



## Parent/Student Handbook

2024-2025 School Year

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## Message from Administration

Dear Frontier Families and Friends,

The Frontier community is known for our “can and will do” attitude. The talented and dedicated Frontier staff welcomes the opportunity to serve you, your child, and the community. Education is what we do, and at Frontier Elementary, we are prepared to do it well!

Communication between home and school is essential for each student’s success. Some uncertainties are best worked through with close communication. To this end, we hope you find this school handbook useful. It provides information about our school’s policies, services, and procedures. This handbook includes beneficial information regarding school rules and procedures that will help make this school year especially rewarding for all. We have also referenced Academy District 20 Board Policies when appropriate. Access to these policies can be located through the district website under the Board Docs section. We hope you will find the answers you need, but also know that we are just a phone call or visit away.

All the sections of this handbook should be shared with your student. There is information within this handbook that we cover in school that should also be reinforced at home for a safe and productive school year. This is a reference you will want to access all year long. As usual, we will send out reminders for important events throughout the school year. If you have other questions, comments, or concerns, please call the school at (719) 234-4600. We’re always glad to hear from you!

We look forward to a wonderful school year with you and your child!

Your Partners in Education,

Dr. Julie Murray  
Principal

Aimee Crespin  
Assistant Principal

## School Information

3755 Meadow Ridge Drive  
Colorado Springs, CO 80920  
Main Phone: (719) 234-4600  
Attendance Line: 234-4603  
Fax: (719) 234-4699  
Website: <https://frontier.asd20.org/>

### School Attendance Hours:

Kindergarten - 5 <sup>th</sup> Grades	Preschool (AM)	Preschool (PM)
8:15 AM – 3:20 PM	8:15 AM – 11:20 AM	12:15 PM – 3:20 PM

***NOTE: First bell in the morning rings at 8:15 AM. Students enter the building through their grade level arrival door between 8:00 and 8:15 AM. A final late bell rings at 8:15 AM. Students arriving after 8:15 AM will be considered tardy and must enter through the front doors with a parent/guardian to check in at the office.***

### Office Hours

7:45 AM—3:50 PM

## Before and After School Supervision

STUDENTS ARE PERMITTED TO BE ON SCHOOL GROUNDS **AFTER 8:00 AM** WHEN SUPERVISION BEGINS. STUDENTS **ARE NOT PERMITTED** TO BE ON SCHOOL GROUNDS BEFORE THIS TIME, ***INCLUDING IN THE FRONT LOBBY***, UNLESS THEIR PARENT/GUARDIAN IS WITH THEM. The only exception is for students who are in the cafeteria for breakfast beginning at 7:50 am (see below).

Prior to 8:00 AM, Frontier staff are preparing for instruction or may be participating in various meetings as part of school operations. IF YOUR STUDENT IS FOUND ON SCHOOL GROUNDS PRIOR TO 8:00 AM, YOU MAY BE CONTACTED BY ADMINISTRATION TO HELP DEVELOP A PLAN TO ENSURE THAT YOUR CHILD IS NOT AT SCHOOL PRIOR TO 8:00 AM, IN ORDER TO SECURE THEIR SAFETY. Beginning at 8:00, students enter the building through their exterior grade level arrival door and enter their classroom.

THERE IS NO SUPERVISION AFTER SCHOOL ON THE PLAYGROUND/SCHOOL GROUNDS (WITH THE EXCEPTION OF ESCORTING STUDENTS TO BUSES, CROSSWALK, AND PARENT PICK-UP AREAS).

YOUR COOPERATION IN DROPPING OFF AND PICKING UP STUDENTS ACCORDING TO THESE SUPERVISION TIMES IS GREATLY APPRECIATED!

## **Breakfast**

Breakfast is available to all Frontier students.

Breakfast is served between 7:50 am and 8:15 am. Students may ONLY be on campus at 7:50 am if they are participating in breakfast service. Students may enter through the cafeteria door on the west side of the building beginning at 7:50 am. Students will be sent to class from breakfast beginning at 8:00 am and as they finish their breakfast. Only students eating breakfast are permitted in the cafeteria during this time.

## **Parking Lot Hours**

The Frontier School parking lot is closed during drop-off and pick-up times to ensure the safety of our students. ONLY cars displaying a handicap parking permit may enter the parking lots during these times. These restricted access times are as follows:

8:00 – 8:20 AM

3:10 – until busses depart and foot traffic has cleared

For the safety of our students, please, only drop off students on the north side of Meadow Ridge in the Kiss and Drop Zone (DO NOT use the south side of Meadow Ridge, directly in front of the school or in the School Bus Zone). Crossing guards and teachers are on duty to help escort your child onto school property. Lastly, please refrain from performing U-turns on Meadow Ridge during these times. We also ask that you help us model safety for our students by using designated cross walks to cross Meadow Ridge.

# Academy District 20

## Our Mission

### **Why we exist.**

We educate and inspire students to thrive.

## Our Values

### **What we believe and how we behave.**

- We believe **people are the heart of our success.**
  - We aspire to practice meaningful inclusion, honor diversity and develop a culture of belonging throughout our school communities.
- We believe **relationships matter.**
  - We aspire to nurture relationships rooted in honesty, integrity, equity and transparency to drive continued growth and positive change.
- We believe **in quality education.**
  - We aspire to teach and learn in ways that value the growth of all students, engaging them to demonstrate excellence as we respect their individual journeys.

## Our Vision

### **Our big goal and vivid description of what it will be like when we arrive.**

- We provide creative and personal learning opportunities, accessible to all students, preparing them to thrive in an ever-changing world.
- Our culture encourages bold, creative and courageous behavior. A spirit of innovation empowers active collaboration. Together we create effective and engaging instructional strategies that lead to student success.
- We are a community of learners who leverage individual talents and accomplishments into districtwide progress.
- We are flexible and adapt our organizational structures so that students, staff and families – no matter their background, ethnicity, perspective, talents or challenges – feel welcomed and inspired in our classrooms and schools.

### **Academy District 20 Board of Education**

Aaron Salt, President

Amy Shandy, Treasurer

Nicole Konz, Director

Derrick Wilburn, Director

Lauren Yanez, Director

Col. Cheo Stallworth, USAFA Liaison  
Mrs. Jinger Haberer, Superintendent



# The Spirit of Frontier Elementary School

## **Mission Statement**

In partnership with our families and community, Frontier Elementary responds to the individual needs of all students. We provide each child with a 21st century curriculum in a safe learning environment as they SOAR to become exemplary citizens, inspired to pursue their dreams.

