Please contact your school nurse with any questions.

If possible, arrange for medication to be given outside of school hours.

If medications must be given at school, please follow this protocol:

1. Parent/guardian sign the Permission to Administer Medication Form and complete the section with parent/guardian's contact information at the bottom of the form.
2. Have your healthcare provider with prescriptive authority fill out and sign the form.
3. Prescription medications must come in the original container which is labeled with the following: child's name, name of medication, dosage, time to administer, physician's name and phone number, pharmacy name and phone number.
4. All over-the-counter medications, including cough drops and Tylenol/Motrin, must come in the original package and must be labeled with the child's name. The dosage must match the signed healthcare provider's authorization.
5. Medications must be transported to and from the school by an adult.

VISION & HEARING SCREENING SERVICES

Vision and hearing tests are provided for all children in K-5, for children new to the district, and for any child with a suspected deficiency. If a deficiency is found, parents are contacted and advised to arrange for a more complete examination.

ALLERGIES (including ASD20 Policy [JLCDA](#))

At Academy International, we follow the established district procedures to ensure that students with allergies have the least opportunity for exposure to those allergens.

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

The risk of accidental exposure to allergens can be reduced in the school setting if schools partner with students, parents, and physicians to provide a safe educational environment for severely allergic and food-intolerant students. Academy School District 20 cannot guarantee that a student will never experience an allergy-related event while at school. Nevertheless, District 20 has created these procedures to reduce the risk that children will experience an allergy-related event at school.

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

- All hot lunch menus have a nut-free option each day.
- A nut-protected table is available in the cafeteria. Children who bring lunch from home may bring in nut products, but they may not sit at the nut-protected table.
- Students whose lunches contain nut products are encouraged to wash their hands after eating with soap and/or wet wipes to remove the allergen.
- Our staff washes tables after each lunch rotation to prevent cross-contamination. Nut-protected tables are sanitized using cloths only used on nut-protected tables in order to minimize potential nut exposure.
- Reasonable efforts are made to keep the classroom nut-protected. That is, nuts will not be used as part of any classroom projects or lessons. Children who bring snacks to school containing nuts may not eat them in the classroom. In order to raise awareness, signs designating nut-protected zones (such as a severely allergic child's classroom) are displayed.
- Parents will be notified of a severely allergic child in your student's classroom.
- Please follow the school's guidance as to what foods, if any, may be sent to school for consumption in the classroom.

WELLNESS (ASD20 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.

HOME/SCHOOL COMMUNICATION

Our goal is to have open home-school communication at AIES. Parents are encouraged to contact the school with needs and concerns. The administration or teachers may be contacted by

note, email, or telephone. If parents call during class time, the office will give the teacher a note to return the call or offer to put the call through to voicemail.

If parents wish to conference with a teacher, it is best to schedule an appointment. Because of planning and teaching commitments, teachers find it difficult to have drop-in parent conferences before and after school and during teaching time. We appreciate your consideration in arranging parent conferences in advance.

If you choose to send a teacher an email, please note that the teacher will respond to any emails within 48 hours (Monday – Friday). If you need to get a message to the teacher or your child that requires a same day response, please call the office and we will forward your message to the appropriate teacher.

We encourage parents to check the [Infinite Campus Parent Portal](#), weekly 20Alerts, and Wednesday Packets for updated information.

Each Monday the administration will release a **20Alert** to all families informing them of the week’s events and activities and important upcoming dates.

To keep parents informed and up to date with school events, notices will be sent home with your student regarding classroom and school activities, PTO news, lunch menus, school forms, etc. This information will come home each Wednesday in a folder. The **Wednesday Packet** is designed for you to find the information that needs to be reviewed and then to return needed items in the same folder the next day.

HOMEWORK POLICY (including ASD20 policy [IKB](#))
Homework is a natural extension of what children learn during the school day. It is intended to give children practice with newly learned skills or concepts, preparation for upcoming classroom events and discussions, application of previously learned skills and concepts, or creative opportunities to integrate skills and concepts.

