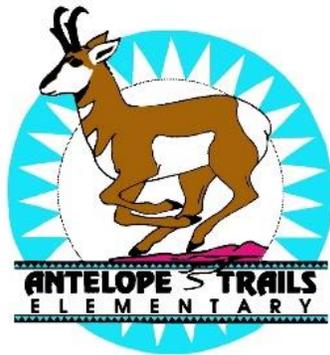


# Antelope Trails Elementary School Student and Parent Handbook 2024-25



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This document is provided as a resource to families of Antelope Trails Elementary School. **Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the [Board of Education Overview page](#) on the Academy District 20 website.**

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## Welcome to Antelope Trails! One World, Many Stories!

We are excited for another year filled with new challenges, new learning, and fun. This handbook contains valuable information regarding school and district policies and procedures. Communication is important to ensure school, students, and families are successful this year. A Sunday Tales (ATE 20Alert) is sent each week linking to the school website. We will also send important messages and information via 20Alert.

### Parent Contact Information

To ensure you are receiving the most up to date information, please be sure that your Parent Portal account in Infinite Campus is current with contact and emergency numbers, as well as names of people who may check your child out of school. If it is necessary to change the information in Infinite Campus, please send a Help Desk Ticket to [help@asd20.org](mailto:help@asd20.org). School personnel are not allowed to make changes to student information.

### Non-Custodial Parents

Unless we have a current court order to the contrary, we will assume that divorced parents have equal rights to information about their children. A stepparent without legal custodial rights does not have parental rights to check out a student or have access to student information. A third-party consent document must be completed for non-custodial parents to access student information and/or check out the student. This form is available in the school office upon request.

## School and Weather-related Hours

### Regular School Hours

- Kindergarten - 5<sup>th</sup> grade - 8:45am to 3:50pm
- Breakfast Program - 8:15am to 8:35am
- AM Preschool Class (Monday-Thursday) – 8:35am to 11:05am
- PM Preschool Class (Monday-Thursday) – 12:05pm to 3:50pm

### Two Hour Delay Hours

- Kindergarten – 5<sup>th</sup> grade – 10:45am to 3:50pm
- Breakfast – No Breakfast served
- AM Preschool Class – Cancelled
- PM Preschool – 12:05-3:50pm

### Weather related Cancellation

- All classes cancelled and building closed

### Start Time

For students having breakfast, doors open at 8:15am. Students will report directly to the cafeteria and remain until 8:30am at which time they will report directly to their classrooms. For regular morning arrival doors open at 8:30am. Students will report directly to their classrooms. There is no

playground supervision. Students on the playground prior to 8:30am need to have parent/guardian supervision.

School begins promptly at 8:45am each school day. Kiss 'n Go supervision begins at 8:30am. For their safety, children may not be on school grounds prior to this time. In the case of before-school clubs or activities, an ATE staff member will meet the student at the front door.

## Attendance

Attendance contact number 719-234-4100

Attendance contact email: [ateattendance@asd20.org](mailto:ateattendance@asd20.org)

We need healthy, well-rested students ready to take charge of their academic, social, and emotional learning. To accomplish this, we need your children in attendance (daily) because of the important perspectives and ideas each child brings to Antelope Trails. Thank you for partnering with ATE to support the success of all students through consistent attendance.

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-mailing or calling the office on the day of absence. You can call any time (day or night) and leave a voicemail. 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 and on the ATE website. If the absence is not excused it will be marked "Pre-Arranged, Unexcused." Make-Up work will be allowed but must be completed per the school's make-up policy.

When absences do occur, they will be treated as either excused or unexcused. All absences count towards truancy.

Excused absences are as follows:

- Absences approved by the principal or designee.
- Absences due to temporary illness or injury. A doctor's note will be required after the fifth absence due to medical reasons. These do not have to be consecutive days.
- Absences for an extended period due to physical, mental or emotional disabilities.
- Absences due to being in the custody of the court or law enforcement authorities.

If an absence does not fall into one of the above categories, it will be considered unexcused. A doctor's note will be required after the fifth absence due to medical reasons. These do not have to be consecutive days.

When a student fails to attend school on a regularly scheduled school day, it is the parent/guardian's responsibility to notify school personnel for the reason of the absence. If school personnel receive no notification of the student's absence, a reasonable effort will be made to notify the parent. If an absence is not confirmed, it will automatically be coded as an unexcused absence.