## **Mascot**

Eagle

## **Colors**

Burgundy and Navy Blue

## **Positive Behavior Interventions and Support (PBIS) Expectations**

### **Frontier Eagles SOAR**

#### **As Frontier Eagles, we show**

##### **Safety**

I will act in a way that protects myself and others, “safe self.”

##### **Ownership**

I will take pride in doing what is right.

##### **Achievement**

I will show my best effort in all that I do.

##### **Respect**

I will be kind and helpful to myself, others, and property.

## **Spirit Days**

Throughout the school year students will be able to participate in a variety of themed spirit days/weeks. Be sure that your student brings appropriate footwear on these days as they will be participating in recess, specials, etc.

## Attendance/Absences

### Reporting an Absence

If your child is going to be absent from school, please contact the attendance line at 234-4603 or email us at [fes-attendance@asd20.org](mailto:fes-attendance@asd20.org). State your student's name, student's teacher's name, and the reason for the absence. If your child has not arrived on a regularly scheduled school day, and we have not received prior notification of the absence, the office staff will attempt to call home (according to the contact information listed in Infinite Campus) to verify the absence. Although it is important to communicate with your child's teacher regarding absences, **it is REQUIRED that you contact the school office with any absence notifications.**

### Parental Obligation for Attendance

In accordance with state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision who has attained the age of six years on or by August 1, and is under the age of seventeen years, receives adequate education and training and attends school.

Attendance is a key factor in student achievement. When absences occur, they will be marked as either excused or unexcused. Excused absences are as follows:

- a. absences approved by the principal or his/her designee
- b. absences due to temporary illness or injury
- c. absences for an extended period of time due to physical, mental, or emotional disabilities
- d. absences due to being in the custody of the court or law enforcement authorities

If an absence does not fall into one of the above categories, it will be considered unexcused. If you have questions about your child's absence status, please contact administration.

A child who is habitually truant shall be defined as a student who has attained the age of six years on or before August 1, and is under the age of seventeen years, is a registered student in Academy District Twenty, and has **four total days of unexcused absences in any one month or ten total days of unexcused absences during any school year.** When a student becomes habitually truant, you will receive a call from the teacher and/or a letter from administration to alert you as to the issue and to address any educational concerns related to the absences. The school may also require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually truant, as well as to develop an intervention plan to increase attendance. Excessive absences and related non-compliance with intervention agreements may result in referral to the court system.

### Taking Children Out of School

If you need to take your student out of school during the day, come to the office, have your driver's license readily available, sign the register, and office personnel will send for your child. For your child's safety, students are not allowed to leave the building without checking out with the school office staff and must be retrieved by you, at the office. Please do not go to the class or pick them up from the playground. During the school day, students may only be released to a parent, guardian, or person previously designated by a parent or guardian. The appropriate paperwork (a pickup authorization form) must be on file to allow release to a person other than a parent or guardian. Anyone picking up a student will be asked to show identification.

The district has provided Illness Guidelines for knowing when it is appropriate to keep your student at home or send them to school. The guide recommends some of the following considerations when making this decision:



# Illness Guidelines

Students must stay home or will be sent home if:

1. The student does not feel well enough to take part in normal school activities (i.e. overly tired, fussy, will not stop crying, etc.).
2. The student needs more care than teachers and staff can give and still care for the other students.
3. The illness is on this list.
4. The school nurse's discretion determines the student should be at home.

Remember the best way to prevent the spread of illness is thorough, good hand washing.

SYMPTOMS	MUST STUDENT STAY HOME?
<b>COLD or MILD RESPIRATORY SYMPTOMS</b> Stuffy nose with drainage, sneezing, mild cough.	<b>No</b> - unless symptoms are severe ( <u>i.e.</u> fever, student is not acting normally and/or has trouble breathing, or student is unable to take part in normal school activities).
<b>COUGHING</b> <b>Note:</b> Students with asthma may be in school. Parents should provide an Asthma Health Care Plan and appropriate medication.	<b>Yes</b> - if severe, uncontrolled coughing or wheezing. <b>Yes</b> - if rapid or difficult breathing and medical attention is necessary.
<b>DIARRHEA</b> Frequent, loose, or watery stools compared to student's normal that are not caused by food or medicine.	<b>Yes</b> - if student looks or acts sick, is not acting normally, or has diarrhea along with other symptoms ( <u>i.e.</u> abdominal pain, vomiting, fever, etc.). Student must stay home for 24 hours after diarrhea/symptoms resolve without the use of medicine or health care provider verifies student is not contagious.
<b>FEVER</b>	<b>Yes</b> - for temperature of 100.5 F or higher with other symptoms of illness ( <u>i.e.</u> rash, sore throat, vomiting, diarrhea, difficulty breathing, etc.), has behavioral changes, or is unable to take part in normal school activities. Student must stay home for 24 hours after fever/symptoms resolve without the use of medicine.
<b>"FLU-LIKE" SYMPTOMS</b> Temperature of 100.5 or higher with cough, sore throat, tiredness, body aches, vomiting or diarrhea.	<b>Yes</b> - student must stay home for at least 24 hours without the use of medicine that stops fever and other "flu-like" symptoms.
<b>RASH</b> <b>Note:</b> Body rash that has been evaluated by a doctor, is not contagious, has no fever, or has no behavioral changes does not typically need to stay home from school.	<b>Yes</b> - if rash with fever, rash spreads quickly, rash has open weeping wound/lesions, and/or rash is not healing. Student must be evaluated by a health care provider to verify student is not contagious.