Homework that extends learning for children has a clear purpose, is sufficiently varied to allow for differentiated learning, and provides timely and appropriate feedback to the student.

Homework procedures will be shared with parents and students by their teacher at the beginning of the school year.

LOST AND FOUND

We strongly recommend that you place your child’s name in all articles of clothing (boots, jackets, gloves, hats, etc.) and personal items such as lunch containers and water bottles. These are the items which are most susceptible to being lost or misplaced. Marking items makes identifying property possible and increases the likelihood items will be returned to the child. If lost and found items are not claimed or labeled, these items will be donated to District 20/charities at winter break, spring break, and the end of the school year.

BREAKFAST & LUNCH PROGRAM

Hot breakfast and lunch are available to all students. Breakfast is served from **8:10-8:20 a.m.**

For the 2023-24 school year, most Academy District 20 (ASD20) schools will participate in the Healthy School Meals for All (HSMA) program. The program provides:

- One free breakfast for every ASD20 student.
- One free lunch for every ASD20 student.

Registration is not required for this program.

Second meals and a la carte purchases will be offered for a fee. The purchases will be charged to the student’s meal account with available funds or can be paid in cash at the time of purchase.

Applying for the Free & Reduced Meal Program

The HSMA program ensures students will receive free breakfast and lunch, but qualifying families in need of reduced fees should still apply for the Free and Reduced Meal (FRAM) Program. Qualifying families will receive reduced or waived fees on district devices, transportation, athletics, activities,

and field trips.

[Apply for the FRAM Program through Infinite Campus.](#)

OFFICE TELEPHONE

Students may use the office telephone in cases of emergency. All after school arrangements should be taken care of prior to coming to school. Telephone calls to teachers during school hours will be directed to voicemail.

PARTIES

AIES supports an international focus in school celebrations. We have fall celebrations including a fall party, costumed parade, and Volksmarch. We have winter parties in December and Valentine's Day celebrations in February. Often, teachers have end-of-school celebrations too. Teachers and assisting parents plan party activities and refreshments in advance. Classroom allergies must be accommodated.

If parents wish to bring refreshments to the classroom for a birthday, they should check with the classroom teacher. "Surprise" parties for teachers or students are not permitted. We encourage parents not to send flowers or balloon bouquets to school as this is a disruption of learning time and cannot be kept in the classroom. Due to liability issues, younger siblings may not accompany parents or students to classroom parties. **Party invitations are not to be distributed at school. This practice often results in hurt feelings for some students and is a disruption to the learning environment.**

PETS

For health and safety reasons, animals (including leashed pets) should not be brought on the school grounds unless they are part of an authorized program and prior arrangements are made with administration. ***Please do not bring your dog to AIES when dropping off or picking up students unless the dog is contained in a car.***

RECESS/SUPERVISION

Children should always be dressed appropriately for the weather; students benefit from outdoor physical activity during the long school day.

Administration monitors the weather for possible extreme conditions (cold/wet) under which it would not be advisable to send children out, taking temperature and wind chill factor into account, and carefully determines whether recess is held indoors. Parents are not permitted to participate in recess nor be on the playground during recess due to liability issues.

REPORT CARDS & CONFERENCES (including ASD20 Policy [JRA/JRC](#))

A report card showing your child's progress will be issued through the [Infinite Campus Parent Portal](#) at the end of each quarter. Reporting to parents on a regular basis provides an opportunity to review students' learning strengths and needs.

Academy International's report cards are standards-based. This provides additional information about students' progress toward attaining the state standards.

Conferences take place in the fall and spring at AIES. Parent/teacher conferences are scheduled for the end of the first quarter, while spring conferences are student-led at the end of the third quarter. A 20Alert inviting parents to schedule appointments will be sent prior to conference times. These conferences are scheduled during the year to better acquaint you and your child with their progress in learning. A conference helps students better understand themselves and to understand teacher expectations. It is a team effort directed toward making your child's educational experience more successful. If an additional conference seems necessary, either the teacher or parent can arrange for one.