State statute defines any student who has four unexcused absences in one month, or ten unexcused absences in a school year, as habitually truant. [Administrative policy [JE](#) and C.R.S § 22-33-102 (3.5)]. When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student's academic success. The building administrator 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]. The district will initiate steps to work with families to reduce truancy. ASD20 partners with local juvenile courts to intervene and address “habitual 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 school administration.
- Tier 3: If the poor attendance pattern continues, the 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 Effect Schoolwork?

It is important that instruction occurs so that assignments can be completed; therefore, class assignments can be requested in advance for pre-arranged absences. Work can be requested from the teacher a minimum of 24 hours in advance. Students will be given an extra school day for each day missed to complete make-up work.

### Arriving at School Late

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

If a student enters the building after the 8:45am bell, they must be accompanied by a parent or guardian through the front door, be signed in at the front office, and provide a reason for the tardiness. The student will receive a Late Arrival Check-in slip to give to their teacher.

### Dismissal Time

The school day ends at 3:50pm each day. Students are to be picked up promptly at 3:50pm each school day unless they are participating in an after-school club or activity. ATE staff supervision ends at 3:50pm. There is no playground supervision after 3:50pm. Students on the playground after 3:50pm need to have parent/guardian supervision.

### Picking Your Child Up Early

If you need to pick up your child early for an appointment, please call the office when you are 10 minutes away and we will have them ready in the front office. Parents/Guardians with legal parental authority must come into the front office and sign their child out. A parent /guardian must be listed in Infinite Campus under Primary, Secondary, or Non-Household Relationships. A current photo ID (driver's license, military ID) is required to pick up a student. We encourage all appointments and family events to be scheduled outside of school hours.

## Inclement Weather at Dismissal Time

The weather changes quickly in Colorado. In the event of inclement weather, a 20Alert will be sent out to parents informing them that an indoor dismissal procedure is in place (via email and text). Every attempt will be made to get this information out with as much notice as possible.

- Bus riders will line up by bus number in the gym. When it is deemed safe, students will be escorted to the buses. Buses may be delayed in starting their routes.
- Car riders (Kiss 'n Go) will wait inside the building. When it is safe to release, student names will be called. Staff will communicate via two-way radio to gather students as their car pulls up. The student will be escorted to the Kiss 'n Go area by a staff member.
- Walkers will be held in the cafeteria until a parent can pick them up. Parents should park in the visitor parking lot and may enter the building through the cafeteria door (southeast corner of the building). If there is no available parking, please use Kiss 'n Go.

## School District Closure, 2-Hour Delay, and Early Release – District Policy

In the event of adverse weather conditions, District 20 will communicate with parents using the following methods:

- 20Alert – Text or phone -Parents must have this designation in Infinite Campus (IC)
- TV and Radio
- District 20 and School Web Sites

Please note: Parents always have the option to keep their child home or pick up their children from school at any time if they are concerned about hazardous conditions. Students will not be penalized for their absence under these circumstances.

In the event of a 2-Hour delay:

- Morning school buses will pick up at bus stops two hours later than usual. (Example: if your morning school bus pickup time is 6:18am, your bus will pick-up at 8:18am)
- No breakfast will be served.
- Afternoon school buses will depart school and drop off students at the same time as a normal day.
- All before school activities at Antelope Trails will be canceled.
- AM Preschool will be canceled. PM Preschool will attend school and have bus service on their normal schedule.

In the event of a district Closure:

- School Bus service will not be available.
- School will not be in session for that day for any grade level.
- All district buildings will be closed.
- All district and school events (athletic or otherwise) will be canceled.

In the event of an Early Release:

- If school is in session and a serious storm develops, students may be released early. Local radio and television stations will be advised that District 20 is on storm alert.

- A decision will be made by 10:30am. Schools will be dismissed approximately two hours early and school busses will drop off students at their normal bus stops.
- Be sure your student understands what they should do in the event of an early release. Indicate your preferred method of transportation on Infinite Campus (IC), located in the Extended Parent Portal account, under After School Vehicles. The method specified is how students will be sent home. Students who have permission to walk home will be allowed to leave at the designated time.

## Safety & Security

### Bicycles, Skateboards, Roller Blades, etc.

Students in grades 3 and higher may ride bicycles to and from ATE. Students in grades 2 and lower may ride bikes to and from school **only** if accompanied by a parent/guardian. Students should be aware of vehicular traffic and ride/walk their bikes with safety in mind. When on school grounds, bikes and scooters must be walked on the sidewalk and parked in the provided bike racks. Once bikes are placed in the racks, they are not to be removed until dismissal time at the end of the day. Students should secure their bikes with locks. ATE/District 20 is not responsible for any lost or stolen items.