<b>VOMITING</b>  <b>Note:</b> If a child has had a recent head injury, vomiting can be a sign of concussion. Student should be evaluated by a health care provider.	<b>Yes</b> - if vomited two times in the past 24 hours or has other symptoms in addition to vomiting ( <u>i.e.</u> fever, diarrhea, abdominal pain, etc.). Student must stay home for 24hours after resolution without the use of medicine or health care provider verifies student is not contagious.
<b>ILLNESS</b>	<b>MUST CHILD STAY HOME?</b>
<b>Chicken Pox</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days).
<b>Conjunctivitis</b> (Pink Eye)	<b>No</b> - unless <b>fever</b> or unable to take part in normal school activities.
<b>Croup</b> ( <u>see</u> Coughing)	Student should be evaluated by a doctor and may not need to stay home unless not well enough to take part in normal school activities.
<b>Fifth's Disease</b> (Slap Cheek)	<b>No</b> - the student is no longer contagious once rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie Virus)	<b>No</b> - unless the student has mouth sores, is drooling, or is not able to take part in normal school activities.
<b>Head Lice or Scabies</b>	<b>Yes</b> - from end of the school day until after first treatment.
<b>Hepatitis A</b>	<b>Yes</b> - <b>until cleared by Health Department.</b>
<b>Herpes</b>	<b>No</b> - unless the student has open sores that cannot be covered or is <b>nonstop</b> drooling.
<b>Impetigo</b> (Staph Skin Infection)	<b>Yes</b> - for 24 hours after starting antibiotics.
<b>Ringworm</b>	<b>Yes</b> - from end of the school day until after starting treatment. Keep area covered for the first <b>3</b> days <b>if in sports or person-to-person contact.</b>
<b>Roseola</b>	<b>Yes</b> - if the student has fever, rash, or <b>behavioral changes.</b> Student should be evaluated by a doctor for possible treatment.
<b>RSV</b> (Respiratory Syncytial Virus)  <b>Note:</b> RSV spreads quickly through classrooms.	<b>No</b> - unless student has acute respiratory symptoms or is unable to take part in normal school activities <b>or has trouble breathing.</b> Student should be evaluated by a health care provider.
<b>Strep Throat</b>	<b>Yes</b> - for <b>12</b> hours after starting antibiotics and until the student <b>is able to</b> take part in normal school activities.
<b>Vaccine Preventable Diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> - until a doctor says the student is no longer contagious.  Note for Pertussis: 5 days after starting antibiotics.
<b>Yeast</b> (Thrush <b>or Candida diaper rash</b> )	<b>No</b> - follow good hand washing and hygiene practices.

	<b>3 – 6 yrs.</b>	<b>6 – 12 yrs.</b>	<b>12+ yrs.</b>
<b>Heart Rate</b>	65-110	60-95	55-85
<b>Blood Pressure</b>	95-110 systolic 60-75 diastolic	100-120 systolic 60-75 diastolic	110-135 systolic 65-85 diastolic
<b>Respirations</b>	20-25	14-22	12-18
<b>Pulse Oximetry</b>	= or > 92%	= or > 92%	= or > 92%

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3<sup>rd</sup> Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.
- Children's Hospital Colorado, *Illness Policy - How sick is too sick? When to keep your child at home from school or Child Care*, November 2013.
- General vital sign guidelines for students to be in school setting, American Heart Association Guidelines-Pediatric Vital Signs, last editorial review 3/10/08. 10-05-2020

## Before School/After School Clubs and Tutoring

Frontier offers a wide variety of before school and after school opportunities for students to extend learning and grow in specific areas of interest. Each semester, the offerings change, so parents must stay alert to regular communications from the school regarding those offerings. Some students are also invited to take part in tutoring opportunities as necessary and available. In all cases of before/after school activities, parents must fill out and return an ***Assumption of Risk Agreement Form*** (See the back of this handbook for more information). The form alerts parents that in the event of a medical emergency, school staff will call 911 and/or parent/guardian, as they deem necessary, as the health room is not open before/after school hours. Medication is not to be administered during before/after school activities by school staff. If your child is participating in these activities, it is important that **they are not dropped off any earlier than five minutes before the official start time of the activity and that they are picked up at the official end time of the activity** as there is no supervision for students before or after said activities. Parents can help respect the time of the teachers who have dedicated these extra opportunities for our students, by following the prescribed drop off and pick up times associated with these clubs and activities.

## Behavior Expectations and Student Discipline

Every child is entitled to a quality education and should be able to learn in a safe and orderly environment, where students respect and are respected by their teachers, themselves, and their classmates. At Frontier, this level of respect is expected in all interactions and at all times. Appropriate behavior is expected of students in the classroom, in specials classes, on buses, on field trips, throughout the building, and anywhere on school property (and in certain circumstances, off-campus property as well, if the behavior is impacting students while at school). In most cases, disciplinary actions are handled by the classroom teacher, or other staff as appropriate (i.e. specials teachers, recess supervisors, etc.) and is administered in a way that is proportional to the concerning behavior. In some instances, the principal and/or assistant principal may become involved in the disciplinary action of a student. These instances typically occur after repeated or more severe infractions. Administration might become involved in the following (not an exhaustive list):

- Continued willful disobedience, disrespect or defiance
- Willful destruction or defacing of school property
- Repetitive or significant behavior, which is detrimental to the welfare, safety, or morale of other students or school personnel. (i.e. bullying, physical violence against peers, etc.)
- Violations of a serious nature (drugs, alcohol, weapons, items that replicate weapons or used as weapons, explosives, etc.)
- Violations of acceptable technology/computer use policy

Parents will be kept in communication, at the earliest opportunity, regarding disciplinary actions and/or plans for interventions/supports.

## Positive Behavioral Interventions and Support (PBIS)

To help build and maintain a positive learning environment, Frontier Elementary utilizes a Positive Behavioral Interventions and Support (PBIS) model. PBIS is an active component of Frontier Elementary's Multi-Tiered System of Supports (MTSS) and our Social Emotional Learning (SEL) supports. PBIS is a school-wide approach to discipline which focuses on teaching and supporting positive behavior for the entire student body. By closely monitoring disruptive behavior, quickly communicating behavior concerns with

parents, and working as a team to support students, PBIS assists us in being able to quickly identify students who may require interventions that are more intensive. Frontier Eagles have four core expectations across all environments:

- Safety
- Ownership
- Achievement
- Respect

Individual classroom teachers may also have their own additional classroom rules, but all classroom rules are built around the tenets of the school-wide expectations of SOAR. If you have questions regarding more detailed/specific rules for classrooms or grade levels, please be sure to contact your student's teacher.