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.

SCHOOL PICTURES

Individual school pictures are taken early in the school year. Re-takes will be available as needed. Group classroom pictures are taken each spring. **Please check your [Infinite Campus Parent Portal](#) to assure that permission to publish your child's photo in the yearbook is marked according to your preference in the Media Release Agreement.**

STUDENT PLACEMENT

At the end of each school year, classroom teachers at each grade level provide valuable information to teachers of the next grade level about individual student learning needs. Parents may also complete an information sheet about the student's needs. **Please note that this is not a teacher request form.**

The principal and assistant principal use this information, along with input from teachers, support staff, and parents, to make student placement decisions.

DISTRICT PROCEDURES

EMERGENCY CLOSING

The superintendent or his/her designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. Every available resource will be used to help with the decision to cancel school because of inclement weather or unsafe road conditions. Parents are asked to help with the decision as far as their own children are concerned. If a parent decides that it is too hazardous to send their child to school, that child should be kept at home. The child will not be penalized for the absence and will be given ample opportunity to

make up missed assignments.

If, at any time during the day, in the parent's judgment, the weather is bad enough that they or the child's designated emergency contact wants to come to school and pick up their child, the principal will release the student. The school will maintain a log of children who are released early and to whom they were released.

SCHOOL CANCELLATION

If the decision is made to cancel school, local radio and television stations will be asked to announce that the district will be closed. Please be aware that parents will also receive notification of such closures/dismissals through 20Alert and/or texts. This is another reason we highly recommend that you sign up for 20Alerts. This information is also posted at the top of both the AIES and District 20 websites.

TWO-HOUR DELAYED START

If adverse weather conditions appear to be developing during the early morning hours, the superintendent may delay the start of school for two hours.

The procedure will be as follows:

1. Local stations will be informed by 6:00 a.m. that the starting time for District 20 schools will be delayed by two hours.
2. The decision relative to whether schools will be open or closed will be made prior to 8:00 a.m.
3. If the decision is to hold school, the two-hour delayed start will be honored, and no additional announcements will be made.

STORM - EARLY RELEASE

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

1. Be sure your child understands what they should do on an early storm release day.
2. Each teacher will have a sign-out sheet. Parents must sign for all students leaving with them. EACH CHILD MUST BE

ACCOUNTED FOR BEFORE BEING RELEASED.

3. Children who have permission to walk home will be allowed to leave at the designated time. Those who are not walkers will be held until their parents or someone who has been authorized to pick them up comes for them.

Please be watchful of 20Alert messages regarding these circumstances.

EQUAL EDUCATIONAL OPPORTUNITY (ASD20 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, or need for special education services.

FREQUENTLY USED EDUCATIONAL ACRONYMS

ALP	Advanced Learning Plan
DAC	District Accountability Committee
ELP	English Language Plan
ESL	English as a Second Language
ELL	English Language Learner
GE	Gifted Education
IB	International Baccalaureate
IEP	Individual Education Plan (Special Education)
MTSS	Multi-Tiered System of Supports
POI	Program of Inquiry
PTO	Parent/Teacher Organization
PYP	Primary Years Programme
SAC	School Accountability Committee
SEL	Social Emotional Learning
SPED	Special Education
SRD	Significant Reading Deficiency
TAG	Talented and Gifted

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

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

Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible

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

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 JQ)

All student fees and charges levied to students shall be adopted by the Board. The school shall specify whether the fee is voluntary or mandatory, purpose of the fee, and the specific activity from which the students will be excluded if the fee is not paid.

All fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a 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 [JIHB](#))

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

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

Student Organizations (administrative policy [JJA](#))

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

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, [JICH](#), as outlined in that policy and accompanying administrative procedure.
 9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

1. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;
3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies.

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

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

The information shall be used by the superintendent to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The

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 [JCI](#)):

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.