### Crossing Guards – Walking to School

School crossing guards will be present at the corner of Gleneagle Drive and Jessie Drive, at the corner of Jessie Drive and Copperfield Drive before and after school. All pedestrians, students, and parents may only cross at the designated crosswalks. It is critical that parents and students adhere to the direction of the crossing guard.

### Morning Drop-off and Afternoon Pick-Up Procedures (Kiss ‘n Go)

Safety is of utmost concern when arriving and departing the school. Parents may not drop their child(ren) off before 8:30am as there is no ATE staff supervision, unless the child(ren) is eating breakfast. Key aspects of ensuring a safe learning environment are:

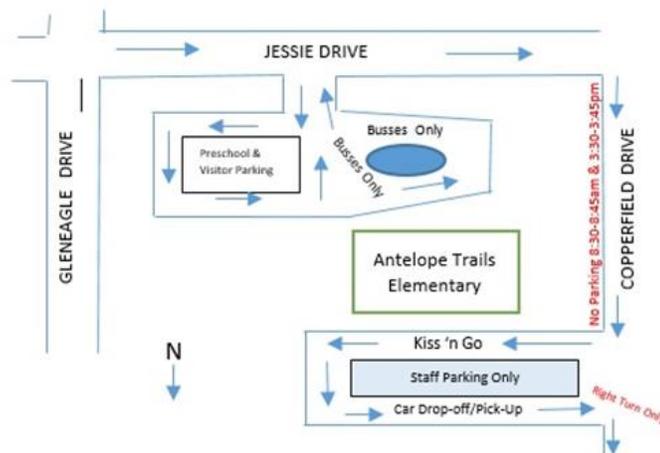
- Parents are to use the Car Drop off and Pick Up (Kiss ‘n Go) lane located on the north side (rear) of the school when dropping off and picking up students. After dropping the student(s) off, remain in a single file line following the vehicle ahead. Proceed forward to exit the lot. Drivers **MUST** make a right-hand turn out of the parking lot, unless told otherwise. The parking lot is for staff parking only.
- Students are required to exit and enter the vehicle on the passenger side. Students are not to get out of, or get in to, the driver’s side of the vehicle. If for some reason there is not access to the passenger side, parents will need to park in the visitor parking lot located off Jessie Drive (front of school) and walk their child to the playground. Due to safety concerns, no pedestrian traffic is allowed in the Kiss ‘n Go area.
- After school, students are not to play on the playground or field while waiting for parent pick up. Students are to wait in the supervised designated area (by the portable classroom) and will wait to enter the loading zone as directed by a staff member only.
- There is no parking along Jessie Drive (south side of the school) or Copperfield Drive (east side of the school).

The parking lot located off Jessie Drive (southeast side) is for visitors only. There is no curbside

student drop off/pick up in this lot. Parents must park their vehicle and walk their student to the curb. Due to safety concerns, students are not allowed to walk through the parking lot without being accompanied by a parent/guardian. If the parking lot is full, parents/guardians may park across Gleneagle Dr., by Monument Fire Department, or they may use Kiss N' Go.

Only Buses will access the loop in front of the school building located off Jessie Drive.

## Map of School and Drop-off/ Pick-up Areas



## Entering the School and Visitors

At ATE, we welcome visitors to the building. To ensure the safety of our students and staff, any visitor will be required to present a state-issued photo ID upon entering the building. All outside doors, including the main entrance, are kept always locked. To enter the building, please use the front entrance located nearest Jessie Drive and Copperfield Drive. As you approach the front doors, you will see a doorbell panel to the left of the doors. Press the button, wait to be acknowledged, and identify yourself as well as reason for visiting. When prompted, open the doors to enter the vestibule. Proceed into the secured access area, where you will be allowed entrance. Please proceed to the office window to present your state-issued ID and be cleared through our Raptor system. Once you have been cleared, a name badge will be issued. Please ensure that your name badge is always visible. If a name badge is not visible, staff are instructed to inquire about the purpose of the visit. When leaving, visitors exit the building through the front entrance after turning in their name badge to office staff.