<b>LET'S SOAR</b> FRONTIER ELEMENTARY SCHOOL		
<b>S</b> SAFETY	<b>I WILL ACT IN A WAY THAT PROTECTS MYSELF AND OTHERS.</b>	
<b>O</b> OWNERSHIP	<b>I WILL TAKE PRIDE IN DOING WHAT IS RIGHT.</b>	
<b>A</b> ACHIEVEMENT	<b>I WILL SHOW MY BEST EFFORT IN ALL THAT I DO.</b>	
<b>R</b> RESPECT	<b>I WILL BE KIND AND HELPFUL TO MYSELF AND OTHERS.</b>	

## Bicycles and Scooters

Students in grades 3-5 may ride their bikes and non-motorized scooters to school (students in grades K-2 are not permitted to ride these items to school without an accompanying adult). Bikes and scooters may not be ridden in the parking lot, surrounding sidewalks, or school grounds at any time during school hours. When arriving and departing school, students are to walk bicycles and scooters to and from the racks, on sidewalks, and through crosswalks in and around the school grounds. It is recommended that parents/guardians give instructions on bike/scooter safety (see below).

Bikes and scooters are to be locked in the racks provided and may not be removed until the student is ready to go home. Bikes and scooters may not be stored in classrooms. **Anything with wheels will need to be carried within the school building.** The school is not responsible for theft or damage to bicycles and scooters parked on school grounds. It is recommended that parents keep a record of the bike's description and serial number in case of theft.

Bicycle Safety Rules:

1. Wear a helmet at all times.
2. Stop and check traffic before entering a street from a driveway, parking lot, or sidewalk.
3. Obey traffic signs, signals, and pavement markings.
4. Ride on the right-hand side of the road with the flow of traffic.
5. Slow down when approaching intersections; stop, look, listen at stop signs. Walk your bike across busy intersections and streets.
6. Give cars and pedestrians the right-of-way.
7. Wear light or bright-colored clothing so that motorists can see you.
8. Avoid broken pavement, loose gravel, or other road conditions that can cause you to lose control of your bike.

Riding bikes and scooters to and from school is a privilege and may be suspended or revoked when misused.

**NOTE: FOR THE SAFETY OF OUR SCHOOL COMMUNITY, SKATEBOARDS AND HEELIES ARE NOT PERMITTED ANYWHERE ON SCHOOL GROUNDS**

## Breakfast/Lunch/Snacks

### Student Breakfast

Served from 7:50-8:15 AM

**NOTE: Students may enter the cafeteria on the west side of the building beginning at 7:50 am. ONLY students eating breakfast are permitted in the cafeteria. There is NO adult supervision outside of the cafeteria during breakfast times.**

### Student Lunch

Student recess and lunch schedules per grade level.

### Student Healthy Snacks

Students will have one snack time during the school day (unless there is a different dietary need which is part of a formal health plan for a student). As we are a healthy school, **only healthy snack choices are**

**permitted** (no candy, chips, cookies, cakes, etc.) Healthy snacks must also follow school Life-threatening Allergy Guidelines (see this section in this handbook) and the specific guidance of the teacher per classroom.

## Cell Phones/ SMART Watches and Student Phone Calls Home

It is Frontier's preference that students do not bring a cell phone or wear a SMART watch to school, but if your child must bring a phone/watch, we ask that certain guidelines are followed. While the cell phone or watch is at school, it is to be **turned off and put away in the student's backpack. It may not be stored in the student's desk or on the student during the school day.** The phone or watch may be turned over to the teacher during the day, if preferred by the teacher. For more information, see the Cell Phones paragraph in Technology and Acceptable Use on page 20 of this handbook.

In the case of an emergency during the school day, students are allowed to use the office phones and are *not permitted to use personal cell phones or watches for texting or calling for this purpose.* Phone calls should not be made by students for forgotten homework, forgotten supplies, after school arrangements, etc. If your child should call home and leave a message with you, we ask that you return the call to the main office at 234-4600 and let us know your student's first and last name, teacher's name, the approximate time of the call, and what the student was asking for, so that we can quickly assist you and your student.

## Character Education

We believe that a quality education includes guidance in becoming an "exemplary citizen". The Board of Education has endorsed character education as an essential component instruction in District Twenty. The ten core principles are emphasized: honesty, cooperation, self-control, kindness, perseverance, respect, citizenship, curiosity, responsibility and excellence.

Students learn these core principles through classroom and counselor instruction, community learning and service projects, and through modeling by staff, parents/guardians, and peers. The goal of our Character Education program is for children to embrace and live these ten essential lifelong skills. These character education traits are embedded in our other Social Emotional Learning processes, PBIS and RULER.

## Child Custody

When parents are divorced or separated, both parents continue to have equal rights in regard to their children. The exception to this is in cases of a court order that limits the rights of a parent/guardian and/or assigns custodial rights to one parent/guardian. If you have a court order that limits the contact or decision-making rights of any individual as it regards your child, please bring a copy of the court order to the office.

## Communication

As important members of our educational team, communication with guardians/parents is critical. We are here to serve and help our families so that all students experience a successful school experience! We welcome parents/guardians' feedback and questions.



During the course of a year, questions and concerns may arise. We encourage parents/guardians to bring their concerns to the teacher of their student, so that the matter can be resolved. The best and most workable solutions usually result from both parties discussing those questions or concerns directly and in a timely manner. We encourage such conversations happen either over the phone or at a scheduled meeting. Using e-mail for conversations regarding concerns may not be the most effective method of communication, as the intent or meaning of a message can get lost in writing. If a workable solution cannot be found, please contact the Principal or Assistant Principal at 234-4600 and set an appointment.

### Report Cards and Parent/Teacher Conferences

Report cards are available for viewing in Infinite Campus after each grading period, before parent conferences. We encourage families to review these regularly and to reference them in your conversations with teachers during Parent/Teacher Conferences (scheduled twice a year). Additional conferences may be arranged at any time during the year, by you or the teacher, in order to address any questions or concerns.

### General Communication to Home

Each Friday (or the last student attendance day of the week), a folder will be sent home with important classroom and school information. It will be necessary to check your child's backpack each Friday, empty the contents, read communications, and then return the folder with your student on Monday with any signed forms, etc. Parents/guardians will also receive weekly classroom updates from the teacher via IC Messenger.