## IB Philosophy and Expectations

Antelope Trails is an International Baccalaureate School. Our focus in educating the whole child to include academic, social, and emotional learning. As an IB student, ATE students are expected to:

- Take responsibility for their actions.
- Arrive at school on time and be prepared.
- Participate constructively.
- Respect their own and each other's personal space.
- Comply with expectations designed for student safety in and around the building, including

bicycle, skate, bus, and playground rules.

## IB Learner Profile

Antelope Trails' students are students who are:

- Inquirers
- Principled
- Risk-Takers
- Thinkers
- Caring
- Knowledgeable
- Communicators
- Open-Minded
- Balanced
- Reflective

## ATE Practices and Procedures

### Birthday/Celebratory Treats (K-5)

Birthdays are celebrated monthly in the cafeteria and sponsored by the PTO. For the safety and health of all students, birthday treats (food items) are not permitted. Personal items such as balloons and flowers sent to the school are not allowed in the classroom during school hours or on the bus home. Parents may choose to provide a non-food birthday treat such as stickers, pencils, small toys, etc., that will be distributed to students at the end of the day. Prior communication with the teacher is appreciated. Transportation does not permit balloons to be taken on the bus. Invitations to private parties may not be handed out at a school unless every child in the class is invited and it is prearranged with the teacher.

### Breakfast at ATE

For the 2024-2025 school year, student breakfast and lunch is no cost for the first meal purchased. Subsequent entrees or a la carte items (including drinks) may be purchased for a fee. If students do not have monies in their lunch account, additional items may not be purchased. Students with negative lunch balances will receive notification.

Breakfast is served daily in the cafeteria for K-5 students from 8:15am-8:40am. Students who are eating breakfast will enter through the main entrance. Students being dropped off for breakfast may not be dropped off at Kiss N' Go. Instead, parents must park in the south parking lot (off Jessie Dr.) and walk their child to the main entrance. Students who ride the bus and are eating breakfast will enter through the main entrance. Any student eating breakfast will remain in the cafeteria until the first bell rings at 8:30am. At that time, they will proceed to class.

### Bus Passes

When a child needs to ride a different bus home or to get off at a different stop, parents need to write a note of explanation or contact the school directly with this request. A pass will be issued to the child by the office staff. Bus drivers are not permitted to transport children (not normally on their bus or change stops) without this pass.

## Cell Phones, Smartwatches, and Electronic Devices

At ATE, all cell phones and electronic devices must be silenced and remain in student backpack throughout the school day (8:45am-3:50pm). Smartwatches may be worn but must be silenced throughout the school day. Smartwatches are not to be used for any other purpose than telling time. Students are not permitted to make phone calls, send or respond to text messages, or communicate on their personal devices during the school day. All communication between parents and students must take place through the school office (719-234-4100). If cell phones, smartwatches, and/or other electronic devices cause a disruption, they may be kept in the office until the end of the school day. During state testing, Colorado Department of Education does not allow any electronic devices in the testing environment. As a result, all electronic devices belonging to students who are testing will be collected and stored in a secure location in the office. Once testing has concluded for the day, the electronic devices will be returned to the student.

## Class Parties (K-5)

Class parties are planned and sponsored by room parents in consultation with the classroom teacher. The room parents can plan activities such as crafts and games for the students and can last up to forty-five minutes. For the safety and health of all students, food and activities for class parties must be approved by the classroom teacher. Because ATE is a nut-free school, all food items must be store bought in their original packaging and include the food label. No homemade food items will be allowed. Healthy food items (such as fresh fruit and vegetables) are encouraged.

## Communication

Antelope Trails Elementary School Website – <https://antelopetrails.asd20.org>. Become familiar with the school's website and check it often to be up to date with current information. The website includes access to IC (Infinite Campus), school calendars, parent/student information, contact directory, lunch menu, school policies, the ATE PTO, and other links. The school website is updated frequently and is full of information.

- 20Alerts – Blackboard Connect is a rapid email communication tool that is used by the school and the district to convey important information to our school community. Parents are automatically enrolled in this system through their Infinite Campus Parent Portal account in Infinite Campus (IC) and can elect to receive information through email, texting, and/or cell phone. **BE SURE TO TAKE ADVANTAGE OF THIS VALUABLE TOOL!** Antelope Trails Elementary sends out a 20Alert every Sunday and throughout the week as necessary and can include such information as changes, cancellations, and updates.
- Friday Folders – Every student will receive a Friday Folder that is used to send school and classroom information home to parents, and from home to school. Please be sure to check your student backpack each week and return the folder for use the following week.
- Weekly Classroom Communication- Teachers send home weekly IC messages each Sunday with important information. Please be sure to read this message each week.

## Deliveries to Your Student

To ensure a focused and successful learning environment for all children, any deliveries such as birthday treats, forgotten items (i.e. homework, lunch, or lunch money), must be brought to the main office. The office will ensure delivery of the item to your child at an opportune time.

## Dress Code

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

- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:
  - refer to drugs, 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.
- Clothing that:
  - reveals all or part of the stomach, buttocks or chest.
  - is backless.
  - reveals underwear and bra straps.
  - is inappropriately sheer, short, tight, revealing, or low-cut.

Students may not wear crop tops, spaghetti strap shirts, halter tops, or dresses without some type of covering under or over the clothing. Shorts must be mid-thigh or lower. Short shorts may not be worn. Antelope Trails is a no-hat zone inside the building; hats may be worn outside only.

All students who participate in PE class are required to wear either tennis or athletic shoes – no hiking boots, snow boots, *Crocs*, sandals or flip-flops. For their safety, students without proper shoes for PE may not be able to participate in PE games/activities.

## Enrichment Opportunities- Clubs and Intermural Sports

Intramural sports, clubs, and activities are an important part of a student's well-rounded educational experience. A variety of enrichment classes and school sponsored/vendor related opportunities are offered at ATE. Registration information for all clubs and activities is located on the ATE website under Activities.

## Field Trips

Field trips are scheduled periodically to extend the student's classroom learning. Parents must sign a permission slip and are responsible for any fees associated with the field trip. Parent chaperones must be D20 approved volunteers.

## Health Services

Antelope Trails Elementary does not have a full-time School Nurse. Trained office personnel perform basic first aid and medication administration at school. In the event of a serious illness or injury, parents will be contacted to come and pick up their child. Please ensure that your contact information is current in Infinite Campus (IC).

## Allergies

Antelope Trails is a nut-free school. Please make sure that any food items that you send to school DO NOT contain nuts. Please refer to the ingredient label on store bought items.

## Illness at School

If your student becomes ill at school, they will be allowed to rest in the health room for a short

time and will then be encouraged to return to class. If an illness is serious, school personnel will notify parents/guardians or emergency contact to pick their child up from school. If a parent/guardian or emergency contact cannot be reached, 911 will be contacted for transport to the nearest medical facility. Students may not contact parents/guardians on personal devices.

Parents/guardians will be contacted to pick up their child if they are exhibiting any of the following symptoms:

- Too sick/not feeling well enough to be in class
- Temperature of 100.4°F or higher
- Constant complaints of a sore throat and cough
- Excessive coughing
- Body aches
- Fatigue
- General lethargy
- Vomiting
- Diarrhea

### Illness Guidelines

Please do not send your child to school if they are ill. Students with one or more of the following symptoms should be kept at home until all symptoms have been resolved:

- Fever of 100.4° F or higher. Temperature must be normal for 24 hours without the aid of anti-febrile (i.e., Tylenol, Advil, etc.) medications before returning to school.
- The student does not feel well enough to participate in the usual school activities
- Constant runny nose
- Abnormal color or consistency of nasal or eye discharge
- Uncontrolled cough or unusual cough
- Frequent sneezing that is not allergy-related
- Lung or nasal discharge
- Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved, without the help of medication, for at least 24 hours before a student may return to school.
- Undiagnosed skin rashes and/or open lesions

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

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

Elementary students may not carry over-the-counter medication on their person or in their personal belongings. All over-the-counter medication and prescription medication must be brought to school by a parent or guardian with proper documentation and in the original packaging.

If antibiotics are prescribed for an illness, the student must have taken the antibiotics for at least 24 hours before the student may return to school. State and local health providers recommend staying home if a student is sick with a potentially contagious illness.

## Injuries at School

A student who is injured at school (playground or elsewhere) will be given basic first aid at the school. Parents/guardians will be notified of any serious injuries such as head injuries, potential broken bone, etc. There is not typically a school nurse on site to advise health room personnel, therefore, parents will need to pick up their student for outside medical evaluation when warranted. 911 will be called when needed.

## Homework

At ATE, typically, nightly homework is not assigned. However, in case of special projects or work that has not been completed during the school day, assignments may need to be completed at home.