### 20Alert

School-wide and district-wide, emergent information and important reminders will always be delivered through the 20Alert system. Families can choose to receive alerts via home phones, cell phones, e-mail, and/or text. **All contact information must be current in the Infinite Campus parent portal, in order to receive these alerts. THIS IS THE ONLY WAY FAMILIES WILL RECEIVE EMERGENCY INFORMATION!** Only parents/guardians can make changes to accounts in Infinite Campus (office staff are unable to do this for you). If you need assistance with Infinite Campus, please refer to guidance at <https://www.asd20.org/> under "Logins," locate "Families." You can also visit the Education and Administration Center for Academy 20 at 1110 Chapel Hills Dr. to get more support.

### Counseling

The elementary school counselor is trained in understanding child development and in offering comprehensive programs to enhance success at school. Guidance activities are conducted on a regular basis, per classroom for all students throughout the year. The curriculum includes study skills, social skills, anti-bully training, character education, conflict resolution, decision making, personal responsibility, coping abilities, generalized social/emotional regulation strategies, and drug prevention education. The counselor also offers small group and very limited individual counseling support, as parent/teacher teams determine. Parent permission is required for students to participate in on-going small group sessions. In some instances, children may meet with the counselor by referral or self-initiated contact for intermittent incidences.

Our elementary counseling program, delivered on a case-by case basis, includes student observations, assessments, intervention plans, parent education, teacher and parent consultations, crisis management

and follow-up. Counseling services are delivered through collaboration among students, teachers, parents, and administrators.

## Homework and Make-Up Work

Homework is an important part of a child's overall education, as homework fosters personal responsibility, reinforces student learning by practicing newly acquired skills, allows for differentiated learning, promotes sound study habits, and promotes independent inquiry into the depth and breadth of subject matter.

Typically, our students should be spending about 30 minutes nightly on homework. Occasionally, long-term assignments may be given, requiring some work at home. Parents are asked to discuss daily assignments with students, to encourage their completion, and to see that the assignments are returned to school on time. The use of an assignment notebook or planner is suggested. Parents can also assist homework efforts by developing a regularly scheduled time each evening for schoolwork and studying, and by helping your student find a quiet place in the home for this task.

If your child is absent from school, your child will be given an equal amount of time to make up all classwork and homework (one day for each day missed). It is important to communicate with your student's teacher to develop a plan for making up missed assignments and homework. Research shows the detrimental effects of absenteeism on student learning; therefore, it is important that all missed assignments are made up in a timely fashion for the success of your learner. To help in these efforts toward lessening absenteeism and missed learning opportunities, we encourage all families to do their best to stay healthy and to take vacations during District 20 scheduled vacation dates.

If a vacation/long family trip falls during school times, then ***complete a pre-arranged absence notification*** with our front office. These absences will be noted but may not be excused depending on the reason for the extended absence. Teachers will not be sending homework with your child before the extended absence. Your student may collect missed work when they return. Your child's teacher will communicate the amount of time that will be provided to make up all missed classwork and homework when they return.

## Lost and Found

Please put your student's name on all clothing and personal items they bring to school. Taking the time to do this may save you the cost of replacements. Lost and found items are stored in the hall near the gym. Unclaimed items are gathered at the mid-year and end-of-year and are donated to local charities. The school is not responsible for lost, stolen, or damaged items that students bring to school.

## Medications

Whenever possible, medications need to be administered to students at home. Medication, including prescription medication and over the counter medication, will be administered to students at school only upon the specific written request of the student's parent/guardian **and/or** by written permission from the student's physician and/or medical provider with prescriptive authority. Medication shall:

- Be provided in the original or pharmacy-labeled container
- State the student's name
- State the name of the medication
- State when and/or how often it is to be given

- State the dosage
- Name of the prescribing physician
- State the date of the prescription
- Be transported to and from the school by a parent/guardian
- Be only administered at school by a person who has received medication training through a state approved medication course and annual nurse delegation

School personnel shall maintain a written record of all medications administered to students. All medications shall be stored in a secure, locked, clean container or cabinet. Students whose parents have completed the District contract to self-carry for epi-pens and/or rescue inhalers with appropriate medical provider signatures may self- carry and self- administer these medications at their building sites. Medication administration is a responsibility that, by statute, can be delegated only by the school nurse. The school nurse is responsible for training and supervising school personnel who are authorized to administer medications. The school nurse also has the sole authority to withdraw the delegation of medication administration.

## Multi-Tiered System of Supports (MTSS)

According to the Colorado Department of Education, a Multi-Tiered System of Supports (MTSS) is a prevention-based framework of team-driven, data-based problem-solving for improving the academic and social emotional learning outcomes of EVERY student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level. District 20 and Frontier Elementary have adopted this model for the provision of supports for students, as needed, to ensure that all students are successful in school. Within this model, the building MTSS Leader coordinates with parents, teachers, and interventionists to build an intervention support plan for students who may need help achieving grade level expectations or extending their learning expectations. Interventions and progress monitoring for growth are layered on/off and are matched according to the student's needs and abilities. Parents/guardians are an integral part to this process and will be contacted if it is deemed that your child may benefit from additional layers of support.

## Pets

For safety reasons, all animals (leashed and unleashed) are not allowed on school grounds (this includes before and after school). ***With advance arrangements via your student's teacher and the school principal, a leashed/caged animal may be brought into the school, if it relates to instruction*** (i.e. show and tell, science units of study, etc.). These pets must travel into and out of the school with the parent/guardian. The exception to this is in the case of a service animal.

## RULER

Academy 20 and Frontier Elementary School have adopted RULER as a tool to help teach the emotional recognition component of Social Emotional Learning standards. RULER provides the language and instruction to help students and staff understand how their emotions impact their behavior and related choices. A large focus of RULER rests in the "meta-moment" which is an opportunity for an individual to not only identify their current state of emotion, but determine how best to move to an appropriate state of

emotion for any given task. Students receive lessons throughout the year regarding their development toward their best emotional self. The district offers parent academy sessions, as well, that focus on the precepts of RULER. You may also visit <http://ei.yale.edu/ruler/> for more information.