## IB Learning Commons

At the center of Antelope Trails is the IB Learning Commons. Our multi-disciplinary space includes a STEAM lab, library, amphitheater, collaboration space, and makerspace. Students can explore and check out fiction and non-fiction texts, research in the tech area, work in collaborative groups, or have a whole class experience in the amphitheater or STEAM Lab. Thinking, creating, communicating, and a variety of STEAM (Science, Technology, Engineering, Art and Math) experiences abound in our IB Learning Commons.

## Learning Commons Hours

Students visit the Learning Commons with their class bi-weekly for library lessons and book checkout. Books are returned and collected from outside classrooms each morning by 9:00am by library staff or volunteers. Additional use of the Library and STEAM Lab can also be arranged by teachers.

## Library Book Circulation

All students may check out up to two books during each visit for a two-week period. Additional checkouts may be permitted for class projects and assignments. Students may renew books once for an additional two weeks. The library system sends email reminders when books are lost or overdue. If students do not return books in a timely manner, they may be asked to keep their books in the classroom. Students will not be charged late fees, but they will be charged for lost or damaged books. Payments can be made by cash, or a check written to Antelope Trails Elementary.

## Lost and Found

If students misplace an item, please ensure that your student's name is on all articles of clothing such as boots, gloves, coats, and hats as well as lunch containers and water bottles. The LOST AND FOUND box is in the hallway near the Art room. Unclaimed items are donated to the Family Resource Center at the end of each semester.

## Lunch at ATE

For the 2024-2025 school year, student breakfast and lunch is no cost for the first meal purchased. Subsequent entrees or a la carte items (including drinks) may be purchased for a fee. If students do not have monies in their lunch account, additional items may not be purchased.

Students with negative lunch balances will receive notification.

Lunch is served daily in the cafeteria for K-5 students. Students have approximately forty minutes for lunch and recess. Eating time is approximately twenty minutes. Students may bring a home lunch or select a lunch which includes a drink. Because ATE is a nut-free school, all food items must be nut-free. Please check all food labels to ensure that all items are free from nuts and nut products. All school provided lunch items are nut free.

Students are expected to follow school rules for behavior. Lunch items are to remain in the cafeteria and all trash disposed of in the appropriate receptacle. Students are to remain seated while eating and clean up after themselves.

## Moving and Change of Address

If you are planning to move either inside or outside of Colorado Springs, or outside of Academy District 20, please notify the School Secretary/Registrar. The phone number is (719) 234-4100.

## Parent Visits to School

When visiting the school, it is necessary for parents to report to the office upon arrival, check-in, always wear the visitor's RAPTOR badge (ensuring it is visible), and check-out when leaving the building.

## Classroom Visits

To plan effectively for classroom visits, please make arrangements with the classroom teacher a minimum of 24 hours in advance. To limit distractions, younger children may not accompany their parents to a classroom visit. When visiting a classroom, please do not hold a conference with the teacher about your child, as this interrupts instructional time for all students.

## Joining Your Student for Lunch

Parents are welcome to eat lunch with their child. If you are planning to purchase a school lunch with your child, please call the office by 9:00am so that your lunch can be added to the daily lunch count. A personal check or exact change is necessary for a parent to purchase a lunch or the student's lunch account may be used.

## School/Building Tours

We welcome the opportunity to show visitors, new, or potential families our wonderful school. Tours of the building may be scheduled before or after school. Please contact the main office at 234-4100 to schedule.

## Pets on Campus

Pets of any kind are not allowed on the school grounds from 8am to 5pm. Pets may be gentle at home but dangerous at school where they are in an unfamiliar environment. Additionally, other children may have an allergic reaction to your pet.

A person with a disability, including but not limited to, a blind or visually impaired, deaf, and hard of hearing or otherwise physically disabled person, has the right to be accompanied by a service animal specially trained for that person in a place of public accommodation, which includes elementary schools. (C.R.S.24-34-803). Please contact the office for additional information.

## Recess

Fresh air and movement are important to learning and health. Outside recess allows children to have a break in the day, an opportunity for informal play, and a release of energy in a positive way. Students are expected to go outside for recesses and are supervised by school staff. If adverse weather conditions exist, such as outside temperature under 20°F, actively snowing or raining, high winds etc., recess will be held inside the building. Please ensure that your student has adequate outerwear to be outside in varying temperatures. Warm coats, hats, gloves, sweaters, and boots should be considered in cold and windy conditions.

## School Pictures

Individual student pictures and class pictures are taken in the fall. Information about picture days will be available prior to the scheduled day. Please check the school's website and your student's Friday Folder for more information.

## Student Discipline

When a child is referred to an administrator for misconduct at ATE, it is an opportunity to discuss how the behavior is potentially harmful or hurtful to the student and their peers. The administrators' goal is to understand the situation completely, help the student reflect on the situation, and plan for future success. Consequences for misbehavior may include a warning, loss of privileges, detention, in-school suspension, out-of-school suspension, or recommendation for expulsion. Parents are notified by the teacher and/or administrator of visits to the office and consequences.

In addition to the Code of Conduct adopted by Academy School District 20, students at Antelope Trails Elementary School are expected to abide by the learner profiles by being the following: knowledgeable, communicator, open-minded, inquirer, thinker, caring, principled, reflective, risk-taker, and well-balanced. These characteristics are supported with classroom guidance lessons, daily announcements over the school intercom, and in daily interactions with staff and administration.

It is the philosophy of the Antelope Trails Elementary School Administration that parent partnership is vital to the success of instilling appropriate behavior for all students. With that as our compass, you can expect the following steps regarding student discipline:

1. The office is not the "first step" in student discipline. Teachers will have communicated with you about the incident, conferred with the student, and utilized a variety of approaches before involving the office. Please note that severe instances (bullying, fighting, threatening, etc.) will be dealt with by school administrators, even in the case of a first infraction.

2. Administrators will determine appropriate consequences. Consequences must abide by Colorado Law and ASD20 policies.
3. Discipline is an opportunity for student learning. Consequence(s) will match the infraction.
4. Children deserve the opportunity to appropriately change their behavior with help. Some “lesser” infractions may not reach formal status and might not include parent communication about a specific incident. A second infraction of the same nature would.
5. Student discipline is confidential (FERPA Guidelines) and specific information regarding other students will not be shared with other students or families.
6. Formal office referrals will always involve parental communication. Phone communication will occur. In some instances, parents/guardians will need to meet with the administration.

## Suspension

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

- Continued willful disobedience or persistent defiance of proper authorities, policies, rules and regulations of the school
- Willful destruction or defacing of school property
- Behavior that is incompatible with the rights, welfare, safety, and morals of other students
- Continued behavior that is disruptive of the learning environment

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

## Student Fees and Fines

All student fees are posted in IC. To review and pay fees for your child, log into your parent IC account and select the fee tab. You are also able to put money in your child’s lunch account (this pays for additional entrees and a la carte items). Please contact the bookkeeper, Jung Thomas, at [jung.thomas@asd20.org](mailto:jung.thomas@asd20.org) or 719-234-4013 for specific information.

## Toys, Games and Personal Property

No personal items should be brought to school. This includes toys, electronics, cards, games, stuffed animals, etc. If a student brings these items to school, they must remain in the student’s backpack. Academy School District 20 and Antelope Trails Elementary are not responsible for the loss, theft or damage of personal property.

Academy District 20

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

School Year 2024-2025



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.

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## 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.

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C.R.S. § 22-7-1013 (8)(b).

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

### Balancing Rights and Responsibilities

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

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

## Bullying (administrative policy [JICDE](#)):

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

your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at [Make a Report](#).

## Cell Phones and other Electronic Devices (administrative policy [JICJ](#))

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

## Clubs (see Student Organizations, administrative policy [JJA](#))

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

## College Classes-Opportunity to Earn College Credits and Accelerate Learning Pathways to College

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

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

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

## Confidential Student Records-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 in this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information.

## 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:

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

**FERPA Notice for Directory Information (administrative policy [JRA/JRC](#)):** FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this

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type of information from your child’s education records in certain school publications. Examples include:

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

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

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you may opt out using the Extended Parent Portal. Contact your school if you need access to a computer.

The District has designated the following information as directory information:

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

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

## 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, as well as the Healthy School Meals for All Program that provides free meals to all students. The Board of Education agrees to the federal eligibility regulations, and the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety.

## 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.

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## 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 race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status,

veteran status, disability, family composition and genetic information in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy [AC](#) – Nondiscrimination/Equal Opportunity, and procedures [ACR 1](#), [ACR 2](#), and [ACR 3](#) outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

## 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.

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Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW Washington,  
D.C. 20202-5901

## Respect for Property

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

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

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

## Seeking Change through the Proper Channels

Students and parents are encouraged to participate in the District in a variety of ways. Building and District committees offer positive ways of influencing the operation of the District. Most positive changes come about through the committee process. The District and the Board of Education also want to maintain open lines of communication. Administrative policy [KE](#) and the associated regulation [KE-R](#) contain information on public concerns and complaints.