**R** – Recognizing emotions in self and others

**U** – Understanding the causes and consequences of emotions

**L** – Labeling emotions accurately

**E** – Expressing emotions appropriately

**R** – Regulating emotions effectively

## Recess

Recess provides hard-working students with an opportunity to take a break from learning and socialize with peers. All students participate in one 15-minute lunch recess and one additional 15-minute recess with their grade level. The weather changes rapidly in Colorado, so it is important that your child is prepared with hats, mittens, boots, or layers of clothing that can be easily removed or added, as weather permits. Outdoor recess is suspended with heavier precipitation or when temperatures and/or wind chill remain low (below 20 degrees). In these instances, students will engage in indoor recess. For more detailed information about recess and age/grade/class appropriate rules, please be sure to speak with your child's teacher.

## School Safety

The safety of our students is very important to the Frontier staff. We aim to create and maintain a safe and welcoming environment at all time so that students can truly focus on learning. We appreciate your support and help in keeping our school a safe place by being certain you and your student(s) follow the district's and the school's rules and procedures.

## Student Dress Code

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.

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; or advocate drug use, violence, or disruptive behavior
  - are obscene, profane, vulgar or defamatory in design or message;
  - threaten the safety or welfare of any person.
  
2. Clothing that:
  - reveals all or part of the stomach, buttocks, or chest, or is backless (Guidance: tank top straps need to be wider than 1.5 inches)
  - reveals underwear, or;
  - is inappropriately sheer, short (Guidance: no shorter than one inch past the relaxed, extended fingertips), tight or low-cut.
  
3. Hats, headgear, or hoods without prior approval from the administration.

### School Closures/Delays/Early Release

When bad weather conditions occur, either a school closure or a delayed schedule may be announced. Local radio and television stations will be advised as soon as possible. Information will also be available on the D20 website and via the 20Alert. Schedule changes are reflected in the weather alert button in the upper right corner of the school and district site. Considerations for closures or delays include: snow accumulation, road conditions, ability to access buildings, weather conditions, temperature, visibility, wind-child, and weather forecast. In the event of a district closure, the following will hold true:

- 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 events (athletic or otherwise) will be canceled.

### 2-Hour Delay/PL Late Start

In the event of a delayed mornings (2-hour delay), the following morning routines will occur:

- Morning school buses will pick up at bus stops two hours later than usual.
- Afternoon buses will depart school and drop off students at the same time as a normal day.
- All classes Kindergarten through 5<sup>th</sup> grade will start two hours later and end on time.
- Morning Pre-school will be cancelled.
- Afternoon Pre-school (and related busing schedule) will remain on their normal schedule.
- All before school activities at Frontier, including breakfast service, will be cancelled.

### Early Release

There may be a rare instance whereby students could be released early due to serious storms that are developing. Local radio and television stations will be advised that District 20 is on storm alert. The decision to release students early for dismissal will be made by 10:30 AM and students will be released two hours early. School buses will drop off students at their normal bus stops at this earlier time. Parents are advised to provide their younger children with an early release plan in the event they cannot meet their children at home.

Parents always have the option to keep their student at home or pick their student up early if they are concerned about hazardous weather and conditions, without absence/tardy penalties.

### Release Procedures During Inclement Weather

When inclement weather occurs at dismissal time (heavy rain, lightning, thunder), students are held at school, until it is deemed safe to release them (once lightning and rain has subsided, and weather conditions improve). In these instances, the following will occur:

- **Bus Riders:** Students will be released from their classroom to proceed to the bus when the classroom teacher is notified.
- **Adventure Club:** Students will be released to the after-school care room.
- **Kiss and Drop Zone/Parent Pick up:** Parents will need to park their cars and pick up their student from the outside classroom door.
- **Walkers:** Parents/guardians will be asked to come and pick up their student(s) from the outside grade level door. ***Please be sure to develop emergency plans for these situations, as the weather in Colorado can change quickly and drastically in the afternoons.***

Students are only released to adults other than parents/guardians if permissions were granted through Infinite Campus (i.e. neighbor, relative, etc.), pick up authorization form, or a phone call notifying the front office. Anyone picking up a student will be required to show their photo ID.

### Safety Drills and Procedures

In order to ensure student safety, regularly scheduled drills including fire, severe weather, shelter in place and lockdown procedures are performed. During these drills, students and staff practice orderly and efficient gatherings in safe locations and/or exits from the building. Parents, students, and staff are typically not provided with notice regarding these drills, so that we may practice in an authentic way. Please be prepared, if you arrive during one of our drills with the intent to see/retrieve a student, that you may be locked out of the building or may not be permitted to retrieve your child for a few minutes until the drill is complete (and/or your student is accounted for as per the drill guidelines). Please be patient and know that our staff will assist you as soon as they are able. If the drill is more significant in nature or involves fire/police to assist, we will communicate that information via 20Alert, during the exercise and directly afterward.

### Safe2Tell

Frontier Elementary participates in the Colorado Safe2Tell program. The Safe2Tell program ensures that every student, parent, or community member has access to a safe and anonymous way to report information involving threatening or dangerous behaviors. Students use Safe2Tell to report: bullying, stealing, threats, fights, drugs, alcohol, weapons, or any other types of violent or dangerous situations that threaten their safety or the safety of others for the purpose of prevention and intervention. Safe2Tell's Toll-Free number is: 1-877-542-7233 (SAFE) or find a link on our website. Safe2Tell can also be accessed via [www.safe2tell.org](http://www.safe2tell.org) and via the Safe2Tell app. Safe2Tell reports go straight to administration and district security.

### Life-Threatening Allergies

The district requires the following as it relates to life-threatening allergies:

**Health Care Plans** - A health care plan for each student with a diagnosis of a potentially, life-threatening food allergy will be developed with the school nurse (or administrator with consult from a school nurse) and the parent. 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. The following procedures will be followed at Frontier to help meet these obligations:

- All nut products have been removed from the school lunch program.
- Designated nut-free tables are available in the cafeteria.
- Children may bring nut products in their lunch but are not permitted to sit at the nut-free tables (or sit at tables with students with nut allergies).
- Classrooms with students who have life-threatening nut allergies will be nut-free zones. In those rooms, students will not be permitted to bring foods with nut products for snacks but may bring them for lunch.
- Students must use proper handwashing immediately after meals/snacks to clean hands of nut products. Appropriate soap/alcohol cleaners/wipes are permitted by staff to be used to clean desk/table surfaces as applicable.
- Tables are washed after each lunch rotation with separate cleaning materials used to clean nut-free tables.
- Nuts will not be used as part of any classroom projects or lessons.
- All other food allergies will be handled on a case-by-case basis with similar structures put in place for the safety of students
- Only pre-packaged snacks and treats with ingredient labels that reflect that the product was produced without nuts, in a nut free facility will be accepted for school parties, etc. Fresh fruits and vegetables must also be washed, cut, and prepped on school grounds if used for such celebrations (we will provide the utensils/boards for such preparations)

**It is highly encouraged that parents let teachers know of students with allergies**, so that teachers can plan accordingly. We encourage all parents to be respectful of any requests that teachers have to honor allergies that might exist in the classroom.