## Sex Education/Health and Family Life

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

## Sex Offenders, Notification Regarding:

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

[http://www.sheriffalerts.com/cap\\_main.php?office=54430](http://www.sheriffalerts.com/cap_main.php?office=54430) OR

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

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

## Sex-based 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, transgender status, or family composition is permitted in the programs or activities District 20 operates. Sex-based 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 sex-based 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 sex-based nature.

Pursuant to state law, "sex-based harassment" means any unwelcome physical, verbal, pictorial, or visual conduct or communication directed at a student or group of students based on sex, sexual orientation, gender identity, or gender expression. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sex-based harassment.

Students are encouraged to report all incidents of sex-based harassment to an adult at school and file a complaint, through the District's complaint process outlined in [JBB E](#). In determining whether alleged conduct constitutes sex-based 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](#), Sex-based 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, July 15, 2024

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 Use 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 may be suspended for up to 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 hold in abeyance, a portion of the suspension if the student completes an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be the responsibility of the student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the reinstatement of the original suspension.

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

- Second Offense - The student may 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 may be disciplined in the following manner:

- First Offense - The student may be suspended for three school days.
- Second Offense - The student may be suspended for five school days.
- Third Offense - The student may 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 prior 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. The right to speak (including written expression), however, must not create a material and substantial disruption to the educational process, be obscene, lead to unlawful action, harm someone's reputation, or create a clear and present danger to others.

These legal requirements also apply to how students dress when they come to school or school activities. If students cross the line from protected speech, where they are expressing their point of view/opinion, to speech which creates a material and substantial disruption, they may be disciplined. See policies on Student Publications, [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)

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

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

Families who qualify may receive discounted school fees, athletics, bus passes, device fees and more.

Applications and information regarding the free and reduced-price lunch program can be obtained by contacting the free and reduced lunch registrar at 234-1416 or [free-and-reduced@asd20.org](mailto:free-and-reduced@asd20.org).

## Student Interrogations, Searches, and Arrests (administrative policy JH):

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.

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## 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, Electronic Communications, and Digital Media (administrative policy [JS](#))

The utilization of the Internet, electronic communications, and digital media is integral to supporting educational curricula and substantially enriching the learning environment. Engagement with these resources necessitates students to exercise critical thinking, information analysis, effective communication, proficient writing skills, problem-solving abilities, and the cultivation of digital competencies essential for current employment demands. 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 safeguard students from accessing material and information deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children's Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using District digital resources to avoid exposure to inappropriate material.

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

## No expectation of privacy

District-owned digital resources are intended for educational purposes and are subject to monitoring and oversight by the District. Students should be aware that there is no expectation of privacy when accessing or using District digital resources or within the District network. Students’ devices will be filtered at home using the same filtering settings as those applied within the District. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

## Unauthorized and unacceptable uses

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

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

- that 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 is not related to District education objectives
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- 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 accesses fee services without specific permission from the system administrator
- that uses Artificial Intelligence in an inappropriate manner
- that engages in cyberbullying

## Security and safety

Ensuring the security and safety of digital resources is of paramount importance. Students must promptly report any security concerns they encounter while using digital resources to designated District personnel. Students are prohibited from engaging in activities that compromise the integrity or functionality of District networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier.

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

## District Provided Devices

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

## Student use is a privilege

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

## School district makes no warranties

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

# 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. 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."
4. 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.

5. Repeated interference with a school's ability to provide educational opportunities to other students.
6. 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.
7. Violation of the District's substance abuse policy, [JICH](#), as outlined in that policy and accompanying administrative procedure.
8. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

## Grounds for denial of admission

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

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

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

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

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

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

## Tobacco Free Schools (administrative policy [ADC](#)):

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

Possession of any tobacco product by students is also prohibited on school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
  - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
  - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
  - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
  - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
  - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy.  
July 15, 2024

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 and Restraint (administrative policy [JKA](#) and [JKA R](#))

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. [JKA E 2](#) 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 in School (administrative policy [JICI](#)):

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

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

- A firearm
  - 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, School (administrative policy [ADF](#)):

Academy District 20 promotes healthy schools by supporting student wellness, including good nutrition, regular physical activity, and social-emotional well-being 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.