## Celebrations/Parties

### Class Parties

Students may celebrate Halloween (or Fall), Valentine’s Day, and the winter season through designated class parties. In alignment with healthy and safe schools, guidelines will be distributed to families regarding safe costume attire for specific parties and events.

### Birthday and Surprise Parties/Treats/Gifts

Parents may choose, but are not required, to send a birthday treat with their child to school to celebrate his or her birthday. If you choose to provide a food item, the item must be store-purchased and include the ingredients label intact and legible. We also welcome non-food items such as stickers, pencils, erasers, and other small items. If your student has a food allergy, please discuss a plan with your child’s teacher for when edible birthday treats are distributed.

### Private Party Invitations

All invitations to personal parties must be distributed off school grounds. The exception is in the case where every student in the classroom is being invited. In these instances, students are permitted to distribute invitations before or after school to classmates. ***Invitations cannot be distributed by staff, through school folders or email of any kind, nor are staff permitted to share address information (home or email) of students with other families per district policy.***

### Toys and Fidget Devices

Typically, toys and fidget objects are highly distracting to the learning of the classroom; therefore, with the exception of highly unusual circumstances, we ask that those items stay at home. There are special circumstances whereby students might be permitted to bring such objects to school either through a pre-arranged special reward from a teacher, part of a specific intervention plan for a particular student, or through a related learning opportunity as presented by a teacher. In the special circumstances whereby, a teacher has allowed for such items for a specified period of time, students will be provided with expectations as to their use in the classroom. In these exceptional instances, if a student's toys or devices are a distraction, are being used inappropriately, or pose a danger to others, continued use of the item is at the teacher's discretion. In these instances, a parent/guardian may be asked to come in and retrieve the object(s). Toys, games, playing/trading cards, fidget items, recess-type equipment from home, etc. are not permitted at any time during recesses, during arrival/dismissal, or on the school buses, as some of these objects can be unsafe and/or can cause arguments between students. Students may bring certain sports equipment from home if it has been pre-approved by the teacher (teachers are aware of safe and unsafe equipment that can be brought to school), and it is understood that any loss or damage of the equipment is not the responsibility of the school, staff or other students. Please help us in these efforts by checking your student's backpack for toys and fidget devices.

### Student Fees/Classroom Supplies (School/District)

In order to find the appropriate fee schedules for a variety of services and supplies for students, please visit the Frontier website and click on School Fees and Supplies under the announcement section. School supply lists for each grade level can also be found online. Application and information regarding the free and reduced-price meal program can be obtained by calling the Free and Reduced Meal Registrar at 234-1416. For help with other fee reductions or hardship waiver questions/requests, contact the school principal at 234-4600.

### Student Records/Release of Information on Students (FERPA)

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within a reasonable time period after the request for access is made (not to exceed 45 days).
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.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.



4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

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 (written or unwritten) unless disclosure is covered by one of the exceptions in FERPA. If a parent wishes to allow a third party (for example, a step-parent) access to personally identifiable information from their child's education records (including attending parent-teacher conferences), they will need to **request a third party consent form** from the principal's secretary in the front office. Each parent/guardian must complete the form and return the form to the Principal's secretary. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

## Technology and Acceptable Use

The Board of Education and District Administration believe technology should be used in schools as a learning resource to educate and to inform. District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. Students shall be expected to use district computers and computer systems in a responsible, efficient, ethical, and legal manner. Parents and students must review and sign the Network User Agreement which can be accessed via the Parent Portal on the district/school website, before the student is permitted to use the district network and network services.

**Cell phones and smart watches** are a distraction to the learning day in elementary settings. It is Frontier's preference that students do not bring a cell phone or smart watch to school, but if your child must bring a phone/watch, we ask that certain guidelines are followed. **While the cell phone/watch is at school, it is to be turned off and put away in the student's backpack.** The phone/watch may be turned over to the teacher during the day, if preferred or requested by the teacher. If a cell phone/watch is out during the instructional day, the teacher may remove the phone/watch from the student. In these cases, staff may contact parents/guardians to come and pick up the phone/watch at the end of the day. *If a student needs to contact parents during the school day, they must make that contact from the school office, using the school phones, and only in cases of an emergency. Students are not permitted to call or text parents from a cell phone or smart watch during school hours.*

## Textbook/Library Book Use and Related Charges

Students are expected to return all loaned textbooks/library books in good condition except for ordinary wear. Students may be assessed fines for lost, damaged, or defaced books/materials/equipment.

## Transportation

The district's transportation program is designed to transport students to school and back in a safe, efficient, and economical manner using safety index guidelines. ***There is a fee associate with the use of District 20 buses.***

All school rules apply on District 20 buses and at bus stops. We also encourage students to adhere to the following additional rules:

- Stay off the road while waiting for the bus
- Stand, talk, etc. safely around the bus stop and sit, talk, etc. safely on the bus (ie. no physical play, contact, horseplay, etc.)
- Wait until the bus comes to a complete stop and wait for the bus driver's invitation to board/exit the bus
- Noise levels on the bus should not exceed normal conversational tones
- Keep the buses clean and do not leave trash on the bus
- Follow all directions provided by the bus driver at all times

## Visitors and Volunteers

For the protection of all of our staff and students, it is required that all school visitors check in at the front office, sign in, and receive a visitor's sticker. All visitors will need to have a current driver's license and the license will be run through a secure Raptor system to clear you for coming into a school building. We always encourage parents, guardians, and visitors to make arrangements with the classroom teacher prior to visiting.

If parents/guardians are interested in volunteering in a classroom or during a field trip, we ask that they visit our front office to ***fill out a volunteer form and attend a volunteer training (usually about 30 minutes)***. Once the volunteer form is filled out and returned to our school, there will be a background check that will be conducted by our Human Resource Department. Parent/guardian volunteers (those who have children in the school) will have a Colorado Bureau of Investigations (CBI) background check completed. This is paid for by the district. All other individuals (grandparents, step-parents, non-school personnel) are considered non-guardian volunteers and will need to be fingerprinted. There is no cost for this background check, but it is completed by appointment only in our district Human Resource Department. You will be contacted by an HR representative to arrange this appointment.

You will be notified once the volunteer training and background checks have been completed and you are cleared to work with our staff and students. If parents are unable to volunteer directly with students in a classroom for whatever reason, there are many ways to help out such as preparing classroom projects for teachers from home, physical work around the building on community volunteer days, etc.

*Volunteers are not to bring younger siblings or pre-school age children to the campus when visiting or volunteering.* These younger children are not covered under the volunteer liability and can be very distracting to our school age population and the learning environment.

We ask that parents/guardians/visitors refrain from conversations and "in the moment" conferences with teachers during school hours or while teachers are on duty (to include before and after school). The instruction and supervision of children is our number one priority during these times, and such

conversations can distract a teacher from performing their work, in a safe manner. We encourage parents to please contact teachers to set up appointment times, as needed.

As per FERPA guidelines, volunteers are not permitted to grade papers, enter grades in gradebooks, administer or collect tests of any kind, or be privy to the personal educational information of any child in the classroom. FERPA guidelines protect the privacy of our students, and we are obligated to ensure that confidentiality.

## For More Information

Every year, the district produces a Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents that highlights many of the important policies related to student participation in schools. Many of the components that relate to our students are already listed in this Frontier Handbook and are customized to our population. The Academy District 20 Student Handbook is located in its entirety in Appendix B of our Frontier Elementary Student Handbook.

***We are glad you are a part of the Frontier Community and  
look forward to working with you and your student(s)!***



## Appendix A

### Assumption of Risk Agreement



#### **ASSUMPTION OF RISK AGREEMENT TO HOLD HARMLESS AND EMERGENCY RELEASE FORM REGARDING ELEMENTARY SCHOOL-SPONSORED BEFORE AND AFTER SCHOOL ACTIVITIES**

As the parent/legal guardian of the student named here \_\_\_\_\_ (child's name), I authorize my child to participate in a before or after school-sponsored activity at \_\_\_\_\_. I understand that school nurses are not on duty after school hours and that in the event of a medical emergency, school staff will call 911 and parent/guardian. I understand that the health room is not open after school hours. Therefore, I agree that if an inhaler or epi-pen has been prescribed for my child, I will provide those, and I further acknowledge that my child has been authorized to self-carry by a health care provider. No medication will be administered by school staff during the before or after-school activity time. If medication is absolutely necessary for the child during the before or after school activity, the parent/legal guardian agrees to assume responsibility for administering the medication outside of normal school hours.

Additionally, by signing below, the parent/legal guardian grants permission to an emergency health care provider to secure proper treatment for the student and the parent/legal guardian agrees to assume all costs for such treatment.

Students participating in the before or after school activity must obey all safety rules and must follow the school's code of conduct and behavior expectations.

**This form applies to the following activity:** \_\_\_\_\_

**Parent/Legal Guardian:** Parents/Guardians who do not wish to accept the risks described in this notice should not sign the permission form and should not enroll their child in the before or after school activity.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

#### **Emergency contact information in the event above parent/guardian cannot be reached:**

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return this form and maintain a copy for your records**

## Appendix B

Academy District 20 Handbook of Students Rights and Responsibilities

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.

C.R.S. § 22-7-1013 (8)(b).

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

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

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

Per District policy [JE](#) and state law, excused absences are as follows:

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

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

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

## Balancing Rights and Responsibilities

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

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others’. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student’s right to an education. Given the Columbine tragedy and other more recent

events, students need to tell an adult if they are aware of

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

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

The District supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. “Bullying” is defined in District policy JICDE and state law as “the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of physical act or gesture.” Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The District cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233) or online at [Make a Report](#).

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

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

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

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

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

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

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

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

## Confidential Student Records-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 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 [JICE](#)):

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 July 15, 2024

students and confrontations between

members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The superintendent or designee shall provide periodic in- service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in or affiliation with any gang is prohibited on school premises, in school vehicles, and at school-related activities. Any gestures, signals, or graffiti which connote gang membership or activities are also prohibited. These prohibitions shall be applied at the principal's discretion after consultation with the superintendent or designee, as the need arises at individual school sites.

## Homeless Students Notification

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy [JFABD](#) or contact the Homeless Liaison Coordinator Aubrey Ranson at 719-234-1362.

## Homework Responsibilities

To function well in the classroom, you must do homework as required by the teacher. Homework is a critical component of the instructional program. Homework provides opportunities for extended learning for students. The District has a homework policy (administrative policy [IKB](#)) which states that each school must develop homework guidelines and communicate them to students and parents.

## Identification

For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities, including off-campus activities.

## Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, age, genetic information, marital status, national origin, religion, ancestry need for special education services, or conditions related to pregnancy or childbirth. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school  
July 15, 2024

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.

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, 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 J1CH](#)):

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

#### [Interviews by school administrators](#)

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

#### [Searches conducted by school personnel](#)

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or policy. When reasonable grounds for a search exists, school personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

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

### Search of school property

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

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

### Search of the student's person or personal effects

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

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

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

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

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

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



## Detection canines

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

**Law enforcement officers' involvement--Interrogations and interviews** When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification and shall be

present unless a court order provides otherwise. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

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

## Seizure of items

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

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

## Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school staff member shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

### Custody and/or arrest

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

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

### Parking Lot/Vehicle Searches (administrative policy [JIHB](#))

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

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

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

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

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

## 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.

4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy [JK](#) and its accompanying administrative procedure.
  - a. For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district;
  - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's substance abuse policy, [JICH](#), as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

### Grounds for denial of admission

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

1. Graduation from the 12<sup>th</sup> grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;
3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;

5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy [JLCB](#) unless a bona fide medical or religious exception applies.

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

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

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

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

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

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

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

purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
  - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.



- b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
  - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
- a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
  - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
  - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy. This policy will be published in all staff member and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

## Use of Physical Intervention 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.